**CODE OF CONDUCT-ALT VALLEY COMMUNITY TRUST**

The purpose of the code of conduct is to ensure all learners understand the rules, regulations and expectations of acceptable behaviour whilst attending Alt Valley Community Trust. Adherence to the procedures will ensure that we are all working and learning within a safe and enjoyable environment.

**RULES FOR A SAFE AND HAPPY LEARNING EXPERIENCE**

Learners to agree the following:

* Agreed hours of attendance & Punctuality (90%).
* Follow health and safety regulations.
* Comply with safer internet learner procedures.
* Zero tolerance of abusive behaviour.
* Adhere to timely completion of all assignments/assessments, unless you have mitigating circumstances.
* Call reception on first day of absence-0151-546-5514

AVCT will notify your employer (if you are an apprentice) regarding every absence.

**BEHAVIOUR WHILST ATTENDING-AVCT**

* No smoking allowed within the building, including the toilets and outside entrance area.
* Possession and use of alcohol or other substances will result in immediate disciplinary action
* Food or drink (bottled drinks are acceptable) prohibited within classrooms. Noise levels must be kept to a minimum to respect other learners and members of staff in the building.
* Lanyards to be worn and clearly visible whilst attending the centre.
* Keep your environment clean, dispose of all rubbish in the bins provided.
* We have a Zero tolerance policy regarding the use of foul language, abusive and/or threatening behaviour towards others including staff, neighbouring persons or businesses.
* Treat everybody with respect. Bullying or harassment within the centre will result in disciplinary action.
* Arrive prepared for your day. Please ensure you bring a pen and any other equipment/resources requested.
* Mobile phones must be switched to quiet mode during learning sessions, unless requested by the trainer/tutor.
* When entering the classroom, you will be registered by your tutor. If you arrive late for class, please sign the punctuality sheet supplied. At no time should learners sign in for each other.
* Learners must ensure they are punctual and prepared for all classroom/workshop/assessment sessions.
* All learners are personally responsible and liable for wilful neglect, damage to, or misuse of property and equipment at AVCT.
* All learners will take part in basic training around safeguarding and prevent to ensure awareness and safety whilst attending the centre.
* If you have any concerns or issues, please report these to your tutor, especially if you have concerns regarding unacceptable behaviour and/or anything you may think is putting someone at risk. If you would prefer to speak to someone other than your tutor, please speak with our nominated Safeguard Lead.
* Adhere to all initial government guidance for COVID. And any on-going updates related to minimising the spread of the virus.

Any learners demonstrating unacceptable behaviour during their time with AVCT will be dealt with under the terms of our disciplinary policy. In the first instance of unacceptable behaviour a verbal warning will be given. The second instance will result in a written warning. Any further unacceptable behaviour will be dealt with by a final written warning which may result in the person/s being removed from the apprenticeship programme.

**I have read and agree to adhere to the rules of the Code of Conduct whilst attending AVCT**

**Learner Name****: Date:**

**Tutor Name: Date:**