



UPDATED MINI PUPILLAGE POLICY

When does this policy apply?

1. This Policy does not apply to private arrangements¹ made by Members of Chambers with students or other people for the carry out of devilling or other work and/or research provided that the student or person engaged does not spend time physically in Chambers save for the occasional and brief in-person meeting with the relevant Member of Chambers.
2. This policy applies, however, to all Members of Chambers, all mini-pupils, and to all mini-pupillages.
3. A mini pupil is any person (other than a Pupil Barrister serving a formal pupillage in Chambers) who is physically spending time in Chambers for the purposes of, or akin. to:
 - a. an internship or work experience; or
 - b. shadowing a barrister; or
 - c. gaining insight or experience of the work or professional life of a barrister; or
 - d. a learning or educational experience;
 - e. being able to put the experience on his or her cv;
 - f. carrying out work and/or research for a Member of Chambers;
4. A mini-pupillage is any arrangement made for a person (other than a Pupil Barrister currently serving a formal pupillage in Chambers) to spend time physically in Chambers for the purposes of, or akin to, the ones set out in §3 above.

The over-riding purpose and objective of mini-pupillages

5. The over-riding purposes and objectives of any mini-pupillage are to give the mini pupil:
 - a. a good and constructive learning opportunity; and
 - b. a positive understanding and experience of the work and life of a barrister.

¹ Such private arrangements do not require the Head of Chambers' consent or agreement, but the Member of Chambers is required to comply all times with the Bar Code and with Resolution Chambers' Core Values.

6. Mini pupils are there to learn and to gain experience - not to help a Member of Chambers. It is not acceptable for a mini pupil to be used as a work horse or to be asked to run personal errands. All Members of Chambers are expected to be supportive of mini pupils, and are expected to be willing to allow mini-pupils to attend hearings or the like with them.

Applications for, and offers of, mini pupillages

7. All applications for a mini-pupillage must be made formally in the manner set out on the Resolution Chambers website. If applications are received in any other manner, the applicant should be asked to re-apply using the formal application process. The Head of Chambers will take, and generally accept, recommendations from the Mini-Pupillage Committee or other Members of Chambers as to which applicants should be offered a mini-pupillage.
8. Offers of mini-pupillage to an applicant can only be made by the Head of Chambers or by the Chambers Administrator acting on the express instructions of the Head of Chambers. Any offer not made in this manner will be rescinded and the unfortunate candidate will be sent home.
9. Any offer of mini-pupillage to an applicant must include a copy of this Policy together with:
 - a. the name of the individual Member of Chambers who has agreed to serve as the Pupil Master for that specific mini-pupil (“the Notified Pupil Master”); and
 - b. the dates or range of dates being offered for the mini-pupillage (which must be dates convenient to the relevant Notified Pupil Master).
10. The Chambers Administrator will keep a mini-pupillage schedule that includes the names of each mini pupil, the name of the Notified Pupil Master, and the dates of each mini-pupillage.
11. If the Notified Pupil Master is no longer able to meet their duties under this Policy, the mini-pupil must be re-assigned to, and notified of, a new Notified Pupil Master (who is able to meet the duties) alternatively the mini-pupillage must be cancelled or re-scheduled. The identity of the notified Pupil Master is not to be changed - save in cases of genuine emergency – without prior approval of the Head of Chambers. In the event of a genuine emergency, the Head of Chambers is to be informed of the change immediately.
12. Without the prior approval of the Head of Chambers:
 - a. there shall be no more than 2 mini-pupils in Chambers at any one time.

- b. no mini-pupil may spend an aggregate of more than 2 weeks in chambers.

Specific duties and obligations of a (mini pupil) Pupil Master

13. It is entirely voluntary for a Member of Chambers to agree to act as a Pupil Master for Mini Pupils but any Member agreeing to do so is required to meet the following duties and obligations.

On the first day of a mini-pupillage

14. On the first day of a mini pupillage, the Notified Pupil Master must either be physically present in Chambers before the mini pupil's arrival in order to greet the mini pupil or make arrangements to meet the mini pupil at court or a solicitor's office. The Notified Pupil Master must also introduce the mini pupil to Members of Chambers.
15. If, for unavoidable reasons, the Notified Pupil Master cannot greet the mini pupil, the Notified Pupil Master must arrange for another Member of Chambers to do so or must change the time that the mini pupil is asked to arrive at Chambers to a time that the Notified Pupil Master can make. It is not acceptable to ask the Chambers Administrator to greet a mini pupil save for in a genuine emergency.

Ensuring learning and mentoring experiences provided

16. It is the responsibility of the Notified Pupil Master to ensure that there are enough appropriate learning opportunities and things for the mini pupil to do throughout the mini pupillage. The Notified Pupil Master is also encouraged to ask other Members of Chambers to assist with opportunities.
17. It is the notified Pupil Master's obligation to ensure that the mini pupil understands and complies with all confidentiality obligations and requirements.
18. It is not acceptable for a mini pupil to have to sit doing nothing or not knowing what to do. It is also not acceptable for a mini pupil to have to ask the Chambers Administrator what they should do next or to ask the Chambers Administrator to find things for the mini pupil to do.
19. Every mini pupil deserves to leave Chambers with a positive experience of having learnt and having been mentored. For this reason, mini -pupils should sit in the Notified Pupil Master's room save for with prior approval from the Head of Chambers.

Core Values

20. It is the Notified Pupil Master's obligation to ensure that the mini pupil understands and respects Chambers' Core Values. All Members of Chambers are also required to comply with the Core Values.

21. It is never acceptable for a Member of Chambers to start, try to start, or suggest a romantic or physical relationship with a mini pupil even if it is consensual. Any such conduct will not be tolerated. If a Member of Chambers has a current or previous romantic or physical relationship with a potential mini-pupil this must be disclosed in confidence to the Head of Chamber before the mini pupillage or immediately that the facts are known.

Access to Chambers

22. Mini pupils will be given the door access card. If the card is not returned, the card will be cancelled at a cost to Chambers. No mini pupil shall be given the door code.
23. Mini pupils are only to be physically present in Chambers when their Notified Pupil Master is also physically in Chambers. If the Notified Pupil Master is not going to be physically in Chambers, the mini pupil must work from home. For the avoidance of doubt, this means that:
- a. if the Notified Pupil Master will not be in Chambers by 10am on any day, the mini pupil must work at home until the time the Notified Pupil Master will arrive in Chambers;
 - b. if the Notified Pupil Master is leaving before the end of the working day, the mini pupil must work from home after the notified Pupil Master leaves.
24. Other than with the prior approval of the Head of Chambers the only exceptions to this work from home policy are
- a. If arrangements are made for another Member of Chambers is physically in Chambers and, with his or her agreement, is actively supervising the mini pupil.
 - b. Lunch times.
 - c. For short de minimis periods during a day where the Notified Pupil Master is either undertaking a short personal errand or attending a professional engagement that it is not possible for the mini pupil to attend.
25. Chambers hours are 9 am to 6pm Monday to Friday. Mini pupils should not be asked to stay beyond these hours unless there is a compelling reason that would benefit them. Notified Pupil Masters should be mindful of other commitments that a mini pupil may have outside these hours.

JAC

3 October 2025