

Learner Values - Guidance

As a learner at the NHC we aim to give you all the support and guidance you need to achieve success. This guide is to show you what we expect from learners at the College so that we can help you to achieve in a supportive, non-threatening environment and keep you safe.

These values apply to all areas of College and all parts of the programme:

Respectful

- 1 Behave in a polite and courteous way that does not offend others. No swearing or abusive language at any time, this includes all areas of College. Sexist/racist behaviour and noisy/unruly/abusive behaviour or anti-social behaviour such as spitting will not be tolerated. Refrain from noisy and unruly behaviour at all times especially after 9.30pm.
- 2 Dress in a way that does not offend others; this includes wearing revealing clothing, such as low-cut tops, strappy tops with bare midriff, shorts that reveal inner thigh or buttocks (no shorter than mid-thigh or tailored and fitness shorts need to be worn with a long top), low slung trousers and the display of offensive logos or slogans. No hooded tops on the yards or whilst riding. Hooded tops must not be worn with the hood up anywhere on site and any form of headgear (this includes beanies, caps, hats or scarves) must not be worn in classrooms or in the dining room unless for medical or religious reasons. Nightwear must not be worn outside the residential building. Please see the separate guidance of what is permitted.
- 3 Treat everyone with respect and comply with the College's Equality and Diversity Policy. Any form of bullying or harassment will be treated seriously and may lead to dismissal from the College.
- 4 Follow instruction given by any member of the College's staff.
- 5 Treat all College facilities, staff, other learners and their property with respect. Vandalism will not be tolerated. Any damages are to be paid for.
- 6 You must refrain from any conduct which constitutes a criminal offence e.g. theft.
- 7 You must refrain from intimidating or aggressive behaviour towards learners, staff or horses. Violence/fighting will not be tolerated.
- 8 Do not take food or drink into classrooms (a water bottle is allowed).
- 9 Dispose of litter responsibly by using bins and recycling bins where possible.
- 10 Absence must be notified as soon as possible in person. Agree with an instructor what you need to do to catch up if you have been absent.
- 11 Comply with Awarding Body examination and assessment regulations. Make sure all work produced for your portfolio is your own work. Copying and/or cheating may lead to disciplinary action.
- 12 Leave classrooms and accommodation including bedrooms, boot room, recreation room and dining room in the condition you would wish to find them.
- 13 Indoor shoes to be worn in the dining room and other indoor areas.
- 14 Sexual activity regardless of sexual orientation and public displays of affection will not be tolerated.
- 15 Permission must be obtained before entering the instructor's office or staff flat/office.

Ready

- 16 Learners must wear designated uniform at all times, you must not wear items that are not uniform over the top of uniform polo shirts. They must wear dark coloured breeches for riding, they must not wear leggings, tracksuit bottoms or jeans. They must wear blue/black trousers or black jeans for yards work (no blue denim jeans allowed). They do not have to wear uniform on Sundays. However, appropriate dress must be worn for example; on the yard (suitable footwear), for fitness (trainers) and cooking (aprons).
- 17 Look professional at all times, especially when representing the college at educational visits and races. Specifically:
 - Clothing – modest, clean and tidy
 - Footwear – clean (polished where appropriate) and suitable for the activity
 - Hair – long hair must be tied back, no unnatural hair colour such as orange, pink, blue, purple or green. Dyeing hair at college is not acceptable
 - Tattoos – nothing considered offensive (graphics or words) to be visible
 - Makeup – only what is considered subtle is permitted
- 18 Be on time and attend all lessons – this includes the evening programme.

- 19 Work hard at all times and complete work set outside lessons on time.
- 20 Repeated poor performance through a lack of effort may result in disciplinary action being taken.

Safe

- 21 Mobile phones are not allowed on the yard or in classrooms – this includes the evening programme and functional skill sessions. Mobile phones will be confiscated if this rule is breached unless they have been authorised by a member of staff. They are to be placed at the front of the class until required.
- 22 Follow the College's Health and Safety rules at all times. Correct PPE clothing e.g. skullcap, body protector and boots must be worn at all times when riding and/or working on the yards.
- 23 Jewellery is not to be worn when working with horses, wrist watches are permitted. No visible piercings are allowed in sessions or on the yard including bars across the top of the ear (except a skin coloured plug). Any piercings that cannot be removed have to be covered. Rubber wrist bands are not allowed. If jewellery is worn it will be confiscated for the remainder of the course.
- 24 Natural nails and nail extensions must not be any longer than the finger tip.
- 25 Do not enter any restricted or prohibited area, which includes entering opposite gender accommodation.
- 26 Do not install any unauthorised/illegal software on any of the College's computers. Do not use ICT inappropriately by accessing sites that go against College policies. Do not use social network sites, blogs, e-mail, SMS messages etc. that are deemed inappropriate against another learner, member of staff or the College, for example:
 - o To harass or victimise
 - o To make slanderous claims
 - o To bring the College into disrepute
 - o Or the use of foul / abusive language.
- 27 Smoking and e-cigarettes are prohibited in all areas of the College except in the designated smoking and e-cigarette areas. Tampering with extinguishers, smoke or fire alarms is strictly prohibited.
- 28 You must not possess, consume/use or deal in alcohol or drugs including legal highs at the College.
- 29 You must not possess or deal in dangerous weapons at College.
- 30 You must not possess or deal in obscene material at College.
- 31 Harmful sexual behaviours will not be tolerated, this includes online.

Sexual violence/abuse could be any of the following: Unwanted rough or violent sexual activity, rape or attempted rape, refusing to use condoms or restricting someone's access to birth control, keeping someone from protecting themselves from sexually transmitted infections (STIs), sexual contact with someone who is very drunk, drugged, unconscious or otherwise unable to give a clear and informed yes or no, threatening or pressuring someone into unwanted sexual activity.

Sexual harassment is unwanted conduct of a sexual nature. This may include: Unwanted, unwelcomed physical contact, such as touching, bumping, grabbing/patting or pulling bra straps etc, sexually insulting remarks about race, gender, ability or class, bragging about sexual prowess for other to hear, intimidating hallway behaviour, which can include demeaning nicknames, homophobic name calling, cat calls, rating or embarrassing wolf whistles, graffiti with names written visibly for others to see; common example is: 'for a good time, call...', being followed around by another peer / being stalked.
- 32 Prior approval must be sought for learners to bring a car to College. You must provide a copy of your driving licence, certificate of insurance and MOT. Car keys must be handed in to residential staff at the start of the course. Cars cannot be used during the week whilst at the NHC, they can only be used on weekends.
- 33 Drive safely on site.
- 34 Any learner who wishes to go home in another learner's car or to their home must get prior approval at least 24 hours before from the Training Manager, College Counsellor, Senior Instructor or a residential member of staff.
- 35 Get approval from a residential member of staff before inviting a friend or relative to College.
- 36 You must not consume energy drinks containing caffeine or take any kind of caffeine tablets.
- 37 Do not use radios, MP3/CD players or wear earphones on the yard or in the classroom.

Any breach of the NHC's values may lead to disciplinary action being taken against a learner and dismissal from the College if the breach is sufficiently serious. Sanctions may be imposed where necessary. Please refer to the College's Discipline and Dismissal procedure.