



MENTOR GUIDE

EMERGENCY NUMBER: 01223 857446



2024

1. WELCOME FROM CAREDIG

Thank you so much for taking part in the Shadowing Scheme! Being a Mentor was some of the most fun I had as a student, and I really hope that you get the same experience. The Scheme this year is in person, so you'll be spending about three days with your Shadow, showing them your everyday life as a student here. We will be running plenty of events, and the SU Lounge will be open every day, so if you have a contact hour you can't bring a Shadow to, don't worry! There will be plenty to keep them (and you) entertained.

If you have any questions about the Scheme, don't hesitate to drop an email to shadowingscheme@cambridgesu.co.uk. Thanks again for your interest, this guide should have all the information you need to decide if the Shadowing Scheme is for you. We hope you get involved!

Caredig ap Tomos

Undergraduate Access, Education and Participation Officer 2023-24



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3. KEY INFORMATION

The full Shadowing Scheme takes place from January 2024 to January 2025, with a combination of in-person and online elements.

The residential element takes place over 3 days from Sunday afternoon to Tuesday morning. You will have been allocated a Shadow for one or two weeks, depending on your availability. This year, the dates for this year's Scheme are:

- 28-30 January
- 4-6 February
- 11-13 February

Living in Cambridge and 'shadowing' a student for 3 days gives an authentic sense of the community and everyday life at Cambridge. During this time, you will be a Shadow's primary insight into Cambridge life, answering questions honestly and providing information that you wished you had known as an applicant. Shadows should leave the Scheme with knowledge and experience of Cambridge and the admissions process, and will be able to make an informed decision of whether they would be interested in studying at the University, or at another top university.

4. BEING A MENTOR

4.1 Online Mentoring

Before you arrive you will be put in contact with your Shadow via MentorNet. The only way that you can communicate with your Shadow online is through MentorNet. Any other form of online communication is not acceptable and is a breach of the Code of Conduct. You will chat to your Shadow before, during and after the residential element of the Scheme. If your Shadow is not responding to you contact shadowingscheme@cambridgesu.co.uk as soon as possible.

Please contact your Shadow on MentorNet before they arrive. You can ask about the subjects they study, school life, what they want to study, and what they're looking forward to about the Scheme. You should also say a bit about yourself and your life in Cambridge. Most of this can be done in person but it is nice for you both to feel more comfortable with each other before they arrive.

Time	Example Talking Points
Pre-Scheme	<ul style="list-style-type: none">• Tell them about you: course, college, where you're from• Ask about them: school subjects, where are they from

	<p>(remember what details cannot be shared according to the Code of Conduct)</p> <ul style="list-style-type: none"> ● Planning: what are they looking forward to on the Scheme? Do they have any worries? What do they want to do? ● Accessibility: Is there anything they need or would like that would make them feel more comfortable during their stay? ● Have a look at the timetable together ● Cambridge: explain the college system a bit, what is accommodation like, ask what they think Cambridge is like
Post-Scheme (straight after)	<ul style="list-style-type: none"> ● Did they get home okay? ● Did they enjoy the Shadowing Scheme / do they have any feedback? You can remind them to fill in the post-Scheme survey
Post-Scheme	<ul style="list-style-type: none"> ● Applications: deciding whether or not to Cambridge, Cambridge application process, applying to other universities. ● Personal statements: reading lists, supercurriculars, sharing tips, reading over their statement ● Interviews (if applied): tips and tricks, sharing your experiences

4.2 In-Person Mentoring

Being a Mentor is a big responsibility but also a lot of fun! The primary experience of the Shadowing Scheme is for Shadows to experience your daily life. You can bring your Shadow to your lectures and supervisions, as well as letting them just chill in the library with you whilst you get some work done. We have told them to bring some reading or schoolwork so don't worry about them being around as you get degree work done. Remember, what might be mundane to you will be exciting to them.

4.2.1 Accessibility

Make sure to check in with your Shadow if there is anything we can do to make their stay more comfortable and enjoyable. If they have any concerns before the Scheme you feel unsure about please contact the SU team.

Many Shadows will need access to prayer space during their time in Cambridge. In the centre of Cambridge is the Sidgwick Site Prayer Space and we will also have a temporary room booked in the SU that students can use.

If your Shadow will need access to a prayer space, please ensure you know where the prayer spaces are in the College they are staying in, and your College, if different.

4.2.2 Contact Hours

If you want to bring a Shadow to a supervision, please email your supervisor first. If you have minimal contact hours, and you feel comfortable, you could ask a supervisor to reschedule a supervision for the Monday of the Scheme. This is entirely up to you, as we know Colleges and Departments have different allowances for such requests.

Please use these [email templates](#) if you are unsure how to phrase this.

If you would like to, or have a contact hour you can't bring a Shadow to, the SU will be running a full series of events that you can come to. The timetable below details what events are essential parts of the Scheme, and what you can attend based on your own schedule.

5. TIMETABLE

The timetable below is for all 3 weeks of the Shadowing Scheme.

