

CATEGORY:	Student Behaviour
TYPE:	Guidelines
TITLE:	Student Code of Conduct
PERSON RESPONSIBLE:	Assistant Principal for Student Services and Designated Safeguarding Lead.

PURPOSE: To provide guidance to all students on the conduct and “acceptable behaviour” which is expected of them by the College whilst enrolled on a programme of study.

1.0 Introduction

1.1 Newcastle & Stafford Colleges Group (NSCG) is committed to providing a positive experience for all students, where individuals are treated with courtesy and consideration and where difference is valued and diversity respected. All students and staff have the right to learn and work in an environment where they feel safe.

1.2 As members of the College community we expect the highest standards of behaviour from all our students, whether on the College premises, within the local community or on work placement. This code sets out the standards of acceptable behaviour expected from students and also guidance on how unacceptable behaviour will be dealt with.

1.3 Following any complaints of unacceptable behaviour or where students fail to abide by the required standards of behaviour, the College will take action under the Student Disciplinary Procedure.

2.0 Statement on Violence, Abuse and Harassment

2.1 All students and staff have the right to live and work in an environment free from any form of sexual violence, physical violence, abuse and harassment and where their personal boundaries are respected.

2.2 No student or staff member should have to tolerate violent behaviour from others. Action will be taken where necessary to ensure all students and staff are able to enjoy College life.

2.3 Students who have been victims of any form of violence, abuse or harassment, including sexual violence, sexual assault, threats of violence or harassment can seek support from Student Services. Student Services will offer appropriate support and also help to report any issues as appropriate.

3.0 Behaviour Towards Others

3.1 You should treat all students, staff and visitors with courtesy and respect their right to work and study in a safe, secure environment, free from anxiety, fear, intimidation and harassment.

3.2 You should ensure that you behave in a manner compatible with NSCG's Equality & Diversity Scheme and not discriminate or harass anyone on the basis of their **age, disability, gender reassignment/identity, marital status, pregnancy, race, religion or belief, sex or sexual orientation**.

3.3 On no occasion should you use personally abusive, threatening or violent behaviour either in person or through the use of email, texts or social media.

4.0 Safety and Security

4.1 NSCG has a duty of care to its students and staff and, as far as reasonably practical, seeks to ensure that the College is a safe place to work and study. Students are requested to comply with reasonable instructions from any member of staff and to observe the safety regulations of the College.

4.2 You should ensure that you do not take any action that endangers yourself or others.

4.3 You should comply promptly with any requests in the event of an emergency situation.

4.4 In some instances the College may have to apply the use of reasonable force procedure as outlined in the Positive Student Behaviour Policy

5.0 Care of Property

5.1 You should treat College property, equipment and other materials including the property of others with care and respect.

5.2 You must abide by the College's policies in relation to where you can eat and drink to prevent damage to equipment. This information is signposted around the College

5.3 You should take care of your own property and never leave valuables unattended.

6.0 Smoking/Vaping

6.1 Smoking/vaping is prohibited inside any College building and also on College premises.

7.0 Drugs and Alcohol

- 7.1 You must not take or supply illegal substances anywhere on College premises. Drugs found in students' possession will be confiscated and action will be taken under the Student Disciplinary Procedure.
- 7.2 Any student causing a nuisance or engaging in disruptive behaviour as a result of taking a substance or consuming alcohol will be asked to leave the premises and disciplinary action may be taken against them.

8.0 Compliance with Policies and Procedures

- 8.1 You should comply with any other published College policies, codes and procedures which are designed to ensure effective operation of the College and will be made aware of them through tutorials eg:
- Search, Screening and Confiscation Policy
 - Drugs and Search Procedure
 - Network Acceptable Use Policy

9.0 Discipline

9.1 Disciplinary procedures may be invoked if it is alleged that a student has committed misconduct, example of which may include the following:

- (i) Demonstration of antisocial, aggressive or violent behaviour, bullying or harassment (including child on child sexual harassment and sexual violence; online/cyber bullying)
- (ii) Behaviour causing, or likely to cause, injury or upset to other College users;
- (iii) Theft, or damage to property;
- (iv) Consuming alcohol and/or under the influence of, possession, use of, or trafficking in any illegal or mind influencing drugs;
- (v) Fraud or dishonesty in claiming College administered funds e.g. bursaries or scholarships;
- (vi) Hacking, accessing inappropriate material or other improper use of the College computer system;
- (v) Persistent failure to attend classes, to arrive punctually, to arrive unprepared, or to complete assignments;
- (vii) Cheating in formal tests or examinations or presenting another person's or system's work as your own in an assignment;
- (viii) Any failure to follow staff instructions when on an excursion or visit, or in any situation where such a failure may put the student or others at risk; and
- (ix) Any other activity likely to disrupt the proper running of the College.

The above list is not intended to be exhaustive.

