

NFTS Student and Apprentice Code of Conduct

1. The NFTS is committed to providing a positive experience for all students and apprentices, where individuals are treated with courtesy and consideration and where difference is valued and diversity respected. All students, apprentices and staff have the right to live, study, work and relax in an environment where they feel safe.
2. We expect the highest standards of behaviour from our students and apprentices, whether on the School premises or elsewhere. All members of the School should be aware of their own behaviour and how it impacts on others. This Code sets out the standards of behaviour expected from students and apprentices and also guidance on what is and what is not acceptable and how unacceptable behaviour will be dealt with.
3. Where students or apprentices fail to abide by the required standards of behaviour, action will be taken under the Student Misconduct Procedure.
4. If students or apprentices bring guests or visitors to the School site, they are responsible for ensuring that their behaviour complies with this Code of Conduct.

Behaviour towards others

5. You should treat all NFTS staff, students and visitors with courtesy and respect.
6. You should respect others' basic rights to work and live in a safe, secure environment, free from anxiety, fear, intimidation and harassment.
7. You should ensure that you behave in a manner compatible with the School's Equality, Diversity and Inclusion Policy and not discriminate or harass anyone on the basis of their age, disability, gender re-assignment, marital status, pregnancy, race, religion or belief, sex or sexual orientation.
8. On no occasion should you use personally abusive, threatening or violent behaviour either in person or through the use of email, texts or social media.

Safety and Security

9. The NFTS owes a duty of care to its students, apprentices and staff and, as far as is reasonably practical, seeks to ensure that the NFTS is a safe place to work and study. Students and apprentices are required to comply with reasonable instructions from any member of staff and to observe the School's health and safety regulations.
10. You should ensure that you do not take any action that endangers yourself or others.
11. You should comply promptly with any requests in the event of an emergency.

Care of Property

12. You should treat School property, equipment and other materials and the property of others with care and respect. If equipment is damaged as a result of your negligence, you may be asked to pay for the cost of repair or replacement.
13. You must abide by the School policies regarding food and drink where this is signposted as this can damage equipment.
14. You should take care of your own property and not leave valuables unattended.

Smoking

15. Smoking is prohibited inside or outside any building unless it is a designated smoking area.
16. Vaping is permitted anywhere on site that is not in a building.

Drugs and Alcohol

17. You must not take or supply illegal drugs on the School site or at any venue or location at which you are filming or attending in connection with School-related activity. Drugs found in students' possession will be confiscated and students will be disciplined.
18. No alcohol is to be drunk on site outside the bar area except during Management approved parties in specific venues. No alcohol is to be taken to or consumed at any location or venue that you are using or attending in connection with School related activity.
19. You must not bring any alcohol into the School for personal consumption.
20. Any student or apprentice suspected of being intoxicated, or causing a nuisance or engaging in disruptive behaviour as the result of taking illegal drugs or alcohol may be asked to leave the premises and disciplinary action may be taken against them.
21. Anyone leaving the School site should do so quietly showing respect for local residents.

Financial Resources

22. You must act with propriety and in accordance with the School's Financial Regulations in the use of the School's resources and in the handling and use of cash or payments systems, petty cash, receipts, equipment, or dealing with contractors or suppliers.

Compliance with Policies and Regulations

23. You should comply with all published School policies, codes or procedures which are designed to ensure the effective operation of the School. You should make yourself familiar with and abide by the School's Policy and Regulations, in particular:

- [Academic Regulations](#), and the [Academic Misconduct Procedure](#)
- [Social Media Code of Practice](#)
- [Health and Safety and Fire Regulations](#)
- [Equality, Diversity and Inclusion Policy](#)
- [Student Misconduct Policy](#)
- [Bullying, Harassment, Racism and Sexual Misconduct Policy](#)
- [Financial Regulations](#)

Disciplinary Action

24. The [Student Misconduct Policy](#) will be followed where there is a breach of this Code of Conduct.

25. Reports of breaches of this Code of Conduct may be made to any senior manager, including your Head of Department, the Student Wellbeing Team or the Registrar.

Updated and approved by the Academic Standards Committee November 2023