

**WORKING WITH CHILDREN, YOUNG PEOPLE & SCHOOLS POLICY  
STUDENT-LED VOLUNTEERING PROGRAMME**

The UCL Access and Widening Participation Office supports young people from all backgrounds to apply to UCL. The Office manages UCL’s widening participation strategy.

Many UCL students are interested in volunteering or working with children and young people during their time at UCL, and the Students’ Union UCL Volunteering Service offers many opportunities for students to volunteer with children and young people or run their own volunteering projects at schools.

UCL students provide valuable support to children and young people in local schools. However, we have provided the following guidance about the types of support students can offer to children and young people.

You may...	You may not...
Talk about your personal experiences of university and student life	Give advice and guidance about applying to UCL, including advice about the UCAS process, personal statement writing or interviews*
Support students to develop the skills they need to succeed at school and university (for example time management or revision)	Advise young people about the costs of studying at UCL or the financial support they will receive*
Support young people using subject knowledge from your degree programme (for example in an after-school homework club)	Advise young people about the content or entry requirements for UCL degree programmes*
Run sessions based on your personal hobbies and interests (for example through Students’ Union UCL Clubs and Societies)	
<p>*Signpost information resources about applying to UCL, entry requirements and financial support.</p> <p><a href="#">UCAS</a>  <a href="#">UCL Prospective Undergraduate information</a>  <a href="#">UCL Fees and Funding information</a>  <a href="#">Money Saving Expert student advice</a>  <a href="#">UCL Access and Widening Participation Office</a></p>	

### **Why do we have these restrictions?**

It is important that UCL communicates a clear consistent message about its degree programmes and application processes to all prospective applicants, their families and teachers.

UCL's information, advice and guidance is covered by consumer law. We need to make sure that prospective students receive accurate information about our application processes, entry requirements, course content and support offered, so only trained staff should offer this advice. If we give out false or misleading information, we can be prosecuted, just as a shop would be if they made false or misleading claims about a product.

Please be clear when you are working with schools and young people that you do not represent UCL officially and you cannot give guidance on these issues.

### **Running projects with schools**

Schools in London receive a huge volume of offers to run free workshops or projects, from UCL, other universities and many charities, third sector organisations and small businesses. School staff are often overloaded with such requests.

For this reason, it is essential that students talk to the Volunteering Service before contacting schools and always copy their Project Supervisor into all email communication.

### **Tips for communicating with schools:**

- ✓ Be aware that teachers are always very busy and may not be able to respond quickly to your requests. Email is often the best way to contact them.
- ✓ Be clear about who you are, who you are representing and what you are offering.
- ✓ Have a realistic timescale, and be flexible to the school's requirements. Schools will need time to get permissions from parents and your session may need to be scheduled into a busy term's timetable.

### **Opportunities to support students with applying to university**

If you are interested in offering specific university advice and guidance to young people, then please apply to work with the UCL Access and Widening Participation team: [www.ucl.ac.uk/wp](http://www.ucl.ac.uk/wp)

We run a wide range of activities with children and young people. Last year we worked with over 3000 students from over 500 schools across 60 activity strands, and UCL students are an essential part of our work.