



## **Bolton College Terms and Conditions for Higher Education students taught at Bolton College campus 2018/19**

Please ensure that you have read and agreed to the University of Bolton's Policies and Procedures in conjunction with this document:

Refer to 2018-19: <https://www.bolton.ac.uk/about/governance/policies/student-policies/>

### **Please read this document carefully.**

While you are a University of Bolton student, you will be attending classes at Bolton College. In order to comply with health and safety issues you will be subject to a number of College policies and procedures. All information about a student is subject to Bolton College Data Protection Policy. This Policy has been informed by the Data Protection Act 2018 and General Data Protection Regulation (GDPR) (EU) 2016/679.

Bolton Data Protection Policy:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

### **Equality, Diversity and Inclusion - Our commitment**

Bolton College is committed to providing a diverse work and study environment free from discrimination, bullying, harassment or victimisation, where everyone feels supported and respected and valued for their contribution and individuality. We welcome and celebrate the unique talent and experience of each individual student and employee and are dedicated to working with all our local communities and to developing a workforce and learning community that reflects Bolton, Greater Manchester and the UK's diversity. Effective teaching and learning require a safe environment, free from prejudice and discrimination. Bolton College, therefore, has an approach of zero tolerance to discrimination. These values apply equally to staff and governors, as well as students, volunteers and those with whom we do business.

Refer to Bolton College Discrimination Policy:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

Please refer to the Bolton College Single Equality Scheme:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

Also refer to: <https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/> for reporting discrimination

The link to Bolton College Customer Services refers to the College commitment to all individuals who frequent Bolton College facilities:

<https://www.boltoncollege.ac.uk/about-us/student-support/student-services/>

**Bolton College IT Responsible Use/Acceptable Use Policy.** You will have to agree to comply with the College's IT Responsible Use Policy if you want to use the College's computer hardware and software or network facilities. The Policy covers a range of issues including unacceptable access and use of the Internet and email, downloading materials and copyright issues. You will be made aware of the Policy when you first logon to the College IT system. The Policy is also available in College Learning Resource Centres.

**Health and Safety Responsibilities.** When attending Bolton College, all students have a duty to take reasonable care for the health and safety of both themselves and others who may be affected by their actions. This will require all students to:

- Observe all instructions, whether written or verbal, to ensure personal safety and the safety of others
- Conduct themselves at all times in an orderly manner and refrain from any form of horseplay that could cause injury to themselves and/or others
- Treat the building structures and internal fixtures, fittings and furniture with respect and care
- Use all safety equipment and/or protective clothing as instructed, reporting any loss or defect to their tutor/lecturer
- Not interfere or misuse any equipment provided for health and safety purposes
- Report all hazards to their tutor
- Report all accidents or near miss incidents to their tutor, whether injury is sustained or not
- Be familiar with the emergency evacuation procedure, and the location of fire alarm points and emergency equipment. As part of your health and safety responsibilities, you should adhere to the smoke free policies (this includes the use of e-cigarettes), drug and alcohol policies; Fire and Emergency Procedures including the emergency Lockdown Procedures.

**Bolton College Smoke Free Policy:** All students at Bolton College are required to subscribe to the Smoke Free Policy. The College does not permit smoking in any of its premises and buildings. Some Centres have shelters which may be used by smokers, but other Centres are completely smoke free and no smoking is permitted in or around the Centre. The use of E-cigarettes is not permitted in/on College premises; only in designated areas. Bolton College Smoke Free Policy:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

**Bolton College Drugs and Alcohol Policy:** The taking of, dealing in or being under the influence of drugs or alcohol is strictly forbidden in the College. If any staff member suspects that you are under the influence of alcohol and/ or drugs, you will be asked to leave the College premises immediately (for under 18's, College will call your parents / carers to ask that they collect you) and it is likely that you will be subject to the Behaviour for Success Policy. If we suspect that you have been selling or supplying controlled drugs at the College or if you bring them onto the College premises, you will be immediately suspended, Bolton College Behaviour for Success Procedure will be invoked and the Police will be called.

