

STUDENT CODE OF CONDUCT & PROCEDURE 2026/27

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Student Code of Conduct

1. Introduction

All City of Portsmouth College [COPC] policies, procedures and strategies are underpinned by the College Strategy, the College Values, and the enabling themes.

The Strategic Goals of the College:

- Inspirational, aspirational and inclusive place to work and learn
- Responsive and relevant curriculum offer
- High-quality teaching, learning and assessment
- Trusted partner for the communities we serve
- Stabilised and sustainable finances

Our three enabling themes:

1. Embrace digital technology in all we do
2. Beacon of sustainability
3. Consolidation before expansion

All of the above is to be delivered to a high standard, by sharing brilliance whilst adopting the College's core Values: Collaborate, Aspire, Respect, Empower, Support (CARES).

The City of Portsmouth College Student Code of Conduct sets out the standard of conduct the College expects of its students so that everyone can undertake their studies in a supportive and non-threatening environment. Students are expected to behave responsibly on campus and also on trips and visits associated with the College.

All students should read this document. By accepting an offer to study and enroll at the City of Portsmouth College you agree to abide by this Code of Conduct. During induction, students will be asked to confirm they have read and understood this document.

At City of Portsmouth College, we expect you to:

- Be respectful
- Be prepared
- Be safe
- Be responsible
- Be ready to learn

2. Purpose

At the City of Portsmouth College, we're here to support your learning journey, whatever stage you are at. We welcome people from all backgrounds and aim to make education open to everyone in Portsmouth and beyond. To help everyone feel safe, respected, and ready to succeed, we've put together some simple rules and expectations. This Code of Conduct sets out how we can all work together in a positive way, based on the values of our college.

3. Inclusion (Equity, Equality, Diversity and Inclusion)

City of Portsmouth College welcomes the full participation of all members of the community and strives to provide a well-resourced and pleasant environment for study.

Within City of Portsmouth College, any form of discrimination or harassment, directly or indirectly, related to an individual's race, nationality, ethnic or national origins, religion, gender, marital status, sexual orientation, or disability will not be tolerated. You are expected to treat all staff and all other students with courtesy and respect, avoiding behaviour, dress, actions, or language that may cause offence or harm to others.

The City of Portsmouth College is committed to creating an inclusive environment where everyone feels safe, respected, and able to succeed. We promote equality of opportunity and do not tolerate discrimination in any form. We expect all members of the College community to treat others with dignity and respect, and to contribute to an inclusive and respectful environment. Inclusion underpins everything we do and supports our vision to be the 'College of Choice' for the city of Portsmouth and our region.

4. Student Support

The City of Portsmouth College is here to help you build the personal skills you need for work, further study, and life beyond college. We will do this by:

- Providing a clear induction that explains what behaviour is expected and what isn't allowed.
- Talking about good conduct regularly during your tutorials to help you understand and practice acceptable behaviour.
- Embedding important employability skills into your course and tutorial activities.
- Using the Student Behaviour Policy to guide and support you in following the rules, you are ready to move confidently to your next step.

5. Review

City of Portsmouth College's Senior Management Team [SMT] reviews its policies and procedures annually to ensure they meet the needs of all students and support a positive learning environment.

This means:

- We listen to student feedback to help improve how things work.
- The rules and support systems are regularly checked and updated as needed.

You will be informed of any important changes, so you know what to expect.

Student Code of Conduct Procedure 2026/27

1. Student Code of Conduct

This Code of Conduct applies to student behaviour both inside and outside of college, including when online. It also covers any activities students might take part in such as being on the Student Council or acting as a Course Rep. The Code works alongside other college rules, policies, and any professional standards linked to your course. Students will be required to read and sign the student code of conduct at point of enrolment.

Students should read this code together with the College's policies identified below:

- Health and Safety Policy
- Trips and Visits Policy
- Safeguarding Children and Vulnerable Adults Policy
- Equity, Equality, Diversity, and Inclusion Policy
- Student Behaviour Policy and Procedure
- Student Attendance and Punctuality Policy
- Drugs and Alcohol Policy
- ICT and Acceptable Use Policy
- Use of Artificial Intelligence Policy
- College Feedback [Compliments & Complaints] Policy

2. Behaviour and Participation

At College, we expect all students to contribute to a positive, respectful, and productive environment. These expectations are designed to help you succeed in your studies, support others, and represent the College in a way that reflects our shared values. The way you behave on site, online, and in the wider community matters.

