



CÉIM Student Leader code of conduct - what is expected of you

As a CÉIM Student Leader, you are expected to:

Work as a team

- Work collaboratively with your fellow leaders to divide up relevant tasks between each of you fairly and rotate jobs throughout the Semester - all leaders are expected to pull their weight in the group.

- Treat your fellow leaders with kindness and respect. Work on your group dynamics from the beginning and focus on the goals you have set together to make the most of your experience in CÉIM.

- If you feel the work is not evenly shared, or if you are having issues with group dynamics in general, please let the CÉIM Team know as soon as possible and we will do our best to work with your group to resolve the issue.

Promote your sessions

- Communicate with 1st year students in advance of CÉIM sessions in order to encourage attendance. One leader in your group needs to be responsible for communicating with the 1st years on behalf of your group on a weekly basis through the email function on YourSpace and a group chat (e.g. WhatsApp, Discord etc.).

Prepare for sessions

- Prepare for your weekly CÉIM session in collaboration with your fellow leaders using the group and session planning templates provided.

Deliver weekly CÉIM sessions

- Set up for sessions in a timely manner which will allow for all technology, icebreakers, and session content/materials to be ready in advance of the session start time. (If a session starts at 4pm, the materials must be ready to go at 3.55pm at the very latest.)

- Co-facilitate all of your weekly CÉIM sessions in collaboration with your fellow leaders.

- Your role in sessions is to:

- Show up ready to actively lead the session with your fellow leaders.
- Work hard to engage ALL 1st year students in your group.

- Encourage the 1st year students to drive the agenda for what is covered in CÉIM sessions.
- Support the 1st year students to help each other figure things out for themselves - it is about helping them develop independent learning skills.
- Refer students to relevant services as necessary.
- Act as a positive role model for the 1st year students.
- Positively represent CÉIM and the student leader role.

Your role is NOT to teach or give answers, proofread or review work, or to act as a counsellor. Your role is to facilitate the peer learning session.

You will act as a positive role model regarding academic integrity and must not facilitate plagiarism during or outside of CÉIM sessions. Encourage the 1st year students to take note of University of Galway academic integrity policies - <https://www.universityofgalway.ie/academicintegrity/>

- Restrict your phone usage during CÉIM sessions to academic or session-related activities.

Ideally, there should be no need to use your phone during sessions as 1st year students should be encouraged to find information for themselves.

Phones/devices should not be used for personal use during CÉIM sessions (for example, checking social media, texting etc). If you do need to take care of an urgent personal matter, please just let your group know that you need to step out for a moment.

What to do if you cannot attend your sessions

- Notify your fellow leaders AND Amber, Órla & Kerry as far in advance as possible if you cannot attend a session, and try to find a leader to stand in if necessary.

- It is imperative that a minimum of two leaders are present for each session. For child protection and health and safety reasons, you cannot run a session on your own.

Attend weekly debrief meetings

- Attend CÉIM debrief meetings on a weekly basis and actively participate by sharing what activities/techniques your group has used, what you've learnt and any challenges you are facing.

- Notify Amber, Órla & Kerry in advance of a debrief meeting if you cannot attend and ensure other leaders from your group will be in attendance. If it happens that no leader from your

group can attend a debrief meeting, one of you needs to email an update in advance to Amber, Órla & Kerry.

- When emailing the CÉIM Team, please copy Amber, Órla & Kerry on all urgent emails. This will help ensure your message/request is dealt with as quickly as possible and the rest of the team can see if your query has been dealt with by another team member.

Communicate

- Communicate regularly and clearly with your fellow leaders, 1st year students and your CÉIM Academic Lead/Amber/Órla/Kerry.

- Notify your CÉIM Academic Lead or Amber/Órla/Kerry if any difficulties arise. Do not let things drag on.

- You agree to being contacted by the CÉIM Team at the phone number and University of Galway email address you supplied.

Be inclusive and respectful at all times

- Please read and ensure you understand the CÉIM inclusion

statement: <https://ceim.su.universityofgalway.ie/take-part/inclusivity-in-ceim/>

- Be mindful that University of Galway has a very diverse student population. Students enter University of Galway with a broad range of experiences, confidence, abilities and skills.

- CÉIM is a welcoming, inclusive learning and social space. How you run CÉIM sessions, talk to students and design session activities needs to reflect this and be inclusive and welcoming for all students.

- Please refrain from promoting specific personal political ideologies, religious beliefs etc. to the 1st year students in CÉIM sessions or via CÉIM group chats.

Act as a positive role model

As a CÉIM leader you are stepping into a professional role representing the CÉIM programme and your discipline.

- Engage fully in sessions. It is not acceptable for a leader to not take part in the session.

- Be prepared for sessions. Ensure that you complete any preparation that you agreed to take on prior to the session, such as designing activities, creating materials or printing. Make sure that materials are ready to go for the session and that you work collaboratively with your fellow leaders throughout.

- Refrain from talking negatively about members of staff or your course in front of or with the 1st year students.

- Do not show up to your CÉIM session hungover or having had a drink.

- Refrain from talking about high levels of alcohol consumption in front of the 1st year students. Please note that University of Galway promotes low-risk drinking and discourages high-risk drinking - see the University's Alcohol Policy:

https://www.universityofgalway.ie/media/studentservices/files/NUIG-alcohol_policy.pdf

- Adhere to the University of Galway Student Code of Conduct

[https://www.universityofgalway.ie/media/studentservices/files/QA-616-University-of-Galway-Student-Code-of-Conduct-\(Oct-2022\).pdf](https://www.universityofgalway.ie/media/studentservices/files/QA-616-University-of-Galway-Student-Code-of-Conduct-(Oct-2022).pdf)

Adhere to Child Protection Policy

- Be aware that some of the 1st year students in your group may be under the age of 18.

