Version Control Statement

Version	Date	Changes	Reason	Author	Next re-view
1	12/08/24		New Policy – For-malising current student conduct guidelines con-tained in student handbooks	Head of Education	January 2025
2	10/12/2024	Added information re-garding online learn-ing, college VLE and MS Teams, and where to apply for online programmes.		Assistant Principal Quality	January 2025
3	06/01/2025	Added student sup-port contact details along with proce-dures for reporting absence.		AP Quality	February 2025

Student Code of Conduct

The College is a community of students and staff involved in learning, teaching, research, and other activities. All members of this community are expected to conduct themselves in a manner that contributes positively to an environment in which respect, civility, diversity, opportunity, and inclusiveness are valued, to assure the success of both the individual and the community.

The purpose and scope of this policy

The purpose of this policy is to define the general standard of conduct expected of students, while they are on the College premises. WCOL expects its students to behave as responsible, mature persons and to act within the moral norms of society while on College grounds or online. Students are expected to be aware of, and to conduct themselves in accordance with this Policy.

When to use this policy

The College respects the right of students to conduct their own personal lives. This policy governs conduct only to the extent necessary to protect the integrity and proper functioning of the academic and non-academic activities of the College, the peaceful and safe enjoyment of College facilities by other members of the College and the public, the freedom of members of the College to participate reasonably in the programs of the Colleges and in activities at the College's premises or online, or to protect the property of the College or its members.

Punctuality and attendance

All students must recognise that good attendance and punctuality will maximise achievement and enhance not only their learning experience but also develop their employability skills. Students who arrive/attend late disrupt their own learning and that of others. High expectations of attendance and punctuality will be required by future employers and therefore we need our staff to set and enforce high expectations for attendance and punctuality. We strive to achieve a minimum attendance rate of 95%.

Reporting Absence

If you know that you will need to miss any sessions due to unavoidable circumstances then you must notify the College. Your absence will be unauthorised if you do not provide an acceptable reason, with evidence. Please note that reasons that are deemed acceptable and unacceptable are referenced in the WCOL's Attendance Policy and is

reprinted on posters around the College and in Reception. All absences will stay unauthorised unless evidence is provided. It will be at the discretion of WCOL to authorise any absence, and the College's decision will be final. WCOL reserves the right to verify any reasons for absence by communicating with external bodies.

You must register requests for authorised absence with your Attendance Officer; current Attendance Officers are notified to you on posters around the College and in Reception.

Online Learning

- Online Students are engaged in academic study through structured activities defined by the college, through live sessions delivered virtually, recorded live sessions or pre-recorded sessions.
- Students will be given access to MS Teams and College Moodle (VLE) login at the time of enrolment. WCOL uses Microsoft Teams and Moodle integrated approach to deliver our online training programmes, and to guide and provide support to students.
- All study materials will be shared via the College VLE (Moodle) and students will be informed in advance.
- All applications for online courses to be made via our website.
- If you require IT Support, please e-mail your query to the IT support team at IT-support@wcol.co.uk.

Mobile Phones

Please note that if you have a mobile phone and you regularly bring it to College with you, you must ensure that it is switched off during lectures. WCOL considers that conducting a telephone conversation during a lecture is unacceptable and therefore should this occur, you will be asked to leave the class immediately. If you are attending an online lesson, you should also turn your mobile phone off.

Bullying and Harassment

WCOL operates a zero tolerance policy on bullying and harassment and all students who deliberately engage in these activities will face disciplinary action in line with WCOL policy (full policy to be made available on the website and VLE portal (moodle)

Alcohol

Consumption of alcoholic beverages in public areas of the College buildings is prohibited. Any student found drinking alcohol in the College building (other than at appropriate College-sponsored functions) will be subject to disciplinary action.

Damage to Property

Damage to, or destruction of property, owned or operated by the College, its students, faculty, administration, staff or guests is prohibited and may result in fines, disciplinary action and/or legal action.