All students are expected to:

- Always try your best. Submit high-quality, original work on time. Plagiarism is not acceptable.
- Study independently; come prepared, catch up, and attend support if needed.
- Complete all Directed Study, Homework, and 50/50 tasks on time to a high-quality standard.
- Work hard and contribute positively to your learning and others'.
- Respect learning: avoid disruption and allow others to focus.
- Use mobile phones and digital devices responsibly. During lessons, devices must only be used for learning activities as instructed by the teacher and should not distract from teaching and learning.
- Dispose of litter correctly; recycle appropriately (rinse containers) and eat/drink only in designated areas.
- No food in class; water only in learning spaces.
- Look after college property
- Speak respectfully and use appropriate language. Avoid words or actions that could offend others. Be polite and helpful to everyone.

- Be polite and helpful to everyone. Treat staff, students, visitors, and the wider community with respect both in person and online.
- Value and respect everyone. Embrace and include people of all backgrounds, identities, and experiences. Celebrate differences and challenge discrimination in all forms. 'Banter' that excludes, targets, or harms others is a form of bullying and will not be tolerated.
- Be considerate to local residents; avoid littering, blocking paths, gathering near homes, or smoking/vaping nearby.

3. Attendance and Punctuality

At City of Portsmouth College, good attendance and punctuality are vital to your success. Being present, on time, and prepared for all lessons and activities helps you get the most from your learning experience. Below are the key expectations to support your progress and commitment.

- Maintain at least 95% attendance; attend all timetabled lessons, including English and math's if required.
- Be punctual; if late, knock and wait to be invited in.
- Bring all required equipment and materials to every lesson.
- Attend timetabled tutorials and take part in all additional activities (e.g. work experience, employability, enrichment).
- Report absences correctly and catch up on missed work due to illness.
- Holidays during term time are not permitted. Any absence for holidays requires prior written approval, and unauthorised leave may negatively impact your attendance record.

4. Nine Ways to be Excellent

At the City of Portsmouth College, we believe that success comes from developing strong habits and attitudes. The Nine Ways to Be Excellent are simple but powerful steps you can take every day to make the most of your learning and reach your goals. Following these will help you build the skills and mindset needed to succeed both at college and beyond.

- Be on time to all your lessons
- Be Prepared
- Be focused and motivated to learn
- Be up for solving problems
- Be resilient and adaptable
- Be looking for ways to improve
- Be producing top quality work
- Be organised and meet your deadlines
- Be committed to exceeding your targets

5. Safeguarding

As a student at City of Portsmouth College, safeguarding is everyone's responsibility. You are expected to contribute to a safe, respectful, and supportive environment for yourself and others by following the safeguarding expectations outlined below:

- Report any concerns about your safety or the safety of others

immediately to your tutor, a trusted staff member, or the Safeguarding Team.

- Do not engage in or tolerate bullying, harassment, or discrimination; all incidents (including online include text and email) will be investigated and may lead to disciplinary action.
- Respect personal boundaries; sexualised or harmful behaviour, even as a joke, is a serious safeguarding concern and will be dealt with under the Student Behaviour Policy.
- All types of gambling are strictly prohibited on college premises and during any College-related activities.
- Illicit drugs and alcohol are not permitted; possession or use may lead to suspension or exclusion. Supplying drugs will result in immediate exclusion; the College works with the Police.
- Possession of an offensive weapon will result in immediate suspension and possible exclusion; the College works with the Police.

Understand that safeguarding applies off campus as well. Behaviour that poses a risk to others, even outside of college or online, may result in disciplinary action if it affects members of the College community.

6. Site Safety and Security

At City of Portsmouth College, we are committed to maintaining a safe, respectful, and inclusive learning environment for all students, staff, and visitors. As a student, you have a shared responsibility to follow College expectations, support the wellbeing of others, and behave in ways that reflect positively on our community. You must act safely in college, on off-site visits and not put yourself or others at risk by your own actions.

