



## Code of Conduct

The Code of Conduct explains how students are expected to behave whilst on ART Programme premises or where students are taking part in ART Programme-related activities. The ART Programme also reserves the right to investigate incidents which occur off-site. For clarification, the term Students applies to those registered on full time, part time or short courses of any kind. Students are responsible for the behaviour of guests they bring onto campus and should ensure their guests also comply with the Code of Conduct.

### All ART Programme Students:

- ✓ **Must Respect** the rights of others to a quiet, clean and orderly environment. This applies within ART, to other users of the site, and to local residents in the neighbourhood of where ART operates.
- ✓ **Must Respect** the property of other people and that of the ART Programme and its premises. Tools and equipment must be put away and the site left in a tidy condition.
- ✓ **Must Respect** local residents/community and other users of the premises, whilst on or off ART Premises and be conscious to minimise noise and disruption to our local residents.
- ✓ **Must Abide** by reasonable instructions issued by a member of the ART Programme's staff in the normal course of ART Programme business.
- ✓ **Must Abide** by the ART's Vehicle Regulations, as highlighted in your induction, including confirmation of your registration number in advance of bringing your vehicle on site. You must adhere to parking and speed restrictions as shown, especially in the access lane to the site used by ART. You must hold a valid MOT, Tax and Insurance and operate your vehicle lawfully and with full consideration for others.
- ✓ **Must Abide** by the ART's Information Technology Policy as signed on induction. A copy of the policy is available from an ART administrator on request.
- ✓ **Must** Carry their ID card at all times, if issued, whilst on ART Programme premises and show it on request to a member of staff.
- ✓ **Must Assist** with enquiries, attend a meeting or a hearing when requested to do so.

### What Students **MUST NOT DO**:

- ✗ **Students Must not** consume alcohol, be in possession of alcohol or be under the influence of alcohol whilst on ART Programme premises. Any students believed to be under the influence of alcohol will be removed from site immediately.
- ✗ **Must not** Discriminate against others in any shape or form. Students are expected to fully comply with the law on discrimination and with the ART Programme's Equal Opportunities and Diversity Policy. By way of examples (not exhaustive) bullying, racial or sexual harassment will not be tolerated.

- × **Must not** Behave in ways that put their own or other people's health, safety or welfare at risk, including through excessive noise, and must observe all directions and regulations in respect of Health and Safety.
- × **Must not** Cheat in examinations or in course work.
- × **Must not** Bring, use or be in possession of or deal in illegal or \*controlled substances (drugs), legal highs or any other substance which may impair their performance on ART Programme premises. The ART Programme strictly operates a zero tolerance to illegal drugs. (NB \*Medicinal drugs that are on the [Home Office's Controlled Drugs List](#) which are prescribed by a Medical Practitioner must be previously and voluntarily disclosed by a student to a Course Manager or Tutor or to a member of Learner Services).
- × **Must not** Smoke within ART Programme buildings or in the grounds except in designated areas
- × **Must not** Bring the reputation of the ART Programme into disrepute through anti-social behaviour either on or off ART Programme premises, and respect, be polite to, and avoid disruption to our neighbours and local community.
- × **Must not** Use mobile phones at all in any form (including text and silent mode) during any sort of teaching and learning activity. Students are expected to turn mobile phones **off** and phones **must remain off** until teaching and learning has finished, except where they are required for teaching purposes and it has been agreed.
- × **Must not** Display or circulate material which could cause offence or distress to others.
- × **Must not** Use foul or abusive language.
- × **Must not** Display violent, indecent, threatening or offensive behaviour towards staff, other students or visitors to the ART Programme, or members of the partner organisations, or to local residents.
- × **Must not** Carry or bring to the ART Programme any offensive weapons or any objects which may be reasonably deemed as offensive by the ART Programme.
- × **Must not** Make derogatory, obscene, distressing, malicious, or indecent remarks about the ART Programme, its staff or students in any form including email, letter, phone, text message or on Social Networking sites (for example, Facebook).
- × **Must not** Cause litter, deface or damage ART Programme or any neighbouring property in any way.
- × **Must not** Impersonate other students or use their ID card to gain access to buildings, facilities or services.

Behaviour that contravenes the Code of Conduct will be dealt with through the Student Disciplinary Procedure.