



# MK College Code of Conduct

# Introduction



Our College Values are:



Our College Values are at the heart of all we do and the Code of Conduct embodies these values, setting out what we expect from you and what you can expect from us.

You have come to College to develop knowledge, skills and behaviours and those set out in the Apprenticeship Standard that will ultimately lead to employment. We therefore have the same high expectations of you that any other professional organisation would have of its employees.

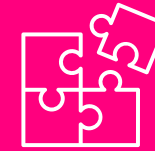
The behaviours outlined within this code will support your success and help you to make the most of the opportunities that you can access as a student at Milton Keynes College. Click on the section icons to find out more...



Inspiration



Excellence



Innovation



Respect



Integrity



Belonging

How does the Code of Conduct link with our Student Disciplinary Process?



# Inspiration

*“Leadership is taking responsibility, while others are making excuses” – John C. Maxwell*



## I will:

- ❑ Use college systems to keep up to date with new opportunities and key pieces of information
- ❑ Actively engage with any work experience opportunity within my programme
- ❑ Seek advice when I need it through my teachers, trainer or College specialist support services

## The College will:

- ❑ Provide access to information and IT services to support learning, including loan laptops and a wireless service for students wishing to use their own devices
- ❑ Provide access to the Microsoft Office 365 cloud service including email, Office web applications and OneDrive for storing files
- ❑ Provide information, advice and guidance (IAG) before your start and during your programme
- ❑ Provide careers guidance and student advice during your time in College, with specialist support for students with special educational needs and disabilities
- ❑ Signpost you to support available outside the College and, in some situations, refer you to the support you need

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# Excellence

*"Excellence is never an accident. It is always the result of high intention, sincere effort, and intelligent execution" – Aristotle*



## I will aim to:

- Be attentive and responsive in class
- Bring learning materials (e.g. pen and notebook) and equipment to class, along with notes and resources from previous classes
- Set myself challenging targets
- Seek to continually improve and act on feedback from teachers and peers
- Strive to achieve the best grade possible
- Organise my class work and present my coursework professionally
- Meet deadlines, complete assignments and all other programme work
- Take an active part in reviewing my progress with my Progress Mentor or Trainer
- Attend all exams and be on time for them

## The College will:

- Ensure that classes will be well prepared and start on time
- Mark and return your work promptly and deliver lessons that are stimulating and engage your attention.
- Give you feedback on your learning and work, which will help you to develop new skills and aim for higher grades
- Help you record your learning goals and provide regular reports to parents/ carers/employers

## The College will:

- Oversee your off the job learning to ensure you have the minimum 20% required for your apprenticeship.
- Give feedback on your learning and work, which will help you to develop new skill

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# Innovation

*“Innovation is the ability to see change as an opportunity, not a threat— Steve Jobs*



I will:

- ❑ Collaborate with other students, when asked to do so.
- ❑ Appreciate the contribution other students make in class and in other social situations
- ❑ Participate in the life of the College and give feedback when I am asked for it – your ideas lead to continual improvement and innovative ways of working.

vi) The College will:

- ❑ Provide the opportunity to participate in student surveys throughout your programme
- ❑ Encourage and support you to participate in wider college life and enrichment activities, stand as a Class representative or run for election of College Voice Roles
- ❑ Value your ideas and opinions - they are very important to us

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# Respect

*“The respect you show others is a dramatic reflection of the respect you give yourself” – Robin S. Sharma*



## I will:

- Report any absence as directed by my Head of School by phone or email no later than 8.30am on the day of absence or, as an Apprentice, report any absence through my line manager to my trainer by phone or email no later than 8.30am on the day of absence
- Wherever possible book appointments (e.g. medical) outside of College timetabled hours
- Not use my mobile phone or tablet in class unless invited to do so by a teacher
- Make sure my behaviour does not stop others from learning
- Not use language or gestures that may offend other members of the College community
- Show respect for my teachers and all members of staff by following instructions and responding to requests they make

## The College will:

- Aim to keep the College environment safe, secure and clean
- Value and celebrate the diversity of its students and staff and ensure that people are not subject to discrimination because of their age, gender, sexual orientation, ethnicity, religion, faith or belief, if they have a disability or are transgender
- Work with local residents, agencies and businesses to maintain a good relationship with our local community

*Respect continued...*



# Respect Continued...

*“The respect you show others is a dramatic reflection of the respect you give yourself” – Robin S. Sharma*



