



Kensington Student Services

An independent company within the MPW Group

KSS Code of Conduct for Students

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I. Introduction

Kensington Student Services (KSS) Student Residences is a caring learning community which respects the desire of each individual student to enjoy a safe and successful learning experience. KSS also promotes a safe, respectful and cooperative working environment for its members of staff.

As members of the resident KSS community, all students are expected to abide by its code of conduct.

This code of conduct covers all aspects of student behaviour, the following of which are discussed in more detail in separate policy and procedure documents, which can be found at

[http://www.KSS.com/about-us/policies:](http://www.KSS.com/about-us/policies)

- Discrimination – please refer to *KSS Resident Equality and Diversity Policy*
- Bullying – please refer to *KSS Resident Anti-Bullying Policy*
- Use of electronic devices – please refer to *KSS Resident E-Safety Policy*
- Substance abuse – please refer to *KSS Resident Substance Abuse Policy*
- Attendance at resident MPW College – please refer to *KSS Resident Attendance Policy and Procedures*
- Behaviour in residences – please refer to *KSS Resident House Rules* that is relevant to your residence

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

Students who do not behave in a positive way and do not abide by the resident House Rules and this code of conduct will be subject to *KSS Resident Student Disciplinary Policy and Procedures*, which outlines actions in response to breaches of this code. Procedures followed will reflect the seriousness of the misconduct, which may result in privileges being revoked, temporary suspension or even exclusion from KSS

Copies of all policies and procedures related to this code of conduct can be found by students on the [KSS website](#)

2. Code of conduct for KSS Resident students

This code relates to students' conduct throughout their time at KSS Resident and should be followed whilst students are both on and off the Residence, where applicable.

Students may contact any member of resident KSS staff if they have any concerns during their time at KSS. Students may wish to raise matters relating to the conduct of fellow students or members of staff and should feel free to do so. This may be done anonymously if that is the student's preferred

approach.

2.1 General conduct

Students should:

- Treat their fellow students, members of staff, visitors to their Residence, and homestay providers courteously and with respect at all times
- Follow appropriate instructions given by members of staff
- Be honest
- Positively represent the residence and their place of study
- Avoid the use of offensive language
- Dress appropriately for KSS activities and external trips/visits and in homestay residences
- Inform a member of staff if they know that other students are involved in misconduct that may endanger them or others.

2.2 Discrimination

Discrimination in any form will not be tolerated at KSS Residences

Students should:

- Behave in a way that has a positive effect on others and not discriminate against them on any grounds, including age, gender, race, nationality, culture, religion, pregnancy and maternity, sexuality, disability, health, ability, status and appearance.

2.3 Bullying and harassment

Bullying,(including cyberbullying), and harassment in any form will not be tolerated in KSS Residences

Students should:

- Not engage in, encourage or condone bullying or harassment of fellow students, other residents, Halls or KSS staff.

2.4 Security

Students should:

- Use their own keys to gain entry to and exit from residence
- Not lend their key to anyone else
- Not use their key to let other people into or out of residence
- Report lost or stolen identity cards to a member of staff as soon as possible and arrange for a replacement card to be issued
- Not leave personal belongings unattended or unsecured anywhere in the residence
- Report suspicious packages or items to a member of staff or a security guard.

2.5 Health and safety

Students should:

- Declare any known medical conditions to a member of staff
- Provide details to the House Parent/RA, any other appropriate KSS staff of any medication they are taking and/or have with them at the residence
- Hand over on request any medicines that the resident KSS nurse/ House Parent deems it is safer for them to store/administer
- Ensure all medicines not stored by the nurse or House Parent are kept in a secure place and in accordance with the storage instructions
- Not provide medicines to anyone else or accept medicines from anyone 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 or safety concerns to a member of staff
- Report accidents/safety-related incidents to residence and KSS staff
- Inform staff if they are injured or feeling unwell, particularly if they cannot attend their place of study, 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 student 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 by resident staff or the emergency services
- Not tamper with safety or medical equipment
- Not bring pets into any KSS residence
- Not bring babies or young children onto KSS residence without prior permission from the House Parent or the KSS Accommodation Manager.

2.6 Welfare

Students under 18 years of age should:

- Follow the rules set out by KSS
- Gain permission for absence from KSS residences during term-time, at weekends and during vacation periods

All students should:

- Follow guidance given by KSS to safeguard their welfare and the welfare of others
- Report to a member of staff any significant concerns they have about their own welfare or that of fellow students.

