EEG – Student Code of Conduct and Behaviour Procedure WSC			
Current Status	Operational – Awaiting Approval	**Last Review:**	July 2024
Responsibility for Review:	Group Head of Pastoral Support and Administration	**Next Review:**	August 2025
Roles Responsible for Review:	Executive Board	**Originated:**	April 2021
Approved by:	SET Curriculum	**Committee:**	
Type of Procedure:	Staff / Students	**Quality Assured by:**	

1.   General/Summary

1.1.   This procedure applies to all staff and any other personnel associated with Eastern Education Group (EEG) (at each relevant College including West Suffolk College, Abbeygate Sixth Form College, and One Sixth Form College).

1.2.   The Purpose of this procedure is to establish a clear code of conduct for student to ensure a calm, safe and happy environment is maintained in which students can achieve their full potential.

1.3.   The responsibility for implementing this procedure falls to Tutors, Work Based Learning Coordinators, Course Directors, Lecturers, Technician Demonstrators, Student Welfare, Personal Progress Tutors, Heads of Department, Executive Directors, Assistant Principals and Vice Principals.

2.   Procedures

2.1.   It is the responsibility of all Programme Leaders / Work Based Learning staff/teachers, to ensure students are familiar with the College's expectations regarding behaviour and conduct both on and off campus, and the possible outcomes for students if these expectations are not maintained. This would normally be undertaken during the student's course induction period, but staff and students may find it helpful to review expectations at the start of each term.

2.2.   Genuine inability to meet academic course requirements should be distinguished from deliberate failure to make academic progress. For instance, it may be that after embarking on a course a student is incapable of maintaining the necessary academic standards. Cases like this should be settled between the Personal Progress Tutor, Course Director and the student, with the student transferring to a more appropriate level or course, within the first six weeks of their study programme. For students under 18 at the start of the course, parents/carers should be involved in this process. Where employers are funding/supporting the student, they should also be informed.

2.3.   The General Principles set out below provides information on the behaviour and conducted expected of all students in certain circumstances and helps promote the College's Character Strengths, by giving students ownership of situations, which they may find themselves in while at College. Personal Progress Tutors can also help ensure students are supported if they are unsure of what is required of them.

3.   General Principles

1.   ID Card

All students are required to carry their ID card while on campus to help ensure a safe and secure environment is maintained. Staff will challenge students if ID cards are not on display. Students need their badge to gain entry to the college.

If the student has forgotten their ID Card, they should report to the Reception desk where a temporary ID Card will be issued against the taking of the student's name, course where applicable, and the reason for not having their ID Card on them. These ID Cards will cover the student for one day on campus. If a student has lost their ID Card, they can purchase a replacement card for £5.00 from reception.

If a student consistently refuses to have their ID Card (subject to section 1.1 below) then disciplinary action will be taken.

1.1   A few students on the autistic spectrum may need a time of adjustment to either having a photograph taken or having an ID Card on them. The Course Director/teacher will prepare an action plan through the tutorial system to enable the student to accept the use of a card and the necessary photograph.

Students must not allow anyone else to gain entry to the college using their ID card. This will result in disciplinary action being taken.

2   Absence

The college expectations for attendance are 100% Falling below 90% will result in interventions taking place. The initial intervention will be a letter to both the student and parent/guardian, with an opportunity to discuss measures to support the student to improve attendance. Failure to improve attendance may result in the college disciplinary process being followed, where appropriate. In the event of any absences, they will be recorded and tracked throughout the year, with attendance data being provided in parent/carer reports and to potential employers who request an academic reference. Students or their parent/carer, must notify the college telephone absence line or email address which can be found on the college website or notify the student's Personal Progress Tutor for any unexpected absence on the day of the absence, so that the College are aware and do not contact parents/carers unnecessarily. All non-notified absences will normally be followed up on the day of non-attendance. The College must also be informed if a student is absent on a day when they should be in attending work placement, so that the employer can be notified.

Some absences are planned in advance, for example:

- Hospital, dentist, optician or other clinic
- University Open Day/Interview(s)
- Funerals
- Integrated Youth Support appointments
- Driving Tests (Theory & Practical)

These absences may be able to be authorised in advance but will require a letter from the student's parent/carer, along with any supporting evidence such as a medical appointment letter. Attendance may also be authorised for students with known ongoing health/medical conditions provided evidence of the condition can be provided.

