

DOCUMENT CONTROL SHEET

REF	ED-003		
Title	Student Codes of Conduct Policy		
Purpose	To set out the Student Codes of Conduct Policy to create and maintain a productive, safe, healthy, and supportive learning and working environments for all students and staff.		
Version	1.3 APPROVED		
Issue Date	January 2025	Review Date	By January 2027
Owner	Simon Sadinsky		
Role	Executive Director - Education		
Signed off by	Ann Limb		
Role	Chair of NPC (on behalf of the committee)		

STUDENT CODES OF CONDUCT POLICY

1. Purpose

This Policy sets out the standards of conduct that are expected of students and learners at The King's Foundation and its subsidiaries. The Foundation expects its students to conduct themselves in a manner that does not bring the reputation of the Foundation into disrepute. The Foundation provides a safe and inclusive environment for all students and learners, and therefore takes breaches of these codes of conduct seriously, to maintain productive, safe, healthy, and supportive learning and working environments for all students and staff.

2. Scope

This Policy applies to all programmes of education and learning provided by the Foundation and its subsidiaries at all sites and to all students and learners of all ages participating in courses or programmes of any duration.

3. References

This Policy should be read in conjunction with ED-001 Safeguarding Policy; ED-002 Prevent Policy and GOV-005 Equality and Diversity Policy. In addition, different programmes of learning will provide students on that programme with relevant terms and conditions in relation to their behaviour and studies at the Foundation.

4. Definitions

The Policy refers to the organization's vision, mission, values, and details relating to expected standards of behaviour. This policy also recognizes the importance of providing for and celebrating the cultural, religious, and ethnic diversity of the Foundation's staff and students. It requires all staff, students, and visitors to respect the Foundation's values, be sensitive to the diversity of the Foundation community and to show respect to all sections of that community.

5. Responsibilities

It is the responsibility of the Executive Director - Education to ensure adherence to the Student Codes of Conduct Policy and any considerations reported to the Board or the Nominations and People Committee (NPC) as appropriate. The Director also has overall responsibility for initiating and supervising the investigation of all reported breaches of this policy and ensuring that appropriate disciplinary action is taken when required. Individual programme managers have the responsibility to ensure that all students on their programmes receive the relevant information to ensure that students and learners are aware of the standards of conduct expected of them and the consequences of any breach.

6. Policy

6.1 Approach

The King's Foundation offers a diverse range of innovative and inspiring education and training programmes for all ages and backgrounds, from traditional arts and heritage craft skills to architecture and design, science, engineering, horticulture, wellbeing, and hospitality. Programmes take place within and beyond the charity's sites, both nationally and internationally. With a consistency of vision, the Foundation brings together pioneering ideas and thought leaders from around the world. It provides leadership and develops new ideas. The policy sets out the principles of what the Foundation provides to its learners and students and the behaviours expected from them in terms of professionalism, care, and respect, whilst recognising the range of courses and learning opportunities on offer and that learners are of all ages.

6.2 Learning offer

The Foundation aims to provide all courses and programmes through a stimulating and supportive learning environment in which everyone is treated with courtesy and respect and from which everyone can progress, whatever the learning aims of the particular programme or course. The Foundation is committed to providing:

- Excellent teaching that is varied, challenging and inclusive.
- Helpful information, advice, and guidance throughout the course.
- Support and encouragement to help learners succeed and achieve their goals.
- Clear targets and regular feedback on progress.
- Guidance on making realistic and ambitious plans for the future in education or at work.
- An attractive, safe, and well-resourced learning environment.
- Recognition and respect for all languages, cultures, values, beliefs, abilities, and interests.
- Confidence that any behaviour issues or discrimination will be dealt with quickly and effectively.
- Encouragement for learners and students to feedback their views and confidence that these will be considered.

6.3 Policies and regulations

It is expected that students and learners, and where relevant their accompanying teachers or carers/representatives, act in an honest way and will abide by the law at all times and where applicable, adhere to relevant professional, statutory, or regulatory expectations and requirements to protect present and future staff and students.

