

**Dublin and Dún Laoghaire Education and Training Board**  
**Dublin College Dundrum**  
**Code of Conduct Policy for Learners**

## **1. ETHOS**

Dublin College Dundrum, as a constituent of Dublin and Dún Laoghaire Education and Training Board (DDLETB) expects each learner to take personal responsibility for their own learning, behaviour, application to studies and educational achievements. The College aims to promote self-respect in learners and respect for others and is committed to providing an environment where all individuals are treated with respect and dignity irrespective of race, gender, disability, religion, age, sexual orientation, marital status, family status or membership of the traveller community.

This policy is underpinned by DDLETB's core values and is designed to cater for the common good and to facilitate a positive learning and teaching environment for all. Admission to the College implies acceptance of its Code of Conduct and of all DDLETB and Dublin College Dundrum policies and procedures.

## **2. GUIDELINES**

Dublin College Dundrum, as a constituent of DDLETB, is committed to:

- 2.1 informing learners of the Code of Conduct
- 2.2 operating and implementing procedures in a fair and consistent manner
- 2.3 supporting learners who are experiencing difficulties or unforeseen circumstances
- 2.4 applying appropriate sanctions for unsatisfactory conduct
- 2.5 notifying the learner (and the parent/guardian) of the sanction/s applied.

This policy offers guidelines as to the norms of behaviour expected of the learners and includes, but is not limited to, learners' conduct in class, on the College premises, on out of College activities, on work placement and any other course related activities. These guidelines also apply to all communication (including posts on social media) with members of the College community and any person or company affiliated to the College, during and outside of College hours.

Teachers have the discretion to request a learner, whose behaviour is having a negative impact on the learning environment, to temporarily leave their classroom. Any such requests will be recorded by teachers as a breach of the Code of Conduct. The Principal or Deputy Principal reserve the right to remove, pending an investigation, learner/s from a class, an activity or from the College and its environs, if in their professional judgement, their behaviour poses a health and safety risk to themselves or to any member of the College Community.

## **3. BEHAVIOURAL EXPECTATIONS**

To facilitate effective teaching and learning for all staff and learners in a productive and safe learning environment, learners are expected to:

- Behave appropriately and respectfully in all engagements with members of the College Community and those affiliated to the College.
- Arrive punctually to all timetabled classes. Arriving late and missing classes is disruptive to teachers and to other learners.
- Engage actively and positively in the learning process.

- Respect and respond to reasonable requests made by a teacher during class.
- Treat others with dignity and respect and not engage or incite others to engage in any behaviour or communication which is considered to be abusive, dangerous, defamatory, disruptive, libelous, harassing, inappropriate, indecent, offensive, racist, threatening or unsatisfactory, or to bully, discriminate, harass, or victimise others and/or cause harm, offence, nuisance or needless anxiety to others.
- Uphold academic integrity by completing assessment tasks honestly and truthfully. This includes avoiding plagiarism, contract cheating such as essay mills, collusion with other learners in academic malpractice, unauthorised help with assessment tasks, unauthorised use of artificial intelligence (AI), and all other forms of academic malpractice, dishonesty, or impropriety.
- Take reasonable care to protect their own safety and safety of others who might be affected by their acts and omissions and comply fully with health and safety policies and procedures.
- Promptly report any accident or incident to a member of staff.
- Refrain from using mobile phones or other electronic devices during class unless permitted by the teacher. Mobile phones should be placed on silent during classes and only emergency calls/texts should be responded to during class time.
- Refrain from recording or photographing, without consent, using a personal or college device, any member of the College Community
- Inform the teacher if they need to leave the learning environment.
- Respect College property including that of learners and staff members.
- Conform to acceptable standards of personal presentation and hygiene.
- Use cafeteria facilities and designated areas for eating and drinking.
- Leave classrooms clean and tidy. Use bins provided to dispose of recycling or rubbish including chewing gum.
- Treat communal areas (cafeteria, toilets, hallways, fire exits etc) with care and respect.
- Request permission to display posters and notices in designated areas of the College.
- Comply fully with the uniform requirements of their course, if applicable.
- Uphold the good name of the College.
- Comply with DDLETB and Dublin College Dundrum's policies and procedures

The following types of behaviours are deemed to be in breach of the Code of Conduct. This list is not exhaustive:

- Engaging in abusive, dangerous, defamatory, disruptive, libelous, harassing, inappropriate, indecent, offensive, racist, reckless, negligent behaviour or nuisance behaviour which disrupts the works of others.
- Refusing to respect the authority of the College and/or refusing to comply with reasonable requests by College staff
- Using abusive, inappropriate, obscene or offensive language.
- Communicating inappropriately with members of the College community.
- Engaging in physical violence or threatening physical violence.
- Damaging or stealing another's personal possessions, College equipment or property.
- Interfering with safety systems, network/ICT systems etc.
- Accessing, creating, displaying, downloading, printing, saving, transmitting, uploading or posting on social media platforms any images, or material considered to be abusive, inappropriate, defamatory, discriminatory, harassing, humiliating, indecent, libelous, obscene, offensive, pornographic, racist or threatening.
- Harassing, bullying (including cyber bullying), discriminating against or victimising others or causing harm, offence, or needless anxiety to others.

- Obstructing members of staff in the performance of their duties or obstructing other learners in the pursuit of their studies.
- Furnishing false information or documents with the intent to deceive.
- Engaging in academic dishonesty.
- Selling, consuming or being under the influence of alcohol or illegal substances on the premises.
- Smoking or vaping on the premises and its environs.
- Conducting any activity in the College for financial gain without the authorisation of a member of staff.
- Littering the premises and its environs.
- Carrying weapons on the premises and its environs.
- Failing to follow the instructions of a staff member during an evacuation.
- Failing to vacate or failing to go to any area when requested to do by a staff member.

