

Student Code of Conduct

Havering Colleges 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. The Code applies to all students of the Colleges from the moment of enrolment, throughout their time on roll until they cease to be a student at the Colleges.

It is a condition of enrolment that each student undertakes to comply with the spirit and letter of the Code and compliance remains a condition of continued enrolment at the Colleges. Ignorance is no excuse for not following them.

The list below is not exhaustive but is a general list for all parts of the Colleges. If uncertain, students should seek advice from a member of staff.

1. Introduction

1.1 The Rules of Conduct are designed to provide a friendly, purposeful and safe environment where individual College members treat each other with courtesy and respect.

1.2 Students who do not conduct themselves properly should expect sanctions which will be appropriate. For example, serious misconducts, such as injury to people, bullying or deliberate damage to property, will be treated with due severity, including the possibility of permanent suspension.

1.3 Students must co-operate immediately with all investigations into incidents of misconduct no matter how minor. Failure to do so will be viewed as a misconduct in itself.

1.4 Persistent repetition of minor misconduct will be viewed as a significant misconduct and repetition of a significant misconduct as a serious misconduct.

1.5 Student responsibility for good conduct extends to all activities associated with the College, including travelling to and from the College. Poor behaviour can bring the College into disrepute.

1.6 The Laws of the Land apply in the College and any breaking of those laws will be treated very seriously. Activities such as assault, theft, and the possession of drugs or an offensive weapon will be reported to the police. Students should separate themselves immediately from any person whose actions are breaking the law.

2. Conduct as a Person

2.1 **Identification.** Students must identify themselves as members of the Havering Colleges by wearing their ID, with the lanyard provided.

2.2 **General Behaviour.** You are expected to behave in a mature, responsible, orderly and common sense manner. You must always be co-operative with staff.

2.3 **Respect.** You should show respect and consideration for others, and their needs, at all times.

2.4 **Equality & Diversity Policy.** Behaviour should be in accordance with the College's Equality and Diversity Policy. Abuse or harassment, if proven, will not be tolerated.

2.5 **Health & Safety.** You must behave in such a way that health and safety requirements are met. You, as with all members of the College, have a personal responsibility for health and safety, not only for yourself but also for others.

2.6 **Language.** Abusive or threatening language can be particularly offensive and must be avoided at all times. Verbal assaults can be as serious as physical ones.

2.7 **Physical Assault.** Fighting, physical or sexual assault is totally unacceptable. Possession of an offensive weapon will always result in the Police being called.

2.8 Alcohol and Illegal Substances. Students in College under the influence of alcohol or illegal substances, no matter how minor the influence, will be suspended and escorted off the premises or parents will be contacted to collect them if this is more appropriate. Possession will be treated as serious misconduct. Students will be required to cooperate with the investigation and turn out their pockets and/or bags on requests.

2.9 Dress. Clothing should be suitable for the working environment of the College and be inoffensive to others. The wearing of any type of head wear for example durags, caps, hats or hoods is not permitted. A student must be clearly and easily identified at all times.

2.10 Visitors. Only College members should be in the College, though permission for the presence of a visitor can be sought through Reception.

3. Conduct as a Learner

3.1 Punctuality & Attendance. Punctual attendance is expected at all lessons and other activities associated with learning. Poor levels of attendance will put your place at risk. Absences must be accounted for.

3.2 Coursework. Coursework and homework must be completed to a satisfactory standard and by the agreed deadlines.

3.3 Academic Misconduct. Academic work must be your own. The work of others, even with modifications, should not be claimed as your own. This is known as plagiarism and is theft. Plagiarism of coursework will always be reported to the exam board.

3.4 Behaviour on College trips. Correct behaviour on trips and visits, where you will be an ambassador for the College, is particularly important.

4. Conduct in the College Environment

4.1 Noise. Noise should be kept to a minimum so that classes are not disturbed and the learning environment of the College is maintained. Behaviour in study areas such as the Library must encourage a working environment.

4.2 Eating & Drinking. Eating and drinking should take place in the designated areas and not in work areas as it is easy to cause a mess on tables and generate litter.

4.3 Litter. The environment should be kept clean and tidy with litter placed in the bins provided. Chewing gum should not be dropped on the ground.

4.4 Smoking. Smoking is permitted in designated areas on the Ardleigh Green, Rainham and Quarles campuses. The Sixth Form is a smoke free site.

4.5 Damage. Care must be taken to avoid damage to College property whether equipment, furniture or buildings. Any damage should be reported to Reception immediately.

4.6 Computer and IT areas. Computer areas have specific requirements for good conduct as they are full of equipment. Any attempt to interfere with College computer systems, or the work of others, will be viewed as serious misconduct. Offensive, abusive or threatening material must not be transmitted.

The above list is not exhaustive and gives only the key headings. The procedure for dealing with any breach of the Code is set out in the Student Disciplinary and Appeals procedure. You must act reasonably and responsibly at all times.

I have read and understood this Code of Conduct. I agree to comply with this code.

Student Signature	
Print Name	
Date	