

SAFEGUARDING TRAINING

SHADOWING SCHEME 2024



AIMS & OBJECTIVES:

Attendees will leave the training sessions with:

1. An understanding of the Shadowing Scheme
2. An understanding of what a Mentor does and why
3. Knowledge and understanding of Safeguarding and how it applies to the Shadowing Scheme
4. Knowledge and understanding of how to respond to safeguarding concerns
5. Experience of working through scenarios and the possible outcomes



OVERVIEW OF THE SHADOWING SCHEME

- The Shadowing Scheme was launched by the Student's Union over 20 years ago
- It is one of the biggest student-led access residentials in the UK.
- Shadows will stay in Cambridge for 3 days and 2 nights, for 3 weeks.
 - College accommodation: Clare, Christ's, Emmanuel, Fitzwilliam, Girton, King's, Magdalene, Pembroke, Queens'
 - Room donation: Newnham and Murray Edwards
- Before and after the residential they will be in contact with their Mentors (you!) via a secure online messaging service.



WHAT WE AIM TO DO

- Give a genuine insight into academic and social life at Cambridge.
- The Shadowing Scheme is not here to recruit students.

We aim to:

- Demystify life at Cambridge University
- Allow Shadows to develop their academic interests
- Enable Shadows to make informed decisions about University
- Support Shadows to make strong applications
- Develop volunteering opportunities for Cambridge students



BEING A MENTOR

- Mentors are Shadows' primary insight into Cambridge life for the duration of the Scheme. Your Shadow may not know very much about University, let alone Cambridge, so the advice that you give should be taken seriously.
 - Honesty
 - Accuracy
 - Encouragement
 - Patience

Remind Shadows to attend the Admissions talk!



Thursday | Day 1

SU Lounge open
9:00-17:00 weekdays

| | | | | | |
|------------------------|--|--|---|---|---|
| Arrival 13:00-14:00 | Welcome Talk 15:00-16:00 <i>Emmanuel College</i> | Meet your Mentor 16:00-16:30 <i>Emmanuel College</i> | College tours & settling in 17:00-18:30 <i>Your College</i> | Formal Dinner 19:00-21:00 <i>Various Colleges</i> | Try a ADC 'late show' [*] 21:30 <i>Corpus Playroom</i> |
|------------------------|--|--|---|---|---|

Friday | Day 2

| | | | | | | | | | |
|---|---|---|--|--|---|--|--|----------------------------|---|
| Breakfast 8:00-9:00 <i>Your College</i> | Academic time with Mentor Throughout day | Lunch 12:00-13:00 <i>Your College</i> | Shadow Seminars** 13:00-16:00 <i>Various locations</i> | Lino & Liberation 14:00-15:00 <i>University Centre</i> | Societies Showcase 15:30-17:00 <i>SU Lounge</i> | Dinner 18:00-19:00 <i>Your College</i> | Quiz Night! 19:00-21:00 <i>Newnham College Bar</i> | Free time 21:00-onwards | Try a ADC 'late show' [*] 21:30 <i>Corpus Playroom</i> |
|---|---|---|--|--|---|--|--|----------------------------|---|

Saturday | Day 3

| | | |
|---|---|-------------------|
| Breakfast 8:00-9:30 <i>Your College</i> | Admissions Talk 10:00-12:00 <i>Emmanuel College</i> | Goodbyes 12:00 |
|---|---|-------------------|

^{*}Use the discount code 'SHADOW' for 25% off tickets on student written drama

^{**}There are seminars for students interested in Maths, Law, Natural Sciences or Medicine

SHADOWING SCHEME TIMETABLE 2023



2023 Timetable

This year:

Sunday-Tuesday

Monday 1-5pm
events in SU
Lounge
(optional for
Mentors)



ACTIVITY 1

**WHAT DO YOU THINK A SHADOW MIGHT LIKE TO KNOW
ABOUT CAMBRIDGE?**



THINGS TO THINK ABOUT

- Shadows have been selected for the Scheme based on scoring highly on 'Widening Participation' criteria.
 - Have no family or friends who have attended university
 - Are eligible for free school meals
 - Have parents/guardians with a low level of education
 - Are refugees
 - Have caring responsibilities
 - Have been/are in local authority care
 - Are from neighbourhoods where few people are university educated
- Don't treat people who experience things like poor access to technology, an unstable home life or financial hardship as outliers or abnormal.
- Make sure to explain all the Cambridge terms and acronyms you might use. For example alternative college names, 'stash', 'ents' etc.



