



## **Exeter College Online Summer Tutorial Programme Privacy, Health and Safety and Codes of Conduct**

### **Guidance on Confidentiality in Student Health and Welfare**

Exeter College is committed to protecting the privacy and security of personal data. Please refer to our website for a copy of the College's privacy policy <https://www.exeter.ox.ac.uk/college-policies-and-statements/>

Exeter College endorses the University of Oxford's policy on confidentiality in student health and welfare and recognises the same practical and legal obligations as the University. In all cases, the duty of confidence is not absolute. What follows is a summary of this policy:

Information given by a student will, as a general rule, be treated in a confidential manner. This would include information about a student's physical or mental health or financial circumstances. Disclosure of such information will be on a need to know basis. Except in exceptional circumstances (eg, where there appears to be a risk that the student will harm themselves or others, or where the student is seriously ill), confidential information should be disclosed to parents or other family members only with the consent of the student.

The College owes a duty of care to all its members, staff and students and, in some circumstances, it may not be possible to discharge this duty without infringing confidentiality. There will be circumstances in which the disclosure of information may be necessary; students will be asked to give their consent, but in the final analysis it will be a matter of professional judgment of the College to decide whether any such disclosure will be made.

Those to whom information has been given in confidence, or who have acquired information which they regard as confidential, may be concerned about the welfare of a student, but uncertain whether they should disclose this information or not. In these circumstances it may be sensible to seek advice from an appropriate person (eg the Programme Director or Doctor) on whether the matter is sufficiently important to breach confidentiality and, if so, to whom they should report their concerns. A concern for confidentiality need not, and should not, prevent communication that is necessary to help students in difficulty.

### **Codes of Conduct:**

Exeter College's governing Statutes and Bylaws include a wide range of Codes of Conduct, Policies and Procedures. These are available online at:  
<https://www.exeter.ox.ac.uk/college-policies-and-statements/>

These Policies are adopted for the Online Summer Tutorial with logical amendments to take account of the differences between virtual and in-person study, where applicable. Student-related Codes include: Freedom of Speech, Equality and Diversity, Harassment and Health & Safety.

The Online Summer Tutorial Programme has a zero-tolerance policy on the use of illegal drugs and takes very seriously any activity that does or may cause harm to any other member of the Programme or College and which does or may bring the Programme or College or any member thereof into disrepute.

It is a disciplinary offence for any student to intentionally, recklessly or negligently:

- (a) disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social or other activities of the College or Programme;
- (b) disrupt or attempt to disrupt the lawful exercise of freedom of speech by students, members or employees of the College or Programme or visiting speakers;
- (c) obstruct or attempt to disrupt any employee or agent of the College or Programme in the performance of their duties;
- (d) damage, deface or destroy any property of, or in the custody of, the College or Programme or of any member, officer or employee of the College or Programme, or knowingly misappropriate such property;
- (e) forge or falsify expressly or impliedly any certificate or document or knowingly make false statements concerning standing or results obtained in examinations;
- (f) engage in any activity likely to cause injury or impairment;
- (g) engage in violent, indecent, disorderly or threatening or offensive behaviour or language;
- (h) engage in any fraudulent or dishonest behaviour in relation to the College or Programme;
- (i) disobey a reasonable instruction given within the authority of an officer or an employee or an agent of the College or Programme
- (j) refuse to disclose their name and other relevant details to an officer or an employee or an agent of the College or Programme in circumstances where it is reasonable to require such information to be given;
- (k) use, offer or sell or give drugs to any person, possession of which is illegal; the Programme operate a zero-tolerance policy on illegal drugs
- (l) engage in the harassment of any student, member, visitor, employee or agent of the College or Programme;
- (m) engage in verbal abuse, physical abuse, and/or disorderly behaviour not amounting to harassment that is sufficiently distressing to any student, member, visitor, employee or agent of the College or Programme;
- (n) engage in conduct in breach of the Statutes and Regulations of the University of Oxford applicable to the Programme;
- (o) engage in conduct in breach of any regulation regarding conduct in examinations applicable to the Programme
- (p) engage in conduct in breach of any College regulations regarding the use of the Library
- (q) engage in any other conduct which is detrimental to the interests of the College or Programme

## **Welfare and Health**

**Welfare:** your first point of contact for welfare and pastoral support is the Programme Director. You can contact the Programme Director by email [summer.programmes@exeter.ox.ac.uk](mailto:summer.programmes@exeter.ox.ac.uk) or in person during their daily office hours.

**Health:** if you feel unwell at any time you should notify the Programme Director.