

LEARNER CODE OF CONDUCT

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Lead responsibility:	Director(s)

Distribution to:	
All Staff	☒
SLT only	☐
Teaching Staff/Tutors	☐
Administration Staff	☐
Other (please specify)	☒ Learners

Key Contacts:	
Director – William Barrett-Bell	01438 727667

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

LEARNER CODE OF CONDUCT

1 Policy Statement

Barrett-Bell Ltd believes that it is better to work together in an orderly way to ensure everyone has the very best chance of success. 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 Ltd on our courses at Induction.

2 Principles

- 2.1 This Code of Conduct should be read the following Policies:
 - Learner Disciplinary, Grievance and Appeals Policy
 - Learner Support Policy
- 2.2 As independent adults with legal and social responsibilities, Learners are personally accountable for their actions and behaviour. Learners should show proper concern in their behaviour for any negative effects on their fellow Learners, their successors and for the reputation of Barrett-Bell Ltd and its staff.
- 2.3 We promote freedom of expression and open communication, however, at Barrett-Bell Ltd we expect all Learners to follow the Code of Conduct. All Learners should avoid offending, harassing, participating in serious disruption of our courses or anything that can hinder their own learning or that of peers.
- 2.4 Barrett-Bell Ltd expects Learners to foster and contribute to a well-organised, respectful and collaborative learning environment.
- 2.5 All Learners should respect their peers and the Staff. Any kind of discriminatory behaviour is not tolerated.

3 Process

3.1 Learners are therefore required to:

- 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
- Attend all timetabled classes on time
- Inform Barrett Bell Ltd immediately if you are going to be late or absent. If attending the centre, contact the office on 01438 727667. If learning online, please let your tutor know prior to the session
- Show respect for all other Learners, Staff and Visitors at all times.
- Show respect for all property belonging to Barrett Bell Ltd and the possessions of others
- Follow Health and Safety procedures and instructions without argument
- Behave calmly and politely, avoiding words and actions that could be seen as abusive, threatening or making an incident worse
- No drugs or alcohol are to be consumed or brought onto Barrett-Bell Ltd premises. Smoking/vaping is only permitted outside the building in designated smoking areas.
- Whilst on Barrett-Bell premises, you must 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
- 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
- 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 by any remote method
- Make sure all work is your own. Do not **cheat** or **plagiarise** others work. Do not rely on AI to do your work. Research on the Net is valuable but it the Learner's interpretation that is important – not that of a Bot or AI tool

- Follow Barrett Bell Ltd's ICT Acceptable Use Policy. Note that Barrett-Bell Ltd takes abuse of ICT equipment and/or software very seriously. If studying online, ensure that you follow all of the online safety rules
- Do not share or distribute any extremist material, paper based or electronic, whilst on Barrett-Bell Ltd premises or using Barrett-Bell Ltd laptops or platforms. If you are unsure of what constitutes extremist material, then please speak to a member of Staff
- Ensure that you attend all examination sessions on time and are well prepared
- Follow instructions from Staff during lessons or in examinations on Barrett Bell Ltd premises to help create a safe environment where everyone can learn and succeed
- In examinations, unless specifically told it is acceptable, the Internet should not be accessed and misuse could result in examination scores being invalidated
- Rudeness to Staff members will not be tolerated and may result in disciplinary steps

3.2 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 Ltd 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.

4 Expected and Unacceptable Behaviours

4.1 Examples of what might constitute misconduct/unacceptable behaviour are:

- Disruption, improper interference or obstruction of the academic, administrative, social or other activities of Barrett-Bell Ltd
- Violent, disorderly, threatening, indecent or offensive behaviour or language whilst on Barrett-Bell Ltd premises or when representing Barrett-Bell Ltd
- False pretences or deception relating to submission of work, academic assessments or in examinations

- Falsification or misuse of Barrett-Bell Ltd records, including the Diploma or other certificates, misuse of our premises, equipment, platforms, systems and processes
 - 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
 - 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
 - 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 or any other personal characteristic
 - Theft, damage to or defacement of Barrett-Bell Ltd property, or the property of other Learners, users or third parties of Barrett-Bell Ltd, whether caused intentionally or recklessly
 - Attending classes or entering any other learning environment whilst under the influence of alcohol or drugs
 - 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 affecting other users or the public
- 4.2 Barrett-Bell Ltd has high expectations of its Staff and Learners. We welcome behaviours that reflect the very best of British Values and support all Key Stakeholders in their own personal journey.
- 4.3 Learners should report any behaviours or incidents that they feel does not improve the learning environment or creates a barrier to learning.
- 4.4 Barrett-Bell Ltd is proud of its excellent outcomes for Learners – and this can only be achieved with the active support of Learners.

Appx 1

If you witness actions or behaviours by other Learners that is in breach of this Policy, please bring it to the attention of your Tutor or a Director as soon as possible.

The Code of Conduct is there to improve the learning opportunities of all Learners.

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:

CODE OF CONDUCT	
I have read, understood and agree the Learner Code of Conduct. I will adhere to its conditions whilst on course at Barrett-Bell Ltd and its partners.	
Name of Learner:	
Cohort Number:	
Date Signed:	
Learner Signature:	