

P218 CAFRE Learner Agreement Policy

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	CAFRE Quality Manual Index (Tick as appropriate)	CAFRE Website (Tick as appropriate)
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This document can also be produced in alternative formats upon request.

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Version History

Version	Description of Changes	Date
2	<ul style="list-style-type: none">• Updates in terminology• Changes to Learner Agreement• Inclusion of Code of Conduct• Uploaded onto CAFRE policy template	July 2023

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1. Introduction

CAFRE has a duty of care to all of its learners and seeks to ensure that all learners experience an inclusive, enjoyable and safe environment, in which they feel respected and valued. CAFRE is also committed to ensuring that any learners who are under the age of 18 receive the same quality of experience as those learners aged over 18, whilst also meeting the additional legal requirements that apply to this age group.

The college's Safeguarding Policy along with other internal procedures aims to care for and protect all learners, to ensure that the college experience is inclusive, enjoyable and within a safe environment which they feel respected and valued. The CAFRE Safeguarding Policy and Procedures is available on the CAFRE website. The college is also compliant with the requirements of the [Disclosure and Barring Programme](#).

2. Purpose

The purpose of this policy is to underpin the creation of a college community, in which staff and learners can enjoy the learning experience, reach their full potential both academically and socially and study, live and thrive in a safe, respectful college community. It is supported by a set of procedures which aim to encourage and develop positive learner behaviour. The associated procedures also outline the steps we will take where a learner is not being respectful, acts in a way that is damaging to the college community or when these expectations of behaviour are not met.

3. Objectives

As far as is reasonably practicable, the college will try to:

- a. Safeguard the right of individuals to fair and equitable treatment and to ensure that members of the college community can work or study within a safe and secure environment.
- b. Promote positive behaviour and readiness to be active members of the college community and citizens of the wider society.
- c. Encourage and promote a focus on learning and personal progress for all its learners.
- d. Provide a secure and safe physical environment for its learners and staff.
- e. Take appropriate action when learners have not met the expectations set for them which can include: early intervention warnings; provision of support for learners appropriate to their needs; presentation of opportunities for improvement; and a range of disciplinary sanctions, according to the circumstances.
- f. Maintain contact with parents, carers, social workers and employers, **where appropriate** to the age and circumstances of the learner, to ensure that learners are appropriately supported. Learners who are under 18 should be aware that whilst additional measures are in place to support them, CAFRE campuses are

adult environments. Learners joining CAFRE are expected to behave like adults and to assume an adult level of responsibility. This is a key part of personal development.

4. Learner Commitments

All learners will receive support from their Programme Manager/Course Director, Year Managers, Course Lecturers and Instructors, a team of Student Services staff and a Student Support Officer **but will not receive** the level of supervision they would have received in school.

All learners are expected to have or develop within an agreed timescale the necessary skills to study, work and live independently alongside other learners of different ages and from a wide variety of backgrounds.

Learners who accept a place on a CAFRE course must agree to the following:

- To follow the principles set out in the CAFRE Learner Charter (**See Appendix 3**), Learner Code of Conduct (**See Appendix 4**) and adhere to all CAFRE's Regulations, Policies and Procedures.
- To follow the law in relation to matters such as purchasing alcohol, giving consent, holding office etc. Failure to do so may result in legal and/or disciplinary action and may result in suspension or dismissal. In the case of Veterinary Nursing this may result in being unable to continue with licence to practise qualifications.
- To permit CAFRE **to** hold details of their nominated contact details. It is **essential** that learners provide such details and inform the college of any changes to these details to ensure that the college can contact the appropriate person, when necessary.
- Agree that a record will be kept by the Student Support Officer or the Student Services Team in relation to any support given or disciplinary incidents and their outcomes.
- Acknowledge that it is not legally possible to offer full confidentiality, as certain disclosures must be reported because of age. However, all learners have rights under the General Data Protection Act 2018. Failure to pay any sums of money under contract will be disclosed to the relevant parent, guardian, carer, or any debt collection agency.

