

LEARNER CODE OF CONDUCT	
Date to be implemented from:	September 2024
Date to be reviewed by:	August 2025
Version No:	v10
Lead responsibility:	Operations Manager

Distribution to:	
All Staff	<input checked="" type="checkbox"/>
SLT only	<input type="checkbox"/>
Teaching Staff/Tutors	<input type="checkbox"/>
Administration Staff	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/> Learners

Key Contacts:	
Amanda Hogg Operations Manager	01438 727667

This Policy supersedes any previous Policy of this name or instructions that pre-date this edition.

LEARNER CODE OF CONDUCT

The Learner Code of Conduct is to help you succeed and to make your learning environment a safe place to learn. It is a Code that ensures you and your peers are equally supported. As a member of the Barrett-Bell Ltd community, Learners are expected to adopt a mature and professional approach to their studies and their general conduct around Barrett-Bell Ltd. We expect Learners to abide by this Code of Conduct. This is explained to all those joining Barrett-Bell on our courses.

As independent adults with legal and social responsibilities, Learners are personally accountable for their actions and behaviour. They should show proper concern in their behaviour for any negative effects on their fellow Learners, staff and their successors and for the reputation of Barrett-Bell Ltd and its staff.

We promote freedom of expression and open communication, however, at Barrett-Bell we expect all Learners to follow the Code of Conduct. All Learners should avoid offending, harassing, participating in serious disruption of our courses. We also expect Learners to foster and contribute to a well-organised, respectful and collaborative learning environment.

All Learner should respect their peers and the staff. We don't allow any kind of discriminatory behaviour.

You are therefore required to:

1. Make sure that the centre administration has your correct contact details at the start of the course and at any time when your contact details (phone number or address) changes.
2. Attend all timetabled classes on time. The start time of the morning lessons for courses is: **9.00 am**
3. Inform Barrett Bell Ltd immediately if you are going to be late or absent. The office phone number is **01438 727667**.
4. Show respect for all other Learners, Centre staff and visitors at all times.
5. Show respect for all property belonging to Barrett Bell Ltd and the possessions of others.
6. Follow health and safety procedures and instructions without argument.
7. Behave calmly and politely, avoiding words and actions that could be seen as abusive, threatening or making the incident worse.
8. No drugs or alcohol are to be consumed on Barrett-Bell premises. Smoking/vaping is only permitted outside the building in designated smoking areas.
9. Wear your ID lanyard with badge at all times so that it is clearly visible. This badge has information that you will need e.g. your enrolment numbers.

10. Bring with you all the equipment you need to sessions. A suggested pack will include a calculator (not on your mobile) pens/pencil, a folder, a notebook, highlighter pens, Pritt stick, post-it notes and a USB memory stick.
11. Complete homework on time and to the highest standard you are able. Please make sure that you read your notes/manual outside of the course days and complete any work set on SmartScreen or by other remote methods.
12. Make sure all work is your own. Do not **cheat** or **plagiarise** others work. Do not rely on AI to do your work.
13. Follow Barrett Bell Ltd.'s ICT Acceptable Use Policy. Note that Barrett-Bell takes abuse of ICT equipment and/or software very seriously.
14. Do not share or distribute any extremist material, paper based or electronic, whilst on Barrett-Bell premises or using Barrett-Bell laptops or platforms. If you are unsure of what constitutes extremist material then please speak to a member of staff.
15. Ensure that you attend all examination sessions on time.
16. Follow instructions from staff during lessons or in examinations on Barrett Bell Ltd premises to help create a safe environment where everyone can learn.
17. Never use any electronic devices, which connect to the internet during exams, except for the Evolve Health & Safety assessment.
18. Rudeness to staff members will not be tolerated and may result in disciplinary steps.

Misconduct is behaviour which interferes with the proper functioning of Barrett-Bell Ltd and its activities -including for those who work and study at Barrett-Bell or which has the potential to damage Barrett-Bell Ltd.'s reputation. Such behaviour may take place on company premises or elsewhere, whilst directly engaged in Barrett-Bell Ltd related activity or not.

Examples of what might constitute misconduct are:

1. Disruption, improper interference or obstruction of the academic, administrative, social or other activities of Barrett-Bell Ltd.
2. Violent, disorderly, threatening, indecent or offensive behaviour or language whilst on Barrett-Bell Ltd premises or when representing Barrett-Bell.
3. False pretences or deception relating to submission of work, academic assessments or during examinations.
4. Falsification or misuse of Barrett-Bell Ltd records, including the diploma or other certificates, misuse of our premises, equipment, systems and processes.
5. Fraud, deceit or dishonesty in relation to Barrett-Bell Ltd or its staff by gaining a pecuniary advantage through association with the Barrett-Bell Ltd.

6. Actions which might cause injury or put at risk the health or safety of people on Barrett-Bell Ltd.'s premises or whilst on Barrett-Bell Ltd.'s activities.
7. Harassment or bullying in any form of any Learner, member of staff, contractor or other visitor to Barrett-Bell Ltd, especially on the grounds of their perceived race, nationality, gender, transgender status, disability, sexual orientation, religion, belief, age, other personal characteristic or for any other reason.
8. Theft, damage to or defacement of Barrett-Bell Ltd property, or the property of other members, users or third parties of Barrett-Bell Ltd, whether caused intentionally or recklessly.
9. Attending classes or entering any other learning environment whilst under the influence of alcohol or drugs.
10. Conduct which constitutes a criminal offence, including possession of offensive weapons, possession of implements that are intended for use as weapons and possession of illegal substances on Barrett-Bell Ltd premises, or at an event under the control of Barrett-Bell Ltd, or an offence effecting other users or the public.

Failure to follow the Code of Conduct may result in disciplinary action or the removal from the course.

Please make sure you have read all the expectations for Learners and course requirements. If you do not understand any requirement of the company or the course, please ask the administrative team or a Tutor.

When you have read, understood and accepted that you will adhere to the above Code of Conduct – please complete the box below:

YOUR FULL NAME	YOUR COHORT NUMBER
YOUR USUAL SIGNATURE	DATE OF AGREEING TO CODE OF CONDUCT

