



STUDENT CODE OF CONDUCT 2022/2023

College Requirements

You must comply with the Student / College Contract

1. Support

If you have a problem relating to academic matters then please talk to your Course Manager, subject lecturer or Learning Support staff. The Student Welfare Team are also available if you need someone to talk to about welfare and personal matters.

While you are at College you will be supported by professionally qualified lecturers and support staff, who will provide advice, guidance and support, encouraging you to achieve your maximum potential and to progress to your next course, an apprenticeship or into employment.

2. Attendance / Absence through Sickness

100% attendance at all programmed academic, practical duties, online sessions and 1:1 tutorials / support sessions is expected of all students, unless prevented by illness or prior permission for absence has been granted.

If for any reason you will be absent from your class you must email the absence line by **08:45am** on StudentAbsence@kmc.ac.uk; failure to do this will mean an absence mark on the register.

Permission for absence from classes (in person and /or online sessions) or practical duties, where these are part of your course, will only be granted for special reasons by your Course Manager.

If your attendance falls below 95%, without good reason, you will be required to meet with your Course Manager and/or your Academic Head of Department and you may be subject to the College Disciplinary procedure.

3. Safety

Information on Health & Safety is provided at induction week and throughout the course. All students must familiarise themselves with provided safety information and comply with it at all times.

Some practical teaching will involve potentially hazardous activities and instructions are designed for the protection of students, staff and visitors.

All students have a personal responsibility to report any hazards they see at College to avoid unnecessary accidents taking place.

4. Environment for the enjoyment of all members of the College community:

Please keep classrooms, student accommodation, social and communal areas, the LRC, restaurants and all public areas safe, clean and tidy.

Please put all litter in the bins provided.

Please do not take food and drink (except water) into classrooms, computer rooms or the LRC.

Please note the Campus is a now a smoke-free zone with the exception of two designated smoking shelters on campus.

5. Damage to College Property

Any damage to College property must be reported to the Premises & Estates Team, your Course Manager or the Student Welfare staff immediately.

Where students are found to be responsible, it is likely they will be charged for the damage caused and will be subject to disciplinary action, especially in cases of wilful damage.

6. Standard of Dress

All students must abide by the student uniform and PPE guidelines outlined at induction.

It is important that all students adopt a standard of dress and general appearance that is acceptable and appropriate to the industry in which they intend to work, and that they recognise that the College is a meeting place for diverse organisations and groups.

All students must wear their lanyards and ID card at all times, unless directed to remove it by their teacher for safety reasons when performing specific tasks.

7. College Values – Inspire * Challenge * Care

All students are expected to demonstrate College Values in their behaviours, both on campus and when off site. These are to show courtesy towards others, including extending courtesy to outside speakers and visitors to the College.

A good standard of behaviour whilst engaged in all College activities on and off campus is expected of all students; this includes travelling on College transport.

We also expect all students to demonstrate British Values in their behaviour and approach to others:-

- Democracy (your opinion counts)
- The Rule of Law (no one is above the law; law protects everyone; innocent until proved guilty)
- Individual liberty (freedom of speech)
- Respect and tolerance (all backgrounds and cultures; all ages; all genders and sexualities; all religions and beliefs)

8. Fire Precautions

Students must make themselves aware of College Fire Precautions. Fire notices are displayed around the College. Regular fire practices will be held.

Students who misuse fire prevention equipment and fire alarm systems will be subject to disciplinary action and charged for the cost of making good any damage and false alarm responses.

9. Shotguns and Other Firearms (including replica firearms)

Shotguns or any firearms (including ammunition and replica guns) are **NOT** permitted on College premises without the express written permission of the Principal.

No firearms or ammunition whatsoever are to be kept in vehicles, College classrooms or lockers.

No fireworks or explosive materials may be kept at, or used, on the College estate.

Any abuse of the firearms regulations will be treated as a criminal matter and will be reported to the police.

10. Knives

Bringing a **knife of any description** onto the College premises is **strictly prohibited** (this includes penknives etc.)

If a knife is required for any specific teaching purposes, these will be supplied by College staff during the lesson.

Any student who brings a knife onto College premises will be subject to disciplinary action and may be reported to the police.

