

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 2025 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. Following UK Laws

- 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. Theft is a criminal offence and will result in disciplinary action.
- 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 (excluding lawful prescribed medication).
- 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. Following British Values

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.

Freedom of speech within the law must be exercised responsibly and must not infringe on the rights, safety, or dignity of others.

4. Following Academy Rules

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 only 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 behaviour on social media, messaging platforms, and online learning environments, whether during or outside Academy activities where the Academy or its members may be identified.
 - 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.
- Students are expected to use English during teaching sessions to support learning and inclusion.
- 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.
- Use of Artificial Intelligence (AI) tools must comply with the Academy's academic integrity requirements. Students must not submit work generated wholly or partially by AI tools (e.g. ChatGPT or similar) as their own unless explicitly permitted. Any misuse may be treated as academic misconduct.
- 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 in lectures.
- Commit time to additional study.
- Have a motivated and positive attitude and serious commitment to your studies.
- Students are expected to demonstrate commitment to achieving their full academic potential.

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 (this includes safeguarding responsibilities towards both under-18 learners and adults at risk, in line with current UK safeguarding expectations).
 - Academy Health and Safety procedures and follow them.

5. Zero Tolerance to Unreasonable Behaviour

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](https://www.docklandsacademy.co.uk/report-a-problem)) 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.



5.6 The Academy has zero tolerance for sexual harassment, sexual misconduct, coercion, or inappropriate relationships between staff and students. All such matters will be addressed under formal disciplinary procedures.

6. Covert Audio and Video Recordings

6.1 Docklands Academy is committed to maintaining an environment of openness, trust, professionalism and mutual respect. All members of the Academy community are expected to communicate honestly and transparently in support of positive working relationships and the safeguarding of students.

6.2 The Academy recognises that there is no general legal prohibition on individuals making covert audio or video recordings. However, the making of covert recordings by staff, volunteers, contractors, parents, carers or visitors is not considered acceptable practice except where there is a genuine safeguarding concern, a serious concern regarding criminal activity, or another exceptional circumstance where it is reasonable and proportionate to do so.

6.3 Unauthorised covert recording may:

- undermine trust and professional relationships;
- compromise the privacy and dignity of learners, staff and visitors;
- create data protection and confidentiality risks;
- interfere with safeguarding processes and investigations; and
- constitute misconduct where it breaches Academy policies or contractual obligations.

6.4 Any concerns regarding the conduct of staff, learners or other members of the Academy community should ordinarily be raised through the Academy's established procedures, including the Whistleblowing Policy, Safeguarding Procedures, Complaints Policy or Grievance Policy, as appropriate, rather than through covert recording.

6.5 Where the Academy becomes aware of a covert recording, it reserves the right to consider the circumstances in which it was made, its intended use, and whether any Academy policies, contractual obligations, safeguarding requirements or legal duties have been breached. Appropriate action may be taken where recordings have been made or shared inappropriately, including disciplinary action for staff, restrictions on access to Academy premises for visitors where appropriate, or referral to external agencies where required.

6.6 Nothing in this policy prevents an individual from making or disclosing a recording where this is required by law, forms part of a protected disclosure under whistleblowing legislation, or is reasonably necessary to protect the welfare or safety of a child or vulnerable person.

7. Related Documents

7.1 Policies

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

7.2 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)

7.3 Terms and Conditions

7.4 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