

# Student Code of Conduct



Barking & Dagenham College

**Our Vision:** A truly great college, delivering inspirational learning and excellence through career focused education

**Our Mission:** To unleash potential, creating better futures for our learners, businesses and communities

**Our Values:**

Learners and Customers are at the heart of everything we do

Respectful – valuing and treating all fairly and as individuals

Passionate – energising, engaging and inspiring all to achieve their potential

Collaborative – working together to achieve excellence and growth

Innovative – leading the way, seeking new ways to continually improve

Excellence in learning, teaching and assessment; the key to our success

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# Student Code of Conduct

## 1. Working & Learning

**As a student at Barking & Dagenham College you are expected to:**

- Have an attendance and punctuality record that an employer would expect, meeting the standards set by your teachers for your success
- Be punctual and attend all lessons both on-site and online as required by your timetable, including main programme, English, maths, tutorial, work experience/industry placement and any other sessions as directed by the College
- Report your absences to the College absence line, make any appointments outside of your timetabled sessions, unless for an emergency. You must take responsibility to catch up on any missed work
- Work hard and to the best of your ability • Meet all your work deadlines and ensure that work you submit for assessment is your own
- Ensure that you observe classroom management practice both on-site and online • Respect the needs of others to concentrate on studying by restricting the use of mobile phones to areas outside the learning, teaching and study areas.
- Behave in an honest and fair way in assignments and examinations, avoiding all forms of cheating and plagiarism.

**When working online you are expected to:**

- Help create a safe online environment by speaking and communicating calmly and politely, avoiding words and actions that may be interpreted as abusive or threatening.
- Show respect for College online property and the online digital work and materials of others who work in the organisation.
- Only use your I.D logon personally and never lend it to others nor use it or share links allowing others to access college online materials and classrooms.
- Only log in to sessions that your teacher has invited you to attend.
- Refrain from sharing your screen with others unless requested by a member of staff and be mindful of your surroundings!
- Respect that others need to concentrate on studying, so restrict the use of personal communication to areas outside online learning, teaching and study areas.
- Conform to the College's ILT Policy on the receipt and transmission of emails and other electronically transmitted information.

## 2. Behaviour

**As a student at Barking & Dagenham college you are expected to:**

- Ensure that your ID card is worn and visible at all times and if requested, hand it to a member of staff for inspection
- Value people equally respecting our democratic values of freedom of speech, appreciation of different beliefs, the rule of law and individual liberty and be kind, hard-working, respectful and polite at all times
- Be polite and treat everyone with respect, in person and online
- Show respect for College property and the possessions of others who work in the organisation including digital work.
- Not possess (other than those prescribed for medical conditions), supply or distribute alcohol, drugs or other illegal substances on the premises.
- Not be in possession of an offensive weapon. You will be removed from the College immediately and where necessary, the Police will be involved
- Avoid damaging the reputation of the College when off campus with inappropriate language, excessive noise and over exuberant behaviour
- Observe the College's smoking, alcohol and illicit drugs policies.

## 3. Health, Safety and Security

**As a student at Barking & Dagenham college you are expected to:**

- Follow health and safety and evacuation procedures without discussion or argument
- Show your ID card to any member of staff when requested and do not allow anyone else to use your ID card. It is important each student keeps their own ID card safe.
- Not help or invite non-students onto the College premises – inform staff immediately if non-students are on the premises. Visitors must report to Main Reception. Students found accompanying non-invited individuals onto College premises including know suspended or excluded students, will themselves be suspended
- Take responsibility for your use of ICT and make sure that such usage is safe, responsible and legal. No ICT device, whether College provided or personally owned, may be used for the bullying or harassment of others in any form
- Look after your valuables (try not to bring anything that is not essential to College as the College cannot be held responsible for loss/damage

## 4. COVID-19 Requirements

**As a student at Barking & Dagenham college you are expected to:**

- Wear face coverings in College buildings and all communal areas – unless you are unable to for medical reasons
- Read all COVID-19 related guidance and information provided at welcome and induction events, ensuring they understand this, abide by it and participate in any COVID-19 related training by the College
- Must wash or sanitise your hands when you arrive at College and then frequently throughout the day
- Inform a member of staff immediately if you become unwell with coronavirus symptoms during the day at College
- Stay within your allocated bubbles as indicated by your timetable
- Adhere to the one-way system where it is in place and maintain social distancing
- Do not post any malicious content on social media platforms concerning your peer, staff or visitors concerning COVID-19

**Those found in breach of this code will be subject to disciplinary action.**

**I agree to behave in accordance with the Barking and Dagenham College Code of Conduct listed above for as long as I am a student at the college.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_