Bolton College Drug and Alcohol Policy:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

Bolton College Safety Leaflet:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

Bolton College Abuse of Trust Policy:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

Bolton College Safeguarding Children:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

Bolton College Adults at Risk:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

**Anti-Bullying and Harassment Policy:** Bullying and harassment is defined as any conduct which is unwanted by the recipient, or any such conduct which affects the dignity of any individual or groups of individuals.

Bullying or harassment may be repetitive or an isolated occurrence. It may be:

- Physical – contact, assault, gestures, intimidation or aggressive behaviour
- Verbal – unwelcome remarks, suggestions, propositions, malicious gossip, jokes or banter
- Non-verbal – offensive literature, pictures or photographs, graffiti, computer / social media imagery, comments or phone texts, isolation or non-cooperation, or exclusion from social activities, persistent offensive, abusive, intimidating or insulting behaviour; abuse of power; or unfair sanctions which make the recipient feel upset, threatened, humiliated or vulnerable
- If you feel you are being bullied or harassed, keep a note of the date, time, place, name of the person who is bullying/harassing you, what happened, how you felt at the time, name of any witnesses, action taken and whether you reported it and to whom.
- You should also keep a record of any written evidence or social media / text evidence relating to the incident and any subsequent incidents. You should report any incident of bullying or harassment to your tutor, a member of staff who you trust, a member of the Fairness Team or a member of the Student Services Team at the Student Services Centre at Deane Road Campus. An investigation will then take place, and you will receive support whilst the issue is being resolved. Those behaving in a manner that is regarded as bullying or harassment will face sanction under the Bolton College Behaviour for Success Policy and Procedures.

Bolton College Anti-Bullying and Harassment Policy:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

### **Fire and Emergency Procedures:**

Please refer to Bolton College Safe Learner Health and safety document and Safe Learner presentation documents: <https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

It is the responsibility of all students to familiarise themselves with and adhere to the College fire/emergency procedures. Action to be taken by a student discovering a fire:

- Raise alarm by operating the nearest break glass call point
- Following alarm activation, key evacuation personnel will investigate the cause of the alarm and, where necessary, contact the Fire Brigade. If you are in any doubt you can notify the Fire Brigade directly by dialling 999.
- Do not attempt to tackle the fire unless your escape route is blocked. On hearing the fire alarm:
- Leave the building immediately by the nearest safe emergency exit. Do not use any lifts and do not stop to collect personal belongings
- Close all doors and windows when leaving
- Remember that you may not be allowed to re-enter the building, so it is advisable always to carry your car keys, wallet and phone with you to ensure that you can get home
- Report to the appropriate Fire Assembly Point and register with your tutor
- Remain at the Fire Assembly Point and await further instructions
- Do NOT re-enter the building until you are instructed to do so

#### **Evacuation Procedures for Students with Disabilities and/or Learning Difficulties:**

On hearing the fire alarm:

- From ground floor areas with direct access to assembly points, students with reduced mobility or those requiring assistance should be escorted by the tutor or volunteer buddy to the Fire Assembly Point.
- From upper floor areas, students with reduced mobility or those requiring assistance should be escorted by the tutor or volunteer buddy to the nearest refuge point.
- Once the escape route is clear from obstructions and it is safe to do so, the most able students with a disability or students with a learning difficulty shall be assisted down the stairs and to the appropriate assembly point.
- The volunteer buddy should remain with the wheelchair-user in the safety of the refuge until the arrival of the Emergency Services or College staff.

Evacuation of Key Personnel. Visually-impaired students should be escorted to their designated assembly point by their tutor, unit staff and/or by their volunteer buddy. In addition to the operation of the fire alarm sounders, visual alerts will illuminate in the D/deaf unit classrooms. Tutors and support staff will accompany D/deaf students when they evacuate to their dedicated assembly point. Once accounted for, all students with learning difficulties and/or disabilities should remain at their Fire Assembly Point and await further instructions. No student should re-enter the building until they are instructed to do so.

