

# Student Code of Conduct



## Introduction

This Code of Conduct is for all existing and prospective students of Morley College London, including 16-19 full time students, adult learners and all placement/exchange study programme students. The Student Code of Conduct and the related Disciplinary Procedures are intended to provide fair procedures for maintaining reasonable behaviour by students while they are enrolled onto programmes at the College. As such, the Student Code of Conduct can be referenced to in Student Disciplinary investigations and provide guidance in relation to sanctions to be applied where a student is found to have breached the College's Student Policies. The Student Code of Conduct also provides detailed explanations and examples of unacceptable behaviours and the steps to be taken by the college to address these.

All students should read this document. By accepting an offer to study and enrolling at Morley College London you are agreeing to abide by this Code of Conduct. As part of induction and orientation students will be asked to confirm they have read and understood this document. Students are encouraged to discuss any changes of circumstances that may affect their studies and attendance with their tutor/ teacher. The Code is based on Morley values which are underpinned by British Fundamental Values. Failure to abide by this Code of Conduct may result in disciplinary action in accordance with the [Student Disciplinary Policy](#) and other relevant [Student Policies](#)

The Student Code of Conduct may be amended from time to time to reflect best sector practice or further College policy changes. Students should be familiar with this code of conduct and are expected to conform to it whilst a student with Morley College London.

## Purpose

Morley College London is an institution dedicated to providing lifelong educational opportunities for diverse communities throughout London and beyond. The college has in place a set of rules and standards to ensure students and staff work together safely and successfully. As such, this Code aims to encourage and maintain good standards of conduct by students consistent with the values and expectations of the Morley community.

## College Values

The College has a set of values that supports everything we do in our College community. These are:

- *Work Together* – we are inclusive, self-aware, supportive of change and committed to the power of effective strategic partnerships, and -
- *Advance diversity* – by working closely with our local communities, in order to -
- *Build trust* – which is developed through transparency of information, open communication, assuming positive intent and active-listening, so that we can -
- *Pursue excellence* – through creative solutions, an entrepreneurial approach, striving for continuous improvement with consistent performance and delivery, and maintaining focus on outcomes for learners, because we work -
- *In the interests of others* – reflected by our unconditional positive regard, caring leadership, request for feedback and a commitments to making a team contribution.

## British Values

The College is committed to the promotion, and implementation of the four key British values as foundational to the College's mission, purpose and own values:

- *Democracy* - A college culture built upon freedom and equality, where staff and students are aware of their rights and responsibilities.
- *The rule of law* - All staff and students are treated fairly at a college with rules to make a happy, safe and secure environment to study and work.
- *Individual liberty* – Each member of the College community is free to express themselves. We encourage the values of Freedom of Speech and Freedom of Expression without causing offence or distress to others as we protect everyone's rights.
- *Mutual respect & tolerance* - We value diversity and respect each other. We will not tolerate prejudice, discrimination or harassment. We also respect values, ideas and beliefs of others whilst not imposing our own onto them and vice-versa.

## The Student Code of Conduct

The Code applies to conduct both on and off the College's centres and premises, as well as online. It also applies to students engaged in Morley College London student advocacy activities (Student Governance, Student Council & Class Reps).

The Code is complementary to, and does not replace other standards, regulations, or professional conduct requirements applying to students in the College.

The Code of conduct should be read in conjunction with the College's **Student Policies**.

### Respect for each other and our surroundings

- Students should treat others as they themselves would like to be treated, with dignity and due respect at all times. The College community is one in which discrimination, bullying, harassment, and victimisation are never tolerated.
- Students should treat others equitably and work to create an inclusive environment in which everyone is safe to speak up and share their perspective. Students are encouraged to be curious and seek to understand diverse perspectives.
- Students should take responsibility for their behaviour and their impact on others. Students should consider and respond to the needs of others, ensuring communications with others are considerate and respectful.
- Students should wear hoods down when inside College buildings to demonstrate their engagement with learning, and respect reminders from College staff to lower hoods.
- Students should take responsibility for their own personal property and respect the personal property of other students. They must not sell or exchange any goods, nor be in the possession of property belonging to other persons.
- Our Centres, property and facilities should be treated with respect. They are for the safe and enjoyable use of all our community and should be used for their designated purposes, and not intentionally or recklessly damaged or defaced.
- Whilst freedom of speech or expression is an important right for all in our community, it is not an unqualified right. It is important to remember that a person's right to freedom of speech means lawful freedom of speech. That means that speech (or other expressions of views, such as slogans, tattoos, literature, emails, etc), that might be criminal in nature (for example, inciting racial hatred; or displaying threatening, abusive or insulting writing likely to cause harassment, alarm or distress), or otherwise in breach of civil law (for example, causing a breach of the peace, or harassment), is not protected by a person's right to freedom of speech or expression. It is very important therefore that members of our community engage in debate in a way that is respectful; *how* something is said or expressed needs to be given as much consideration as *what* is said or expressed.