The Health and Safety at Work Act (1974) applies to everyone who enters and uses City of Portsmouth College facilities. It is intended to protect health and to ensure personal wellbeing and safety. Importantly, this Act requires everyone to be responsible for their own safety and for the health and safety of others. This means we all have a duty to anticipate the effects of our actions and behaviour.

- All students at the City of Portsmouth College ID badge on a lanyard and keep it visible at all times, except in designated workshops. Report lost or stolen IDs immediately and buy a replacement at reception for £3.00.
- Students may only be on site during permitted hours: from 8:30am to 5pm, unless authorised or attending supervised/evening activities at North Harbour or Highbury.
- Student must not bring unauthorised visitors onto college premises. Inform staff immediately if you see unauthorised visitors. All authorised visitors must sign in at reception and wear visible ID.
- In workshops, kitchens, and salons, wear appropriate PPE to meet health and safety requirements.
- Only Park vehicles in designated areas. Drive safely and observe all campus speed limits. Push bicycles through the campus and

use designated bike racks. E-scooters are not permitted on college premises.

- Use the designated smoking and vaping area only, located behind the student car park. Smoking or vaping elsewhere on campus is prohibited.
- Do not tamper with safety equipment. Know evacuation/lockdown procedures, leave immediately during alarms, and follow your evacuation plan if required. If you have mobility needs, your personal evacuation plan will be arranged with the College Health and Safety Officer.

7. Digital Technology and Online Behaviour

At City of Portsmouth College, you are expected to use all digital tools and online platforms responsibly, respectfully, and in line with college policies. This includes your use of the internet, social media, and College systems. Your online behaviour should uphold the values of the College community, protect your learning, and ensure the safety and wellbeing of others. Misuse of ICT can have serious consequences and will be treated as a breach of the Student Code of Conduct.

You may use the College's network and computing resources provided that you conform to user procedures and the College's Acceptable Use Policy, and you must not:

- Interfere with the normal conduct of the College's business (Don't disrupt how the College runs or how others work and learn).
- Conduct any for-profit personal business activity (Don't use College time, space, or equipment to run your own business or make money).
- Embarrass the College or a College employee, other students, or visitors
- Violate any law.
- Behave appropriately online and use digital platforms responsibly. Do not share harmful, explicit, offensive, or abusive content. Inappropriate behaviour online, including the sharing of private or explicit images, will be treated as a serious breach of the Code of Conduct.
- Do not let anyone else use your college login details or share your password. Keep your account secure and private.
- Do not install or connect unauthorised software or devices to the College network.
- Always follow the College's IT Acceptable Use Policy and IT Services Security Policy
- Mobile Phones and Recording Devices:
 - Mobile phones must be switched off during lessons unless the teacher has specifically asked you to use them for learning.
 - Do not take photos, videos, or make audio recordings of students or staff without their permission.

8. Artificial Intelligence

Whilst you are encouraged to utilise AI to bolster your learning, you must

strictly adhere to college and awarding body assessment guidelines. AI tools must only be used where permitted by the conditions of assessment. You must be able to demonstrate that the final piece of work is the product of your own independent thinking.

You can:

- Validate AI-suggested concepts against credible sources (*Remember that AI can make mistakes or be biased and provide misinformation*).
- Not present AI-generated content as your own original work
- Appropriately reference AI-derived content, acknowledging that it will not be credited on its intrinsic merit.
- Provide detailed acknowledgment of AI tools utilised, ensuring the retention of evidence of their usage.

You should consult with their teacher to ensure and obtain specific advice on the use of AI including ethical use and when to declare this.

You cannot:

- Do not copy or slightly change bits of AI-generated text and say it's yours.
- Do not copy or rewrite whole answers from AI as your own work.
- Do not use AI to do parts of an assignment if it means the work isn't really your own thinking.
- Always be honest and say when you've used AI.

9. Sale, Distribution or Display of Publications or Leaflets

The sale, distribution or display of publications or leaflets within the College by you or others is prohibited unless prior authority has been obtained from designated members of the Senior Management Team.

