



## CLARE COLLEGE

UNIVERSITY OF CAMBRIDGE

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### **Student Community Service**

College community service is administered by the Dean of Students and the Head Porter in regard to students who have breached College Rules (Disciplinary Code); it may be used as an independent penalty or to support other penalties dependent on the nature of an offence, or for those who may not be deterred by fines or may be serial offenders. The aim of community service is to contribute to the idea of the College as a social community based on relations of respect between all members.

The number of hours of community service imposed are at the discretion of the Dean of Students and vary according to the nature of the offence: the total hours imposed will be no less than 2 and no more than 10. A higher number of hours will be spread over a period of time so as not to interfere with a student's studies.

Possible community service penalties include: Saturday and Sunday litter picking; assistance in the maintenance of Clare Wood and Sports Ground; assistance in the College gardens; Buttery clean-up; assistance in the Porter's Lodge.

Community service will be mainly supervised by the Head Porter and other members of College staff.

Any necessary training and safety briefings will be carried out at a separate time to the community service, so as not to interrupt the period of service. These kinds of service do not usually require the use of special equipment, but if so training for the safe use of equipment will be part of the required safety brief in the student's own time.

Community service can, if necessary, be broken down to 1 hour slots (so as not to interfere with a student's academic commitments or for reasons of health and safety) and can also be carried out on weekends and/or early mornings and evenings.

#### **An Example**

A student who has been given community service for alcohol related activity is required to pick up rubbish in Old Court: the student reports to the Porters Lodge on a Saturday or Sunday morning, collects any necessary equipment and is briefed by the Porter. S/he then performs the required task of cleaning the specified areas. When finished, s/he reports back to the Porters Lodge for a safety debrief. The work is then inspected; if it has not been done satisfactorily the student has the opportunity to redo the work to the standard required. A report is then passed to the Dean of Students; if necessary, the community service is repeated until the student is credited with completion of the work.