

Code of Conduct for SGS College students on Educational Study Visits



In order for you to get the most out of SGS College there are some things that are important for you to understand. SGS College is VERY proud to have you on board and we expect you to uphold the highest standards of behaviour. This makes us proud of you, you proud of yourself and the great reputation of SGS College shows to everyone we come into contact with.

Code of Conduct

As an SGS student, you will have already signed a Learner Code of Conduct. Whilst on an Educational Study Visit, the following will apply from the College's standard Code of Conduct:

- Wear your Lanyard and ID Card
- Be punctual and ready to learn
- Be polite and treat everyone with dignity and respect
- Be considerate to others and the environment of your study visit
- Stay safe and do not put others at risk
- Fully commit to your learning experience by punctually attending all required activities
- Seek help at the earliest opportunity from the College should you need it
- Treat College property with care and follow relevant College guidelines when using specialist equipment, including IT equipment
- Communicate regularly with your Tutor
- Work hard, keep up-to-date with your work and make the most of opportunities to learn whilst at College
- Adherence to College guidance on the use of social media, the Internet, and mobile devices as outlined in the Student handbook

In addition, whilst on an Educational Study Visit you will:

1. Agree to arrive punctually and co-operate fully at all times with SGS College staff, other participants and any other organisations involved to help make the study visit enjoyable and rewarding for all participants.
2. Agree to comply with the instructions relating to any clearly defined free time/unsupervised time during the study visit.
3. Students must always stay in groups of at least two when given free time
4. Understand that you will be returned home early at your own expense and will face a student disciplinary investigation in the event of a serious breach of these Behavioural Guidelines or through any other behaviour deemed by the College staff to be disruptive which might bring South Gloucestershire and Stroud College or its partner organisations into disrepute. This includes involvement with drugs or other violations of the law.

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Serious breaches OF THE Code of Conduct

Any strictly forbidden activity runs the risk of learners being sent home from the SGS College Educational Study Visit. Things that fall into this category are:

- Being under the influence of recreational drugs whilst on the Educational Study Visit
- Unacceptable behaviour related to the consumption of alcohol if over 18
- Possession of drugs
- Possession of alcohol if under 18 years of age
- Behave in a disruptive, aggressive, abusive, intimidating or anti-social way
- Threatening or violent behaviour to another person
- Continual bullying or social exclusion of another student
- Serious breach of the Learner and/or social media Code of Conduct that learners were given and signed at the start of their College course
- Serious breach of the guidelines given for specific venues or events, which may include not drinking if over 18.
- Any inappropriate sexual or intimate relationship

Other unwanted behaviour

For unwanted behaviour, where possible staff will follow a 4 stage system for students whilst undertaking educational study visits:

- **Stage 1** – They will reason with you to help you understand that your behaviour is not acceptable and why.
- **Stage 2** - If your behaviour persists you will receive an unofficial SGS College warning
- **Stage 3** – You will receive a first official SGS College warning that will go onto your SGS COLLEGE record and potentially any future SGS College reference
- **Stage 4** – You will receive a second official SGS College warning, the SGS College Manager is notified and a decision made on whether you will be sent home or not. You will be charged with all costs associated with sending you home. The appropriate stage of the College Disciplinary Procedure will be implemented on return.



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By signing this form you are declaring that you have fully read and understood the guidelines that must followed when taking part in any trip relating to your course at SGS College for the Academic Year.

Academic Year: 16/17

Department: Hairdressing, Beauty Therapy and Make-Up Artistry

I understand and agree to the Behaviour Guidelines for Educational Study Visits as outlined above:

Name (Learner)

Signed (Learner)

Signed (Tutor)

Signed Guardian:
(Students under 18)

Date: