



College Code of Conduct for Students

Date of Publication	September 2020
Date of Next Review	September 2022
Line Manager Responsible	Anne Entwistle
Policy Creator	Anne Entwistle
Approved by	CLT & HoDs

All members of the College community, staff and students are expected to maintain high standards of personal behaviour, particularly in relation to other people. This means in practice that we are expected to:

- Show a high level of courtesy, self-discipline and respect for others
- Give equal value to all people at the College, whether they are learners, staff or visitors
- Accept personal responsibility for our actions at all times
- Show respect for others, their beliefs and traditions, way of life and dress
- Demonstrate honesty and integrity in our dealings with others
- Show respect for the standards, traditions and the regulations of the college

Students are also expected to adhere to a “professional standard” dress code. This means students should not attend college dressed in a way that would not be seen as acceptable in the workplace. Tops which show midriff, short shorts and overall revealing clothing should not be worn. Students accessing courses which require PPE must follow guidance from department staff. Failure to comply with our professional standard dress code could result in disciplinary action.

Below are some examples of unacceptable dress wear:

- flip flops
- crop tops/excessively short skirts or dresses
- shorts (other than as authorised or smart, tailored knee-length shorts)
- Hoods/hats & caps indoors

Open toed shoes are discouraged due to the outdoor nature of of our College

There is a range of behaviour which is not acceptable under any circumstances which will result in disciplinary action being taken which may lead to dismissal:

- Lack of commitment to study programmes including poor attendance, punctuality and attitude to learning.
- Persistent disruption which has a detrimental impact on the learning of others, evidenced through the Ladder of Consequences.
- Possession of, or being under the influence of alcohol or illegal drugs.
- Consumption of alcohol on unlicensed college premises or under the legal age.
- Violent or aggressive behaviour .
- Bullying, defined as deliberately hurtful behaviour to other learners repeated over a period of time. This includes:
 - ⇒ Physically hurtful behaviour (e.g. hitting, kicking, theft)
 - ⇒ Verbally hurtful behaviour (e.g. name calling, racist or homophobic remarks)
 - ⇒ Indirectly hurtful behaviour (e.g. spreading rumours, encouraging exclusion of someone from particular social groups)
 - ⇒ Using electronic devices and media to abuse others, (e.g. text, email Facebook, etc.

- Malicious damage to the buildings property of the college, or its staff, learners and visitors.
- Personally offensive behaviour of any kind.
- Ignoring the reasonable instructions of a member of college staff.
- Use of foul or abusive language in any circumstances.
- Depositing litter or waste materials anywhere other than in proper facilities.
- Theft of property belonging to others.
- Possession of offensive weapons.
- Dangerous or irresponsible driving of a vehicle on college premises.
- Downloading or distribution of offensive materials by any means, including email and the internet.
- Spitting in any location, and smoking outside of the designated areas.
- Writing of graffiti, or posting of any other material on college property, except where authorised on college notice boards.
- Disregard for the safety of others.
- Attempting to gain unfair advantage in assessments related to qualifications being undertaken through the college .
- Cruelty or disregard for the welfare and care of animals.

This code applies to all situations where a member of the college community is involved in activities relating to their work or study, including representing the college away from the main campus on work placements or visits and travelling to and from the college. All college staff are particularly required to challenge unacceptable behaviour wherever it is taking place and appropriate training will be available. The consequences of not doing so are that the college and the services that it offers will not be valued.

The college reserves the right to include any other issues not defined in this list as serious or gross misconduct, should that occasion arise.

To generate expectations of high standards of behaviour from within the college community we must apply and be seen to be applying them ourselves.