Procedure 5.1 Student Code of Conduct					
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The Academy expects that all students will engage with this Code of Conduct. Copies of the code are displayed around the Academy building and published on its website www.docklandsacademy.co.uk . Also, the content of the conduct is presented in the Learning Agreement and Student Handbooks. The Academy has drawn up the Code of Conduct with reference to:

- UK Quality Code 2024 https://www.qaa.ac.uk/the-quality-code/2024 Advice & Guidance at *https://www.qaa.ac.uk//en/quality-code/advice-and-guidance*
- Office for Students (OfS) requirements and guidance
- OIA The Good Practice Framework, *Disciplinary procedures*
- The Equality Act 2010
- Competition and Markets Authority Guidance for HE providers
  - ○ CMA Regulations (Consumer Protection from Unfair Trading Regulations 2008 (CPRs) / Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (CCRs) / The Provision of Services Regulations 2009 (PSRs))
- UKCISA Code of Ethics
- Keeping Children Safe in Education September 2024 Guidance

1. Introduction

1.1 Good Conduct means realizing that you are a member of the Academy community and will behave accordingly. This applies anywhere and at any time but is particularly important in the local community around the Academy, whilst on fieldwork, whilst on other study away from the Academy and whilst engaged in any other Academy-related activity.

1.2 We want you (our students) to enjoy and benefit the most of their time during your learning journey at the Academy; to be safe, respected by others and to feel valued. Whatever you are doing on or off-site and wherever you are (even while commuting or at online education), you are a Docklands Academy London student, thus we expect you to behave accordingly in a respectful manner to others and the Academy.

1.3 We are committed to creating a safe, supportive, inclusive, and friendly environment in which everyone can participate freely.

1.4 We respect individuals regardless of their age, ethnic origin, race, nationality, membership of a national minority, culture, language, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, gender, gender identity, sexuality, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, genetic features, parentage, descent, full or part-time student status, socio-

economic background, employment status, trade union affiliation, spent or irrelevant criminal convictions or any other irrelevant distinction.

2. <u>Following UK Laws</u>

- It is illegal to carry any sort of weapon, including a self-defence spray.
- Theft is taking something that you know does not belong to you. Don't do it!
- Never buy things that you think might be stolen. It is illegal to buy stolen things and the police can take things from you.
- You must have a valid (correct) ticket to travel if you use public transport. If you cannot show one on request, you may be liable to pay a Penalty Fare and you risk being prosecuted.
- You must not carry or use any illegal drugs, including cannabis, ecstasy, LSD, or amphetamines.
- It is illegal to have sex with someone under the age of 16.
- You do not need to carry any identity documents with you when you are in public, but it is a good idea.

3. <u>Following British Values</u>

You must follow four key values when you are in the UK:

- **Democracy**
  - Everyone's opinion is important and counts.
  - Respect the right of freedom of speech, provided it is within the law.

- **Individual Liberty**
  - Freedom to be what you want if it is legal.
  - Recognise the diversity of the Academy community.

- **Respect and Tolerance**
  - Do not show any abusive behaviour, bullying, harassment, violence, discrimination, insult and aggression against either staff or students on the basis of their: age, ethnic origin, race, nationality, membership of a national minority, culture, language, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, gender, gender identity, sexuality, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, genetic features, parentage, descent, full or part-time student status, socio-economic background, employment status, trade union affiliation, spent or irrelevant criminal convictions or any other irrelevant distinction.
  - Be considerate, respectful, and courteous towards others.
  - Consider what others may feel about what you say or do.
  - Uphold the good name of the Academy in your off-site activities, exercising respect and tolerance in the wider community.

- **Rule of Law**
  - The law is supreme, and nobody is above the law.
  - Act responsibly and be honest.
  - Abide by the law.

4. <u>Following Academy Rules</u>

4.1 Facilities
- Respect and care for the environment of the Academy property, spaces, and premises.
- Recycle and dispose litter responsibly.

- Act upon the Academy's advice for saving energy.
- Maintain security and always wear your identity card within the Academy.
- Smoke or vape <u>only</u> in the designated areas.
- Do not:
  - use fire doors except in an emergency.
  - leave any rubbish behind you. Tidy the room before you leave.
  - fight, bully, harass, threaten, offend or intimidate others. This includes any activity you engage in using the internet, virtual learning environments, social networking sites, blogs or other web resources, emails, texts or phone calls.
  - bring:
    - food and hot drinks in class.
    - alcohol or illegal substances into the Academy or be under the influence of these while onsite or taking part in external activities.
    - knives (unless required as part of essential equipment for your course) or anything that could be used as an offensive weapon into the Academy.

4.2 Learning
- Inform the Academy of any special learning or assessment needs.
- Speak English at all times during the lessons.
- Bring all the equipment and kit needed for learning.
- Switch off or mute mobile phones and other electronic devices (unless otherwise instructed) and place them out of sight during lectures.
- Hand in coursework in time to the right standard and follow the strict rules on plagiarism.
- Take all the exams at the stated time and complete assignments by the deadline.
- Be responsible for the good behaviour of any guests that you invite to the Academy (children are not permitted to attend timetabled learning and teaching activities, including lectures, seminars, and other teaching activities; unless you have obtained permission beforehand),
- Do not bring visitors to timetabled learning and teaching activities, including lectures, seminars and other teaching activities.
- Act in a professional manner and avoid disrupting others either on or off site (the Academy considers disruptive, inconsiderate or offensive behaviour to be a breach of discipline)
- Actively participate the lectures.
- Commit time to additional study.
- Have a motivated and positive attitude and serious commitment to your studies.
- Never settle for "good enough".