Holidays in term time are discouraged as these can be disruptive to student learning; however, formal requests for term time holiday must be made in writing to the Principal before the holiday is booked.

3.   **Change of Address/Employer/Contact Details**

Students are responsible for ensuring the College has their most up to date contact details, this includes employer details (if appropriate), emergency contact details including telephone number, and parent/carer email address. If a student changes address or employer, they need to inform their Personal Progress Tutor, so that a Student Amendment Form can be completed, and the required information updated.

4.   **Health and Safety**

The College comes under the jurisdiction of the Health & Safety at Work Act 1974. It is important for everyone to observe the regulations relating to safety in classrooms, workshops, laboratories and general safety around the College. Students must be made aware of the Health and Safety procedures and policies relating to them and their programme of study and to adhere to any safety precautions/requirements such as the wearing of Personal Protective Equipment (PPE). Students who fail to follow Health and Safety requirements or wilfully damage Health and Safety equipment, including PPE may face disciplinary action. Please refer to the [Health and Safety Policy](#) for further details.

5.   **Drugs and Alcohol Misuse**

Students are not permitted to bring alcohol or drugs or drug paraphernalia into the College, nor consume alcohol on the College campus, except in Edmunds restaurant (dependent on age). Students who are thought to have taken drugs or alcohol will be taken to Student Welfare for appropriate action to be taken. This action will result in a student being suspended, as a neutral act and sent home, if it is safe for them to return home. If the student is under 18 years of age parents/carers will be informed of the incident. If it is considered unsafe to send the student home, the student will be asked to go to the Health and Safety room where they will be assessed and the necessary action taken, which may include seeking further medical advice. Parents/carers, or employers if appropriate, will be notified as to the reason why the student has been asked to leave and depending on the circumstances,

the police may be informed.

The College reserves the right to search students if there is reasonable suspicion that they have brought illegal drugs into College. Searches will be undertaken by Student Liaison Workers or other appropriately trained member of staff. Should alcohol or illegal drugs be found in the possession of a student the following action could be taken:

1) The student suspended as a neutral act and sent home and parents/carer and/or employer informed. The student is subjected to the disciplinary procedure, usually this meeting will be one week after the incident.

2) If a large amount of illegal drugs are found, which could indicate the ability for the student to supply others, the police will be immediately informed.

3) Should there be mitigating circumstances a therapeutic solution could be sought with the student referred to Student Welfare for referral to a drug support agency. This will be decided at a disciplinary meeting.

The College will bring drug dogs into who will search students and staff at random. This will happen regularly and is seen as part of the College's safeguarding duty to protect its students from the threat of gang culture, County Lines and abuse. The college will also use wands to randomly search students for weapons.

8.   **College Computers**

Information stored on the College's database is covered by the General Data Protection Regulations. Information stored on the computer networks and on standalone computers should be regarded as the property of an individual, whether student or member of staff. Students should not attempt to gain access to any part of any computer system that is not their own unless it is a public access area. Abuse of this regulation is regarded as a serious disciplinary matter. It is College policy that no unauthorised software be used on College computers including laptops and any student found to be using unauthorised software (which includes games) will be subject to the normal College disciplinary procedures. Senso monitors all internet use and security breaches will be handled via the disciplinary policy.

Netiquette

If students are going to use the IT services, they must log in with their own user ID and password. This is in line with the College's Equality and Diversity Policy. The internet should never be used to access:

- Pornographic sites or those which have a sexual content, which would cause offence to any person, staff, student or visitor in the College
- Sites that allow betting or gambling online.
- Material that could be used to gain illegal access to other computing resources.
- Sites that infringe copyright.

- Sites that are against the National interest with regard to our PREVENT duty.

The following sites may only be visited if you have written permission from a member of staff, which must be handed to the person responsible for the area when logging in:

- Sites that have a racist content.
- Sites that have a sexist content.
- Sites that in the opinion of a member of staff are of a nature that would cause offence.

Tracking is in place for each person using the internet, which shows exactly which sites have been visited and when. The log is checked hourly.

7.   Lockers

Lockers are available for students to use while at College. Lockers should be cleared before leaving College at the end of each term. Any property left in lockers at the end of term may be disposed of, at the discretion of the College.

