

Covid-19 and Disciplinary Regulations

Supplementary Guidance

The University is a community, and as members of the community students are expected to conduct themselves in a manner that is responsible and respectful to others, whether they be other students, members of staff, visitors to the University or members of the local community.

The [Student Code of Conduct](#) sets out the University's expectations in relation to behaviour on site and in the University's digital environment. All students must familiarise themselves with this code of conduct.

Any breach of the Student Code of Conduct may be treated as a disciplinary matter, under the University's [Student Disciplinary Procedure](#).

During the COVID-19 pandemic while on the University's premises, and while participating in University activities off-site, students are expected to follow the health and safety guidance in place to protect them and to ensure the UK Government's laws are followed.

The Student Code of Conduct has the following clauses related to health and safety within it that are relevant to the operation of the University during the Covid-19 pandemic:

3.2. Disregarding the legitimate instruction of an authorised officer of the University.

3.10. Action likely to cause injury to, or impair the safety of, either themselves or others on University premises or whilst engaged in any University activity;

The following guidelines are based on Government guidance and legislation. We will keep you informed of any changes. We aim to provide the systems and procedures to ensure that the University is as COVID-19 Secure as possible, to protect the University community and allow you to live and study safely and successfully. You also have responsibilities and requirements as part of the University community to ensure that your conduct assists in maintaining a safe environment

You are required to:

- Follow the current Government advice regarding quarantine requirements if you have travelled from outside the UK. Check [the list](#) of which countries are exempt from current requirements.
- Follow the current [University guidance](#) and [Government guidance](#) regarding social distancing and reducing the spread of COVID-19. This is likely to change regularly, and it is the responsibility of everyone to follow publicised changes.
- Be familiar with and adhere to the [Government guidelines](#) regarding restrictions to household mixing. (In University and partner residences, a "household" is defined as a flat).
- Follow the current [Government guidance](#) on restrictions to social gatherings. In the University's owned and partner residences, social gatherings in residence hall flats involving people from outside your household (i.e. your flat) are not permitted.

- Self-isolate if you or anyone in your household has symptoms of COVID-19 or have had a positive coronavirus test, or if you have been in close contact with someone who has symptoms/has tested positive during their infectious period, or if you have been informed to do so by NHS Test & Trace. [Guidance can be found here.](#)
- Keep the University and your household informed if you experience any COVID-19 symptoms or have had a positive test result. To inform the University, contact ReportCOVID@westminster.ac.uk) and consult <https://www.westminster.ac.uk/current-students/coronavirus-support>.
- Keep your personal details including your term time address and contact telephone number up to date so that you can be contacted quickly if the University needs to do this.
- If you are invited on to campus for teaching, follow the University's requirements to swipe into teaching rooms; observe publicised requirements for moving around buildings, sanitising, wearing face coverings and using facilities.
- Follow the [Student Code of Conduct](#) when learning and communicating online.
- If you are living in the University's or partner residences, observe the behavioural expectations detailed in the Residential Life COVID Safe Agreement and supplementary communications (the agreement can be found in Appendix A).
- Act as a respectful and courteous member of the community in all your dealings with your household, fellow students, staff and the wider University Community.

What we will do if we receive reports of students not following the relevant guidance:

Students will be encouraged to follow the guidelines and engage in safe behaviour. However, should a student not comply with the requirements, the University's response will be proportionate and therefore we will take the following approaches:

1. Speak with the student to remind them of the guidelines and the reasons for complying with them.
2. Provide an opportunity for the student to disclose any individual concerns that may need adjusted arrangements (e.g. due to significant personal or disability-related reasons) and refer to appropriate University services for intervention.
3. If there are serious or repeated breaches of the University and Government guidance, the student may be referred to their College for consideration of disciplinary action in accordance with the Student Disciplinary procedures.
4. In situations where the behaviour is likely to constitute a serious breach of the law, the University may refer the matter to the Police.

Appendix A

Residential Life COVID Safe Agreement

The University Residential Life Team welcomes you to your new home and we hope that you will enjoy a happy and enriching experience while you are living with us. We realise that our residents need clear information and reassurance on how we will ensure a COVID -secure environment. This agreement sets out our commitments to you as a resident and our expectations of you to help us keep the entire residential community as safe as possible. Please read this carefully to ensure that you are fully aware of these expectations.

Last updated: 12 September 2020

The University's Residential Life Team will provide:

1. Flexible move-in and contract arrangements so that our residents can take up their offers of residential places when they feel comfortable to do so.
2. A Quarantine Advice Service, to ensure that you have access to accurate and effective advice and support if you need to follow quarantine requirements when you arrive.
3. Social distancing measures and hand sanitising stations in our receptions and communal areas so that you can access postal collection, laundry and social facilities safely.
4. An enhanced cleaning programme in all common areas and in your shared kitchen.
5. Enhanced staffing, with onsite support from Residential Assistants, Residential Life and Student Support colleagues who have been trained in our COVID- Secure arrangements and student wellbeing issues.
6. Support and advice if you are required to follow advice to self- isolate.
7. An online social programme and outdoor recreational opportunities.
8. Information about events organised by University of Westminster Students Union.
9. Supported referral to University wellbeing services if you need additional support.
10. Regular updates from the Residential Life Team on support and changes to our COVID Safe arrangements.

To help us to keep you and your fellow residents safe, we expect the following from you:

1. Follow all Government guidelines and comply with all COVID- related regulations that apply to people who are resident in England. This includes regulations on quarantine, social distancing, testing and tracing, self-isolation and household mixing and socialising.
2. Provide us with early notification if you will require quarantine advice and support when you move in by contacting quarantinesupport@westminster.ac.uk.
3. Not to mix with another household indoors. A household is defined as a flat.
4. Wear a face covering when you are moving around the residence hall outside your flat.
5. Not to invite visitors into your flat.
6. Use booking systems for laundry rooms and comply with the required physical distancing and sanitising arrangements in these facilities.
7. Use booking systems for other communal facilities and equipment; ensuring that you use sanitising products provided for any equipment you borrow, before and after use.
8. Register with an NHS doctor (GP) using details issued in your pre-arrival information as soon as possible after you move in and familiarise yourself with NHS procedures for getting advice if you think you may be ill (phone 111).
9. Inform the Residential Team if you are feeling unwell

10. Inform the Residential and email ReportCOVID@westminster.ac.uk immediately if you or one of your flatmates receives confirmation of a positive test result for Coronavirus or if you have been advised to self-isolate.

We realise that the above expectations may be demanding at times, but we ask for your understanding of the need for these to be in place, to ensure that our residential community of students and colleagues remains safe. We will continually review and revise these arrangements, in line with changes in Government advice.

We need to make you aware that if you are found to be regularly ignoring the requirements of your COVID Safe agreement, this may be reported to your Academic School and you may be subject to disciplinary action.

Partner Residences

IQ Safe and Welcoming Homes Guidance

<https://www.iqstudentaccommodation.com/sites/default/files/inline-files/Safe%2C%20welcoming%20homes%20doc.pdf>

Raffles House issued further guidance to their residents on 30th September. This guidance is inline with that provided to residents in the University's residences.