



## STUDENT CODE OF CONDUCT

### Introduction

The Phoenix Academy is a welcoming, diverse and supportive community.

We are committed to promoting the highest standards of behaviour and fostering a positive community where staff and students are treated with respect, dignity and care.

This Code of Conduct sets out the standards of behaviour that you must follow as a student of the Phoenix Academy. It is not intended to be exhaustive, or to cover everything, but sets out basic requirements to enable the Academy to function smoothly and provide all students with a positive experience.

To maintain our working and learning environment we expect good conduct from each student, this includes:

- Being aware of your own behaviour, knowing what is acceptable and taking responsibility for your own actions.
- Being honest.
- Being considerate and courteous towards others.
- Behaving in a respectful manner towards others so that they do not feel they are being harassed or bullied.
- Abiding by the law.

Examples of unacceptable behaviour which breach our policies include:

- Violent, indecent, disorderly, threatening and offensive behaviour.
- Abusive, threatening or offensive language (verbal or written) including online/social media.
- Bullying and harassment (this includes bullying of any individual or harassment of an individual based on protected characteristics such as race, gender, ethnicity, disability, sexual orientation).
- Action likely to cause injury or impair safety to students and staff.
- Attending meetings, tutorials or events whilst under the influence of alcohol or illegal substances.
- Behaviour which damages the reputation of the Phoenix Academy such as inconsiderate or anti-social behaviour in the local community.
- Theft, fraud, deceit, deception and dishonesty.

*The above lists are not exhaustive*



### **General Responsibilities**

I agree to follow other Phoenix Academy policies and procedures, terms and conditions and where relevant Phoenix Community Housing policies and procedures in relation to activities, learning, health and safety and equality, diversity and inclusion.

I agree that any coursework, assignments and assessments I submit will be my own work and/or research. I agree to acknowledge all material and sources used in its preparation (books, articles, reports, tutorial notes, other electronic or personal communication).

I will not collude with other individuals or copy in part or whole or otherwise plagiarise the work of other students and individuals. .

I will be polite, courteous and respectful at all times and, not insult, abuse or use offensive language or behaviour.

### **Confidentiality**

I will comply with the provisions of the Data Protection Act 2018 which governs the protection of personal data. All personal data held about students and other service users, employees and others whether on paper or electronically are subject to the provisions of the Act.

The Academy Terms and Conditions and Phoenix policies, procedures and privacy statement provide further guidance.

I understand that students must respect all individual students' confidentiality, whether present or not. Specific cases which may cause embarrassment or identification of an individual should not be mentioned.

I will not disclose without authority any confidential information. This duty continues to apply even if I am no longer a student of the Phoenix Academy.

### **Equality and Diversity**

Equality laws prohibit discrimination on grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and impose positive duties to eliminate unlawful discrimination and promote equality. Phoenix Community Housing's policies give further guidance.

I will have and show respect for all students and staff throughout my time at the Phoenix Academy.

I will not harass, bully or attempt to intimidate any person.

### **Breach of the Code of Conduct**

I understand that if I breach this Code of Conduct, I may be subject to action under the Phoenix Academy Student Breach of Code of Conduct Procedure, which may result in exclusion from the Phoenix Academy.



The Malpractice Policy and Procedure and Avoiding Plagiarism Guidance provides further information

**I agree to follow this Code of Conduct**

**Signed..... Print Name.....**

**Date.....**

We will process the personal information on this form to enable us to provide resident involvement activities. Your personal information will be deleted if you no longer wish to be an involved resident or your tenancy or lease ends with us. The information you provide will be stored and retained securely and treated in accordance with our Data Protection Policy, the General Data Protection Regulation (UK) and any succeeding acts. Our data protection policy and privacy statement are available on our website and on request by calling 0800 0285 700.