11. Motor Vehicles

Motor vehicles may be brought onto College premises under the following conditions - the vehicle must be fully insured, licensed and MOT tested.

Students must have a full clean driving licence (except for the use of motorcycles where a provisional licence is acceptable).

All vehicles must be registered with the Transport Team, located in Student Administration Office, before they are brought on to the campus.

The College will **NOT** accept any liability for loss or damage to vehicles or their contents howsoever caused, excepting loss or damage arising through proven negligence on the part of the College.

It is advisable to have sufficient insurance in place if you intend to carry one or more passengers in your vehicle. The College will **NOT** be liable for any damages or injuries if you choose to ignore this advice.

Please read and sign the Campus Parking and Vehicle Use Policy if you intend to bring a vehicle to College. The **maximum** campus speed limit is **20mph**.

Please note

Smoking is not permitted in cars whilst on the campus grounds; it is also illegal to smoke in a car where passenger(s) are under the age of 18 years old.

Joyriding and the use of excessive speed will not be tolerated – adjust your vehicle speed to match the conditions around you.

Students should not interfere with other peoples vehicles.

12. Bicycles, Skateboards and eScooters

Students may bring bicycles onto the campus at their own risk.

All cyclists should wear Hi-Viz clothing or have reflective strips together with helmets, ensure they have working lights in winter and purchase an appropriate bicycle lock to ensure risk of theft is reduced.

Bicycle racks are located at the LRC; Stinsford Farm House; Higher Dairy Farm House; Stafford Centre.

The use of Skateboards and eScooters on campus is **NOT** permitted.

13. On Foot

The College has an extensive network of footpaths and pedestrian walkways. Please use these when walking around the campus and avoid walking on vehicle routes wherever possible.

THINK – Can you be seen by vehicle users and are you safe to be walking where you are?

14. Dogs / Pets

No pets (excluding Assistance dogs) may be brought onto College premises, other than directly in connection with a course in Animal Welfare and Science.

Prior approval must be obtained from the Principal and the relevant Head of Department in these circumstances before a dog is brought on to campus.

Students must comply with arrangements made for the housing and exercising of their animals. It will be the responsibility of the animal's owner to clean up after their pet.

Owners of all dogs on site must possess a current certificate of vaccination for their dog and ensure their dog is wormed regularly; the College will ask to see these documents prior to a dog being brought on to campus.

15. General Issues

All items of personal property are brought onto the College premises entirely at the student's own risk and Kingston Maurward College accepts no liability for any loss of, or damage to, such property except if the loss or damage is proven to be as a result of the negligence of the College.

Students are advised to take out their own insurance to cover personal belongings. Any items of personal belongings left at the College at the end of the academic year will be disposed of if not reclaimed by the owner within one month of the last day of the summer term.

Students are expected to conduct themselves in such a way that damage is not caused to College premises. However, any damage that occurs anywhere on College premises must be reported to the Premises & Estates Manager, Course Manager or Head of Department immediately.

If you are under 18 it is College policy to involve your parents/guardians if we have any cause for concern regarding your progress on your course or at the College in general. This is to help us to support you appropriately.

Where a safeguarding matter is identified, the College may seek to contact your parent / guardian without your permissions if it deems this to be a necessary action.

In addition you will be issued with a Student Course Handbook which contains a copy of information relevant to your course.

16. General Regulations of the College

These are printed on the reverse of the enrolment form.

17. Disciplinary Procedure

This can be found on Student Moodle Portal and the College website; it will be followed whenever a student's misconduct warrants the disciplinary procedure being invoked.

18. Complaint Procedure

If you have a complaint about your course or any other aspect at Kingston Maurward, you will find the College Complaints procedure on Student Moodle Portal or the College website.

19. Student Agreement to abide by the Code

In order that there be no misunderstanding between you and the College as to what is expected, you are required as a condition of enrolment to read and agree this Code of Conduct / Contract. This is an indication of your commitment to comply with the Code.

COVID 19 - STUDENT RESPONSIBILITIES

Please ensure that you read this thoroughly. You will be asked to confirm that you accept it. If you have any queries contact your Course Manager, Head of Department or the Student Welfare Team.