8.   Gambling

No form of gambling is permitted on College premises.

9.   Meals and Drinks

Open cups may not be carried out of the food and drink areas. Neither food nor drink, except bottled water may be consumed in classrooms, workshops or teaching areas.

10.   Mobile Telephones

Mobile telephones may be used in teaching sessions when advised by teaching staff. There are mobile charging points around the College.

11.   Smoking and the use of e-cigarettes

The smoking of cigarettes and e- cigarettes is only permitted in the designated smoking shelters provided.

12.   General Behaviour and Conduct

Students are expected to behave in a responsible, mature and respectful manner at all times. Failure to do so could result in disciplinary action being taken. If students are worried or concerned; they should talk to their Personal Progress Tutor or teaching team, who will guide and support them with their issues.

There is a range of behaviours which are not acceptable under any circumstances, and which will result in disciplinary action being taken:

a)   Violent or aggressive behaviour towards other people.

b)   Bullying, defined as deliberately hurtful behaviour to any member of the SAT Community repeated over a period of time. This includes but is not limited to:

   i.   physically hurtful behaviour (e.g., hitting, kicking).

   ii.   verbally hurtful behaviour (e.g., name calling, racist remarks).

   iii.   cyberbullying (e.g., through text messaging, social networks

etc.).

  iv. indirectly hurtful behaviour (e.g., spreading rumours, encouraging exclusion of someone from particular social groups).

c) Malicious damage to the college buildings or to the property of another student, staff member or visitors

d) Offensive behaviour of any kind.

e) Ignoring the reasonable instructions of a member of staff, such as a request to see your ID.

f) Use of foul or abusive language (in any circumstances)

g) Depositing litter or waste materials anywhere other than in proper disposal facilities.

h) Theft of property belonging to others.

i) Possession of offensive weapons.

j) Misuse of college IT equipment including college Wi-Fi.

k) Distribution of offensive materials.

l) The inappropriate use of social network sites, which brings the college into disrepute or causes offence to students or staff.

m) Inappropriate communication with students and/or staff.

n) Using a digital camera or recorder for anything other than college work especially where this may result in harm to others.

o) Attempting to gain unfair advantage in assessments related to qualifications being undertaken through the college.

p) Failure to attend a planned exam without a legitimate reason will result in the student paying for that exam and any subsequent re sit.

13. Head Garments

Hooded garments may be worn providing the hood is not worn over the head while in class and/or removed when requested by a member of staff.

14. Religious Dress

The wearing of a Hijab is permitted on campus according to the College's Equality, Diversity and Inclusion policy required by the Government's Equality Act. The Niqab, Burqa and Purda or cultural variations of this, which obscures the face, are not a fundamental requirement of the Islamic faith and Muslim scholars do not have a consensus mandating their use. These items are not permitted on campus because they shield the face preventing the confirmation of student identity.

15. Appropriate Dress

Freedom of expression is an important feature and attraction of College life. In most of our work areas appropriate work-related uniform is worn giving insight into work expectations to our students. The rest of the time students can wear casual clothes; however, we expect them to adhere to acceptable standards of

decency, wearing clothing that respects the rights of others.

Revision History –

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Revision date	Reason for revision	Section number	Changes made
January 2024	Annul Review	General Principals – 2. Absence	Addition of College Expectations. Addition of the College Absence Line/E-mail address.
		General Principals – 3. Change of address etc	Addition of emergency contact number.
		General Principals – 5. Drugs and Alcohol	Wording edit – removal of without prejudice replaced with Neutral Act.
		General Principals – 11. Smoking etc.	Wording edit. Removal of Non-smoking Campus.
August 2024	Annul Review	Procedures – 2.1	Title Changes to staff responsibilities
		General Principals – 3. 1. ID Card	Wording edit. Membership Card to ID Card. Addition of ID Card content including arrangements for photography.
		General Principals – 2. Title	Wording edit – Title change Absence to Attendance Expectation. Amendment to Telephone line info and Holiday paragraph.
		General Principals – 3.	Title Changes to staff roles
		General Principals – 5.	Wording edit – Paragraph 1
		General Principals – 12.	Addition of Non-Acceptable Behaviours (A-P)
		General Principals – 15.	Wording edit – Paragraph 1