

# Havering College of Further & Higher Education

## Student Code of Conduct



May 2016

Havering College of Further and Higher Education is recognised as a “harmonious and respectful college community” (Ofsted report 2007) and that “Learners feel that the college is a safe environment where everyone is treated with respect” (Ofsted report 2011). Effective learning is a partnership between a college and its students. The following set of guidelines are intended to create a college environment which enables you and all other students to be successful in safe and friendly surroundings. Our neighbours and work placement providers are also part of the larger college community and deserve the same respect.

### Purpose and scope

1. The College aims to provide a safe, disciplined and healthy environment in which learning can take place unimpeded by the unsatisfactory conduct or academic performance of others. It further aims to ensure that its interests, reputation, staff, students and visitors are protected from the unsatisfactory conduct of other students. In furtherance of these objectives the College has published this Code of Conduct.
2. The Code applies to all students of the College from the moment of enrolment and throughout their time on roll until they cease to be a student of the College.
3. The Code imposes mandatory standards of conduct in relation to all activities engaged in and all services or facilities enjoyed by students anywhere within the precincts of the College. For the purpose of this Code a student is defined as being within the ‘precincts of the College’ if they are on or within the vicinity of any land or premises owned, leased or otherwise managed or occupied (even on a temporary or transient basis, such as during external College trips or activities) by the College.
4. The Code also imposes mandatory standards of conduct in relation to all activities of students wherever they may take place, where there is deemed to be a sufficient connection between the student’s activity and the well-being, interests or reputation of the College, its staff, students or visitors.
5. It is a condition of enrolment that each student undertakes to comply with both the letter and the spirit of the Code. This compliance remains a condition of continued enrolment at the College.
6. The application of the Code is without prejudice to the application of other specific policies or rules which may apply only to specific students. Where such specific policies or rules exist they are in addition to and supplementary of the Code and action may be taken under one or both procedures either consecutively or concurrently. In the event of a conflict, the higher standard is the one to which the student shall be subject. This applies to Suitability for Professional Social Work;

## Obligations of students

### 7. Students must:

- (a) abide by the student Code of Conduct;
- (b) abide by the undertakings given in their Application and Enrolment Forms and Learning Agreement and related documents;
- (c) be polite and courteous to all staff, students and visitors;
- (d) respect differences in relation to gender, race, nationality, ethnic origin, disability, sexual orientation, religion, belief, age and class;
- (e) respect and take reasonable care in relation to the property of the College, its staff, students or visitors;
- (f) wear their identity (ID) card at all times whilst on College premises or on business or activities connected with the College; all ID cards remain the property of Havering College and may be retained by Security if instructed;
- (g) familiarise themselves with and comply with the College's health and safety rules, particularly insofar as they relate to activities undertaken by that student;
- (h) familiarise themselves with and comply with the College's fire notification and evacuation procedures, particularly in areas regularly visited by that student;
- (i) drive courteously and carefully whilst on College premises, including in College car parks where speed limits must be observed;
- (j) maintain high standards of academic performance as set by their tutors from time to time and complete homework in a timely manner;
- (k) keep mobile telephones, pagers and other audible electronic equipment turned off whilst in teaching buildings;
- (l) refrain from taking food or drink into teaching buildings;
- (m) refrain from wearing caps, hats or hoods whilst on College premises;
- (n) dress in a manner appropriate to the vocation that they are studying;
- (o) refrain from bringing animals on to College premises, with the exception of dogs trained to support disability;
- (p) refrain from smoking on College premises, save in areas expressly designated for the purpose at Ardleigh Green; Quarles and Rainham campuses;
- (q) avoid causing any nuisance by the use of mobile telephones, personal radios or music players (including in-car equipment);
- (r) avoid parking in parking spaces designated for disabled persons or reserved for other persons unless eligible;
- (s) avoid any anti- social behaviour in the neighbourhood of the College campuses or nearby bus stops and railway stations;

- (t) conduct themselves at all times in a manner which is fitting with the College's aims as set out in paragraph 1 above;
- (u) not to be under the influence of alcohol, illegal drugs or any other intoxicating substances whilst on College activities or premises;
- (v) keep the College informed of any changed in medical treatment or circumstances;
- (w) to keep safe and not share personal medication

