

# Participant Code of Conduct

## 1 Introduction

Immerse Education is committed to providing exceptional experiences for all of its participants. We are proud of the positive and supportive community we create which enables participants to enjoy a safe and successful learning environment. Immerse Education also promotes a safe, respectful and cooperative working environment for its members of staff.

As participants on the Immerse Education programmes, all participants are expected to abide by its code of conduct.

This code of conduct covers key aspects of participant behaviour, the following of which are discussed in more detail in separate policy and procedure documents:

- **Discrimination** - please refer to the Immerse Education Equality, Diversity and Inclusion Policy
- **Bullying** - please refer to the Immerse Education Anti-Bullying Policy
- **Use of electronic devices** - please refer to the Immerse Education Acceptable Use of ICT Policy
- **Substance abuse** - please refer to the Immerse Education Drugs and Alcohol Policy
- **Attendance** - please refer to the Immerse Education Behaviour and Discipline Policy
- **Learner Behaviour** - please refer to the Immerse Education Behaviour and Discipline Policy
- **Behaviour in residences** - please refer to the Immerse Education Behaviour and Discipline Policy

Positive behaviour is expected from all participants and is actively encouraged and acknowledged by staff. When participants behave in a positive way, and cooperate with one another and with staff, a happier, more cohesive and more productive community results.

Participants who do not behave in a positive way and do not abide by the Immerse code of conduct will be subject to Immerse Education's Behaviour and Discipline Policy, which outlines actions in response to breaches of this code. Procedures followed will reflect the seriousness of the breach.

## 2 Code of Conduct

This code relates to participants' conduct throughout their time with Immerse Education and should be followed whilst participants are both on and off college grounds, where applicable.

Participants may contact any member of Immerse Education staff if they have any concerns during their time with Immerse Education. Participants may wish to raise matters relating to the conduct of fellow participants or members of staff and should feel free to do so anonymously in writing, if required. Further details on how to report matters are provided during the Welcome Talk on arrivals day, and in the Programme Overview, shared with participants at the start of the programme.

### 2.i General Conduct

Participants should:

- Treat their fellow participants, members of staff, visitors, and members of the college courteously and with respect at all times.
- Follow appropriate instructions given by members of staff
- Be honest
- Positively represent Immerse Education
- Avoid the use of offensive language
- Inform a member of staff if they know that other participants are involved in misconduct that may endanger them or others
- Inform a member of staff if they are concerned about a fellow participant
- Dress appropriately for college activities and external trips/visits and in college residences

### 2.ii Discrimination

Discrimination in any form will not be tolerated at Immerse Education.

Participants should behave in a way that is respectful, tolerant and accepting of others which does not discriminate against others on any grounds, including age, gender, race, nationality, culture, religion, sexuality, disability, health, status, and appearance.

### 2.iii Bullying and Harassment

Bullying and harassment in any form will not be tolerated at Immerse Education.

Participants should:

- Not engage in, encourage or condone bullying or harassment of fellow participants or college staff, including banter that can be perceived as bullying
- Report any incident where they feel bullying or harassment is taking place

## 2.iv Security

Participants should:

- Wear their Immerse Education lanyard and identity card at all times whilst participating in the programme.
- Not lend their identity card or lanyard to anyone else
- Not use their identity card to let other people into or out of college premises
- Report lost or stolen identity cards to a member of staff immediately and arrange for a replacement card to be issued
- Not leave personal belongings unattended or unsecured on college premises
- Report suspicious packages or items to a member of staff or to the Porters' Lodge.

## 2.v Health and Safety

Participants should:

- Declare any known medical conditions to a member of staff
- Provide details of any medication they are taking and/or have with them on the programme on the Participant Information Form, or by email to [enquiries@immerse.education](mailto:enquiries@immerse.education)
- Hand over on request any medicines that a member of staff deems it is safer for them to store
- Ensure all medicines not stored by staff are kept in a secure place and in accordance with the storage instructions
- Not provide medicines to anyone else or accept medicines from any else
- Only purchase medicines if they are old enough to do so
- Not purchase medicines on the internet
- Use equipment safely/in accordance with safety instructions
- Report health and safety concerns to a member of staff
- Report accidents/safety-related incidents to a member of staff
- Inform staff if they are injured or feeling unwell, particularly if they cannot attend any element of the programme, are concerned about their condition, may require medical attention, or may not be able to leave their residence in the event of an emergency
- Report to a member of staff if a fellow participant needs urgent medical attention
- Sound the fire alarm in the event of a fire
- Evacuate a building in the event of a fire/fire alarm sounding/ other emergency in accordance with procedure or as directed

- Not tamper with safety or medical equipment
- Not bring pets or animals into any college building, including residences
- Not bring babies or young children onto college grounds without prior consent from Immerse Education.

