

*It is intended that this policy is 'fair to all'. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a legitimate aim.*

## SWINDON COLLEGE POLICIES AND PROCEDURES

<b>Title:</b>	<b>Student Code of Conduct</b>
<b>Owner:</b>	<b>Vice Principal Student Progression</b>
<b>Date:</b>	<b>June 2018</b>
<b>Review Date:</b>	<b>June 2019</b>

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### 1. OBJECTIVES

- 1.1 To provide guidance to staff and students on the conduct expected of students whilst at Swindon College.

### 2. SCOPE AND PURPOSE

- 2.1 The procedure applies to all students at the College.
- 2.2 The purpose of this procedure is:
- To promote an environment that is positively conducive to learning for staff and students.
  - To help and encourage students to achieve and maintain acceptable standards of conduct.
- 2.3 The College is a community of many people; each of whom has a right to study and socialise in a safe, non-threatening environment. In order to guide students – both part time and full time – in how to maintain such an environment, the College produces this Code of Conduct.
- It is the responsibility of all staff to take positive steps to help students abide by this Code of Conduct.
  - This Code forms part of the student learning agreement with the College. It sets out the standards of behaviour expected by all students at the College.
  - The Code of Conduct equally applies to any residential, study visits or work placements.
  - The Code and its meaning will be explained to all students at induction or their first session
  - Failure to maintain the standards and behaviour set out in this code may lead to action under the Student Disciplinary Procedure.

### **3. EXPECTATIONS OF STUDENTS**

While attending College or on external college trips, it is expected that as students you will:

- Wear your College ID badge while on campus and ensure it is visible at all times.
- Play an active part in supporting Swindon College's values and all equality and diversity opportunities by refusing to take part in behaviour that degrades others and by challenging and reporting bullying and discriminatory behaviour.
- Respect the rights of others and report inappropriate and unsafe behaviour
- Behave in a respectful, professional and mature manner
- Take opportunities offered to contribute to the Student Voice process and the democratic process of change
- Take pride in the College – keep all areas clean, tidy and free from litter
- Keep attendance above 90 per cent
- Be punctual for all classes, bring essential equipment i.e. pens and paper, and wear the appropriate uniform/PPE, as required for the course.
- Make sure you contact the appropriate staff member at least 30 mins before the start of your day if you are absent
- Make learning successful for everyone by behaving in a way that promotes a cooperative, positive and productive learning environment
- Submit work on time
- Participate in all learning activities
- Seek help when you need it and take up the support offered
- Pay fees promptly
- Turn your mobile phone off in class unless otherwise directed to do so
- No eating or drinking (except bottled water or lidded cups) in any classrooms or in the LDC
- Demonstrate a positive attitude towards learning and work

### **4. DEFINITIONS OF UNACCEPTABLE BEHAVIOUR AND GROSS MISCONDUCT**

Examples of unacceptable behaviour which breach this Code of Conduct include:

- Poor timekeeping, lateness to class, or planned activities
- Failure to bring essential equipment with you i.e. pens and paper, and wearing the appropriate uniform/PPE, as required for your course at all times
- Persistent failure to notify appropriate staff when absent, Breach of Attendance Guidelines (below 90%)
- Unreasonable conduct in class or around College
- Persistent talking and interruptions in class
- Failure to complete and submit work to deadline on a regular basis
- Failure to follow reasonable instruction from staff in class or around College
- Persistent bad language
- Inappropriate use of the IT, computers or any other technological device
- Persistent use of any electronic devices in class when requested not to do so
- Littering
- Refusal to show ID card when requested by any member of staff
- Smoking, including e-cigarettes, anywhere other than in the designated area

*This list is not exhaustive.*

Gross Misconduct is behaviour so serious that it may constitute a threat to the safety of other people, be illegal or dishonest. Examples include:

- Any actions which could potentially damage the College's reputation or good standing, whether carried out on College premises or not
- Any criminal or illegal activity whether carried out on college premises or not
- Acts of violence

- Any form of physical, emotional or verbal threat including abusive, offensive, aggressive language or behaviour to anyone.
- Carrying of offensive weapons
- Possessing, accessing extremist materials, or using extremist language or expressing extremist views
- Any form of bullying, harassment or discrimination
- Actions that breach the College Health and Safety Policy
- Suspected of being under the influence of drugs, alcohol or substance misuse, possession or supply
- Unacceptable disruption to the learning of others
- Academic misconduct including plagiarism
- Inappropriate use of IT, including cyber bullying
- Unacceptable use of mobile devices to record images / voice of anyone without their knowledge or permission
- Wilful damage to property

*This list is not exhaustive.*

## **5. ATTENDANCE**

You will be given a summary of the College's policy on absence in your online student handbook. This will be discussed during your induction to the College.

- All students will receive a detailed timetable from their tutor specifying times, content and location of classes.
- All students will provide their tutor with an up-to-date contact telephone number (day and evening) and address.
- You are expected to attend all timetabled classes for your courses unless ill.
- If you are too ill to attend College, you should contact the College by 9am on first day of absence giving an indication of likely length of illness.
- If you are absent through illness for more than seven consecutive days, you are required to produce a doctor's note, which should be forwarded to your tutor (full time students only).
- You are expected to take holiday and make appointments for doctors/dentists/driving lessons outside your timetabled classes and term time.
- Tutors are responsible for following up student absences. You will be contacted when you are absent without explanation. All absences and reasons for absence will be recorded on the student's PDP (full time students only).
- When a student is under 18 at the start of their course, if s/he cannot be contacted about an absence, parents/guardians will be contacted to make an initial inquiry.
- If absences are having a negative impact on your studies, you will be invited to a meeting to identify what needs to be done to improve your attendance.

If you have a problem with lateness and absence you will be encouraged to improve, but if this persists, then the College's Student Disciplinary Procedure may be applied, and parents/carers will be involved as appropriate.