## Misconduct

8. Any breach of the Code may be the subject of disciplinary action. Disciplinary action may lead, in the case of serious or repeated breaches, to expulsion from the College.
9. The following is a non-exhaustive list of examples of misconduct which would constitute a breach of the Code:
  - (a) infringing any rules of the College, whether contained within this Code or otherwise;
  - (b) failing to comply with any sanction previously imposed for a breach of this Code;
  - (c) failing to sign and return any sanction imposed under the disciplinary procedure;
  - (d) being convicted of a criminal offence by a court or being charged or cautioned for a criminal offence by a police officer;
  - (e) aiding, abetting, counselling or procuring or inciting or conspiring with others to commit any breach of this Code;
  - (f) failing to comply with the reasonable instruction of any member of the College staff;
  - (g) behaving in a violent, indecent, disorderly, threatening, anti-social or offensive manner, using offensive language or spitting;
  - (h) behaving in a manner likely to cause injury or a risk of injury to health and safety;
  - (i) behaving in a manner amounting or likely to amount to harassment. (Havering College defines harassment as any unwanted conduct which has the purpose or effect of
    - (a) violating a person's dignity, or (b) creating an intimidating, hostile, degrading, humiliating or offensive environment for that person);
  - (j) behaving in a manner amounting or likely to amount to discrimination on grounds of race, nationality, ethnic or national origin, religion or belief, gender, marital status, sexuality, disability, age or any other improper criterion;
  - (k) stealing or otherwise obtaining any property, money or advantage by deception;
  - (l) causing damage to or defacement of or misappropriation or unauthorised use or misuse of any property or equipment of the College;

- (m) making any statement or publishing or broadcasting any information or opinion (including expressing orally, in any writing, images or by sign or other visible representation, including electronically) which is prejudicial, threatening, abusive, insulting or offensive or constitutes harassment or makes others fear violence;
- (n) obstructing, frustrating or disrupting any lecture, class or other instruction, or any laboratory work, or any examinations, or any meeting or other function (including social or sporting activities) authorised to take place within the College precincts;
- (o) obstructing, frustrating or disrupting the conduct of the administrative work of the College or its public or official functions, activities or legal duties;
- (p) interfering with or impeding any employee, student or visitor of the College in going about any activity or business for which they are lawfully within or seeking entry to or exit from the College precincts;
- (q) failing to disclose name and other relevant details or to show an identity card to an officer or employee of the College upon reasonable request;
- (r) interfering with any mechanical, electrical or other property, services or installations within the College;
- (s) failing to comply with the ILT 'Acceptable Use Policy for Students';
- (t) failing to maintain other standards specific to the student and/or their course, for example failing to maintain suitability for professional social work (see 'Suitability Procedures Relating to Social Work Training'), failing to maintain a satisfactory attendance and punctuality record, failure to be equipped to fully participate in lessons or failing to attend scheduled examinations;
- (u) making or distributing photographic, video or audio recordings of members of staff, students or visitors of the College without their permission;
- (v) using or knowingly being in possession of a prohibited item within the precincts of the College of whilst taking part in any College activity of:
  - (i) any illegal drug as defined in the Misuse of Drugs Act 1971 and the Regulations promulgates thereunder of any legislation for the time being in force modifying or replacing that Act;
  - (ii) any 'weapon', defined as being 'any article made or adapted for use to causing injury to the person or intended by the person having it with him for such use';
  - (iii) any 'stolen' items;

Students should note that the law provides the Principal and staff authorised by them with the statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student have any of the above prohibited items;

- (w) being in possession within the precincts of the College or whilst taking part in any College activity of alcohol, save where permission has expressly been given in writing in advance by the Principal
  - (x) the College promotes values of openness, tolerance and the facilitation of free debate which is central to being a British Citizen, however students should note that any form of, or concern over radicalization and/or extremism is taken extremely seriously and is always acted upon in line with the Government led 'Prevent' strategy;
  - (y) forgery, falsification or misuse of the College's name or of any College record or document, or knowingly making any false statement or being party to impersonation in relation to any academic examination or assessment or College administrative function service;
  - (z) breach of copyright, plagiarism, copying the work of others or any other form of cheating in work, test or examinations;
  - (aa) refusing to make any payment due to the College;
  - (bb) refusing to make any payment, or comply with any direction or restriction (subject to any right of appeal applicable) imposed by the Librarian in respect of the use of Library facilities;
  - (cc) gambling on College premises;
  - (dd) disposing of litter inappropriately.
10. The procedure for dealing with alleged breaches of the Code shall be that set out in the document entitled Student Disciplinary Procedure.
11. Students are warned that any breach of rules marked may result in expulsion from the College and/or the involvement of the Police.

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