

I. Introduction

Richmond and Hillcroft Adult and Community College is committed to providing a positive environment for all learners to learn, work and socialise. To achieve this, the College fosters a culture that values all individuals, and treats them with respect and integrity, embraces diversity, and expects all learners to accept accountability and responsibility for their actions.

The Learner Code of Conduct (see Appendix 1) is designed to ensure that learners contribute to a safe and successful learning environment by defining the behaviour and conduct expected of them, both socially and academically, and with regard to Health and Safety. Learners' attention is drawn to this code during induction and through the Learner Handbook. By signing the Learning Agreement, the learner agrees to comply with this code.

Behaviour that fails to meet the Code of Conduct will be addressed through the Disciplinary Procedure.

II. Aims of the Policy

- To ensure learners and staff work in a supporting, caring and safe environment.
- To set standards of performance and behaviour.
- To make College expectations clear to learners and encourage them to adopt successful learning practices.
- To ensure a robust learner disciplinary procedure that staff can apply in all instances of alleged learner misconduct.
- To ensure that all instances of learner misconduct are dealt with fairly and consistently, taking into account the individual circumstances of each learner.
- To raise awareness of the policy and procedures and ensure that staff understand the processes involved.
- To provide a systematic means of recording and monitoring disciplinary cases.
- To define responsibilities and allocate duties to individual members of the College staff.

III. Scope

This document applies to all enrolled or prospective learners, visitors to college sites, and users of facilities throughout their time at the College, including during College outings, placements, and events. It also applies when behaviour outside the College has a detrimental effect on other members of the College (staff or learners) or on the College's reputation.

The policy also applies to learners whose children show behavioral issues either on the College site or while in the care of College-organised childminders.

Document Key Data

Owner:	Head of Quality	Approved by:	Governing Body
Review interval:	3 years	Approved:	July 2024
Date of next review:	July 2027	Post to website:	Yes

IV. Definitions

Unacceptable Conduct: Any academic or non-academic conduct that adversely interferes with teaching and learning, is disrespectful to other members of the College community or property, brings the College into disrepute, or breaches the Learner Code of Conduct (See Appendix 2 for examples of misconduct).

V. Roles and Responsibilities

- **The Board:** will ensure that the College has a Policy in place for dealing with cases of alleged misconduct.
- **The Principal:** is responsible for ensuring that the Learner Disciplinary Policy and Procedures are fully implemented. The Principal will normally delegate responsibility for disciplinary matters to the appropriate senior or middle manager, depending on the severity of the case. The Principal also has the authority to suspend or exclude a learner in cases of repeated or extreme misconduct, or where safety is a concern.
- **The Vice Principal:** is responsible for ensuring that the Learner Disciplinary Policy and Procedures are followed by academic staff and has the authority to suspend or exclude a learner in cases of repeated or extreme misconduct, or where safety is a concern.
- **Director of Teaching and Learning:** is responsible for chairing the investigating panels for cases at Stage 2 and 3, as appropriate. He/she is responsible for ensuring that the policy and procedures are followed by curriculum staff and consistently and fairly applied.
- **Heads and Curriculum managers:** are responsible for investigating, interviewing/ hearing cases, reporting and reviewing cases at Stage 1, 2 and 3 as appropriate. They are responsible for ensuring that the policy and procedures are followed and consistently and fairly applied. They are also responsible for maintaining records of incidents of misconduct and monitoring progress against actions. Summary evidence of misconduct is to be shared with the learner during the investigation(s) and leading up to the interviewing/ hearing case(s).
- **The Quality Team** are responsible for keeping a central record of all cases of misconduct and will assist with any related administrative duties.
- **All staff:** are responsible for reporting incidents of unacceptable behaviour.
- **Tutors:** are expected to manage the classroom environment, ensuring that every effort has been made to meet individual needs, including those relating to mental health or learning disabilities where additional support or reasonable adjustments might be required, so that learners can learn and work in safe and positive surroundings. They are expected to give regular feedback to learners on their behaviour, attendance and punctuality, and to inform them of the consequences of failing to comply with the College Code of Conduct. They are responsible for making learners aware of the Code at induction and for ensuring that they have received a copy of the Learner Handbook.
- **Learners:** are expected to take responsibility for their own behaviour and are made fully aware of the College's expectations as stated in the Learner Code of Conduct (Appendix 1). Learners also have a responsibility to report incidents of disruption, violence, bullying and any form of harassment, and to exemplify and promote British Values.

Document Key Data

Owner:	Head of Quality	Approved by:	Governing Body
Review interval:	3 years	Approved:	July 2024
Date of next review:	July 2027	Post to website:	Yes

Learners (continued): are responsible for the behaviour of their children whilst on College premises, including when in the care of childminders arranged by the College.

In some cases, due to a child's misbehaviour, the parent may be asked to find alternative external childcare. If the parent is unable to find alternative childcare, this may result in the learner being unable to continue their course of study. The College will make every effort to work with parents to avoid this outcome but reserves the right to withdraw the learner if their child's behaviour is not manageable.

VI. Confidentiality

Learner disciplinary cases will be handled sensitively and with discretion. However, the College may disclose information to the relevant authorities when it is considered necessary, including to relevant external authorities. Disciplinary information will be retained for 3 years after the last action, as outlined in the Data Protection & Privacy Policy, Appendix 1.

Document Key Data

Page | 3 of 9

Owner:	Head of Quality	Approved by:	Governing Body
Review interval:	3 years	Approved:	July 2024
Date of next review:	July 2027	Post to website:	Yes

Appendix 1

Learner and Visitor Code of Conduct 2024-2027

The overwhelming majority of learners and visitors to RHACC treat other people with tolerance and respect, and there are very few examples where behaviour is not excellent.

However, on the rare occasions when a learner's or visitor's behaviour causes upset to others, disrupts learning, or does not comply with reasonable staff instructions in terms of health and safety or coursework, this is dealt with under Fitness to Study or Learner Disciplinary Policy and Procedures.

The Code of Conduct is a list of examples of behaviour which we would reasonably expect of all learners and visitors to RHACC.

Code of Conduct:

- Complying with reasonable instructions from staff regarding health and safety, conduct in class, assessment deadlines, and attendance and punctuality.
- Behaving in a way which does not disrupt learning or College business.
- No smoking or vaping on college sites.
- Treating our buildings, equipment, resources and furnishings with care and respect
- Compliance with our IT Acceptable Use Policy.
- Not coming to a college site whilst under the influence of illegal drugs.
- Not using language or behaviour which is likely to cause insult or offence based on race, gender, disability, age, class or sexual orientation.
- Being respectful of other people, including staff, when posting on social networking or media sites.
- Not behaving or using language in a way that may damage the College's reputation.
- Not using violence or threatening anyone with violence.
- Comply with and promote the British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Take care not to glamourize or normalize violence or extremist beliefs and challenge any behaviour in others which appears to do this.

Document Key Data

Owner:	Head of Quality	Approved by:	Governing Body
Review interval:	3 years	Approved:	July 2024
Date of next review:	July 2027	Post to website:	Yes