5. Under 18 Learners

- Under 18 learners must have a consent form (**see Appendix 1**) signed by a parent, guardian or carer. This must be returned to Student Services Team before a learner can commence a course. This form provides a statement of agreement by a parent, guardian or carer, which permits a learner to participate in all activities that a learner is likely to engage in as part of their programme. It also highlights that CAFRE may have

to act on behalf of a learner in certain circumstances, such as authorising emergency medical treatment.

*Note that **CAFRE does not act 'in loco parentis'** and the permission of a parent, guardian or carer of under 18s has to be sought where a learner may wish to make certain decisions, for example, entering into specific contracts or making a complaint. The permission of a parent, guardian or carer may also be sought in the event of illness, accident or disciplinary matters.*

- Under 18 learners who are residential must inform staff when they leave Campus and return to Campus. All under 18 learners staying in our residential accommodation **must** be back on Campus before 11.00pm. A late pass enabling learners to return after 11.00pm will only be issued with parental consent and at the discretion of Residential Support Staff. Late passes will be restricted to one per week and learners should note that late pass privileges can be revoked at any time.

6. Contact with Parents and Guardians

- The college welcomes all means of support for our learners however we must also comply with GDPR and the Data Protection Act (2018) which regulates how we process personal data, including any disclosures about our learners. This applies to all learner information, even if they are under the age of 18. **The college is unable to discuss learner information with anyone unless the learner has provided this consent on their nominated contact details form or where an individual has legal responsibility for a vulnerable adult.** During enrolment, learners are given the opportunity to provide this consent and the name of the person to whom we can discuss their information with. In an emergency e.g., where we have concerns about the life, health, and welfare of the learner we will contact the person identified as the 'Nominated Contact' on the learner's account.
- For many learners, their parents and guardians play a big part in ensuring that their child is responsible for their own behaviour in college. Where appropriate, we will ask parents and guardians to work with the college to support their child's learning. This includes informing the college of any special education needs or personal factors that may result in their child displaying unexpected behaviour.
- We ask that parents and guardians attend meetings with staff to discuss behaviour, to support any learner behaviour contracts that are put in place. Parents and guardians will usually be contacted in agreement with the learner, but in some circumstances, for example, serious risk to health or welfare, contact may be made without consent being sought. For learners over the age of 18, parents and guardians will only be contacted with consent of the learner and in extreme circumstances.
- We will promote good behaviour within the college curriculum and provide regular reminders and reinforcement of college rules and expected standards of behaviour. We will work with parents and guardians to understand the needs of their son/daughter and to address any unacceptable behaviour. We believe that, in conjunction with

behaviour boundaries and sanctions, good support systems, praise, and rewards are an important part of building an effective learning community.

- We encourage parents and guardians to communicate with the College if they have a concern about their son/daughter's behaviour, and we will do as much as possible to support parents and guardians as and when they need it.
- The college has the right to insist that any learner who is over 18 years represents themselves and takes full responsibility for their own actions. As the college may on occasions choose to exclude parents/guardians where this is deemed to be the best long-term interests of the learner.

7. Additional Support

- The college recognises our legal duties under the Equality Act 2010 in respect of learners with Special Educational Needs and/or Disabilities (SEND). All learners identified with SEND are covered under this policy. We recognise that these learners often require support which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available. An Individual Behaviour Plan will be used for learners with SEND that cause them to display challenging behaviour. Where necessary, advice will be sought from external agencies, to assist with putting in place appropriate support strategies. These will be monitored and reviewed regularly by the CAFRE Student Support Officer.
- Learners may be identified as 'at risk' of failing in their studies for many different reasons. This includes those whose behaviours cause concern because of the impact on themselves and/or others. The college's key objective is that learners remain on their programme and achieve their target qualification. Learners will generally not be asked to leave unless and until all alternatives have been exhausted, or in the case of gross misconduct.
- If a learner is struggling to meet the requirements of their course, they should discuss this at the earliest opportunity with their Course or Year Manager who will work with them to draw up a support plan and may refer them to Student Support for additional support outside the classroom.

