



Askham Bryan College Covid Student's Guide February 2021

We are excited to welcome you all back onto site. Below is some information we feel is essential to review before your return. The college remains a Covid secure environment with a comprehensive range of measures in place to keep you safe. We are committed to following the guidance provided by the Government and the Department for Education

DELIVERY-FACE TO FACE

- Face coverings must be worn by all students in classroom lessons (theory/IT rooms/LRC/Tutorials as an example), this will be reviewed by the Government at Easter.
- Face coverings must be worn in practical sessions when working indoors. In some practical sessions I.e. those taking place outside face coverings will not be required.
- Staff should position themselves and teach from the front of the classroom where possible, students should remain seated and face the front. Students and staff should try to avoid any unnecessary movement throughout the classroom.

Some points to remember regarding online learning

DELIVERY- ONLINE

- Only contact the relevant tutors regarding any issues directly relating to lessons.
- When attending online lessons communicate with the tutor directly rather than in the group chat if you have a specific question that is not relevant to the group. This stops any interruptions during the delivery of the lesson.
- Respond to messages in a timely manner. Check Teams every morning (before 9:30am) and respond to any unread/unanswered messages.
- Try avoid contacting tutors/staff outside of 'working hours'. These working hours are 9am-5.20pm, Monday- Thursday and 9am-4.30pm Friday unless you consider this an emergency or you have safeguarding concern. The main safeguarding number is 07773312617 and you can phone this number at any time.

STUDENT CODE OF CONDUCT

As a student and part of our College community, we expect you to follow the Student Code of Conduct as set out below. The Code sets out our expectations of you.

YOUR STUDIES:

- Work hard
- Come to College prepared to learn
- Complete work on time and to the best of your ability
- Abide by the regulations of the relevant examination board/awarding body to your course

Academic Misconduct and Plagiarism: Your tutors will explain the ways in which you can behave which are not appropriate in an academic environment. e.g. Plagiarism where you copy other peoples' ideas without their permission. Academic misconduct if suspected will result in an investigation and appropriate action taken including disciplinary action under the College's Disciplinary Procedures.

YOUR ATTENDANCE:

- Turn up to all your classes and any exams on time
- Attend all classes, but let us know in advance if you cannot attend. Should you have appointments such as doctors booked you must let your tutor and course manager know at least 24 hours beforehand to authorize this.

Attendance is monitored for each lesson. If you do not attend a lesson and have not notified your tutor that you will be absent, someone will ring you to find out where you are and why you are not in college / at your lessons. Persistence lateness and/or non –attendance, if it is not authorised by a member of staff, will result in disciplinary action.

YOUR BEHAVIOUR:

- Help us to keep the College tidy
- Take care of the College buildings, furniture, equipment especially laptops and animals
- Make sure you abide by all College policies
- Make sure you are aware of all College Health and Safety rules and regulations
- Follow the reasonable requests or instructions of any member of college staff
- Show respect to all members of the College community – staff and students, and to our local community outside college to ensure that you do not affect the lives of others in a negative way. This includes behaving in an acceptable and considerate manner at all times when engaged on College activities and conduct yourself so as not to interfere with the work or study of other College members and visitors.

The College Disciplinary policy will have been explained to you as part of induction. If however you are unsure, make sure you visit Moodle to find a copy of the guidance notes on

Disciplinaries. All students are expected to meet the expectations outlined in this College Charter and Student Code of Conduct (which includes adherence to all College polices) and failure to do so may lead to appropriate disciplinary actions.

YOUR SAFETY:

- Inform the College of any medical condition which might have an effect on the health and safety of fellow learners, staff and visitors. Confidential information will be handled with tact and sensitivity
- Take responsibility for your own property, as the College cannot be held responsible for loss of damage, other than damage caused by negligence on the part of the College
- Wear your ID badge and lanyard at all times: As a student of the College, you will be provided with a Student ID badge. You must wear your lanyard and ID badge at all times to prove you are a student of ours. This is to safeguard you and the College. Without your lanyard and badge you will not be able to access any college facilities. Your tutors will check at the beginning of lessons that you are abiding by this policy and you can and will be challenged by any member of staff on campus if you are not wearing your lanyard and badge.