- Adhere to the University of Galway Child Protection Policy.

See: <https://www.universityofgalway.ie/media/humanresources/policiesproceduresandforms/policiesprocedures/QA127---Child-Safeguarding-Statement.pdf>

- Never run a CÉIM session without another leader present. This is also for your own safety as a leader.

- It may be inappropriate to have private communication (social media or otherwise) with an individual member of your CÉIM group who is under 18.

- Under the Children First Act 2015, a mandatory reporting regime was introduced for those working with children and vulnerable adults. Immediately report any concerns of a serious nature (abuse or neglect) regarding a CÉIM participant (under the age of 18) to Chris Newell, General Manager of University of Galway Students Union: chris.newell@universityofgalway.ie, 087 9618745.

Act professionally in group chat and social media

- Many leaders find group chats are an effective way to communicate with their fellow leaders and the 1st year students in their group, but there is no obligation for CÉIM leaders to participate in any CÉIM-related group chat or social media channel.

- Act in a professional and kind manner at all times when engaging in any group chat, social media channel, or activity related to CÉIM (for example, CÉIM WhatsApp groups). See 'Social media etiquette for CÉIM leaders' in the Leader Handbook for more information on this.

- CÉIM group chats are to be used for CÉIM purposes only, namely, to remind students about CÉIM sessions, get input regarding what topics to cover in sessions and for students to ask questions. 1st year students will be briefed on what is expected of them when participating in a CÉIM group chat. If a 1st year student oversteps the boundaries of the group chat (for example, contacting leaders individually where they don't already have an established friendship or does not use the group chat for the purpose it is intended), please let the CÉIM Team know.

- At the end of your CÉIM sessions in Semester 2, please feel free to leave your group chat or close it down entirely. Once you finish with CÉIM for the year, you are under no obligation to keep up communication with your CÉIM group as you will need to focus on your own studies.

Use of Canvas where a CÉIM Leader role has been assigned

- Where you are given access through a CÉIM Leader role to any Canvas 1st year module you will be able to access information that a 1st year student can access, but you will not be able to see exam grades or any personal information of students taking the module. This is an Observer or Guest role, with limited access. You are obliged to use this Canvas access for information purposes only. This will not affect your own personal Canvas or any modules you are in and you will not receive grades for these modules.

While material can be downloaded from Canvas, this should only be done for the purpose of enabling you to prepare for CÉIM sessions. Material from Canvas can be discussed in sessions by 1st year students, but you should NOT print out or distribute any material from Canvas inside or outside of CÉIM sessions. 1st year students need to become independent learners and they need to locate information on Canvas themselves and solve problems themselves, and CÉIM leaders need to bear this in mind at all times when accessing information from Canvas.

Maintain student confidentiality

- An important obligation that CÉIM leaders and participants have is the protection of confidences in spoken, written and electronic communications.

- Individual student confidentiality must be maintained by CÉIM leaders and coordinators. For example, if a 1st year student shares an academic difficulty they are having in a session you can discuss this in a debrief meeting, but you should not name the student. Discretion should also be exercised when handling enquiries from others regarding any individual student.

- Leaders should be vigilant when communicating via telephone, text message and social media groups. Leaders should refrain from discussing personal data in public where it may be overheard. In the case of a telephone call, it is okay to tell someone you will call them back once you have found a quiet place. You should never leave personal data on voicemail or an

answering machine.

- With email, please ensure that it is sent only to intended recipient(s). If necessary, put mailing lists in the BCC: (blind copy) field to protect the anonymity of students from each other.

- CÉIM attendance records are used to measure the effectiveness of the CÉIM programme. Data collected should be treated confidentially and the data should not be used outside the confines of CÉIM. Where used, paper attendance records should be returned to staff at weekly debrief meetings.

- Regardless of age and on the grounds that a vital (life or death) interest is at stake, leaders are obliged to report the identity of a student when suicidal thoughts are expressed, when someone may be in danger, or where a child is at risk of physical, emotional or sexual abuse. You do not need to receive the student's consent to report this as reporting in the above instances is permitted under the General Data Protection Regulation (GDPR) as a safeguarding measure. However, ideally, you should inform the student that you are concerned and that you will be reporting the matter. Immediately report all concerns to Chris Newell, General Manager of University of Galway Students' Union: chris.newell@universityofgalway.ie, 087 9618745.

- For more information on the CÉIM data privacy policy, see the following web link: <https://ceim.su.universityofgalway.ie/about/data-privacy-policy/>

Warning system

In the unlikely event of student leaders not adhering to the leader code of conduct, they will be invited to discuss their performance with their CÉIM Academic Lead and/or Amber/Órla. We have a system of three warnings listed below, which may be delivered verbally and will be confirmed via email. Please note that the system of three warnings will not apply in cases of serious misconduct, such as putting others at risk via aggression, harassment, violence or abuse, theft, intoxication etc.

Warning 1: The initial warning will involve monitoring and observation of the student leader to see noted improvement.

Warning 2: If there is no improvement or a second incident, a second warning will be given.

Warning 3: If the situation is not rectified, a third warning will be given and the student leader will then be asked to leave the CÉIM programme. In this case, the student leader will not receive a certificate of participation in CÉIM and staff will not be in a position to act as a referee.