IMPORTANT SAFEGUARDING INFORMATION

1. Code of Conduct
2. Safeguarding Policy
3. Data Protection
4. Communication
5. Reporting Process
6. Safeguarding Contacts



1. CODE OF CONDUCT

RESPONSIBILITIES 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.



1. CODE OF CONDUCT

RESPONSIBILITIES OF MENTORS CONTINUED:

- 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.
- Do not share details of how to access Shadowing Scheme events or activities to allow others who are not participating may access events themselves.



1. CODE OF CONDUCT

RESPONSIBILITIES OF MENTORS CONTINUED:

- 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.



1. CODE OF CONDUCT

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.



1. CODE OF CONDUCT

INAPPROPRIATE BEHAVIOUR CONTINUED:

- **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



1. CODE OF CONDUCT

TO UPHOLD DIVERSITY AND INCLUSION, MENTORS SHOULD:

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



2. CAMBRIDGE SU SAFEGUARDING POLICY

- For the purposes of this policy a child is anyone under 18 years of age.
- The Cambridge SU follows guidance on child safeguarding issues set out by the NSPCC.
- Be aware that a person under the age of 18 is legally a child, even if they look and express themselves like an adult.
- Anyone working on a project specifically aimed at those under the age of 18 must have had an enhanced DBS check.
- Staff and volunteers must never make any comments which may be interpreted as sexual in nature, to a child.
- Staff and volunteers must not allow children to use inappropriate language unchallenged.
- Staff and volunteers must not let allegations that a child makes go unchallenged or unrecorded.
- Staff and volunteers must not take photographs (including screenshots) of children.



2. CAMBRIDGE SU SAFEGUARDING POLICY

Safeguarding is everyone's responsibility.

1. Recognise possible abuse
2. Respond appropriately
3. Report your concerns
4. Record your observations

If someone discloses something to you, you have an obligation to report it. **Never tell a shadow you will keep something a secret.**



3. DATA PROTECTION

- Participants do not share their surnames, contact details or schools with anyone else on the Scheme. MentorNet has a limited amount of information that can be displayed on profiles which you and your Shadows can choose to include:
 - First name
 - Profile image
 - Pronouns
 - Course and College (Mentor only)
- 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 Cambridge SU.



4. COMMUNICATING WITH YOUR SHADOW

- MentorNet is the messaging platform you use before and after the residential to talk to your Shadow
- Messages are moderated before they are sent by checking them against disallowed words and phrases
- It is important to be active in messaging your Shadow before, after and during the residential.
- Download the sfgMentorNet app now!

Access Requirements and Cultural Sensitivity

- Shadows will have different access requirements and cultural backgrounds and it is important you communicate about their specific needs



5. REPORTING INCIDENT FORM

www.cambridgesu.co.uk/safeguarding

You should report an incident when:

- An attendee breaches the code of conduct
- You have a safeguarding concern, e.g. child is at risk of or has experienced harm
- An attendee says something which makes you feel uncomfortable or unsure


INCIDENT REPORT FORM

Your Full Name:

I am a...

If applicable, your role/job title:

Phone number:

Date & Time of Incident: 

Location of Incident:

Type of disclosure

If you saw the incident directly, select **Witnessed Safeguarding Concern**. If someone made specific statements about what has happened to them, select **Direct Disclosure**. If someone suggested there might be a problem but not made specific statements, select **Indirect Disclosure**. If someone has told you about a concern they have for a child, select **Third-Party Disclosure**. If you have noticed a change in behaviour that is concerning, select **Behavioural**.

Please describe the incident in full:

This information will form part of the Safeguarding Team's considerations on appropriate next steps. As such, please include the facts of the situation or incident and, where possible, use the exact words of the person who disclosed or reported the concern to you. Please also include names and details of anyone who witnessed the incident or disclosure and whether consent was given to share this information.

5. HOW TO REPORT SAFEGUARDING CONCERNS

When

- Ideally as soon as an incident has occurred
- No more than 24 hours after

What

- Location and time of incident
- Any and all details you can remember
- Be as factual as possible, where possible using the language and words used by those involved or disclosing

Who

- Everyone who was involved in the incident
- Anyone who observed the incident

Emergency situations



6. SAFEGUARDING CONTACTS

Safeguarding Leads:

- Gabbi Foreman (Interim CEO)
- Oli Gray (Interim Director of Membership Engagement)



Email: safeguarding@cambridgesu.co.uk

24/7 Emergency Number: 01223 857446

