

## **Guidance for Corpus Christi College Societies and Directors of Studies – Alumni, Benefactors, Volunteers, Institutions and Student Relations and Communications**

<b>Purpose</b>	To ensure clarity of understanding between Directors of Studies and recognised College subject societies in relation to students, alumni, benefactors, volunteers and institutions concerning best practice around communications, mentoring, professional placements/networking and other interactions.		
<b>Responsible Person</b>	Dr Marina Frasca-Spada, Senior Tutor		
<b>Responsible Committee</b>	Executive Body		
<b>Current Version</b>	1.0	<b>Date</b>	19 October 2022
<b>Approved by</b>	Executive Body	<b>on</b>	27 October 2022
<b>Next review due</b>	18 October 2023		
<b>Review schedule</b>	Annually, or as needed, by the author; minor revisions to be approved by Head of Governance. Executive Body to approve and review every 3 years, and in the case of any substantive change.		
<b>Revision history</b>	A history of revisions to this policy is included at the end of the document.		

## **1. Statement**

- 1.1 The College is committed to creating a culture of safety, equality and protection for students (undergraduate and postgraduate) who may interact with alumni, benefactors, volunteers and institutions. Similarly, the College wishes to ensure alumni, benefactors, volunteers and institutions do not receive unsolicited approaches from students.
- 1.2 With respect to recognised College subject societies, the College expects that all communications will be normally conducted at the outset through the Fellow with oversight of that society (the “Lead Fellow”) – or in some cases, as appropriate, the Development and Alumni Relations Office and/or Tutorial Office. The Lead Fellow will take responsibility for the communications and interactions that take place for career networking, mentoring and any other professional development or research activity, always having close regard for the College’s safeguarding and stewardship protocols.
- 1.3 The same care must be exercised by any Director of Studies in organising these interactions on an ad hoc basis for an individual student or for a subject gathering/dinner.
- 1.4 In the case of any uncertainty or doubt about a proposed interaction, the Senior Tutor or Director of Development and Alumni Relations should be contacted (confidentially) in advance. And in any case, Fellows and Directors of Studies are strongly encouraged to so as a matter of good practice.

## **2. Records**

- 2.1 Lead Fellows of recognised College subject societies will provide an annual report to the Senior Tutor and Director of Development and Alumni Relations of the names and nature of student, alumni, benefactors, volunteers and institutional interactions. All Directors of Studies will be asked annually by the Tutorial Office and Development and Alumni Relations Office to supply the same information for any ad hoc interactions.

## **3. Safeguarding**

- 3.1 Any further information about our safeguarding policy for students is available here: [https://www.corpus.cam.ac.uk/sites/default/files/downloads/safeguarding\\_policy.pdf](https://www.corpus.cam.ac.uk/sites/default/files/downloads/safeguarding_policy.pdf).

**Revision history**

<b>Version</b>	<b>Responsible Person</b>	<b>Summary of changes</b>	<b>Review date</b>	<b>Approved by</b>	<b>Approval date</b>
1.0	Dr Marina Frasca-Spada, Senior Tutor	Initial Guidance	19 October 2022	EB	27 October 2022