5.1 Sunday

Event	Time	Location	Attendance
Meet you Mentor	16:00-16:30	Emmanuel College	Essential
College tours & settling in	17:00-18:00	Shadow College	Essential
Drop off at Formal	19:00	Various Colleges	Essential
Pick up at Formal	21:00	Various Colleges	Essential

5.2 Monday

Event	Time	Location	Attendance
Breakfast	8:00-9:00	College / SU	Essential
Academic Time with Shadow	Throughout day	Wherever your contact hours are	Essential

Lunch	12:00-13:00	College	Essential
Shadow Seminar: Medicine	13:00-14:00	University Centre	Optional
Shadow Seminar: Computer Science (TBC)	13:00-14:00	University Centre	Optional
Student Life Panel	14:00-15:00	University Centre	Optional
Cake & Collage	14:00-15:00	University Centre	Optional
Shadow Seminar: Law	15:00-16:00	University Centre	Optional
Shadow Seminar: Engineering (TBC)	15:00-16:00	University Centre	Optional
Society Give it a Go	16:00-17:00	University Centre Dining Hall	Optional
Dinner	18:00-19:00	College	Essential
Quiz Night!	19:00-21:00	Newnham College Bar	Optional
Free time	21:00		

5.3 Tuesday

Event	Time	Location	Attendance
Breakfast	8:00-9:00	Your College	Essential
Drop off at Admissions Talk	10.00	Emmanuel College	Essential

5.4 Shadow Seminars

Shadow Seminars are available for any Shadows to attend regardless of their Mentor's subject. The Seminars are taught by academics or students and will give Shadows the chance to experience personalised, small group teaching.

There will be Seminars for 4 different subjects which had the highest interest rates from Shadows. They will be quite broad in their remit so below are suggestions of which students may be interested in which Seminars.

- Medicine Seminar: Medicine, Law, Biological Natural Sciences
- Engineering Seminar: Engineering, Chemical Engineering
- Computer Science Seminar: Computer Science, Maths, Physical Natural Sciences, Economics
- Law Seminar: Law, HSPS, History

Seminars are open to all Shadows and Mentors and are entirely optional.

5.5 Formal Dinners

Week 1: Emmanuel College, 7pm

Week 2: Churchill College, 7pm (to be confirmed)

Week 3: Queens' College, 7pm

Please drop off your Shadow to the College Plodge for 7pm. Due to limited numbers at formals, only Shadows will be able to attend Formals. **They will not need to wear formal dress or gowns.**

6. MENTOR CHECKLIST

Before the residential

- Read through Mentor Guide
- Message Shadow on MentorNet
- Plan week with Shadow based on their interests and your time
- Check in with Shadow about any access requirements
- Join group chat with Mentors on same week as you
- Find out where College prayer space is if you do not already know

During residential

- Pick up Shadow at **4pm Sunday from Emmanuel College**
- Ensure Shadow has their meal vouchers
- Ensure Shadow has their room key
- Ensure any access requirements are met
- Pick up Shadow at approx. **9pm Sunday from College formal**
- Talk to Access Officer(s) or SU team if you need anything
- Drop off Shadow at **10am Tuesday at Emmanuel College**

After residential

- Check in with Shadow on MentorNet
- Provide any feedback on the Scheme to Access Officer and the SU
- Maintain communication with Shadow (see [Talking Point](#) suggestions)

7. SAFEGUARDING AND EXPECTATIONS

The safety and wellbeing of participants is paramount to the success of the Scheme. All of the SU Shadowing Scheme team have completed NSPCC Child Protection online training which forms the basis of the Scheme's safeguarding expectations.

As a Mentor you will have completed the mandatory training and have an up-to-date DBS check, which are compulsory for everyone taking part in the Scheme.

Being a Mentor also involves communicating with your Shadow through a secure online platform before and after the Scheme. Mentors cannot contact Shadows outside of this platform and will be trained on expected conduct during the Scheme.

7.1 Mentor Code of Conduct 2024

This Code of Conduct is intended to ensure that the Shadowing Scheme is effective and that participants get the most out of the experience. All mentors must sign up to the expectations outlined in the Code of Conduct in order to confirm your participation in the Scheme.

Failure to meet the expectations outlined below will result in an individual being removed from the Scheme and potential further action.

Responsibility of Mentors:

- Treat all participants, Mentors, other volunteers and staff with respect.
- Prioritise the wellbeing and safety of Shadows at all times.
- Attend all training sessions as mandatory.
- Report any *concerns* about inappropriate or abusive behaviour, including use of inappropriate language, discrimination, harassment, physical violence or bullying (including behaviour displayed by an adult or child and directed at anybody of any age) to Cambridge SU at www.cambridgesu.co.uk/safeguarding.
- Report any *disclosures* of inappropriate or abusive behaviour, including use of inappropriate language, discrimination, harassment, physical violence or bullying (including behaviour displayed by an adult or child and directed at anybody of any age) to Cambridge SU at www.cambridgesu.co.uk/safeguarding.
- Never speak to a Shadow one on one in a private space. The only exception to this is using the messaging function on MentorNet.
- Use the accounts assigned to you to participate in the Shadowing Scheme only for the purposes of the Scheme.

