1. As the College adapts to the current global Covid-19 pandemic and the subsequent period of recovery we maintain our commitment to the health, safety and wellbeing of our students, staff, and visitors to campus. This is central to all decision making about revised operations and campus life during the pandemic. The Covid 19 Code of Conduct & Community Responsibility Agreement confirms the anticipated conduct of our community and the internal processes that will be followed if there is a suspected breach of our policies, procedures and terms and conditions.

2. The Code of Conduct should be read in conjunction with the current Student Conduct Regulations; Student General Regulations; Accommodation Terms and Conditions; Academic Regulations; Student Charter and Students’ Union Constitution and Byelaws. Guidance provided in the Halls Life guide and the Be a Good Neighbour guide are also relevant in this context.

3. The principles of this guidance have been adapted and expanded from Universities UK guidance (June 2020) and are:

3.1 That the health, safety and wellbeing of students, staff, visitors and the wider community will be the priority of the College in relation to decision-making for Covid-19 matters;

3.2 That appropriate and proportionate changes to College and SU operations will be made in accordance with public health advice;

3.3 That there will be flexibility in the delivery of services to enable a high-quality experience and to support students to achieve their learning outcomes in a safe manner;

3.4 Focussing on the wellbeing and mental health needs of students ensuring proactive and preventative measures are considered to maintain safety and wellbeing;

3.5 That we will seek to minimise risk and instil confidence about a Covid-secure environment.

4. The College will minimise risk to students, staff and visitors and to provide support and guidance to allow us all to make responsible choices. All members of our community have an individual and community responsibility to minimise the risk to themselves and others.

5. There is an expectation for all members of our community to understand, respect and follow government and local health, safety and wellbeing requirements. These requirements will be responsive to changing public health needs, be adaptive to local or national lockdown requirements, and will support existing health and safety legislation and needs. Areas of required compliance will be related to the latest guidance on:

(i) Social distancing;

(ii) Social gatherings (including halls and private sector accommodation)

(iii) Directional routes within buildings;

(iv) Maximum room capacities;

(v) Hygiene particularly in public or communal areas;
(vi) Quarantine, self-isolation, and track and trace where medically required;

*These requirements are not an exhaustive list and as guidance is updated through the pandemic period further areas may be added.*

6. All members of our College community should be aware of their own behaviour and conduct and to recognise when this could have adverse consequences for ourselves, others in our community and external public services such as the NHS and Police. This will include educational and social conduct in person and online; and behavioural conduct on and off campus including in halls and private sector housing where covered by our regulations.

7. Reports of inappropriate behaviour or conduct will be taken seriously by the College and SU. Our emphasis will be to educate and raise community awareness. Where conduct is suspected to be a breach of our regulations or codes of conduct our existing processes will be used to manage the health, safety and wellbeing of others and the campus.

<table>
<thead>
<tr>
<th>Area of conduct</th>
<th>Responsible officer(s) / Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct on campus (not including halls of residence)</td>
<td>Student Conduct Officer (Head of Student Advisory &amp; Wellbeing)</td>
</tr>
<tr>
<td>Conduct in halls of residence</td>
<td>Head of Residential Services or Hall Life Manager</td>
</tr>
<tr>
<td>Conduct in the local community</td>
<td>Head of Student Wellbeing</td>
</tr>
<tr>
<td>Conduct within the Students’ Union Events and Facilities</td>
<td>Venues Code of Conduct - Venues Disciplinary Panel</td>
</tr>
<tr>
<td>Students’ Union membership</td>
<td>Byelaw J – Members Disciplinary Procedure</td>
</tr>
<tr>
<td>Conduct in academic departments and associated buildings</td>
<td>Head of Academic Department</td>
</tr>
<tr>
<td>All other conduct</td>
<td>Student Conduct Officer (Head of Student Advisory &amp; Wellbeing)</td>
</tr>
</tbody>
</table>

8. The aims of the underpinning code of conduct principles will still apply if all government and public health restrictions are amended or removed in a more controlled health environment.