## I will:

- Not spit, drop chewing gum or litter, or sit in corridors
- Not damage or vandalise resources, equipment or the building and keep my feet off College furniture
- Not bring food or drink into lessons (although bottled water may be allowed)
- Clear up after myself and put all rubbish in the appropriate bins provided; observing our commitment to sustainable waste collection
- Not smoke (including the use of Vapes & e Cigs) anywhere other than in designated smoking shelters
  
- Show respect for our neighbours at all times, by keeping out of the local housing estates, schools and children’s playgrounds, not spitting or dropping rubbish outside the College or in the street and avoiding all other forms of anti social behaviour
- Park vehicles abiding to the highway code and observing any local restrictions in place.
- Utilise the designated drop off/pickup points on campus.

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- Work with local residents, agencies and businesses to maintain a good relationship with our local community

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# Integrity

*“Integrity is doing the right thing,  
even when no one is watching” –  
C.S. Lewis*



## I will:

- Abide by all College policies and procedures and if I am in doubt, I will ask my tutor or a member of staff where I can get information on College procedures
- Follow the College Complaints Procedures and Assessment Appeals Procedures if I am unhappy
- Follow Health and Safety guidelines as directed
- Not make or send annoying, obscene, malicious or indecent telephone calls, letters, text messages, images or emails, or place malicious, offensive or extremist materials on any electronic or social media platforms
- Discuss any difficulties I may have with my teachers or trainer
- Behave in a responsible and reasonable manner at all times both in the College and in the community
- Ensure I am prepared to learn by getting enough sleep and by not being under the influence of non prescription drugs or alcohol
- Not take part in any illegal activity

## The College will:

- Provide safeguarding processes and means of reporting incidents to staff

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# Belonging

*"You cannot change any society unless you take responsibility for it, unless you see yourself as belonging to it and responsible for changing it." - Grace Lee Boggs*



## I will:

- Treat **everyone** fairly and with respect and value the diversity of the College community (i.e. gender, transgender, ethnicity, religion, sexual orientation, age, class and disability)
- Understand that intimidation, harassment, provoking or threatening anyone whilst in College or taking part in College related activities will not be tolerated and will lead to disciplinary intervention
- Be respectful and honest when using social media, respecting the privacy and the feelings of others
- Wear my college ID card visibly at all times on College premises, and show it on request to any member of College staff
- Dress appropriately when I am in the College, observing appropriate dress code for my subject area
- Keep my hood down/hat off (if I wear one), when on campus
- Be welcoming and respectful to visiting speakers and guests
- Report any incidents of bullying and harassment to a staff member, class rep or via the "Report It" button on the MKC App
- Report any incidence where you have felt unsafe on campus to a staff member, class rep or via the "Report It" button on the MKC App

## The College will:

- Value and celebrate the diversity of its students and staff and ensure that people are not subject to discrimination because of their age, gender, sexual orientation, ethnicity, religion, faith or belief, if they have a disability or are transgender
- Act in a professional manner and put you, your learning and your welfare before anything else

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# Student Disciplinary Process

## Describing the sanctions involved in breaching the Student Code of Conduct

- Your College is committed to supporting the learning and achievement of all students; any disciplinary action taken is intended to encourage an improvement in behaviour
- All students are covered by our Disciplinary Policy and accompanying procedures while on College premises, on work placement or at any other time when under College supervision
- Any behaviour which breaks a commitment made between us in the Milton Keynes College Code of Conduct, the Student/College contracts or in any other College Policy documents may be regarded as misconduct and result in disciplinary action.
- The disciplinary actions fall into 5 stages... You can click on these to explore further.

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Cause for  
Concern

Level 1  
Intervention  
(verbal warning)

Level 2 Formal  
Intervention  
(written warning)

Level 3 Final  
Intervention (final  
written warning)

Gross Misconduct  
Level 4 (Possible  
Exclusion)

# Cause for Concern

## Looks like?...



A Cause for Concern is typically raised when a student is starting to demonstrate that they might be at risk of non-completion of a programme of study. This would be an initial conversation backed up with supportive actions agreed between you and your tutor to address the key issue(s) identified.

## Who's involved?...

A cause for concern should be dealt with initially by the course team. So, your Tutor/ CTL/Trainer



## Outcomes?...



Records of incidents, interventions and any informal warnings are logged on ProMonitor (My ILP) by the course team members as a "Cause for Concern" within the comments section, together with any recommended actions.