**False Alarms and Malicious Acts:** Raising a false alarm is a very serious breach of the Health and Safety Regulations. Any student found deliberately setting off the alarms without good reason will be subject to Bolton College Student Behaviour for Success Policy:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

It is a criminal offence under the Health and Safety at Work Act to knowingly damage or interfere with any equipment provided in the interest of Health and Safety.

#### **Lock Down Policy and Procedures:**

As part of the Health and Safety Policy and procedures, the College has a Lockdown Policy and Procedures. The Lockdown Policy and Procedures may apply to all College sites. Lockdown procedures are seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a serious threat to the safety of learners, staff and visitors in the College. All students will receive Lockdown Procedure information during the College Induction programme. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community with the potential to pose a risk to staff and learners at College.
- An intruder on the College site with the potential to pose a significant risk (use of weapons) or a terror related attack.
- A warning received of a local risk e.g. air pollution or gas cloud.
- A major fire in the vicinity of the College.
- Staff will be notified that lockdown procedures are to immediately take place and they will direct students to ensure they are safeguarded.
- The basic message from the Police is that in the event of lockdown, all staff and students should: Run, Hide and Tell.
  - RUN to a place of safety rather than surrender or negotiate e.g. to a classroom or office in College which can be locked and the windows will be locked down too. No-one should move from the room unless told to do so. If there is nowhere to run to:
  - HIDE as it's better to hide than confront. Turn mobile phones to silent and turn off vibrate and turn all lights, computer screens and equipment off. Classrooms and offices will be barricaded if possible and all those inside should hide under desks and away from doors and windows wherever possible. Stay hidden until you are told it is safe to move.
  - TELL If you are in College when the Lockdown procedures are enforced College staff will tell the emergency services on 999. If you are outside the premises – contact emergency services but only when you are sure it is completely safe to do so.

**Reporting Accidents and Incidents:** Know the location and contact details for your nearest First Aider. In the event of an accident or incident, students must report it to their tutor or to the College Reception. Once reported, a College Accident/ Incident Form must be completed

by a first aider, your tutor or a member of staff. Accident forms should not be completed by the injured person. This will then be forwarded to the College Health and Safety Dept.

An investigation will be conducted to see how and why the accident/incident occurred. Once the investigation has taken place, control measures will be implemented to prevent the accident/ incident from occurring again.

**Lifting and Carrying:** Students should not lift or carry any heavy or awkward items unless they are instructed to do so and have been provided with appropriate training. When using electrical equipment remember, electricity can kill. Treat it with great care. No portable electrical equipment belonging to a student may be used on College premises, unless they have permission and/or it has been inspected by an authorised member of staff. The use of certain specific electrical equipment and machinery will only be appropriate when students have received appropriate training and information. Students should read all instructions carefully before using the electrical equipment. If you do not understand, ask your tutor, technician or another member of College staff. Students should report any damaged electrical equipment to the nearest tutor or member of staff.

**Specialist Areas:** Certain areas of the College, such as workshops and laboratories, have specific Health and Safety rules and regulations. Where these rules and regulations are needed, they MUST be adhered to at all times. Failure to do so will result in you being refused access to work in that area. Working in Construction/ Engineering/Motor Vehicles/ Catering Workshops greater care should be taken by all students when using any machinery to avoid both personal injury and damage to equipment.

**Codes of Practice** have been established and must be strictly observed when using items of workshop equipment. Students must never use any item of work equipment or machinery without the appropriate protective devices, guards or interlocks in place. Any student found removing or causing damage to a guard or device will be subject to Bolton College Behaviour for Success Policy. Students should report any defects found to a guard or interlock immediately to a member of staff. Where machinery is in use, arrangements must be made so that a second person is within direct or close proximity and could be called upon should an emergency arise.

Rowdiness and practical joking are very dangerous behaviours in the workshop environment and are strictly forbidden.

