

## General Guidance for Alumni, Donor and Student Relations and Communications

<b>Purpose</b>	To ensure clarity of understanding between students and alumni, benefactors and institutions concerning expectations around communications and other interactions between them.		
<b>Responsible Person</b>	Dr Marina Frasca-Spada, Senior Tutor		
<b>Responsible Committee</b>	Executive Body		
<b>Current Version</b>	1.1	<b>Date</b>	27 June 2024
<b>Approved by</b>	Executive Body	<b>on</b>	2 July 2024
<b>Next review due</b>	26 June 2025		
<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. Background**

- 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 and benefactors. Similarly, the College wishes to ensure alumni and benefactors do not receive unsolicited approaches from students.
- 1.2 The College expects that all communications, particularly at the outset, will normally be conducted through the Development Office (or in some exceptional cases the Tutorial Office). In addition, the Executive Body has approved guidance for recognised College societies and Directors of Studies concerning best practice around professional placements, networking and mentoring.

## **2. Guidelines**

- 2.1 These guidelines apply to communications, especially in the first instance, and other interactions between students and alumni or benefactors. Living donors/institutions wishing to contact students should liaise with the Development and Alumni Relations Office which will act as intermediary on behalf of the student. We strongly advise against sharing personal contact details. Alumni who are volunteering to share with students their professional experience for networking and career mentoring reasons, either on a personal level, or on behalf of a student society, should liaise with the Development and Alumni Relations Office which will act as intermediary for these arrangements.
- 2.2 Similarly students should not send requests or invitations directly either to individual alumni or, more generally, to alumni as a group (through, for example, LinkedIn or other social media); rather, they should liaise with the Development and Alumni Relations Office which will act as intermediary for these arrangements.
- 2.3 Stewardship interactions, namely testimonials and letters of thanks from students to a donor, will be managed through the Development and Alumni Relations Office. There is no expectation of or obligation for further interactions once a report or letter of thanks has been received.

## **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).
- 3.2 Members are advised that anyone who does not conduct themselves in a responsible manner in relation to their interactions with all members of the Corpus community, could be limited in their ongoing association, communications, and event participation with the College. Should the College receive a complaint about a Member, the Executive Body would consider the matter in line with the College's already established procedures and policies, especially for safeguarding and complaints, and take reasonable and proportionate actions in relation to the matter arising.

**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
1.1	Dr Marina Frasca-Spada, Senior Tutor	Added clause 3.2	27 June 2024	EB	2 July 2024