



CODE OF CONDUCT

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.
- Follow health and safety rules and regulations.
- Comply with safer internet learner procedures.
- Zero tolerance of abusive or aggressive behaviour.
- Adhere to timely completion of all assignments/assessments, unless you have mitigating circumstances.
- Call reception on first day of absence on 0151-546-5514.

BEHAVIOUR WHILST ATTENDING AVCT

- No smoking or vaping allowed within the building, including the toilets and outside or entrance area.
- Possession and use of alcohol or other substances will result in immediate suspension/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 or building users.
- 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 needed.
- 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, prevent and British Values 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 or their deputy.

I have read and agree to adhere to the rules of the Code of Conduct whilst attending learning with Alt Valley Community Trust.

Learner Name:

Date:

Tutor Name:

Date:

Revised Aug 2024

Next review Aug 2025