



YOUNG ALUMNI PROGRAMME

Safeguarding Guidelines

Networking with alumni is a fantastic opportunity to gain careers advice, build connections, and find internship and job opportunities. However, as with any activity that involves meeting people you do not know, it is important to be mindful of your safety and wellbeing. Below are some guidelines to ensure that you have a safe and positive mentoring experience.

1. **It's OK to videocall!** If you would feel more comfortable talking online, rather than meeting in person, it is perfectly acceptable to arrange a call or simply email. Don't go to a face-to-face meeting if you feel pressured or uncomfortable.
2. **If you arrange to meet your mentor in person, meet in a public place and tell someone where you are going.** Many business meetings are conducted in cafes or restaurants. If your mentor is pushing to meet with you in a private location, treat this as a red flag and report your concerns.
3. **Don't give out any personal details you are not comfortable sharing.** Remember that it is your choice to share personal details. You are not obliged to share any contact details with your mentor that you do not want to.
4. **You do not have to 'pay your mentor back'.** Mentors are offering their time and advice free of charge. If your mentor is asking for a return payment or favour from you, treat this as a red flag and report your concerns.
5. **No concern is too small.** If at any point you feel uncomfortable, or would like advice, please speak to a member of the Pastoral and Welfare team or the Development and Alumni Relations Office. They are there to provide you with advice and support, no matter the situation. Any concerns will be treated confidentially and not passed on to your mentor. If the College is concerned about the behaviour of a mentor, they will be removed from the mentoring scheme.

Where to go for support:

For all-round support and guidance: Tutor, Development and Alumni Relations Office

To report a concern: Tutor, Pastoral Tutor, Senior Tutor

Other sources of support: College Nurse, Tutorial Office

DEVELOPMENT AND ALUMNI RELATIONS OFFICE

Sidney Sussex College, Cambridge CB2 3HU

Tel: (+44) 01223 338874 | Email: DevelopmentOfficer@sid.cam.ac.uk

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