#### **4. DISCIPLINARY PROCEDURES IN THE EVENT OF AN ALLEGED BREACH OF THE CODE OF CONDUCT**

In the event of an alleged breach of this Code of Conduct, *Dublin College Dundrum* may take corrective action to ensure that the learning environment is safe and conducive to learning.

Disciplinary procedures are invoked to support learners who have failed to meet the behavioural expectations necessary for satisfactory participation as learners and to protect the rights of other learners and staff to a supportive, safe environment where learners can reach their full potential.

##### **Minor Breach of the Code of Conduct**

Minor breaches will be addressed with the learner and recorded by the relevant staff member in accordance with the recording procedures of Dublin College Dundrum.

Where a learner continues to engage in behaviour that is deemed to be in breach of the Code of Conduct, the staff member will escalate the issue to the Programme Lead. The Programme Lead will meet with the learner to address the behaviour and will advise the learner of the consequences of persistent minor breaches of the Code of Conduct. This meeting and its outcome will be recorded.

Persistent minor breaches of this Code of Conduct will be deemed to be a major breach.

Major breaches will be recorded and reported by the relevant staff member to the Deputy Principal. In the absence of the Deputy Principal the breach will be reported to the designated staff member in charge. In exceptional circumstances the breach will be reported to the Principal. The learner may be requested not to attend a particular class or to attend College, with immediate effect, while the incident is being investigated and pending a final decision.

##### **Major Breach of Code of Conduct**

The Deputy Principal shall investigate and adjudicate on alleged major breaches of the Code of Conduct within 15 College days. This timeline may be extended in exceptional circumstances. The Principal may be involved depending on the nature of the breach of the Code of Conduct. The College reserves the right to contact the Gardaí in relation to major breaches.

The investigation will be conducted in accordance with the principles of natural justice and fair procedures within 10 College days. The Deputy Principal may speak with relevant staff members, learners and/or witnesses as part of this investigation.

The learner will be advised, in writing, in advance of the following:

- The date, time and location of the meeting to investigate the alleged breach of the Code of Conduct.
- The right to speak in his or her own defence.
- The right to call witnesses (the witness name/s must be forwarded to the Deputy Principal at least 24 hours prior to the scheduled meeting).
- The right to be accompanied to the meeting (the name of the accompanying person, who is attending to provide support to the learner, must be forwarded to the Deputy Principal at least 24 hours prior to the scheduled meeting).
- The requirement for a parent/guardian to accompany learners under 18 years of age.

Refusal or failure to co-operate by any party with the investigation will not prevent the investigation proceeding and reaching a decision.

Where the Deputy Principal concludes, within 5 College days of the completion of the investigation, that the Code of Conduct has been breached, a warning or a sanction will be imposed. Breaches will be recorded on the learner file.

## **5. WARNINGS AND SANCTIONS**

When a breach of the Code has been established after due process, an appropriate warning or sanction will be imposed. Learners will be notified in writing of the warning/sanction applied and the rationale for imposing it. Parents/guardians will also be notified of a warning/sanction applied for learners under 18 years of age.

### **Warnings**

Warnings include:

- A verbal warning
- A written warning

The Deputy Principal will impose verbal and written warnings.

### **Sanctions**

Sanctions include:

- Temporary exclusion from class (1 to 5 classes as appropriate)
- Temporary exclusion from the College or other College activities (1 to 5 days as appropriate)
- Permanent exclusion from the College

The Principal has delegated authority to impose Code of Conduct sanctions.

### **Temporary Exclusion Sanctions**

The imposition of temporary exclusion sanctions will be recommended by the Deputy Principal to the Principal. The Principal, having reviewed the evidence from the investigation, will, if warranted, impose temporary exclusion sanctions.

In the event that an in-class assessment is scheduled to take place during the temporary exclusion period, learners will not be denied the opportunity to present for the assessment either during the exclusion period or as soon as possible afterwards, as appropriate.

Failure to comply with a temporary exclusion sanction will be considered a major breach of this Code and may result in permanent exclusion from the College.

### **Conditions Attaching to Warnings/Sanctions**

If considered appropriate, conditions may attach to warnings and temporary exclusion sanctions, for example, a learner may be required to give a written undertaking of good behaviour for the remainder of the academic year.

### **Permanent Exclusion Sanction**

The imposition of a permanent exclusion sanction will be recommended by the Deputy Principal to the Principal. The Principal will carry out a new investigation and will, if appropriate, impose a permanent exclusion/expulsion.

## **6. RIGHT TO APPEAL**

Dublin College Dundrum recognises the right of learners to appeal warnings and sanctions and commits to address every appeal in a timely, fair and consistent manner.

### **Grounds to Appeal**

The sanction imposed may be appealed by the learner if:

- The learner believes that they were not provided with a fair hearing.
- There is new evidence that was unavailable at the earlier meeting that could have affected the outcome.
- The learner believes that the penalty imposed is disproportionate to the act of misconduct.

### **Procedures to Appeal**

Learners may appeal warnings to the Principal.

Learners may appeal exclusion sanctions, in writing, to the DDLETB, stating the grounds of the appeal, within 5 College days of being notified of the imposition of the sanction.

An appeal will be treated as a full rehearing with consideration given to the following:

- Mitigating factors, e.g. academic record, remorse shown etc
- The available range of sanctions
- The impact of the decision.

All data collected and recorded in relation to the implementation of the Code of Conduct will be stored in accordance with GDPR requirements.