At this stage you will be advised that repetition of such misconduct is likely to lead to lead to formal action..

# Level 1 – Verbal Warning

## Looks like?...



This level of intervention is typically initiated when a member of the Curriculum team has one or more of the following concerns about a student's behaviour;

- **Non-application to work in class.**
- **Unjustified absenteeism or lateness.**
- **Poor attitude to completing work.**
- **Regularly unprepared for lessons.**
- **Minor breaches of College rules or the Student Code of Conduct.**
- **Not wearing a student ID.**

A meeting will be arranged with your Course Team, to agree supportive actions.

## Who's involved?...

The meeting may involve your Tutor/CTL/Trainer



## Outcomes?...



Records of incidents, interventions and any Verbal Warnings are logged on ProMonitor (My ILP) by the course team members as a “Level 1 – Verbal Warning” within the meetings section, together with any recommended actions and a date for review.

Incidents may be referred to your Course Teams from Support Staff & Business Partnership Staff at the College. For example, not wearing your ID badge or minor breaches of the code of conduct may be picked up by our Campus Managers/Security/Safeguarding Team/Duty Managers and your CTL will be notified to follow up intervention.

# Level 2 – Formal Intervention (Written Warning)

## Looks like?...

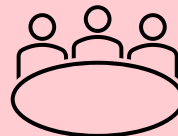
This intervention is typically initiated by a Deputy Head of School when there has been a failure to achieve the action plan put into place during a Level 1 intervention. When concerns such as the following arise, the intervention will come straight to this level:

- **Disruptive behaviour/unacceptable language**
- **Initial instance of bullying.**
- **Continued unjustified absenteeism or lateness.**
- **Continued poor attitude to completing work.**
- **Regularly unprepared for lessons.**
- **Continual non wearing of student ID**

A meeting will be arranged with your Course Team, to agree supportive actions.

## Who's involved?...

- The meeting may involve your Deputy Head/ Tutor/CTL/Trainer/Student Support Staff
- Parents/Carers will be informed (if U18 and/or in receipt of an Education and Health Care Plan).
- Sponsoring employers of work-based students will be kept informed and involved at this stage.



## Outcomes?...



- The meeting may result in being given a formal written warning which will be recorded on ProMonitor and placed on file until the end of your programme and may be considered for progression onto further programmes.
- Records of incidents, interventions and any Verbal Warnings are logged on ProMonitor (My ILP) by the course team as a “Level 2 – Written Warning” within the meetings section, together with any recommended actions and a date for review.

Incidents may be referred to your Course Teams from Support Staff & Business Partnership Staff at the College. For example, not wearing your ID badge or breaches of the code of conduct may be picked up by our Campus Managers/Security/Safeguarding Team/Duty Managers and your Deputy Head will be notified to follow intervention



# Level 3 – Final Intervention (Final Written Warning)



## Looks like?...



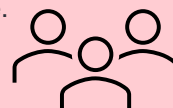
This intervention is typically initiated by a Head of School (though in some instances by Senior Management) when there has been a failure to achieve the action plan put into place during a Level 2 intervention. When concerns such as the following arise, the intervention will come straight to this level:

- **Minor damage to property.**
- **Minor levels of aggression/bullying/harassment towards other students or staff.**
- **Minor health and safety infringements.**
- **Discriminatory behaviour/comments of any kind.**
- **Abuse of any College facilities.**
- **Unacceptable behaviour towards College neighbours or their property.**
- **Deliberate academic misconduct e.g. plagiarism.**
- **Serious concerns regarding student behaviour or academic performance that, following investigation, have been judged to have not amounted to gross misconduct.**

A meeting will be called with your Head of School and typically lead staff from Support/Safeguarding Services to provide further assistance in supportive actions.

## Who's involved?...

- The meeting may involve your Head/Tutor/CTL/Trainer/Student Support Staff
- Parents/Carers will be informed if U18 and/or in receipt of an Education and Health Care Plan (EHCP).
- If Over 18 and not in receipt of an EHCP the student's permission will be requested to invite parents/carers to attend the formal interview at Levels 3, if this is felt to be beneficial to the process. Alternatively, the student may invite a person of their own choosing, but not someone closely involved in the events, linked to the disciplinary or acting as a legal representative.
- Sponsoring employers of work-based students will be kept informed and involved at this stage.