Nominated Contact Details

As permitted by Article 6.1 (d) of the GDPR 2018, I give my consent that the college will use the following Nominated Contact Details if there is a concern for my health, lifestyle or safety.

Nominated Contact No. 1

Name:
Daytime No: **Mobile No:**
Relationship to you:

Nominated Contact No. 2

Name:
Daytime No: **Mobile No:**
Relationship to you:

Your success at CAFRE is best achieved through the support from staff, college support services, family and friends. The college requires your consent to use your Nominated Contact details to discuss matters relating to your progress within the college.

Please select one of the following consent options regarding issues that may affect your progress (including performance, attendance and disciplinary matters):

☐ **I give consent** for the college to contact my Nominated contact regarding progress.

☐ **I do not give** consent for the college to contact my Nominated contact regarding progress.

You may withdraw your consent to this at any time by contacting college Education Admin.

I understand and consent to the points listed in the Student Agreement.

Learner Name:
Course:
Signature:
Date:

Appendix 1: Parent/Guardian/Carer Consent Form (Under 18 Students Only)

Dear Parent/Legal Guardian,

As your child is commencing as a learner at CAFRE and they are under the age of 18, we are informing you about CAFRE's policy and procedures in relation to their protection and safety, which address the requirements of current legislation.

Before your child can be enrolled with CAFRE, we require you to read and acknowledge your understanding and consent of the following:

1. I/we understand and accept that while studying at CAFRE my/our child will be subject to the Regulations, Policies and Procedures of CAFRE.
2. I/we understand that the College of Agriculture, Food and Rural Enterprise (CAFRE) does not act 'in loco parentis' for my/our child.
3. I/we consent to the activities that my/our child will be officially undertaking as part of his/her studies/extra-curricular activities.
4. I/we consent to CAFRE staff administering first aid and/or taking my/our child to hospital or phoning an ambulance in the event of an emergency.
5. I/we agree to accept liability for any of my/our child's debts to CAFRE.
6. I/we understand and accept that CAFRE is an adult environment and that my/our child will generally be treated as an adult where the law permits.
7. I understand that the college will attempt to act in the best interests of my child and work to develop independence and personal responsibility and that at times the college may choose to deal with minor issues without my direct involvement.
8. I/we understand that, in accordance with statutory requirements, it is not possible to offer confidentiality to a person under 18 and that any disclosures must normally be reported to a parent/carer/legal guardian apart from safeguarding issues which will be reported to appropriate authorities.
9. I/we understand that subject to paragraph 7 (above), the operation of the General Data Protection Regulation and Freedom of Information Act prevents CAFRE releasing information relating to my/our child's academic, personal or social progress without him/her giving express consent to this. **However, failure to pay any sums of money under contract can be disclosed to myself/ourselves or any debt collecting agency.**
10. I/we realise that this consent form becomes null and void once my/our child reaches the age of 18.

Academic Year

Learner Name

Programme

I understand and consent to the points 1 to 10 set out in the accompanying document 'Appendix 1, Parent/Guardian/Carer Consent Form'.

Name of Parent/Guardian/Carer
(Block Capitals)

Invoice Name (if different from
above)
** See point 5 above*

Invoice Address

Signature

Date

Appendix 2: Learner Agreement

1. I understand and accept that while studying at CAFRE I will be subject to the regulations, policies, and procedures of CAFRE.
2. I agree to follow the principles set out in the Learner Charter and Learner Code of Conduct.
3. I understand that I will be treated like and will also behave like an adult. I recognise that parent/guardian intervention will only be required for under 18 students and should not be required for over 18 students.
4. I consent to CAFRE staff administering first aid and/or taking me to hospital or phoning an ambulance in the event of an emergency.
5. **I understand and agree with the liability for my debts to CAFRE:-**
 - **Under 18 learners the parent/guardian/carer is liable.**
 - **Over 18 learners the learner is liable.**

I acknowledge that failure to pay any sums of money under contract can be disclosed to any debt collecting agency.