4.3 Attendance
- Attend all lectures and arrive before the lecture starting time.
- Be punctual for all classes and other appointments. (Persistent, unexplained, late arrival at, or early departure from, lectures seminars and practical's is not acceptable)
- Do not enter the class until the next lesson if you are more than 15 minutes late.
- Record your attendance when you enter and leave.
- Inform the relevant person in an appropriate manner in the case of being late or absent for an activity where you are expected to attend.

4.4 Assistance:
- Immediately inform:
- the Academy if your circumstances change.
- your teacher or Student Welfare Officer if you experience problems with your studies or personal welfare that could harm your progress.
- Register with a General Practitioner (GP) for any medical help.

- Seek help when you need it.
- Be aware of:
  - and act upon the advice and assistance available on academic and other matters.
  - the key person[s] in relation to Welfare, Safeguarding and overall student services and to know who to report to in any case of an incident or concern.
  - Academy Health and Safety procedures and follow them.

5. <u>Zero Tolerance to Unreasonable Behaviour</u>

5.1 The Academy promotes mutual respect. Academy staff is committed to treating everyone with respect and we ask that you show them respect too.

5.2 We have zero tolerance to any kind of abusive behaviour, bullying, harassment, violence, discrimination, and aggression towards either staff or students and take immediate action against any unreasonable behaviour. Abuse can be:

- Verbal   : calling someone names, saying bad things or using bad language,
- Physical   : pushing, hitting, kicking people, or damaging property,
- Emotional   : making someone feel disliked, ridiculing or teasing.

5.3 Our **zero-tolerance approach** supports anyone who has experienced or witnessed harassment, discrimination, or violence. We promise to raise awareness of these issues and to respond appropriately to all reports.

5.4 If you think you have seen, heard about, experienced or concerned about any kind of related behaviour of a member of Academy staff, or of a student, please speak to the Safeguarding Officer, a manager or use our **Complaints Logbook / Comments & Complaints feedback box** located at reception or follow the **"report a problem"** link at our website (Report a Problem - Docklands Academy London) or email to info@docklandsacademy.co.uk or follow our standard **Procedure 2.5 Complaints**.

5.5 If the incident you wish to report did not take place on Academy premises, it would not be something which we would be able to investigate in detail under our zero-tolerance reporting statement. However, we would still be very happy to offer you confidential advice about how best to obtain help and to take the matter forward. In extreme cases, the police may be called.

6. Related Documents

6.1 Policies

- **2** Academic Management
- **3** Teaching Learning Assessment
- **4** Admissions
- **5** Student Support, Engagement and Learning Resources
- **7** Information

6.2 Procedures

- **1.5** Equal Opportunities
- **1.9** Review and Revision of Policies and Procedures
- **2.13** Access and Participation Statement

- **3.3** Encouraging Independent Learning
- **3.4** Tutorial Arrangements
- **4.1** Enrolment and Selection
- **4.3** Recognition of Prior Learning (RPL)
- **4.6** Student Induction
- **5.2** Welfare Services and Pastoral Care
- **5.4** Student Engagement
- **5.7** Reviewing Learning resources
- **6.15** Safeguarding
- **6.16** Prevent Duty (Racist, Discriminatory, Abusive and Extremist Behaviour)

6.3 Terms and Conditions

6.4 External Reference Points

- **Office for Students (OfS) Requirements and Guidance** at *Advice and guidance - Office for Students*
- **UK Quality Code Advice & Guidance – Admissions, Recruitment and Widening Access** at *https://www.qaa.ac.uk//en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access*
- **UK Quality Code Advice & Guidance – Assessment** at *https://www.qaa.ac.uk//en/quality-code/advice-and-guidance/assessment*
- **UK Quality Code Advice & Guidance – Concerns, Complaints and Appeals** at *https://www.qaa.ac.uk//en/quality-code/advice-and-guidance/concerns-complaints-and-appeals*
- **UK Quality Code Advice & Guidance – Course Design & Development** at *https://www.qaa.ac.uk//en/quality-code/advice-and-guidance/course-design-and-development*
- **UK Quality Code Advice & Guidance – Enabling Student Achievement** at *https://www.qaa.ac.uk//en/quality-code/advice-and-guidance/enabling-student-achievement*
- **UK Quality Code Advice & Guidance – Monitoring & Evaluation** at *https://www.qaa.ac.uk//en/quality code/advice-and-guidance/monitoring-and-evaluation*
- **UK Quality Code Advice & Guidance – Learning and Teaching** at *https://www.qaa.ac.uk//en/quality-code/advice-and-guidance/learning-and-teaching*
- **UK Quality Code Advice & Guidance – Student Engagement** at *https://www.qaa.ac.uk//en/quality-code/advice-and-guidance/student-engagement*
- **Higher Education Code of Governance** (Committee of University Chairs, December 2014) at *https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf*
- **Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers** at *https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf*
- **OIA The Good Practice Framework for Complaints and Appeals** at *https://www.oiahe.org.uk/resources-and-publications/good-practice-framework/*
- **OIA The Good Practice Framework: Handling Students Complaints and Academic Appeals** at *https://www.oiahe.org.uk/media/1859/oia-good-practice-framework.pdf*
- **UKCISA Code of Ethics** at *https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics*
- **Equality Act – 2010** at *https://www.legislation.gov.uk/ukpga/2010/15/contents*
- **Related QAA guidance: Understanding assessment: its role in safeguarding academic standards and quality in higher education**