Appendix 1 – Code of Conduct

Student Code of Conduct

Your commitment to the College: We expect you to:

Respect and Include Others

- Treat all students, staff, and visitors with respect.
- Embrace diversity and challenge all forms of discrimination or bullying.
- Always use respectful language and behaviour, online and offline.

Be Responsible and Prepared

- Arrive on time and ready to learn for every lesson and activity.
- Bring all the required materials and complete work to the best of your ability.
- Take responsibility for catching up on missed work if you are absent.

Maintain High Attendance

- Attend all lessons, tutorials, and enrichment activities.
- Keep attendance above 95% and avoid holidays during term time.

Contribute Positively

- Avoid disrupting lessons or the college environment.
- Support your own learning and help maintain a positive atmosphere.
- Dispose of litter properly and eat only in designated areas.
- Follow health and safety rules on and off campus.

What we will NOT accept at COPC:

- Any actions that violate Health and Safety regulations or create hazardous conditions.
- Any behaviour that shows disrespect toward staff, students, or community members, or harms the College's reputation—including conduct while traveling to and from college.
- Any form of bullying or harassment.
- Possession or use of illegal drugs, related paraphernalia, or alcohol. Possession or use of illegal drugs and related items may lead to permanent exclusion.
- Assessment of misconduct, including plagiarism or unauthorised use of artificial intelligence.
- Misuse of College IT systems, including internet usage; all online activity is monitored and subject to restrictions and filtering.
- Smoking and/or vaping in unauthorized areas
- Eating and/or drinking (except water) during classes
- Gambling
- Dishonesty of any kind

Act Safely

- Always wear your college ID visibly.
- Always Wear the appropriate Personal Protective Equipment (PPE).
- Use the designated smoking/vaping areas and park vehicles safely.

Use Technology Responsibly

- Follow the College's IT and Acceptable Use policies.
- Do not share offensive or inappropriate content online.
- Keep login details private and avoid using others' accounts.

Use AI Ethically

- Only use AI tools where permitted and always acknowledge their use.
- Do not submit AI-generated content as your own original work.

Support a Safe College

- Report any concerns about your safety or others to staff.
- Never engage in bullying, harassment, or harmful behaviour.
- Do not bring drugs, alcohol, weapons, or gamble on campus.

Be a Good Community Member

- Be considerate of residents when off-site.
- Represent the College positively in public and on social media

Our commitment to you:

Supportive and Positive Start

- A clear and friendly induction to help you settle in and understand your course, the campus, key staff, and your responsibilities.
- An introduction to student support services, safeguarding, and how to access help when needed.

A Safe and Inclusive Environment

- A respectful, inclusive, and welcoming college free from discrimination, bullying, or harassment.
- A strong safeguarding culture where your wellbeing and safety are everyone's responsibility.
- Deal promptly and fairly with any issues you highlight.

High-Quality Teaching and Learning

- Well-planned, challenging, and engaging lessons that stretch and support you.
- Creative teaching that promotes curiosity, independence, and lifelong learning skills.
- Access to up-to-date, well-resourced classrooms and digital learning platforms.
- Regular updates on your progress and helpful feedback on your work to support improvement.
- Support you in your learning and help with any individual needs.

Comprehensive Support for Your Success

- Impartial and helpful information about your courses, career options, and future steps.
- Access to careers guidance, financial advice, counselling, and safeguarding services
- Tutorials and workshops to build confidence, resilience, independence, and digital literacy
- Opportunities to explore healthy relationships, personal finance, equality, and responsible citizenship
- Wide range of enrichment activities, including societies, sports, volunteering, and competitions
- Meaningful work experience, industry visits, and employer-led projects
- Development of essential employability skills and habits through structured programs and guest speakers.
- Provide you with opportunities to maintain and improve your health and wellbeing.
- Support and develop your moral awareness, cultural awareness, and self-awareness.

Student Voice

- Regular chances to share your views and ideas about your course and college life.

Opportunities to get involved and help shape the wider college community.

Signed Student:

Print Name:

Student ID Number:

Date: