

Policies & Procedures

Need to know more about what we believe, our policies and other small print? Here's a quick guide.

Charter

The Charter outlines the standards and services you can expect us to provide as well as the responsibilities you have to the College as one of our learners.

More about the [Charter](#)

Child Protection and Safeguarding

The safety and well being of all our learners (including children, young people and vulnerable adults) is of paramount importance to us.

More about [Child Protection and Safeguarding](#)

Statement of Service

We aim to provide information, advice and guidance for a range of services to current and prospective students and staff employed by the College.

More about the [Statement of Service](#)

Equality and Diversity

We passionately believe in quality of opportunity for all our students and staff. We are committed to ensuring that nobody at the College receives less favourable treatment or opportunities on the grounds of gender, marital status, social class, colour, race, ethnic origin, creed or disability.

More about [Widening Participation](#)

Student Disciplinary Policy

More about the [Student Disciplinary Policy and Appeals Procedure](#)

Internet Policy

This code of practice governs the publishing of information in electronic format by staff and students of the College and, in particular, the use of College computer facilities for publishing information.

More about the [Internet Policy](#)

Complaints

We continually strive for excellence and aim to continually raise the standard of teaching, learning and services provided to learners. We value your feedback on our College and the services we provide.

More about the [Complaints Procedure](#)

Data Protection

Information you provide to the College will be passed to the Higher Education Funding Council for England (HEFCE), Skills Funding Agency (SFA) and the Education Funding Agency (EFA). HEFCE distributes public money for teaching and research to universities and colleges. The EFA and the SFA are responsible for funding, planning and encouraging education and training for young people and adults in England. All are registered under the Data Protection Act 1998.

More about the [Data Protection Act](#)

Freedom of Information

The Freedom of Information Act 2000 requires all public authorities, such as the Guildford College Group, to make information available proactively, through a publication scheme.

More about [Freedom of Information](#)

Insurance

The College cannot accept responsibility for loss or damage to possessions and property. Students should have insurance cover for belongings left on the premises. If there is an accident or you have any personal health and safety concerns, please report it immediately to either your Tutor, Reception or the Health and Safety Manager.

Smoking, Drugs and Alcohol

All College buildings and entrances are smoke free zones. There are designated smoking areas. The College has a 'zero tolerance' approach to drug, substance and alcohol misuse, reserving the right to suspend any student found to be in possession of or supplying illegal drugs.

Disclaimer

Every care has been taken to ensure that information is accurate.

More about our [Disclaimer](#)