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- Do not share details of how to access Shadowing Scheme events or activities to allow others who are not participating may access events themselves.
 - Never leave a Shadow with, or give responsibility of a Shadow to, someone who is not partaking in the Scheme.
 - Shadows may have free time **before 5pm**, only if Mentors are sure that the following are met:
 - They are in a group with at least **three other Shadows**
 - They know how to contact you and an SU staff member
 - You have a designated time and place to meet
 - Remember at all times that legally Shadows are children and you are in a position of trust and responsibility and to act accordingly.

Inappropriate behaviour:

- **Do not** consume alcohol with, or buy alcohol for, a Shadow.
- **Do not** smoke or use or be under the influence of illegal substances around a Shadow.
- **Do not** take Shadows to any college or city bars, pubs, clubs, or other drinking establishments. The only exception to this would be if a Scheme event is held in a College bar.
- **Do not** contact or reply to your Shadow or any other participant on the scheme outside of the platforms specified for use in the Shadowing Scheme.
- **Do not** share your contact (mobile number, email or postal address) or social media details, or details of any other mentor or volunteer, including full names.
- **Do not** develop inappropriate relationships with a Shadow.
- **Do not** make inappropriate promises to a Shadow, e.g. promising that you'll keep a secret.
- **Do not** act in a way that can be perceived as threatening or intrusive
- **Do not** patronise or belittle a Shadow, including making sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of a Shadow.
- **Do not** take any unnecessary risks that might result in harm to you or a Shadow

To uphold diversity and inclusion, Mentors should:

- Treat all Shadows fairly and without prejudice or discrimination
- Understand that Shadows are individuals with individual needs

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- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems.
 - Challenge discrimination and prejudice
 - Encourage Shadows to speak out about attitudes or behaviour that makes them uncomfortable.

7.2 Data Protection and MentorNet

Participants do not share their surnames, contact details or schools with anyone else on the Scheme. You can contact our Senior Risk Information Officer at ceo@cambridgesu.co.uk.

On MentorNet Shadow profiles will be created only with their first names and surname initials visible. Mentor profiles will be created with first names, surname initial and College visible. These profiles will be customisable to add information you would like to display, only accessible to Cambridge SU staff and your Shadow, including:

- Profile Picture
- Subject
- Year of Study
- Pronouns
- About You
- Why you are taking part in the Shadowing Scheme

If a participant is actively sharing more information about themselves or another participant, or if their profile displays it, you must instruct them to remove the information and immediately report it to safeguarding@cambridgesu.co.uk.

7.3 When and How to Report

If you need to report an incident, you can do so at: cambridgesu.co.uk/safeguarding.

If you are unsure of whether or not to report an incident, you can always contact the Cambridge SU team at safeguarding@cambridgesu.co.uk. If you see anything that looks not right, or makes you feel uncomfortable, then it is always the right thing to contact the SU.

The NSPCC uses the framework of recognise, respond, report, and record when it comes to child protection.

1. **Recognise:** Remain attentive to any strange behaviour by or to participants of the Scheme. If anything happens that goes against the Code of Conduct, or that makes you feel uncomfortable, contact the SU.
2. **Respond:** If a participant discloses an incident to you, it is important to respond calmly and sensitively. Listen to all they tell you and be clear that you are there to support them. Do not ask any probing questions, just note all the information they tell you. Do not promise that you will keep what they say secret, if an incident is disclosed you must report it.
3. **Report:** The incident reporting form can be found at cambridgesu.co.uk/safeguarding. If you are unsure whether to report, contact the Safeguarding Lead. The most important thing is that you report to the SU.
4. **Record:** Make note of any incident that occurs. Use exact words that people use if they disclose information to you. Factual information is important, including what happened, who was involved and who was present, where and when it occurred, how you responded to the situation

7.4 First Aid or Physical Emergency

For a physical emergency, always call 999 first and then let the safeguarding team know as soon as possible. If you are in your College and you have a first aid issue, or need immediate support, please contact the College Porters. These are full time staff who work as welfare and security for all people staying in College. They will know you are staying and will be able to provide any support or help within College.

7.5 Safeguarding Tips & Expectations

- Know where to report any concerns you have.
- Know who the safeguarding contacts are in the SU.
- Don't promise confidentiality if a Shadow discloses something to you.
- Only use your first name.
- Remind Shadows and Mentors only to use their first name.
- Don't share any information that could enable a Shadow to contact you outside of the Scheme, such as social media.
- Communicate regularly with Shadows to keep track of any concerns.
- Shadows will be given wristbands that indicate to all local and college establishments that they are under 18 and cannot be served alcohol.

8. KEY CONTACTS

Safeguarding Leads: safeguarding@cambridgesu.co.uk

24/7 Emergency Number: 01223 857446

General Enquiries: shadowingscheme@cambridgesu.co.uk

Caredig: Please message me on MentorNet or email
caredig.aptomos@cambridgesu.co.uk

Frankie: Please message me on MentorNet or email
frankie.kendal@cambridgesu.co.uk

Neith: Please message me on MentorNet or email
neith.charlesworth@cambridgesu.co.uk