

# Student Code of Conduct

HARROW, RICHMOND AND UXBRIDGE COLLEGES POLICY AND PROCEDURES



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| <b>Policy No:</b>          | S02   |
| <b>Subject:</b>            | Student Code on Conduct                           |
| <b>Last approved:</b>      | March 2025  |
| <b>Effective date:</b>     | March 2025  |
| <b>Review date:</b>        | March 2027  |
| <b>Person responsible:</b> | Deputy Principal Uxbridge & HRUC Student Ambition |
| <b>Approved by:</b>        | Curriculum and Quality Board                      |
| <b>For action by:</b>      | All Students                                      |
| <b>For Information to:</b> | All Students and Staff                            |

**This Student Code of Conduct applies to all students of the College.**

**Learners are required to abide by the Code of Conduct and College Rules and Regulations.**

This policy meets the requirements of the Office for Students (OfS) Higher Education conditions.

**HRUC expects all learners to:**

- Help to maintain a pleasant environment for everyone.
- Show respect for others and uphold the Equality & Diversity Policy.
- Devote time on the College premises to the purposes of learning and activities which promote learning or personal development.
- Be polite and behave in a manner which will not cause offence to others.
- Show respect for property and possessions and equipment. Learners will be liable for any damage for which they are responsible.
- Uphold the good reputation of the College, either on site or off site.
- Wear and display your College ID card and lanyard at all times and never lend an ID to anyone else. Staff are authorised to examine identity cards on request. Failure to comply with these requests could lead to a suspension.
- Follow health & safety and evacuation procedures, this includes personal hygiene, washing your hands and or using sanitizer.
- Any visitors to the College Campuses must be approved by a member of staff, must sign in and out at Reception and be escorted by a member of staff.
- Observe the College no smoking rule which applies indoors and outdoors in all areas of the College (except designated and clearly signaged outdoor smoking places).

- Conform to the College's policy on the use of Information Technology Facilities.
- Dress appropriately for undertaking College activities and observe the no hats and hoods rule.
- The College cannot accept liability for loss or damage to personal clothing or property, which occurs on college premises or during any organised College activity.
- Commit to attending all classes. The College reserves the right to terminate a learner's enrolment if attendance falls below 80% or they do not attend for a period of 4 weeks or more without good reason. Any action taken against a learner will be in accordance with the College's Student Disciplinary Policy and Procedure.
- To provide accurate personal information. Learners must notify the College if they change address. Employed learners sponsored by their employer must notify any change of employer. Learners under 18 years of age must notify the College of the name, address and telephone number of parents/guardians.
- Use of college digital facilities, Wi-Fi, PCs etc and use of personal devices while on campus must meet expected behaviour standards as must Learner engagement with other Learners while online e.g. on social media.

**HRUC will not tolerate:**

- Failure to wear and display your lanyard and ID card at all times.
- The persistent wearing of hats/hoods onsite.
- Acts of vandalism, spitting and dropping litter.
- Bullying, threatening or abusive behaviour, whether verbal or physical or via electronic means such as text messaging, e-mails or online forums including on any social media.
- Harassment in any shape or form including sexual harassment.
- Swearing or language that is offensive to others.
- Fighting or any form of loud or aggressive behaviour.
- Any form of criminal activity.
- Attempts to convert individuals to religious faiths or political causes.
- Use of the premises to promote a political or religious cause.
- Use, intent to supply, possession, or being under the influence of drugs and illegal substances.
- Possession and / or misuse of alcohol during the College Day including residential and trips.
- Use of mobile telephones, personal music systems or other electronic equipment in class, unless approved by the teacher.
- Eating or drinking in non-designated areas of the College.
- Unauthorised use of hardware, software, Learner email or data belonging to or used by the College.
- Rudeness or aggressive behaviour to any member of the College, or persistent failure to comply with reasonable staff requests.
- Action which is likely to promote or increase the potential for disruption to the College, its Learners, staff or property.
- Any activity which is likely to bring the College's name into disrepute.

### **Possession of an offensive item, pointed or bladed article or prohibited weapon on site:**

Bringing an offensive weapon, pointed or bladed article or prohibited weapon or other made or adapted item or substance that could be used to do harm onto campus is strictly forbidden. The College adheres to the Criminal Justice Act 1988, the Prevention of Crime Act 1953, the Offensive Weapons Act 2019 and the Firearms Act 1968.

The College takes its responsibility within the local community very seriously and therefore all the above apply both inside and outside of the College grounds.

**Those found in breach of this code will be subject to disciplinary action, which may lead to exclusion from the College.**

- **Random searches:** The College will exercise random searches on its grounds to prevent harmful or illegal items from entering the college buildings, for example, but not limited to, metal detectors.
- **Confiscation and reporting:** If an offensive weapon or prohibited item is found, it will be confiscated and secured by Security as evidence, and a full report will be written.
- **Immediate Suspension:** The individual will be immediately suspended, pending a disciplinary hearing.
- **Police action:** The College will involve the Police if they are not already present. The offensive weapon or prohibited item will be secured in the Security Office until collected by the Police.
- **Refusal to cooperate:** If the individual refuses to co-operate, they will be asked to leave the College premises, and formal suspension will apply, followed by disciplinary action. The relevant Head of School will be informed, and the Police will be notified if it is believed that the learner is carrying an offensive weapon.
- **Record Keeping:** Documentation of all incidents involving weapons, including detailed records of searches and disciplinary actions, will be maintained.

The Code of Conduct is designed to be cross-referenced to other College policies and procedures, in particular the Student Disciplinary Policy & Procedure, the Student Charter, Student Attendance and Punctuality Policy, College Complaints Procedure and the Equality and Diversity Policy.