

# Policies and Procedures

## Code of Conduct

St Clare's aims to 'promote international education and understanding'. As a member of the International College, you are expected to show respect to yourself, your fellow students and the college community.

Please read this Code of Conduct carefully as a guide to your behaviour while at the college.

### 1. The Course

#### 1.1 Punctuality, attendance and participation

St Clare's is a serious learning institution. You must attend all lessons and arrive punctually for each class. You are expected to participate actively in lessons and to complete after-class assignments as required. See [Attendance Policy](#).

#### 1.2 Involvement in the international life of the college

You are encouraged to make the most of your opportunities at St Clare's. Join in the college activities and excursions in the evenings and at weekends, and integrate with learners from other nationalities both inside and outside classes.

#### 1.3 Respecting the regulations in your accommodation

Whether you live in a college residence or a private homestay, you are expected to observe the rules of the college. See [Rules for Residences](#) and [Tips for living with a Homestay Provider](#).

### 2. Legal Requirements

#### 2.1 Smoking, alcohol, drugs and offensive weapons

You are expected to behave responsibly and to respect the laws of this country.

- Smoking is strongly discouraged – it is bad for your health and the health of others. Smoking cigarettes and e-cigarettes is not allowed in any part of the college buildings (including private balconies) or within 5 metres of any entrance or window. There may be a designated smoking area at the rear of some buildings. If so, it must be used quietly.
- Alcohol is illegal for under 18s. If you are over 18, you must act sensibly and safely. Misuse of alcohol is expressly forbidden and you will be disciplined if necessary.
- The use of class A, B and C drugs is banned - this includes smoking cannabis or cannabis resin. You will be automatically suspended and may be expelled from the college if you are found in possession of drugs or supplying drugs to others. We reserve the right to involve the Police in such cases.
- It is a serious offence to carry a weapon of any kind – a knife, a blade, acid or other corrosive substances. If you break this law you will be prosecuted in the courts and could face a prison sentence.
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#### 2.2 Core values

As a college, St Clare's has a duty to 'actively promote' the core values of multi-cultural, British society.

- The four core values are democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- You are expected to be open-minded and to avoid stereotyping when discussing the lawful views of others. Potential areas of difference may include sexism and sexuality, race and nationality, religion, academic achievement, linguistic ability etc. Bullying is not tolerated in any form, verbal, physical or cyber, either inside or outside the classroom.
- PREVENT is the government initiative to reduce the risk of radicalisation, extremism and terrorism. You must not possess violent extremist literature or express extremist views. If you do, you will be reported to the police.

### 3. College Rules

#### 3.1 Security, safety and emergencies

You have a responsibility to maintain security and safety at the college:

- Look after your ID card: it allows entry to buildings and rooms and helps keep you secure. Do not allow others to use your card or allow 'strangers' into the buildings.
- Report any potential hazards (dangers) such as damaged equipment or blocked escape routes.
- Respond immediately to the fire alarm and assemble in the designated 'safe area'.
- Listen carefully to induction sessions regarding emergencies and follow simple guidelines such as 'Run, Hide, Tell' as necessary.
- Complete the [Travel outside Oxford](#) form 24 hours before you leave, with details of destination, mode of travel etc.

#### 3.2 Living in a Homestay

You must respect the routines of the homestay provider.

- You should be quiet if you return to the house after 22:00 – do not play music, or make telephone calls, or take showers after this time. Do not smoke in the house.
- You may visit the college residences as a guest of one of the students living there but you must observe the [Rules for Residences](#).

- Under-18s must return to their homestay by 23:00 every evening. This is the official college curfew and there will be serious consequences if you break this rule.

### 3.3 Living in college residence

In each residence we expect you to behave as a responsible adult at all times.

- Please read the [Rules for Residences](#)

### 3.4 Internet Use

The ICT facilities are owned by St Clare's and you should use them primarily to help with your studies. The Wi-Fi is also for limited personal use but this is a privilege, not a right, and you must follow the guidelines below. Do not:

- access any site that you would be embarrassed to show your teacher or parents
- post anything, including imagery or video/audio files, about any other member of St Clare's that might be considered offensive or insulting, or which would bring the good name of the college into disrepute
- access gambling or gaming sites, or politically extreme sites whose values conflict with a belief in democracy, tolerance and individual freedom. See [ePolicy](#).

### 3.5 Relationships and interactions

#### a) Members of staff

Every employee at St Clare's is required to act in the best interests of the students and the college as a whole.

- You must respect decisions made by members of staff - teachers, administrators, welfare, house-keepers, maintenance and security staff.
- If you are unhappy with the decision or behaviour of a member of staff, report your concerns. The Designated Safeguarding Lead (DSL) will then investigate. See [Safeguarding Policy](#).

#### b) Fellow students

You have a right to your own privacy and must respect this right for other people.

- You must not behave in a way which might offend or upset other people. This includes sexually intimate behaviour.
- If you are sharing a twin-room in college, discuss any differences such as work-patterns, bedtimes, lights-out, cooking, guests etc.
- It is your duty to report any victimisation or discrimination so that the college can fulfil its legal responsibilities.

### 3.6 Illness, medical care and absence

Your physical and emotional health are very important to St Clare's.

- Inform the college at time of booking if you have any long-term medical condition or needs.
- If you feel unwell during your stay, speak to a member of the welfare team so that we can arrange

a visit to the college nurse, a local doctor or even the hospital. We can also arrange a confidential appointment with a counsellor.

- You must contact the office team if you are unable to come to class.
- If you are a Visa National and you miss '10 expected contacts', we are required to inform UK Visas and Immigration. This means that you may be sent home early and you may find it difficult to get a Visa to enter the UK in the future.

## 4. Dealing with problems

### 4.1 Our support framework

This code sets out the standards of behaviour which are expected of you at St Clare's, Oxford. If you break these rules we reserve the right to suspend you temporarily or exclude you permanently from college.

However, we hope to solve many of the problems before they become serious using the support framework below:

- Step 1:** A meeting with your group teacher/personal tutor to discuss your problem
- Step 2:** If there is no improvement, a verbal warning from your teacher/Welfare Officer
- Step 3:** A formal meeting with the Director of Studies (Report Card issued if necessary)
- Step 4:** A contact (email or telephone) with your parent / guardian &/or agent
- Step 5:** Another Report Card if necessary to help you to change your behaviour
- Step 6:** A final written warning
- Step 7:** If all this fails, we will ask you to leave the course and accommodation (without a refund).

Please note: we may skip the steps above depending on the severity of the incident(s).

You have the right of appeal to the Principal.

### 4.2 Making a complaint

If you have a complaint against the college or one of its employees, you should try to resolve the matter informally in the first instance. If you are not satisfied with the answer you may take the matter to the Course Director and then the Principal of the College. If all else fails, you may take your complaint to an independent judge (the Ombudsman) who will make a decision which both you and the college must accept. See [Complaints Procedure](#).

**Full policies** are available on the website: [stclares.ac.uk](http://stclares.ac.uk)