

# Student Code of Conduct

This Code of Conduct is designed to help all students understand the expectations and standards of behaviour while attending ROC College. We aim to create a positive, safe, and respectful environment where students can thrive and feel supported in their learning and development.

The College believes in strong **values**, and we expect students to follow these values in everything they do.

## **Creative** – Learning and Working Together

- We like to be creative and work together as a team.
- We find new ideas, try new things, and share our thoughts in a helpful way.
- Working as a team, we celebrate differences and help each other reach our goals.

## **Responsive** – Owning Your Actions

- We take responsibility for what we do, whether it's good or bad.
- When there is a challenge, we own up to it, learn from it, and make better choices.
- We think about our actions and try to do better when needed.

## **United** – Treating Others with Kindness

- We believe working together is strong and helps everyone feel part of the group.
- We treat everyone with kindness, respect, and understanding, making sure everyone feels welcome and supported.
- We believe that respect and teamwork make our community strong and positive.

## **Strong** – Resilient and Determined

- We show strength when facing challenges and keep going even when things are tough.
- We learn from mistakes, grow, and keep moving forward with confidence.
- We help each other get stronger mentally and emotionally, so we can overcome problems together.

## **Honest** – Being Honest and Fair

- We value honesty in everything we do because it helps us trust each other.
- We are fair to everyone and tell the truth.
- We believe in doing the right thing and creating a place where everyone is treated fairly.

Alongside our values, in order to keep everyone safe, we expect our students to follow the following guidelines:

## 1. Respect for Others

- **Treat others with kindness and respect:** This includes staff, peers, and members of the community. Harassment, bullying, or discriminatory behaviour will not be tolerated.
- **Communication:** Use respectful language when speaking with others. Offensive language, swearing, or disruptive behaviour will not be tolerated.
- **Personal space:** Respect personal space and boundaries of others, both in HUBs and in community settings.
- **Dress code:** Please be considerate of others by avoiding offensive slogans, images, or excessive exposure of skin.

## 2. Attendance and Punctuality

- **Be punctual:** Arrive on time for all sessions, activities, and meetings. If you are unable to attend, inform the relevant staff member in advance.
- **Attendance expectations:** Regular attendance is essential to your success. If you have difficulties attending due to health or personal reasons, please communicate these to staff so we can provide support.

## 3. Responsibility for Your Actions

- **Own your behaviour:** You are responsible for your actions. If something goes wrong, it's important to acknowledge and learn from the situation.
- **Follow instructions:** Listen to staff and follow instructions given during lessons and activities. If something is unclear, ask for clarification.
- **Respect the learning environment:** Keep HUBs, communal spaces, and equipment tidy and in good condition. Be considerate of the learning space and others who use it.

## 4. Safety and Well-being

- **Health and safety:** Follow all health and safety instructions and protocols, including fire safety and emergency evacuation procedures.
- **Safeguarding:** Know who to talk to if you are worried or witness something that worries you and know how to keep yourself safe online.
- **Personal safety:** Always prioritise your safety and the safety of others. If you feel unsafe or notice something that could cause harm, report it to a member of staff immediately.
- **Substance use:** Alcohol, drugs, and smoking are not permitted on the premises or during any college-related activities. Engaging in any illegal activity, including substance abuse, is strictly prohibited.
- **Weapons or dangerous items:** The possession of any weapons or items that could cause harm is not allowed. If you are concerned for your safety or the safety of others, speak to a staff member.

## 5. Respect for Property and Resources

- **Care for resources:** Treat college property, including equipment, furniture, and community spaces, with respect. Damage or theft will result in consequences and may require compensation.

- **Use of technology:** Use technology (e.g., computers, mobile phones, and other devices) in accordance with the college's policies. Accessing inappropriate content or misusing devices for non-educational purposes is prohibited.

## 6. Confidentiality and Privacy

- **Respect confidentiality:** Do not share personal or sensitive information about others without their consent. Respect the privacy of both staff and fellow students.
- **Social media:** Be mindful of what you share on social media. Ensure that what you post is respectful and does not negatively affect others or the reputation of the provision.

## 7. Participation and Engagement

- **Engage in learning activities:** Actively participate in all lessons, workshops, and community-based activities. Respect the learning process and contribute to a positive atmosphere.
- **Ask for help:** If you are struggling with any aspect of your learning or personal development, don't hesitate to ask for support. Staff are here to help you succeed.
- **Work towards your goals:** Set personal and academic goals and work towards them with focus and dedication. Stay motivated and keep a positive attitude towards your learning journey.

## 8. Consequences of Misconduct

- **First step – discussion:** If your behaviour or actions do not meet these expectations, there will be a discussion with a member of staff to understand the situation.
- **Further action – support plan:** If necessary, we will work with you to create a support plan to help improve behaviour and address any underlying concerns.
- **Serious misconduct:** In cases of serious misconduct, such as violence, harassment, or illegal activities, disciplinary action may be taken, including temporary or permanent exclusion from the provision.

## 9. Commitment to Equality and Diversity

- **Inclusive environment:** We are committed to promoting an inclusive environment where everyone feels welcome and valued. Discrimination, harassment, or bullying based on race, gender, sexuality, disability, or any other characteristic will not be tolerated.

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# Conclusion

By adhering to this Code of Conduct, you will help ensure that ROC College remains a safe, respectful, and productive environment for everyone. We are here to support you, and we encourage you to engage fully in your learning experience. If you have any questions or concerns about the Code of Conduct, please speak to a member of staff.

### Acknowledgment

By attending ROC College you agree to follow the expectations outlined in this Code of Conduct. We trust that you will act responsibly and contribute to a positive, inclusive community.