



Bolton College Terms and Conditions for Higher Education students taught at Bolton College campus 2020/21

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

Refer to 2020/21: <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.bolton.ac.uk/about/governance/policies/student-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 exper 3 Â tion. Bolton College,

discrimination. These values apply equally to
ers and those with whom we do business.

[Attachments/Key-Policies/Discrimination-](#)

[Policy-Feb18.pdf](#)

Please refer to the Bolton College Single Equality Scheme:

<https://www.boltoncollege.ac.uk/assets/Uploads/v3single-equality-report-2016-19-1.pdf>

Also

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/>

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

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

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 e csp w

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, o ureic A Ternally,

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 i