**Personal Protective Equipment (PPE):** Specific tasks require that students wear personal protective equipment. Students will be provided with personal protective equipment and training in accordance with College Policy. All instructions for use and care of PPE must be followed.

**Working with Chemicals:** Never deliberately taste, swallow or inhale any hazardous substance or chemical. All hazardous substances or chemicals should be regarded as toxic by ingestion; hence pipetting liquids or solutions by mouth is strictly prohibited. Use a pipette pump, syringe or a mechanical dispenser. Chemicals can also enter the body through skin absorption or through the accidental inhalation of vapours or dusts. Suitable protective equipment must therefore be worn when handling chemicals.

Cuts and wounds are particularly vulnerable and may allow direct entry of chemical substances into the bloodstream. Broken skin should be covered with a suitable dressing, but if the wound is on the hand then the dressing should be waterproof and protective gloves must be worn while handling chemicals. Always wash your hands before touching other parts of your body, especially the area around the eyes, or before taking food. Never smoke, eat or drink in the presence of chemicals.

**The accidental inhalation of vapours or dusts:** Suitable protective equipment must therefore be worn when handling chemicals. Cuts and wounds are particularly vulnerable and may allow direct entry of chemical substances into the bloodstream. Broken skin should be covered with a suitable dressing, but if the wound is on the hand then the dressing should be waterproof and protective gloves must be worn while handling chemicals. Always wash your hands before touching other parts of your body, especially the area around the eyes, or before taking food. Never smoke, eat or drink in the presence of chemicals.

**Vandalism of College property, internally and externally:** Any person found wilfully vandalising/ misusing College property will be subject to the College's disciplinary process and will be charged for the damage to be repaired. CCTV is in operation throughout the building, internally and externally, and is recording 24/7. Police may be called in severe cases and the College may also prosecute.

**Security and Safety:** To ensure the safety and security of yourself, others and the premises you are required at all times when on College premises to wear your student ID Badge and be ready to produce it if asked by a College staff member. You must only use the designated access and egress routes associated to the buildings you are accessing for study.

**Bolton College Student Behaviour and Fitness to Study:**

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

Bolton College Behaviour for Success Policy and Procedure - All students at Bolton College are required to subscribe to standards of behaviour specified in:

The Behaviour for Success Agreement Bolton College Policies, Procedures and Frameworks: If it is thought that a student is not complying with the above standards of behaviour, then staff may discuss issues which are causing concern with them informally to try to ensure that the student changes their behaviour. However, if no improvement is forthcoming, then the formal Behaviour for Success Policy and Procedure will be invoked. This is a four-part process – allegation, investigation, hearing and outcome. There will be no pre- judgement of outcome. In cases where the outcome is that the student is deemed to be non-compliant with the standard of behaviour required, they will be subject to the following five-stage process:

1. Verbal Warning
2. Formal Verbal Warning
3. Written Warning and Amber Contract is issued which is monitored fortnightly by staff
4. Final Written Warning and Red Contract is issued which is monitored weekly by staff

5. Disciplinary Hearing: A student may proceed through the stages of the Behaviour for Success Policy by failure to recover his/her position at a previous stage or by continued lapses and/or incidents. In some cases, the seriousness of the incident indicates that it will be treated at a certain level, e.g. Theft at Level 5. A student subject to the Behaviour for Success Policy stages 1, 2, 3, and 4 has the Right of Appeal within 10 days of the disciplinary hearing. All students have the right to be accompanied by a parent/guardian, friend or advocate at any meeting. You can request that a member of the Student Services Team acts as your advocate. The parents/guardians of students up to the age of 18 will be informed in writing at all stages of the procedure and copied into all correspondence sent to students. The Behaviour for Success Policy is also recognises that the vast majority of our students behave in a positive, co-operative and work ready manner. Through the Policy, staff are encouraged to formally acknowledge these positive instances of behaviour in around College, in the Positive Behaviour Log on SID.

I understand that by accepting the University of Bolton's Terms and Conditions I agree to abide by and be bound by all the Bolton College's policies and procedures cited in this document.