6. I agree to be entered into all examinations relevant to my programme of study.
7. I agree to attend all classes and, if my programme is delivered solely or partially online-learning, to access the learning materials. I will seek prior approval for any planned absences and will notify CAFRE of any illness as soon as possible, in accordance with CAFRE's attendance policy.
8. I agree to complete all work on time and to the best of my ability; to make appropriate use of study resources and to contribute to my tutorial reviews.
9. I agree that I will demonstrate personal responsibility for my actions during my period of study at CAFRE.

Signed: _____ Date: _____

Appendix 3: Learner Charter

CAFRE is committed to providing an environment that supports and develops learners through high quality teaching and learning thus promoting a positive learner experience. CAFRE will act in a fair, just and legal manner in its dealings with you, providing equal opportunity to all and complying with appropriate legislation. The Learner Charter sets out these commitments.

CAFRE is committed:

- To promoting an active learning community in which you have the opportunity to develop as an independent learner.
- To respecting the rights of both learners and CAFRE staff and treating them with dignity; to having regulations, policies and processes in places which will work towards equality and diversity and prevent discrimination.
- To being professional in our dealings with you including setting out the standard of service you can expect; to providing you with fair and efficient complaints, appeals and disciplinary procedures within their defined remits.
- To providing you with full and accurate information about CAFRE, its facilities, its courses and its regulations.
- To providing well-designed, relevant and quality-assured courses, which optimise learner choice as far as is reasonably possible. Courses should be well resourced enabling learners to develop academic knowledge and applied skills.
- To delivering the programme you have been accepted onto as described and inform you of any substantial changes to the programme structure in terms of content or delivery/assessment.
- To having all submitted coursework, assignments and examination scripts marked, moderated as appropriate, and made available with feedback to you in accordance with the Awarding Organisations / Validating University's timescales and policies relevant to your course of study.
- To providing an appropriate learning environment with a range of study areas and access to resources and support, both on campus and online.
- To communicating with you as efficiently as possible through a variety of channels.
- To providing timely and accurate information about fees you are liable to pay and relevant academic administrative processes such as registration and assessment.
- To providing a wide range of learner and academic support services designed to promote your well-being and enhance your progress.
- To creating opportunities for you to express your views about your experience as a CAFRE learner, and become involved in CAFRE's decision-making processes at various levels as far as is reasonably possible.

- To safeguarding information you supply in compliance with the requirements of the General Data Protection Regulation, the Freedom of Information Act or any other statutory obligations; including explaining to you why we need to collect information.

As a learner you are expected to commit yourself:

- To fully engage with your educational experience and to take ownership of your own learning and development. Actively engage in the process of learning and value the contributions of others such as your peers, staff or external experts;
- To study diligently, organise your work effectively and endeavour always to produce and submit quality assessment tasks and assignments by the required dates/deadlines whilst observing adherence to CAFRE's plagiarism policy and to seek help if needed;
- To pay attention to and act on all feedback given to you by your lecturers in connection with assessment;
- To attend all scheduled sessions punctually and follow CAFRE procedures in relation to absences from class.
- To be compliant with CAFRE's health and safety requirements.
- To respect the rights, beliefs and values of, and to treat with dignity regardless of their ability, background or cultural identity, all fellow learners and CAFRE staff; to observe regulations, policies and processes which support equality and diversity and to refrain from the use of inappropriate language. You must not act or behave in any manner which is or may be perceived to be discriminatory to others on the basis of religion, gender, political opinion, marital status, dependency, age, disability, ethnic origin or sexual orientation.
- To behave in a responsible manner on and off campus and ensure that your actions do not have an adverse impact on CAFRE's reputation, its environment, neighbours, the local community or those who work or study at CAFRE.
- To comply with all CAFRE procedures, regulations, policies and communications. Breach of these policies could result in disciplinary action.
- To respect other users of the learning environment and the learning environment itself.
- To pay all fees and charges if applicable when they are due.
- To engage positively with the education support services as appropriate and provide constructive views on how CAFRE can enhance its services.
- To provide feedback and comments on the quality of your learning experience and contribute to CAFRE's decision making procedures, wherever and whenever reasonably possible, for the benefit and advancement of all.
- Declare any relevant criminal convictions in line with the Criminal Convictions Disclosure policy.
- To provide CAFRE with accurate information when requested and keep it updated especially your contact details, nominated contact and medical details.