Your time spent with us should be a pleasurable and rewarding experience and you can expect to be taught by experienced and qualified staff in an environment that is conducive to study.

In order to maintain an environment that is pleasant and safe for all students, staff and visitors, we expect everyone to comply with the Code of Conduct.

Disciplinary measures referred to in this section could mean suspension from the course.

Those students who do not observe the College Code of Conduct may not be permitted to continue on their course.

COVID 19 (Corona Virus) – Your personal responsibilities

The aim of this updated Student Code of Conduct is

- to ensure that everyone knows and understands the ways in which we must all change our behaviour to keep everyone safe from the risk of infection
- to ensure that where behaviour is unsafe, we are able to change that behaviour quickly, effectively and fairly
- to help us understand that our first priority is teaching safe behaviour, and that different approaches may be appropriate when responding to forgetful unsafe behaviour and deliberately unsafe behaviour

When on campus, we expect students to:

- Follow the current government and college guidance on aspects such as social distancing – this may mean respecting the current social distancing guidelines, providing students and staff with space to move away from one another; accepting that some students and staff want to limit the amount of physical contact they have with others
- In line with the current guidance, follow staff instructions where it has been identified that use of facemasks is required; exemptions cards can be issued to students as necessary.

The use of facemasks on campus will be in line with the current government guidelines; this may mean that there is a requirement to wear them when purchasing food from the food outlets on site, or when moving around communal areas where it is difficult to maintain social distancing or in smaller classrooms.

Staff will continue to direct students as to what is required in each area of the College. Whilst most regulations linked to Covid19 have been relaxed, we expect and recommend that students continue to use facemasks / face coverings when travelling to and from the College via College transport.

- Follow all reasonable instructions from staff at all times; this is especially important with regards to seating instructions and entering / leaving classrooms or enclosed spaces.
- Not to put others in danger of contracting the virus by their actions i.e. deliberately coughing, sneezing or spitting towards another person.
- Maintain good hygiene levels by washing hands or sanitising them on a regular basis, including when you are asked to.
- Maintain good housekeeping for work areas and use of resources and tools; this will help cleaners with disinfecting areas.
- To raise any concerns they have to their tutor, including immediately reporting if you are experiencing symptoms of the virus or if you feel unwell – **DO NOT** come to College if you are feeling unwell.

It is crucial that you come to college fully equipped and ready to learn; it is no longer practical to ask to borrow equipment from friends or members of staff if you forget an item.

As a College, we have

- Followed the current government advice, updating or revisiting our safety measures as appropriate.
- Provided students and staff with access to home testing kits, together with an onsite ATS site if students are not able to undertake home testing.
- Set up a COVID 19 Health and Safety committee to monitor and review our processes.
- Completed the “Five steps to safer working together” training, together with the NHS training for running an ATS and administering LFD testing processes to students and staff.
- We have advertised the symptoms of the virus so that staff and students are aware of what to look for.
- Completed a college wide risk assessment to cover the pandemic, and revisited this regularly to update mitigating actions.
- Provided managers with basic templates for risk assessments to update within their areas.
- Displayed poster information on the COVID 19 government strategy.
- Provided washing facilities for students and staff.
- Provided hand sanitisers units across the site.
- Provided the cleaning and maintenance teams individual disinfectant sprays.

Practical Activities and Risk Assessments

- Your tutor has risk assessed the delivery of your practical activity prior to your session taking place, putting in place mitigating actions and systems for working that are intended to keep everyone safe.
- You are expected to follow your tutors reasonable instructions at all times;
 - Failure to do so may result in you being asked to leave your session and the campus immediately
 - Repeated opportunities to change your behaviour and actions will not be issued
- Everyone has a personal responsibility to take every possible action to keep themselves and those around them safe.

THINK

- before you do something – assess your environment, your peers and the situation before you begin to act.
- are you doing the right thing for the situation, activity and / or task you have been asked to complete – if in doubt, ask your tutor.
- assess how will your actions affect those around you.
- are you following all the safety advice – do you know what is expected of you?
- have you damaged any equipment or noticed a defect that you need to report to your tutor immediately?

? * ARE YOU SAFE TO PROCEED *** ?**