2.7 Alcohol and illegal substances

Students should not:

- Store, consume or be under the influence of alcohol on KSS student residential premises or in homestay residences.

If you are found under the influence of alcohol or any illegal substance you will be subject to sanctions and could be excluded from KSS residence and your place of study

- Purchase or solicit alcohol or consume alcohol in a public place or in licenced premises if under the age of 18 years
- Purchase alcohol for anyone else
- Store, solicit, purchase or use illegal substances at any time.

2.8 Smoking

Students should not:

- Smoke anywhere on KSS student residential premises
- Smoke in homestay residences unless explicitly permitted to do so and over the age of 18 years
- Purchase or solicit tobacco products if under the age of 18 years.

2.9 Criminal activity

Criminal activity in any form will not be tolerated of KSS Resident students.

Students should:

- Not engage in, encourage or condone criminal activity
- Seek the help of the police or KSS staff if they become the victim of serious crime
- Report to a member of staff criminal activity of other students or members of staff.

2.10 Intimidation, aggression and violence

Intimidation, aggression and violence in any form will not be tolerated at KSS.

Students should:

- Not engage in, encourage or condone intimidating, aggressive or violent behaviour
- Report to a member of staff any incidences of aggressive or violent behaviour by other students or members of staff.

2.11 Absence from Place of Study

Students should:

- Attend all timetabled lessons, tutorials and activities at their place of study unless they have received prior authorisation for absence or are unwell
- Students who require time off their studies for legitimate reasons should request authorisation for absence in advance from their college and should notify the House Parent
- Students who are unwell and cannot attend their place of study should telephone or email the House Parent on the first day that they are unwell.

2.12 Use of resident KSS resources and facilities

Students should:

- Treat resources and facilities belonging to KSS or the Partner Provider with respect

- Leave resources and facilities tidy/clean after use
- Not remove or alter resources and facilities without written permission from the house Parent or Hall Manager
- Use KSS resources and facilities only for their intended purpose(s)
- Not leave personal information or belongings behind after using resources and facilities.

2.13 Use of the internet and mobile electronic devices

Students should:

- Be vigilant about their safety when using the internet and, specifically, not provide personal details, contact information or images to, or arrange to meet any person unknown to them
- Not post images of fellow students or members of staff on the internet
- Not access private, secure or financial material on the internet using public devices
- Not access inappropriate material on the internet using public devices
- Not access illegal material
- Not purchase inappropriate items, or items that they are too young to purchase, online
- Not photograph, video- or audio-record fellow students or members of staff without their consent.

2.14 Conduct in KSS residences

Students should:

- Follow signing in and out protocols
- Observe curfews
- Not change their allocated bedroom without consent of the House Parent in writing
- Not allow visitors other than parents/guardians and other KSS residents into the residence at any time
- Ensure permitted visitors abide by relevant residence regulations
- Sign permitted visitors in and out
- Ensure all permitted visitors leave the residence before curfew
- Not cover or obstruct heaters/radiators
- Not have items in their room that have not been sanctioned by the KSS staff or the Hall Manager in writing ie fan heaters, freezers, cooking appliances
- Not burn candles or other materials in the residence
- Not use their own wireless router
- Purchase a television licence if they wish to watch television in their bedroom
- Leave bikes in designated areas only
- Report any damage they incur to the residence or to KSS property
- Place rubbish in the bins provided and not litter outside residences
- Not throw anything out of windows
- Keep their bedroom tidy so that it can be cleaned effectively
- Be respectful of fellow students by keeping noise to a minimum and reducing noise levels when requested by fellow students or staff
- Respect the privacy of fellow students and not enter any student's bedroom
- Be respectful of fellow students when using communal areas

- Use facilities responsibly and hygienically.

2.15 Conduct in homestay residences

Homestay providers are given guidance on how to keep homestay students safe and the rules they should follow when staying in their home. In addition, homestay providers will set their own rules for students staying with them. Students should follow all rules set by their homestay provider in addition to behaving in a courteous, respectful and cooperative manner at all times.

2.16 Conduct on external trips and visits

Students should:

- Pay attention to and follow welfare, health and safety instructions given by members of KSS or any other organising staff.
- maintain the good reputation of KSS and their place of study and do nothing by your actions to tarnish it in any way