Appendix 4:

Learner Code of Conduct

CAFRE recognises the importance of creating a college environment which enables all learners to succeed in safe and friendly surroundings. It recognises that the wider college community deserve the same respect.

The Learner Code of Conduct (the 'Code') applies to all learners of the college from enrolment through to completion of their programme of study. The Code imposes mandatory standards of conduct in relation to all activities of learner wherever they may take place (e.g. when they are on/off college campuses, on a placement or in their place of employment), where there is deemed to be a sufficient connection between the learner's activity and the wellbeing, interests or reputation of the college, its staff, other learners or visitors.

It is a condition of enrolment that each learner undertakes to comply with both the letter and the spirit of the Code. This compliance remains a condition of continued enrolment at the college.

Learners must:

- Read the Learner Code of Conduct during induction, or after any in-year update of the Code and adhere to the Code thereafter.
- Abide by the undertakings made in their registration process.
- Be respectful, polite and courteous to all staff, other learners and visitors.
- Respect differences in relation to gender, race, nationality, ethnic origin, disability, sexual orientation, religion, belief, age, political opinion, dependant status, marital status and class.
- Respect and take reasonable care in relation to the property of the college, its staff, other learners, or visitors.
- Always carry their identity card while on college premises or, on business or activities connected with the college.
- Familiarise themselves with and comply with all relevant regulations, policies, and procedures of CAFRE.
- Maintain satisfactory standards of academic performance as set by their lecturer(s).
- Not use mobile technology in class/practical sessions without the permission of their lecturer(s)/instructor(s).
- Not take food or drink into classrooms or other prohibited areas.
- Not bring animals on to college premises, with the exception of assistance dogs.
- Not smoke or vape on college premises outside of the designated areas.
- Avoid causing any nuisance by the use of mobile telephones, personal radios or music players (including in-car equipment).

- Drive courteously and carefully while on college premises, including in college car parks where speed limits must be observed and not using vehicles unnecessarily around the campus.
- Avoid parking inappropriately including parking in spaces designated for disabled persons or reserved for other persons.
- Avoid any anti-social behaviour in the neighbourhood of the college, enroute to or from the college, or when living in campus accommodation.

Misconduct

Any breach of the Code may trigger disciplinary action. Disciplinary action may lead, in the case of serious or repeated breaches, to exclusion from the college. The mechanism for dealing with alleged breaches of the Code are set out in the Learner Discipline Policy. Learners are advised that some breaches of the Code may result in suspension or expulsion from the college and/or in the involvement of the police.

The following is a **non-exhaustive list of examples** of misconduct which would constitute a breach of the Learner Code of Conduct and lead to disciplinary measures.

1. Abusive Misconduct

- Behaving in a violent, indecent, disorderly, threatening, anti-social or offensive manner, or using offensive language.
- Behaving in a manner likely to cause injury or a risk of injury to health and safety.
- Behaving in a manner amounting to, or likely to amount to, bullying or harassment, including bullying and harassment using communication technologies.
- Behaving in a manner amounting to, or likely to amount to, differential treatment or discrimination on grounds of race, nationality, ethnic or national origin, colour, religion or belief, gender, marital status, sexual orientation, gender reassignment, disability, political opinion, age or any other improper criterion.
- Conduct which constitutes a criminal offence where that conduct:
 - a. Took place on or off college premises or
 - b. Affected or concerned other members of the college community.