Distributing or Posting of Materials

Distribution of printed materials, sale of any material by non-college groups can only be undertaken with the approval of the Principal.

Drugs and Illegal Substances

The use, possession, promotion, distribution, or sale of illegal drugs or controlled substances may result in College disciplinary and/or legal action. Drug-related paraphernalia containing illegal residue is prohibited on College may be confiscated and may result in disciplinary and/or legal action. Students found to be in breach of these rules will be subject to instant dismissal.

Eating & Drinking

Eating and drinking are only permitted in the designated areas of the College building.

Emergency Equipment

Any student who deliberately triggers a false alarm or tampers with fire equipment either on College will be liable to expulsion from the College. This is a criminal offence and liable to prosecution by the police. All charges for replacement or repair of equipment must be paid for by the student.

Fire procedure

When a continuous alarm bell sounds, prepare to evacuate the building via the nearest fire exit. Remember to close all doors and windows and follow your lecturer out of the building to the muster point as indicated in the Fire Procedure Posters.

General Behaviour

Students will be expected to behave in both the building and the neighbourhood in a manner that is considerate of others. Students are individually responsible for their conduct. They, as well as other members of the College community, are expected to

use reasonable and sound judgment in their daily College life and to show due concern for the welfare and rights of others.

ID Cards

Identification cards, issued at the beginning of each academic year must be carried at all times and presented whenever requested. Most commonly, College ID must be presented upon any request of the College administration.

Littering

Students may not throw, discard, place, or deposit litter within the College buildings or on College grounds except in the refuse receptacles provided.

Smoking

Smoking is only permitted outside of the College building. It is not allowed in hallways, stairways, classrooms, or administration and faculty offices. This rule will be strictly adhered to because of fire regulations and the general health and hygiene of the College.

Unauthorised Entry

Any student who enters, attempts to enter, or remains in any College room or building without appropriate authorisation is subject to disciplinary and/or legal action by the College

Freedom of Speech

The college believes that a culture of free, robust and open discussion can be achieved only if all concerned avoid needlessly offensive or provocative action and language.

Section 43 of the Education Act 1986 requires the College to issue and keep an updated practice, which is to be followed by members, students and employees of the College in regards to meetings and other events.

Any intentional breach of this code is an offence and may be subject to strict disciplinary or in some cases, legal action.

It shall be the duty of the organisers to seek approval for the holding of an event/meeting. Organisers should also provide details of the meeting or the event, including date, time and place of the meeting/event and any expected speaker and

their relevant profile. This information is required at least 7-10 working days in advance.

For any events happening within the College premises, the principal is responsible for approving suitable arrangements or issue such guidance, to ensure that the nature and conduct of the meeting is lawful and within the code provision. The principal may cancel any event or meeting where the required information is insufficient or have not been provided well in advance.

If any other member of staff has any concerns about a prospective meeting or event, he/she should bring his/her concerns to the attention of the principal. The principal shall then consult relevant member of staff and take responsible steps.

The organisers of meetings and events should comply with any terms and conditions set by the Principal with regards to the use of facilities. All decisions will be taken after careful consideration and necessary evidence available.

If the organiser is unhappy with the decision outcome, he/she may write to the Registrar/Program Leader setting out clear reasons for not being happy with the decision or requesting a reconsideration of the decision. Any person who is in any doubt about the application of the code of conduct for any meeting or event, is under an obligation to consult the Principal or the Registrar.

The College is mindful of its duties under equality legislation. In any case, where the College receives a request for external speakers and events, the external organiser or the speaker shall be required to act in accordance with this code of conduct. Further reference to legislations and guidance can be found on uk.gov website.

List of Student Support contact e-mails:
E-mail address for raising Safeguarding incidents:
Safeguarding@wcol.co.uk

E-mail address for raising Prevent concerns:
prevent@wcol.co.uk

E-mail for submitting a complaint:
Complaints@wcol.co.uk

E-mail for IT support:
IT-support@wcol.co.uk