- Other examples of misconduct include but are not restricted to:
  - disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the College or Student Council;
  - disruption of College business, including teaching, research and studying that is not authorised pursuant to a College recognised process;
  - misuse or unauthorised use of College premises, facilities, or items of property;
  - disregard of the health and safety of self or others whilst on College premises or undertaking College activities;
  - disregard for safety requirements following a warning from a member of staff.
  - wearing clothes, other items, or having visible tattoos with slogans or symbols that might constitute a breach of the criminal or civil law of England and Wales;
  - distributing material, including online material, which is intimidating, threatening, indecent or illegal; and intentionally or recklessly harming other individuals or putting others at risk of harm.

## **Honesty and integrity**

- Students should demonstrate a commitment to independence, honesty, and transparency. They should be honest and truthful in their dealings with each other and with third parties.
- Mobile phones, personal audio or other recording devices must not be used during classes unless for specific learning and teaching requirements, as agreed in advance with the tutor. Students should not record images, video or the voice of anyone without their knowledge and clear permission.
- Students engaged in research activities should conduct their research in a way that supports public trust and confidence in the College's research methods and findings. They should demonstrate rigour, honesty and integrity, and abide by relevant ethical and legal standards.
- Students should not become complicit in any activities in which a student gains an unfair advantage, through plagiarism, self-plagiarism, collusion, examination offences, dishonest practice, or other means. Students should comply with the College's Assessment Manual regarding Academic Misconduct.
- Examples of misconduct include but are not restricted to:
  - behaviour which brings the College into disrepute [this does not include whistleblowing];
  - academic misconduct: cheating, fabrication, plagiarism, collusion, facilitating academic dishonesty, claiming authorship of others' work, or the

submission of work for assessment which has been generated through an artificial intelligence of translation programme without acknowledgement or authorisation;

- research misconduct: fabrication or falsification of information or data, misrepresentation of data and/or interests or involvement, plagiarism, and failure to follow accepted procedures or to exercise due care in carrying out research;
- failure to disclose one's name or other relevant details to an officer or employee of the College in circumstances where it is reasonable to require that such information be given;
- making vexatious (such as frivolous allegations, or repeated allegations based on substantively the same matter that has been dealt with), allegations against a member of the College (allegations that are made in good faith are not vexatious, even if they are not upheld after they have been investigated); and
- Professional conduct violations.

## **Sexual misconduct and abuse**

- Sexual misconduct (i.e., sexual harassment, sexual violence) is never tolerated. All students are expected to act to ensure a working and learning environment free from these behaviours.
- Sexual misconduct is any act of violence or harassment which is sexual in nature or any kind of unwanted, non-consensual sexual touching, or harassment, within or outside a relationship. This may include rape, sexual assault, sexual exploitation or groping. It also covers behaviours such as grooming, coercion, the promise of a reward for sexual access and sexual demands or threats.
- In addition to these, other examples, performed without consent, which might constitute sexual misconduct include:
  - sexually explicit remarks, innuendos or banter; sexual insults, jokes, teasing or songs;
  - wolf whistling, cat calling or making other offensive sexual noises;
  - offensive comments about someone's dress, appearance, or private life, including their sexuality or gender identity;
  - unwanted or inappropriate physical contact including touching, pinching, groping or smacking;
  - unwanted requests to engage in or discuss sexual activity;
  - lifting or removing clothing;
  - stalking;

- using humour to cover or deflect where sexual misconduct has occurred;
- display or distribution of pornographic or sexually explicit material.
- Stalking is persistent and unwanted conduct of one or more kinds of behaviours described above. It can be physical or psychological and take place directly against a person, or by approaching a third party about a person. The more common examples of stalking are following a person home, following a person around, between or to/from campus, sending or leaving them unwanted and repeated messages, bullying them on social media or making intrusive or unwanted visits. Interpersonal relationships between individuals can also be abusive without a sexual element to the behaviour, and can include emotional, financial or physical abuse, threats, isolation or intimidation. They may involve bullying or coercive behaviours used to maintain power or control.

