



## Student Code of Conduct

### Heartwood's Expectations

***All students must familiarise themselves with this code of conduct.***

Heartwood's Student Code of Conduct sets out the standard of conduct we expect of our students so that everyone can undertake their studies in a supportive and respectful environment. We class any behaviour that affects the safety or well-being of students or staff as misconduct.

At Heartwood we are guided by the principle that all students have the right to learn and a responsibility to allow others to learn in a safe, secure and respectful environment.

This College also has a responsibility to provide our staff with a safe, secure and respectful environment in which to work.

The aim of our Code of Conduct is to ensure the provision of such an environment, to support the learning process and to promote acceptable conduct at all times.

The College will strive to work constructively with students to resolve issues but implicit in this policy is the recognition of the need to formally record, and in certain circumstances deal with unacceptable conduct, which disrupts learning or shows disrespect. Students who break the Code of Conduct will receive warnings and could be excluded from the training.

Heartwood actively works to maintain positive and collaborative relationships with relevant organisations and agencies who offer placement opportunities or training recognition. We encourage open, respectful, and professional communication to support our relationships with these organisations.

The Student Code of Conduct applies to all of Heartwood students, regardless of level and delivery of training (i.e. online training).

Heartwood will treat any breach of the Student Code of Conduct with the utmost seriousness and this could result in disciplinary procedures if deemed necessary or appropriate.

### Definition of Unacceptable Conduct

Any academic or non-academic conduct which adversely interferes with teaching and learning, or is disrespectful to staff or student members of the College or College property, or breaches any element of the College's Code of Conduct.

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For Heartwood Student Code of Conduct please see overleaf.

Students must behave in a respectful manner to all members of the College community.

Students are to follow any formal instructions from staff.

Students are to take responsibility for the safety of their personal property, keeping valuables with them at all times.

All students are expected to attend each time-tabled class/workshop session. (Attendance means starting the session on time and remaining until the time-tabled end of the session).

Students must endeavour to engage in the work of their class and complete coursework according to the agreed schedule.

Students must not cheat, plagiarise or copy the work of other students.

Students must not disrupt any class or any other College activity, whether or not involving staff or other students.

Any bullying (including cyber-bullying), intimidation, threats, taunting, verbal abuse or the use of any violence or threat of violence towards any person is not tolerated and will be regarded as gross misconduct.

Students must not show any behaviour which is socially or sexually offensive, or which is offensive to those with learning and/or physical disabilities or impediments.

Students must follow all health and safety regulations.

Students must take care of and respect the environment of the College.

Students must ensure that the required equipment to undertake their course is brought with them e.g. pens, writing pads etc.

Students must have their mobile phones switched to 'silent' whilst in class unless alternative arrangements have been agreed.

Possession of any offensive weapons will lead to disciplinary action and where necessary there will be Police involvement.

The misuse, sale, purchase or distribution of controlled drugs as classified in the Misuse of Drugs Act 1971 is strictly forbidden.

Disciplinary action will be taken if students are knowingly under the influence of alcohol or controlled drugs. As this is considered Gross Misconduct a student can be taken straight to a final interview and where necessary, there may be Police involvement.

Personal information about other peers and staff must be kept confidential and not discussed outside of the classroom.

Students must take responsibility to seek the support they require with their personal development and also their learning needs.

**This is not an exhaustive list and each incident and behaviour will be reviewed individually.**