If on a particular day you forget your lanyard you will have to borrow one from the staff office – you may be charged a deposit which will be refunded on return of the lanyard. Persistent loss/forgetting of lanyards (3 times or more) will result in you having to buy a new one at a cost of £5. The same goes for your ID card! Refusal to wear a lanyard and ID badge will result in disciplinary action.

The ONLY exception to this is when you are engaged in practical timetabled activities.

Being part of a safe and happy community imposes certain responsibilities upon us all, some of which are outlined in the Student Charter. However, some responsibilities involve us behaving in a positive and supportive manner to those around us. This code of conduct applies to all College buildings, grounds and organised College activities, whether on or off-site.

CODE OF CONDUCT – COVID-19 ANNEX

As a result of the COVID-19 outbreak we require all students who return to College in person to observe an additional set of rules designed to ensure that all members of the College community are kept safe.

This includes respecting social distancing rules and interacting with other members of the College community and the general public in a safe and appropriate way.

Students will not be allowed to attend College unless they have agreed to the code of conduct below. If the instructions below are not followed, a student may be required to leave the College campus and in all cases, may be subject to disciplinary action.

YOU MUST STRICTLY FOLLOW GOVERNMENT REQUIREMENTS TO SELF-ISOLATE, IF YOU OR A MEMBER OF YOUR HOUSEHOLD HAS ANY SYMPTOMS OF SUSPECTED COVID-19.

IF YOU OR A MEMBER OF YOUR HOUSEHOLD HAS COVID-19 LIKE SYMPTOMS YOU MUST NOT COME INTO COLLEGE (for further guidance see the 'Staying Safe' student guide on Moodle).

WE EXPECT YOU TO:

- Wear your ID badge and lanyard at all times so that you can be identified as a student enrolled at the College.
- Wear a face covering if travelling in on college or public transport *
- Wear a face covering in any areas of college as directed *
- Follow the guidance about regular handwashing throughout the day and use the supplied hand sanitisers to ensure good hygiene is maintained at all times
- Make every effort to maintain a social distancing from all other members of the College community whilst on campus
- Attend College only for the purposes of attending lessons or accessing study space. Being on the College site purely for social purposes is not allowed
- Follow any directional systems for managing the flow of people around the College campus
- Only bring equipment for theory lessons i.e. pens, pencils, paper, rulers, PPE etc. with you to college, and do not share this equipment
- Wait outside classrooms until asked to enter by your tutor, ensure that you keep two metres apart while waiting
- Please bring bottled water from home if possible
- Where canteen facilities operate on your campus, please ensure you adhere to social distancing and any other rules in place
- Observe strict social distancing when travelling to and from College and demonstrate behaviour that shows respect to members of the general public and other members of the College community at all times.

**Unless you are exempt from doing so – please see Student Services if that is the case. If you are exempt from wearing a mask you must at all times maintain a 2m distance*

WE WILL NOT ACCEPT:

- Failure to comply with any of the guidelines above
- Disrespect to or failure to comply with any instructions issued by a member of staff
- Any actions that break health and safety rules or place any member of the College community or general public at risk
- Where students deliberately put others at risk by their behaviour, the College will take a zero tolerance stance and any such behaviour may result in immediate suspension from College

ADDITIONAL RESTRICTIONS FOR YOUR AND OTHERS' SAFETY:

- If you smoke/vape you must still use the smoking/vaping areas, but you must socially distance and stay two metres apart from any other person
- To minimise unnecessary contact, you may be asked to use specific entrances and exits to enter and leave buildings, rather than travelling through corridors, and to use the toilets closest to the area in which you are studying
- If you are able, you should not travel to College earlier than needed and you should return home once lessons are finished or your study session completed if you are able to

Thank you for your co-operation in abiding by this Code of Conduct

