

## Student Recruitment

### Guidelines for staff accompanying students on visits to the University of Birmingham

We have produced these guidelines to assist members of staff visiting the University to ensure both staff and students have an enjoyable and rewarding visit.

#### Preparation for the visit

We find students respond most positively to visits where they understand why they are coming and how it relates to their studies. Therefore we ask that teachers brief their students in advance about the visit, including reinforcing positive behaviour messages.

#### Students with disabilities

If any of your students have a disability, health condition or special requirement, please let us know with reasonable advance notice so we can make suitable arrangements.

#### School staff responsibilities

The school remains responsible for the well-being and behaviour of its students at all times. School staff should attend all activities on the agreed programme for the visit. Staff should bring with them a register of pupils attending for Health and Safety purposes, such as in the event of a fire. We assume schools have their own Risk Assessments in place for the visit and have obtained any necessary parental consent. We have completed Risk Assessments for all our activities. If you would like a copy in advance, please let us know. There is always a first aid trained security staff member available on campus.

Please allow enough time for journeys to the university, allowing extra time for possible delays, especially during peak times. Traffic around Birmingham can be very busy. If for whatever reason you are running late, please inform the Student Recruitment Officer hosting your visit, using the mobile phone number provided.

#### Behaviour

At all times the behaviour and related safety of the students remains the responsibility of staff accompanying them. School staff are expected to intervene when it is clear the behaviour or safety of the students requires it. If the member of University staff who is running the event feels intervention is required, they will request school staff to do so.

#### Uniform

As a general rule, and unless alternative arrangements are made, we have found it helpful for students below Year 12 to wear uniform when attending the University. This helps with identification and helps maintain the educational ethos of the visit. We therefore ask that such students wear their school uniform for the visit and ask that schools reinforce this message to students when preparing them for the visit. Year 12 and 13 students will not be expected to wear uniform.

#### Transport

Parking on campus is limited, although we do have our own train station. If you are intending to travel by coach or mini-bus please contact us in advance so we can make arrangements for drop-off or parking, and meet you on arrival. More information about how to get to the University can be found at [www.location.bham.ac.uk](http://www.location.bham.ac.uk).

#### Accommodation tours

To get to and from our student accommodation will take approximately 40 minutes if walking. Therefore you will need to take your students there on your minibus/coach. Please let Christine Cox [c.a.cox@bham.ac.uk](mailto:c.a.cox@bham.ac.uk) know if there will be space on your vehicle/s for the Student Ambassadors who will be giving the accommodation tours to join you.

**Contacts**

If you need to get in touch with a member of University staff during the visit, contact Christine Cox on 0121 414-3374. In the event of an emergency contact 0121 414 4444 and the Security Office will notify the emergency services of the nature and location of the problem.

Lost persons should report to the Aston Webb reception in the Aston Webb Building (R6 on the campus map). Teachers accompanying students on the visit should provide the member of University staff running the event with their mobile number so they can be contacted in case of emergency.

**Evaluation**

We seek to evaluate our activities to ensure a cycle of continuous improvement. An evaluation form will be sent to you following your visit. Feedback is very important to us to help improve the services we offer.