## Outcomes?...



- FWW issued with agreed actions logged on ILP, with review date.
- May be considered when deciding on progression onto further programmes.
- Any repeated failure to engage with mutually agreed actions will be deemed to amount to Gross Misconduct

Incidents may be referred to your Course Teams from Support Staff, Business Partnership Staff. For example, breaches of the code of conduct may be picked up by our Campus Managers/Security/Safeguarding Team/Duty Managers and your Head of School will be notified to follow up with intervention.

# Level 4 – Gross Misconduct (Final Written Warning & Possible Exclusion)



## Looks like?...

This intervention will be initiated either when there has been a failure to achieve the Level 3 action plan or when concerns such as the following arise;

- **Being in possession of a weapon.**
- **Theft or deliberate damage to property.**
- **Actual violence or threats of serious violence,**
- **Sexual or racial harassment.**
- **Engaging in activity classed as harmful sexual behaviour**
- **Serious misuse of the Internet.**
- **Extreme inappropriate use of social media (e.g. recording and/or posting acts of aggression, violence or sexual behaviour).**
- **Possessing or dealing in illegal items; being under the influence of drink or non- prescription drugs.**
- **Placing other students, staff or members of the public at risk of significant harm.**
- **Repeated incidents of bullying and harassment.**
- **Significantly disrupting the learning of others.**
- **Willingly allowing non-students to access campus with their student lanyard.**

A **Suspension or Managed Absence** will be issued, an investigation begins and you will be invited to attend a Panel Hearing. This is a formal meeting with a member of the Senior Management Team and representative from Student Services.

## Who's involved?...

- Nominated member of Senior Management. Representative/s from Student Support Services. Group Leadership Team Administrator
- Parents/Carers will be invited to attend if U18 and/or in receipt of an Education and Health Care Plan (EHCP).
- If Over 18 and not in receipt of an EHCP the student's permission will be requested to invite parents/carers to attend the hearing, if this is felt to be beneficial to the process. Alternatively, the student may invite a person of their own choosing, but not someone closely involved in the events, linked to the disciplinary or acting as a legal representative.



## Outcomes?...

- Outcome of Hearing given within 24hrs.
- May result in being given a final written warning with agreed action plan
- Recorded on ILP, with review date.
- Will be considered when deciding progression onto further programmes.

### Or...

- Exclusion
- Readmission in the following academic year will only be considered if there is strong impartial evidence that the issues that led to exclusion have been addressed
- Any repeated failure to engage with mutually agreed actions will be deemed to amount to Gross Misconduct
- **Appeals can be made against the decision of the Hearing Panel**



# Level 4 Gross Misconduct - Managed Absence, Suspension and Appeals

## Managed Absence

- In some instances, there may be a need for students to be asked not to attend college due to safeguarding concerns. If there is assessed risk of harm to a student, and/or other students/staff, the student will be asked not to attend for a 5-day period until a meeting can be held to explore the situation in more depth. This is not a formal suspension and is not a signifier of blame; rather it is a period of absence that is enacted to ensure all parties are safe.
- Work to complete will be sent to you from your Curriculum Team
- This may be the most appropriate course of action if it is unclear who is involved or if the incident relates to something occurring off-campus

## Suspension

- A student may be suspended for up to 10 working days to allow for investigation and disciplinary hearing as appropriate.
- Members of the College Executive Leadership Team have the authority to suspend a student.
- Suspension is always without prejudice and is not a judgement on the situation or a student.
- There may be some occasions when immediate action is required to remove a student from College premises. It is not a punishment, and it is expected that students will continue to complete work from home as appropriate. It is the responsibility of the curriculum area to ensure that work is sent.
- Where more than one student is involved in an incident, it is normal for all students concerned to be suspended.

## Appeals

- If a student disagrees with the Outcome of a Level 4 Hearing they can appeal by emailing [courseappeals@mkcollege.ac.uk](mailto:courseappeals@mkcollege.ac.uk)
- An appeal hearing can be arranged within 10 College working days of receipt of the letter/email of appeal from the student. The panel will include a minimum of two Senior Managers who have not been involved in any of the previous stages of the investigation.
- The student may be accompanied by a supportive party e.g. a family member, parent/guardian/employer or member of the Student Development Team. In the case of non-attendance, the appeal will not be heard and the disciplinary action stands.
- The appeal panel will not re-hear the case but will concentrate on the grounds for the appeal, looking at new or additional evidence.





Thank you and welcome to