2. Behavioural Misconduct

- Smoking or vaping outside of the designated areas in the college.
- Possession, use, consumption, sharing or distribution of legal or illegal substances, including the distribution, use or possession of prescription medications contrary to a valid prescription.
- Being in possession, within the precincts of the college or whilst taking part in any college activity, of any 'weapon', defined as being 'any article made or adapted for use to cause injury to the person, or intended by the person having it with him for such use', (unless required for the Level 2 Certificate in Live Quarry Shooting qualification).
- Learner is under 18 and was found to or suspected to have:
 - a. Possessed or consumed alcohol on campus.

- b. Arrived/returned to campus under the influence of alcohol.
 - c. Consumed alcohol on a college trips or study tour.
- Gambling on college premises.
- Disposing of litter inappropriately.
- Off campus anti-social behaviour or criminal behaviour which causes reputational damage to the college.
- Lewd, indecent, or obscene conduct, including nudity or sexually explicit behaviour, that would reasonably be offensive to others.

3. Disorderly Misconduct

- Causing intentional or reckless damage to, or defacement, misappropriation or unauthorised use or misuse of, any property or equipment belonging to the college, staff, learners or visitors.
- Obstructing, frustrating or disrupting any lecture, class, practical or other instruction, any laboratory work, any examinations, any meeting, or other function (including social or sporting activities) authorised to take place within the college premises or elsewhere.

4. Fraudulent Misconduct

- Failure to adhere to the Criminal Convictions Disclosure policy.
- Stealing or otherwise obtaining any advantage by deception.
- Altering, falsifying or otherwise misrepresenting documents relating to any member of college staff, other learner or visitor.

5. General Misconduct

- Infringing any policies of the college, whether contained within the Code or otherwise.
- Failing to comply with any sanction previously imposed for a breach of the Code.
- Aiding, abetting, counselling or procuring, or inciting/conspiring with others to commit, any breach of the Code.
- Failing to comply with the reasonable instruction of any member of staff at the college.
- Failure to disclose name and other relevant details to staff in circumstances when it is reasonable to require that such information be given.
- Failing to show an identity card to staff upon reasonable request to staff in circumstances when it is reasonable to require that such information be given.
- Making false, frivolous, malicious, mischievous or vexatious complaints.

6. Health and Safety Misconduct

- Interfering with any mechanical, electrical, or other property, services or installations within the college.
- Tampering with, or unapproved activation of, any safety equipment and/or warning system; setting or causing a fire; engaging in dangerous activity.

- Operating a vehicle or machinery or using tools whilst under the influence of drugs/alcohol.

7. IT, and Internet Misconduct

- Unauthorised access to or use of a computer, computer system, network, software or data.
- Using the college's computing resources for prohibited activities.
- Breach of the college's IT acceptable use statement.
- Use of college facilities to create, display, produce, store, circulate or transmit any material which may be deemed offensive.

8. Social Media Misconduct

- Making any statement or publishing or broadcasting any information or opinion (including expressing orally, in writing, by images or by sign or by other visible representation, including electronically) which is prejudicial, threatening or intimidating, abusive, insulting, defamatory, or offensive, or which constitutes harassment or makes others fear violence.
- Commenting on, creating, storing, or distributing photographic, video or audio recordings of members of staff, other learners, or visitors of the college without their permission or taken in a location in which that person has a reasonable expectation of privacy.
- Sharing of CAFRE related photographs, comments and videos which include offensive comments about the college itself, or about staff, fellow learners and/or other stakeholders.

9. Safeguarding Misconduct

- When a learner is in an area of the campus where their access is restricted or prohibited.
- When a learner knowingly brings a learner or visitor into an area of the campus where their access is restricted or prohibited.
- Where a learner creates an intimidating, hostile, degrading, humiliating or offensive environment (either in-person or online) including that of a sexual nature and/or when a person is unable to provide consent or whose consent is coerced or obtained in a fraudulent manner.
- Sharing private and personal explicit images or video footage of a learner without their consent.