**Further information and guidance**

If anyone considers that this Code of Conduct has not been followed or for further information on the interpretation and application of the policy please contact the code of conduct owner.

<table>
<thead>
<tr>
<th>Policy Owner</th>
<th>Head of Student Advisory &amp; Wellbeing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approving Body</td>
<td>Executive Board</td>
</tr>
<tr>
<td>Version number</td>
<td>1</td>
</tr>
</tbody>
</table>

| Related policies, procedures and guidelines | (i) Student Conduct Regulations   |
|                                            | (ii) Student General Regulations  |
|                                            | (iii) Accommodation Terms and Conditions |
|                                            | (iv) Academic Regulations         |
|                                            | (v) The Student Charter           |
|                                            | (vi) Students’ Union and Constitution and Byelaws |
|                                            | (vii) Guidance provided in the Halls Life guide |
|                                            | (viii) Guidance provided in the Be a Good Neighbour guide |
| Reviewed by | Student Advisory & Wellbeing, Academic Services  
|           | Student Engagement & Sport, Academic Services  
|           | Residential Services, Commercial Services  
|           | Royal Holloway Students' Union  
|           | Compliance, Legal & Compliance  
|           | Health & Safety, Legal & Compliance  
| Approved   | August 2020  
| Review deadline | July 2021 |
Amendment to the College’s Covid-19 Code of Conduct & Community Responsibility Agreement

Background


2. Clause 7 addresses the issue of sanctions, which are dependent on existing Colleges Statutes, Regulations and Policies: there are a range of penalties that apply depending on the nature/type of the activity/behaviour/location of the student - https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/your-responsibilities-as-a-student.aspx (including the Student Charter, Student Conduct Regulations, Fitness to reside Policy, Drug, alcohol or substance abuse Code of Practice, Dignity & Respect (Students) Policy); there are also Student’s Union Polices that apply in given instances depending on the nature of the conduct.

3. The majority of College students have been complying with the Code, but it is noted that there are a minority who have not.

4. Following a review the application of, and sanctions associated with this Code, incidents on campus and in the community, and the developing national picture, the College has identified the need to provide specific sanctions in respect of a breach of the Code¹. These discussions have considered the options; and noted the approaches being taken by other universities, together with the requirements of the legalisation² governing imposition, and amount, of fines for breaches of Covid-19 laws that have developed since the Code was drafted and agreed.

5. The following changes are therefore made to the Code with immediate effect.

Amendment

6. Clause 7 of the Code shall be amended as follows:

   Where there is a breach of the current national legislation (as amended from time to time, and including amongst other things the 'rule of 6') then the College (either acting through its security staff or their agents/contractors, or upon investigations by the Police) will impose a financial penalty on students found to be in such breach as follows:

   - First offence - £50 (fifty pounds)
   - Second offence - £100 (one hundred pounds)
   - Third offence - £200 (two hundred pounds)

   These financial penalties shall apply concurrently to any other sanction that might be imposed as a result of the behaviour or conduct also being in breach of our other regulations or codes of conduct.

¹ College Rapid Response Meetings of 21 and 22 September 2020; meeting of PAG 22 September 2020.
² These are strict liability offences; intent and/or level of culpability are irrelevant.
These existing regulations or codes of conduct, and the processes they specify, will be used to manage the health, safety and wellbeing of others and the campus and for the avoidance of doubt, this Clause 7 applies irrespective of whether the offence was committed on or off campus.

Process

7. College security will be increased as may be necessary in order to support the education of Covid-19 compliance and enforce breaches of Clause 7.

8. College security (or its agents/contractors) will photograph College Cards of students found to be in breach of Clause 7. Video footage provided by College CCTV or Body Worn Cameras may be used in order to provide further evidence of the breach of the Code.

9. Application of Clause 7 in respect of processing of fines, consequences of non-payment, and appeals against the imposition of penalty, shall be dealt with in accordance with the existing regulations and codes of conduct referred to in that clause.

10. Monies collated via the financial penalties imposed by Clause 7 shall support a Covid-19 Community action fund.

11. This document shall be appended to the Code.

23 September 2020