## 2.vi Welfare

All participants should:

- Inform a member of staff of any absence from college residences during the programme, including at weekends and during free time.
- Leave college grounds with at least one other participant or member of staff, and remain with them for the duration of their absence from the college
- Ask for help when needed
- Follow guidance given by the college to safeguard their welfare
- Report to a member of staff any significant concerns they have about their own welfare or that of fellow participants

## 2.vii Alcohol and Illegal Substances

Participants should not:

- Store, consume, or be under the influence of alcohol at any time during the programme, regardless of age or presence on campus
- Store, attempt to obtain, purchase, share or use illegal substances at any time

## 2.viii Smoking

This relates to all tobacco products and e-cigarettes/vaping products

Participants should not:

- Smoke anywhere on college grounds, including in residences
- Purchase or solicit tobacco products if under the age of 18 years.

## 2.ix Criminal Activity

Criminal activity in any form will not be tolerated at Immerse Education.

Participants should:

- Not engage in, encourage, condone or conceal criminal activity
- Seek the help of the police, staff, or the Porters' Lodge if they become the victim of serious crime
- Report to a member of staff all criminal activity of other participants or members of staff

Note: criminal activity also includes, but is not limited to, acts of vandalism and graffiti both within the college and off site.

## 2.x Personal Relationships

Participants attend Immerse to further their learning. We do not consider personal relationships appropriate on our programmes.

## 2.xi Intimidation, Aggression and Violence

Intimidation, aggression and violence in any form will not be tolerated at Immerse Education

Participants should:

- Not engage in, encourage or condone intimidating, aggressive or violent behaviour
- Report to a member of staff any serious incidence of aggressive or violent behaviour of other participants or member of staff
- Report to a member of staff any examples of participants using intolerant language or promoting or identifying with extremist views or groups

## 2.xii Attendance During Programme

Participants should:

- Attend all timetabled sessions, including tutorials, meals and activities unless they have received prior authorisation for absence
- Participants who require time off from the programme for legitimate reasons should request authorisation for absence in accordance with the Immerse Education Behaviour and Discipline Policy
- Participants who are unwell and cannot attend the programme should inform a member of staff on the first day that they are unwell

## 2.xiii Learner Conduct

Participants should:

- Behave in a way that allows them and others to learn
- Arrive on time for all academic sessions and activities, and bring with them any requested materials and equipment
- Use electronic devices responsibly and respectfully throughout the programme, and in accordance with the Immerse Education Acceptable Use of ICT Policy.

- Refrain from using any photographic or video-recording devices during academic sessions and activities without the consent of fellow participants and/or college staff
- Complete all work themselves and within the agreed deadline
- Not plagiarise work from other sources i.e. the internet or another participant

## 2.xiv Use of College Resources and Facilities

Participants should:

- Treat resources and facilities belonging to the college with respect
- Leave resources and facilities tidy/clean after use
- Not remove or alter resources and facilities without permission
- Use college resources only for their intended purpose(s)
- Not leave personal information behind after using resources and facilities

## 2.xv Use of the Internet

Participants should:

- Be vigilant about their safety when using the internet
- Not post images of fellow participants or members of staff on the internet without their express consent
- Not share any youth produced sexual imagery
- Not access private, secure or financial material on public devices
- Not access inappropriate material on public devices
- Not access or download illegal material
- Not purchase inappropriate items, or items that they are too young to purchase, online

## 2.xvi Conduct in college residences

Participants should:

- Observe curfews
- Observe college regulations
- Follow on-campus protocols
- Not change their allocated bedroom without consent from Immerse Education
- Not allow visitors other than parents/guardians and college peers into their residence at any time, except with express consent from a member of staff
- Ensure permitted visitors abide by relevant residence regulations
- Ensure all permitted visitors leave the residence before curfew
- Not cover or obstruct heaters/radiators
- Not have their own items of furniture, fridge, freezer, cooking appliances, air conditioning unit, heater or electric bedding in their bedroom
- Not burn candles or other materials in their room

- Not use their own wireless router
- Refrain from photographing or video recording fellow participants without their consent
- Report any damage they incur to the Porters' Lodge
- Place rubbish in the bins provided
- Not throw anything out of windows
- Be respectful of fellow participants by keeping noise to a minimum and reducing noise levels when requested by fellow participants or staff
- Respect the privacy of fellow participants and not enter any participant's bedroom without their permission
- Use all facilities responsibly and hygienically

## 2.xvii Conduct on external trips and visits

Excursions and activities are a highly valued element of Immerse Education programmes. While participants should be able to relax and enjoy the opportunity to socialise and the diverse range of cultural experiences on offer, their safety is also a key concern and rules are in place to ensure their enjoyment and the enjoyment of their fellow participants.

Participants should:

- Pay attention to and follow welfare, health and safety instructions given by members of staff
- Not do anything that puts others in danger
- Remain with at least one other participant at all times when outside the college
- Remember that cyclists are very common in Cambridge and pose the same hazard as a vehicle would