

Christ Theological College

Code of Conduct

Effective from: July 2026

1. Introduction

Christ Theological College (CTC) is committed to creating a learning environment that is respectful, inclusive and safe for all students, staff and volunteers. This Code of Conduct sets out expectations for behaviour and conduct. This Code is intended to support a Christ-centred, respectful and academically responsible learning community. It provides a clear and proportionate framework for promoting appropriate conduct, addressing concerns and responding fairly to alleged breaches.

2. Scope

The Code applies to conduct during teaching, assessment, tutorials, meetings, pastoral conversations, online communications, placements, College events and any other activity undertaken on behalf of, or in connection with, CTC.

This Code applies to:

- All staff (full-time, part-time, or fixed-term)
- All students enrolled on CTC programmes
- All volunteers working on behalf of CTC
- All CTC activities including online learning and pastoral care

3. Core Principles

Everyone connected with CTC is expected to:

- Act with honesty, integrity and respect towards others
- Treat all people fairly and with dignity

- Uphold CTC's values of academic excellence and pastoral care
- Comply with all safeguarding, equality and data protection policies
- Support and maintain a safe community

4. Expected Conduct

All staff, students and volunteers are expected to:

- Be punctual and reliable
- Maintain professional boundaries in all relationships
- Communicate respectfully in person and online
- Follow all health and safety procedures
- Use CTC facilities only for authorised purposes
- Respect the property of others
- Comply with reasonable instructions from CTC leadership

5. Unacceptable Conduct

The following behaviour is not acceptable and may result in disciplinary action:

- Physical violence, threatening or aggressive conduct
- Harassment, bullying or discrimination
- Sexual misconduct
- Fraud, theft or dishonesty
- Being under influence of alcohol or illegal drugs
- Misuse of CTC IT systems or social media
- Breach of confidentiality or data protection
- Failure to report safeguarding concerns
- Failure to comply with safeguarding procedures

6. Academic Integrity

Students are expected to maintain the highest standards of academic integrity:

- Submit only your own original work
- Properly acknowledge all sources and quotations
- Provide honest information in applications and declarations
- Do not seek unfair advantage in assessments

7. Online Conduct

When using CTC online systems, social media or communications, all are expected to:

- Communicate respectfully and professionally
- Not share confidential or personal information
- Not post offensive, defamatory or harassing material
- Respect intellectual property rights of others
- Comply with CTC's Acceptable Use Policy

8. Positions of Trust

Staff and volunteers working with students are in positions of trust. They must:

- Maintain appropriate professional boundaries
- Not form relationships that compromise objectivity or create conflicts of interest
- Never abuse their position of authority
- Model the values and behaviour they expect from students

9. Breach of Code of Conduct

Minor breaches may include isolated instances of discourtesy, repeated lateness, failure to follow reasonable instructions, inappropriate online behaviour or other conduct that can normally be corrected informally.

Serious breaches may include violence, threats, harassment, discrimination, sexual misconduct, safeguarding failures, fraud, serious academic dishonesty, serious breaches of confidentiality, retaliation against a complainant, or repeated failure to comply with previous warnings.

The action taken will depend upon the nature, seriousness, impact and circumstances of the breach. Breaches will be taken seriously and may result in:

- Formal warnings
- Suspension from CTC activities or facilities
- Termination of employment or withdrawal of student status
- Referral to external authorities (police, safeguarding agencies)

Any action taken will be proportionate to the nature and seriousness of the breach. CTC may consider the impact on others, whether the conduct was repeated, any previous warnings, the person's response and any relevant mitigating circumstances.

Some lower-level actions can include:

- informal guidance;
- required apology;
- pastoral or academic support;
- written improvement plan;
- restrictions on participation or communication.

10. Support and Procedures

Anyone who witnesses a breach or has concerns is encouraged to report to the Principal or Designated Safeguarding Lead. All reports will be treated seriously, fairly and confidentially. CTC will respond to concerns promptly, sensitively and

proportionately. Decisions will be based on the information and evidence available. Confidentiality will be maintained as far as reasonably possible, although information may need to be shared with those responsible for investigating or responding to the concern.

Minor concerns will normally be addressed informally through discussion, clarification of expectations, pastoral support or an agreed improvement plan.

Where the allegation is serious, repeated or unsuitable for informal resolution, CTC will undertake a formal investigation. The person concerned will receive written details of the allegation, be given a reasonable opportunity to respond and may be accompanied by a supportive person at any formal meeting.

The decision will be communicated in writing, together with the reasons for the decision, any action required and information about the right of appeal.

Anyone subject to disciplinary investigation will have the opportunity to respond to allegations and be accompanied by a supportive person during any formal meetings.

No person will be disadvantaged or subjected to retaliation for raising, supporting or participating in the consideration of a concern in good faith. Knowingly false or malicious allegations may themselves be treated as a breach of this Code.

11. Decision making

The Principal will normally oversee student conduct matters. The Chair of Trustees, or another suitably independent person appointed by the Board, will oversee matters involving the Principal or where there is a conflict of interest.

Staff and volunteer matters will be addressed by the appropriate line manager, the Principal or the Board of Trustees, depending on the nature and seriousness of the concern.

12. Right to appeal

A person subject to formal disciplinary action may appeal in writing within 10 working days of receiving the decision. An appeal may be made on the grounds that the procedure was not followed fairly, the decision was unreasonable in light of the available evidence, or significant new evidence has become available.

The appeal will be considered by a person who was not involved in the original decision. The appeal outcome will be communicated in writing and will represent CTC's final internal decision.

13. Conflict of interest safeguards

No person who is directly involved in the allegation, or who has a material conflict of interest, will be responsible for making the final decision.

14. Links with other policies

This Code should be read alongside CTC's Safeguarding Policy, Equality and Diversity Policy, Complaints Policy, Academic Integrity Policy, Data Protection Policy and Acceptable Use Policy. Where a concern falls primarily under another policy, that policy and its associated procedure may be used.

15. Declaration

All staff, students and volunteers are required to read this Code of Conduct and sign a declaration confirming their agreement to abide by it.

16. Acknowledgement

I have read and understood the Christ Theological College Code of Conduct and agree to abide by its principles and expectations.

Name (print): _____

Signature: _____

Date: _____

Role: _____

Policy Governance

Policy owner: Principal

Approved by: CTC Board of Trustees

Effective from: July 2026

Review cycle: Every two years, or earlier where required by changes in legislation, regulatory expectations or the College's validated provision.

This policy is provided during staff, volunteer and student induction.