



<b>Policy:</b>	<b>Student Code of Conduct</b>
<b>Date of approval:</b>	March 2026
<b>Effective date:</b>	April 2026
<b>Next review date:</b>	March 2027

## **1. Purpose**

Kingsford Education Group (KEG) is committed to maintaining a safe, inclusive, respectful, and academically rigorous environment in which all students can achieve their full potential.

The purpose of this Student Code of Conduct is to clearly define the standards of behaviour expected of all students and to promote a culture of professionalism, integrity, respect, and responsibility.

This Code supports KEG's wider commitments to safeguarding and Prevent duties, equality, diversity and inclusion, academic integrity, student wellbeing, and compliance with Office for Students (OfS) expectations relating to student experience and protection.

The Code also establishes a framework for addressing non-academic misconduct in a fair, transparent, and proportionate manner.

## **2. Scope**

This Code applies to all enrolled students, applicants and prospective students, and to behaviour both on campus and online, including conduct that may impact the College community.

By enrolling at KEG, students agree to comply with this Code and all associated policies.

## **3. Principles of Student Conduct**

Students are expected to act with honesty, integrity, and responsibility, treat others with dignity and respect, promote equality and inclusivity, engage actively in learning, behave professionally, and contribute positively to the College community.

Students must familiarise themselves with and comply with all institutional policies and procedures.

## **4. Academic and Learning Behaviour**

Students are expected to attend all scheduled sessions punctually and engage fully in lectures, seminars, tutorials, and independent study. They must submit assessments on time, take responsibility for their academic progress, and follow all academic regulations.

All work submitted must be the student's own and comply with academic integrity requirements. Academic misconduct, including plagiarism, collusion, contract cheating, or misuse of artificial intelligence tools where not permitted, is strictly prohibited.

## **5. Professional Behaviour and Respect**

Students must treat staff, peers, and visitors with respect at all times. Behaviour that is abusive, threatening, discriminatory, or disruptive will not be tolerated.

Students must respect cultural, religious, and individual differences and must not engage in harassment, bullying, victimisation, or inappropriate conduct, including online behaviour.

## **6. Behaviour on Campus**

Students are required to follow all health and safety procedures, including fire evacuation protocols, and comply with instructions from staff and security personnel.

They must carry valid identification where required, use facilities responsibly, and respect College property. Disruptive behaviour, including persistent lateness or misuse of devices during teaching sessions, is not acceptable.

## **7. Online Conduct and Digital Behaviour**

Students participating in online learning must behave professionally, engage actively in sessions, and communicate respectfully.

They must ensure an appropriate learning environment, avoid unnecessary distractions, and respect confidentiality. Recording or sharing content without permission is prohibited.

Cyberbullying, harassment, or misuse of digital platforms is strictly prohibited.

## **8. Safeguarding, Prevent and Wellbeing**

Students must contribute to a safe and secure environment and report any safeguarding or wellbeing concerns.

They are expected to respect the values of democracy, rule of law, individual liberty, and mutual respect, and must not engage in or promote extremist behaviour.

Concerns can be reported via [safeguarding@kingsford.org.uk](mailto:safeguarding@kingsford.org.uk) or [prevent@kingsford.org.uk](mailto:prevent@kingsford.org.uk)

## **9. Misconduct**

Misconduct includes, but is not limited to, harassment, bullying, discrimination, violent or threatening behaviour, disruption of teaching, damage to property, misuse of facilities, possession of illegal substances, academic misconduct, breach of health and safety regulations, and misuse of IT systems.

Such behaviours are considered serious breaches of this Code and will be addressed through formal procedures.

## **10. Reporting Concerns**

Students may report concerns through Student Services, personal tutors, or formal procedures.

Complaints and reports may be submitted to [registry@kingsford.org.uk](mailto:registry@kingsford.org.uk)

In cases of immediate danger, appropriate external emergency services should be contacted.

## **11. Disciplinary Action and Outcomes**

Breaches of this Code may result in informal resolution, formal disciplinary action, written warnings, behavioural agreements, probation, suspension, or expulsion.

Sanctions will be proportionate and will take into account the severity of the misconduct, previous behaviour, and the impact on others.

## **12. Appeals**

Students have the right to appeal against disciplinary outcomes in accordance with the Academic Appeals Policy. Appeals must be submitted in writing to [registry@kingsford.org.uk](mailto:registry@kingsford.org.uk)

## **13. Responsibilities**

Students are responsible for understanding and complying with this Code, maintaining professional standards, engaging with support services where necessary, and raising concerns appropriately.

Staff are responsible for promoting, implementing, and applying this Code consistently and fairly.