## **Drugs, Alcohol and Prohibited Behaviours**

- Students are not permitted to smoke, including the use of e-cigarettes or vapes, in College buildings and should use designated smoking areas where available.
- The possession of illegal drugs is not permitted in College, or during College-related activities. Illegal drugs, or any equipment associated with them, are not permitted to be used, consumed, bought, sold, or otherwise brought onto or obtained on the College properties, or when representing the College, at any time of the day or night, including when students are on trips and visits.
- Substances not prohibited by law but considered to be drugs (e.g. legal highs), as well as any equipment associated with their use, are not permitted to be brought into the College, or bought, sold or transferred on the premises. Solvents are not permitted on site except with specific permission from a teacher. These regulations also apply when pupils are on school visits.
- Students are not to consume alcohol on College premises, with the exception of during College-organised functions (ie awards evenings), when there will be a controlled service to age-appropriate students. At such events the College reserves the right to refuse service to any persons, regardless of age.
- Students suspected of carrying prohibited substances will be subjected to further investigation and potentially a search by law enforcement officers (with parental supervision if applicable).
- Students are not permitted to gamble or engage in other prohibited activities whilst on College premises, or when attending College-related activities, trips or visits.

## **Carrying dangerous weapons, including knives**

- Students are not permitted to bring anything to College that is actually or potentially dangerous to others, including but not limited to: knives, screwdrivers, blades, martial arts equipment, fireworks.
- Tools and equipment, including craft knives or scissors intended to be used as part of your enrolled course, should be carried safely in appropriate casing.
- Students suspected of carrying dangerous items will be subjected to further investigation and potentially a search by law enforcement officers (with parental supervision if applicable).

## **Bullying, harassment, and discrimination**

- Morley College London does not tolerate bullying, harassment or discrimination.
- We do not tolerate any form of discrimination against any other person on grounds of any protected characteristic (age, disability, race, including colour, nationality, ethnic or national origin, religion or belief, gender identity, sexual orientation, being pregnant or on maternity leave, being married or in a civil partnership, or gender confirmation). We do not tolerate any form of targeting an individual on account their personal attributes. This includes but is not limited to a medical condition, e.g. HIV status, or socio-economic status.
- We do not tolerate any form of harassment. Harassment is where an individual engages in unwanted conduct with the purpose or effect of violating another person's dignity, or creating an intimidating, hostile, degrading or offensive environment for that person. An individual may feel harassed or offended even when the inappropriate comment or conduct is not made towards or about the individual personally.
- Harassment can be both a criminal offence and a breach of civil law. It can take a variety of different forms which can be written, verbal, nonverbal or transmitted electronically, it can consist of a single incident or a series of incidents and may or may not be intentional. Examples include repeatedly ignoring a person through to subjecting him or her to unwelcome attention, ridicule or humiliation. More extreme forms of harassment and bullying include intimidation, physical threats or violence.
- Types of harassment include sexual harassment (discussed above), and harassment on the basis of a protected characteristic, or about the personal attributes of a person. This may include but is not limited to inappropriate gestures or jokes about, or gratuitous references to, a person's characteristic. It can also include inappropriate displays of posters, or other offensive material, and singling out of a person for different treatment on the basis of a characteristic. Examples of some types of harassment include but is not limited to:

