



Learner Code of Conduct

REF NO. QTL-LSS-019

Approved by Senior Leadership Team (SLT)

Strategy/Policy Responsibility: Senior Leadership Team (SLT)	
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Learner Code of Conduct

Purpose

Sutton College expects all learners to conduct themselves at all times in a courteous manner respecting all policies and codes in the College.

The College PRIDE values guide the conduct of all learners and are uppermost when considering practices, as well as behaviours.

At all times on College sites and whilst attending online classes, it is a requirement that learners respect the rights of all i.e. both learners and staff, and treat all with respect. The College actively promotes British Values and urges all staff, learners and other stakeholders to respect democracy and the rule of law, to value freedom of speech whilst showing tolerance towards all, irrespective of differences.

College ID

Sutton College has a visible ID policy. All learners are expected to wear their Sutton College ID badge. Any learner who does not adhere to this may be the subject of disciplinary action and this may result in exclusion from the College. The Visible ID Policy & Procedures can be found in the 'Missions and Policies' section on the College website.

Conduct

Sutton College does not tolerate offensive behaviour from anyone in the College or anyone attending an online class, virtual meeting/appointment and will take action against any learner who verbally or physically abuses anyone on the premises or online.

The College expects all learners to respect the rights of other learners to study successfully and expects all to attend regularly and be punctual so that all are able to focus on achieving their goals.

Learners are required to submit homework as required and attend any formal examination times. Tutors will complete progress tracking records as required by managers and refer learners not attending regularly or failing to submit required work to a manager.

Smoking is forbidden anywhere in the College buildings, grounds, undercover external workplaces. The No Smoking Policy applies to all forms of smoking including the use of electronic cigarettes and vaping. Smoking outside College grounds must be away from the entrances, exits and College windows.

Gross Misconduct

The College takes unprofessional and gross misconduct seriously. Any learner who may have demonstrated behaviour which is deemed as gross misconduct, will be excluded from the College. Example of behaviour that could be seen as gross misconduct are:

- Threatening behaviour towards staff and learners
- Abusive or offensive language towards staff and learners
- Under the influence of illegal substances
- Damage to College property and equipment
- Disruptive behaviour

A learner who has been temporarily excluded for gross misconduct/unacceptable behaviour will be invited to a meeting with members of the Senior Leadership Team (SLT) and the

relevant Curriculum Leader to discuss misconduct, to which the final outcome from the meeting could be:

- No further action and return to College
- Return to College with a Cause for Concern and actions
- Permanent exclusion from College and unable to enrol at Sutton College for the next 5 years

Two members of the Senior Leadership can make the decision to temporarily exclude or permanently exclude a learner.

The learner will have ten working days to appeal to the Head of Service against any permanent exclusions

Staff Responsibilities and Expectations

Where tutors have concerns about the progress or behaviour of a learner then a **Cause for Concern** record should be completed and sent to the line manager for action to be taken.

Managers will keep records of all **Cause for Concern** sheets submitting to Director of Curriculum or Director of Learner Services with any concerns that are deemed to be about the learner's behaviour, or possible welfare concerns. A tracking document accessible to all established staff is maintained to ensure student concerns are recorded.

Staff has a duty of care to raise concerns regarding learner's behaviour or conduct, which includes their wellbeing while on the course. If a member of staff has concerns they will refer this under the safeguarding process and a Safeguarding officer will investigate.

The Fitness to Study policy could be implemented if after investigation it is found a learner's wellbeing is at risk and they are unfit to learn.

Learners are encouraged to communicate with tutors if they are unable to attend a session and the messages need to be recorded on the register using the notes section. Tutors are required to record lateness to sessions as there are times when learners miss key sections of sessions which impact on their progress and tutors need to have clear records to identify why progress is slower than expected.

Should Learners know in advance that they will be unable to attend a session, they are encouraged to communicate with tutors and the messages need to be recorded on the register using the notes section. For unavoidable, last minute absences, learners should contact the College via the absence form on the website (under 'Students' on the menu) or call the main centre.

Records of interactions such as tutorials must be kept and made accessible to all managers.

At all times staff and learners must remain focused on supporting achievement of the aspirations of all learners.