6.4 Caring for others

Everyone should be extended the same respect and support as an equal member of the community. It is expected that students and learners should not be judgemental about

others and not blame or stigmatise groups or individuals. All students are expected to help fellow students without posing a risk to themselves, especially if they are in difficulties or do not understand procedures, requests, or instructions.

6.5 Respect for Others

It is expected that all students and learners act responsibly and courteously towards others, recognising the importance and value of equality and diversity in the Foundation community by treating all members and associates of the Foundation with dignity and respect both in person and through alternative means (including but not limited to email, social media, instant messaging and texting) so that they do not feel as though they are being harassed or bullied. All students must conduct themselves in a manner that does not harm or does not have potential to harm others. This includes refraining from:

- Abusive or unreasonable conduct e.g. acts of bullying or harassment; including harassment related to the protected characteristics.
- Physical misconduct e.g. punching, kicking, slapping, biting, pushing, or shoving.
- Sexual misconduct;
- Threats of injury or violence upon others;
- Activities which may constitute a hate crime;
- Activities related to the incitement of, or participation in, acts of terrorism;
- Activities that wilfully and deliberately spread misinformation;
- Activities which foster blame narratives (i.e., apportioning blame without factual basis).

Students must respect the right of others to hold opinions that are different to their own. The Foundation encourages respectful disclosure and discussion. Where there are disagreements or debate, it is expected that students always use appropriate language including respecting protected characteristics.

6.6 Respect for the learning environment

All students must treat Foundation buildings, property and facilities with respect and refrain from conduct which may damage the environment, this includes ensuring that any equipment or facilities are used appropriately and with consideration for others. All students and learners must be aware of the health and safety arrangements at the Foundation that are relevant to their learning experience and relevant details will be provided at the beginning of any course or programme.

6.7 Representing the Foundation

Students and learners participating in courses at the Foundation are ambassadors for the Foundation and where relevant the Foundation expects that learners will act responsibly and respectfully both within the local community and when away from the local environment. If visiting other locations for events, the facilities at the location you are visiting should be treated with respect, as well as any transport that has been arranged to get to the location, appropriately and with due consideration for others.

6.8 Communication of the policy

The standards of behaviour set out in this policy will be communicated to students and learners at or prior to the commencement of their course, programme or event in an appropriate way taking into account the age of the learners involved and the duration of the learning taking place – for example in through the course handbook or verbally at the start of a day event.

7. Performance

The effectiveness of the Student Codes of Conduct Policy will be reviewed annually through a report to NPC by the Executive Director - Education. This will set out any concerns and issues raised under the Policy and the investigation of any issues and follow up action taken, including where there has been any involvement of any supporting or enforcement authorities.

8. Document Review

This policy will be reviewed biannually by the Executive Director - Education who shall ensure that the following is considered and any recommendations for change made to the relevant Committee:

- The continuing suitability and relevance of the policy.
- The accuracy and clarity of the documented policy.
- Compliance with any current legislative/regulatory requirements.
- The effectiveness of the policy in achieving desired outcomes.
- The adequacy of training on this policy.
- Any identified areas requiring improvement.
- The requirement for updating or creation of any new written procedures, forms or other documents relating to the particular policy and removal of any obsolete documents; and
- The relevance / status / currency of any attachments / references included in any of the associated documents.

Appendix 1 – Change history

Version	Date	Status	Comment
0.1	30/03/2023	DRAFT	Version created for first review by ED - Education
1.0	16/05/2023	DRAFT	FOR PARC REVIEW 25/05/2023
1.0	31/05/2023	APPROVED	Approved by PARC in May 2023
1.1	31/01/2024	APPROVED	Reviewed by policy owner and approved by PARC in January 2024.
1.2	12/12/2024	DRAFT	Updated with minor changes and new committee structure reviewed by SS
1.3	31/01/2025	APPROVED	Approved by Chair of NPC