- Racial harassment may also include offensive remarks about dress, culture or customs which have the effect of ridiculing or undermining an individual, or fostering hatred and/or prejudice towards individuals or particular ethnic groups. In some circumstances it can include pressure to participate in political/religious groups.
  - Harassment of disabled people can take the form of individuals being ignored, disparaged, ridiculed or denied opportunities because of mistaken assumptions about their capabilities. In such cases, disability, rather than ability, has become the focus of attention.
  - Harassment on the grounds of actual or perceived sexual orientation or sexuality can include queerphobic remarks or jokes relating to a person's sexuality, or threats to disclose a person's sexuality to others.
  - Harassment on the grounds of religious belief can include jokes or insults about items of clothing, religious artefacts, religious beliefs or rituals.
  - Harassment on the grounds of gender confirmation or gender identity can include transphobic remarks or jokes, name calling, humiliation, and exclusion.
  - Harassment on the grounds of age can include jokes or insults about a person's age, or singling a person out for different treatment as a result of their age.
  - Harassment on the grounds of other characteristics which can include but is not restricted to pregnancy, maternity and paternity status, marital status including civil partnerships.
  - Persistent invasion of personal space, whether of a sexual or non-sexual manner.
- We do not tolerate bullying. Although there is no legal definition of bullying it can be described as unwanted behaviour from a person or group that is either: offensive, intimidating, malicious or insulting; or an abuse or misuse of power that undermines, humiliates or causes physical or emotional harm to someone.
  - Whether an individual considers that they have been bullied is subjective and so it is very important to be mindful of whether your behaviour could be interpreted as being bullying.
  - There are behaviours that are generally recognised as constituting bullying, such as the exercise of power over another person through persistent, negative acts or behaviour that undermines an individual, personally and/or professionally. Bullying can be threatening, insulting, abusive, disparaging or intimidating behaviour placing inappropriate pressure on the recipient which can affect self-confidence and self-esteem or has the effect of isolating or excluding them. Bullying can take the form



of persistent shouting, sarcasm or derogatory remarks; it can be constant criticism, without constructive support, to assist an individual to address performance concerns; it may also include cyber bullying, i.e. using the Internet and related technologies to harm another person in a deliberate, repeated and hostile manner.

- The following non-exhaustive list gives examples of behaviour that may also constitute harassment or bullying:
  - offensive or inappropriate comments, body language, jokes, innuendos or gestures or openly hostile, insulting, abusive or embarrassing comments or criticism
  - persistently demeaning, ridiculing, excluding or isolating someone
  - threats to disclose, or disclosing, private or personal information, including photographs (this includes posting information online)
  - comments, notes, publications or posts on social media that are derisory, disparaging, abusive, offensive or intimidating
  - knowingly addressing or referring to someone using a pronoun (for example, he or she) with which an individual does not identify.
  - Impersonating another person (e.g. by setting up an online profile in their name) microaggression, where it is subtle and/or indirect
  - Upward bullying occurs when persons display certain behaviours towards someone more senior to undermine their role and authority, such as showing continued disrespect, refusing to follow instructions, spreading rumours, doing things to make them seem unskilled or unable to do their job properly
- Victimization is when a person is treated unfairly because they have complained about being discriminated against or harassed. We will not tolerate victimization against an individual because they have made, or intend to make, a complaint or allegation, or has given, or intends to give, assistance and/or evidence in an investigation.

## **Other misconduct**

- Further examples of misconduct which may result in disciplinary action being taken include, but are not restricted to:
  - failure to comply with a previously imposed sanction or restriction under the College's disciplinary procedures (including non-payment of financial compensation);
  - failure to attend a disciplinary interview or provide a statement / response to alleged misconduct when requested to do so by the relevant authorised person.

## **Student Code of Conduct Procedure**

For any reported concerns, the College will seek to address these informally to ensure students are aware of responsibilities. However, where it is evident that the alleged misconduct is presents failures by students to comply with the standards set out by the code of conduct, this will trigger the procedures as outlined in the Student Disciplinary Policy and/or such other College procedures as considered reasonable and appropriate. These include:

- Student Disciplinary Policy
- Student Anti-Bullying and Harassment Policy
- Student Support Policy and Fitness to Study Procedure
- Freedom of Speech and Freedom of Expression Policy
- Safeguarding and Prevent Policy for Young People and Vulnerable Adults

The Centre Principal will determine the appropriate procedure to be followed in any matter.

## **Document Review**

This Student Code of Conduct and Procedure will be reviewed on an annual basis, or if there is a change in legal or other business or academic related requirement.

Other related and relevant policies include:

- Student Disciplinary Procedure
- Complaints policy & Procedure
- Equality, Diversity and Inclusion Statement
- Anti-Racism Statement
- Student Anti-Harassment and Bullying Policy