

## The Oxford Trust | Science Oxford STEM Careers Programme Behaviour Policy

December 2025

### Introduction

Science Oxford is committed to ensuring all students, staff and volunteers feel that the activities organised as part of the STEM Careers Programme are carried out in a safe and positive environment at all times.

We strive to deliver a programme which is welcoming and inclusive, where all students who attend are comfortable to participate, work with each other and fully benefit from an enjoyable and fulfilling experience.

Our Behaviour Policy is intended to explain the standards of behaviour we expect from students, the way we support them to understand and follow these standards, and the process we follow to manage any issues which may occur.

### Application

This policy is applicable to Science Oxford's STEM Careers Programme events for secondary school students which take place at the Science Oxford Centre and may also include visits to local STEM organisations. For outreach activities delivered by the Science Oxford team in schools, behaviour management of students is the responsibility of school staff under the school's own policy.

### Code of Conduct

Students taking part in the Science Oxford Education Programmes must:

- arrive punctually and notify Science Oxford promptly if delayed or unable to attend due to illness.
- participate in activities in a constructive manner.
- follow rules and guidance given by Science Oxford staff, particularly those relating to the health, safety and wellbeing of those taking part.
- be kind to and listen and respect the views of others.
- choose words carefully, keeping topics of discussion professional and relevant.
- refrain from demeaning, discriminatory, or harassing behaviour and speech. Remember that sexist, racist, and other exclusionary jokes and swearing are not appropriate.
- ensure permission is obtained before taking photographs or making recordings. Inappropriate images, videos, text or links must not be shared with other students. (Inappropriate material includes but is not limited to sexually explicit, violent, discriminatory or otherwise offensive content.)
- alert Science Oxford staff immediately if they have concerns regarding the behaviour of others.
- not smoke or vape on site.

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*Behaviour that falls short of the code of conduct, in the worst-case scenario, could lead to being asked to leave the programme.*

## Process

Science Oxford staff will brief students about behaviour expectations at the start of any event. This may take the form of a short presentation or talk and should include reference to the Code of Conduct. Staff will always present this in a positive and encouraging manner, focusing on the benefits of a positive and inclusive environment for all. If behavioural issues occur, staff will always manage these in a way which supports students to modify their behaviour such that they can continue to enjoy the event and take part constructively.

If a member of staff considers that a student's behaviour has been unacceptable and contravenes the Code of Conduct the following steps should be taken:

1. A verbal warning should be given, with specific reference to the Code of Conduct, explaining that unacceptable behaviour may ultimately result in the student being asked to leave the event.
2. If a student's behaviour does not improve and contravenes the Code of Conduct a second time, a further warning should be given to the student, and the student's parent or guardian notified by phone.
3. If the student's behaviour still does not improve and is unacceptable on a third occasion the decision may be taken to ask the student to leave the event. Their parent or guardian should be informed first. This step will only be taken after careful consideration where staff consider the student's actions have potential to adversely impact the running of the event or the wellbeing or safety of students and/or staff.

A written record should be kept for any issues which require any of steps 1, 2 or 3 to be taken.

In exceptional circumstances, for very serious behavioural issues, the process may be initiated at step 2 or step 3.

A member of the Senior Leadership Team (SLT) should always be contactable during any activity and event, and a decision to initiate steps 2 or 3 below must be taken by the SLT member of staff in consultation with the event or activity leader.