

## Learner Code of Conduct

The Learner Code of Conduct is designed to ensure that learners contribute to a safe and successful learning environment for all (by defining the behaviour and conduct expected from learners)

**Behaviour:** all learners must:

- Treat everyone with respect, regardless of culture, race, nationality, religion, gender, age, marital status, sexual orientation, disability or social class.
- The College will not tolerate discrimination, harassment or bullying, including cyber bullying, and expects learners to report any such incidences to their tutor as soon as possible.
- Comply with and promote the British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Take care not to glamourize or normalize violence or extremist beliefs, and challenge any behaviour in others which appears to do this.
- Respect contributions made in class by other learners.
- Adopt behaviour and use language that is appropriate and does not upset others.
- Follow tutors' instructions and established etiquette regarding answering questions in class, for example, raising the hand to answer a question, turn-taking, not interrupting other learners when they are contributing to the class.
- Follow Health and Safety instructions given out by any staff member (ie tutor, technician, enrolment staff, fire warden)
- Switch off mobile phones, personal communication devices and personal stereos in classrooms and in all working areas except if they are being used to assist learning.
- Contribute to the College's continuous improvement systems by providing constructive feedback about the courses and services, and by using the College's Complaints Procedures if you need to make a complaint.
- Be responsible for the behaviour of their children whilst on the premises, in the College crèche or in the care of childminders arranged by the children.
- Meet financial commitments relating to their course (if applicable) promptly and in full.
- Act at all times in a manner that does not cause offence nor bring the College into disrepute.

### Online protocols

- If your learning session is online, remember to select an appropriate space, so that you can engage without interruption. Use a neutral background wherever possible, or blur your background. Children or other members of your household should not appear and personal effects should not be in view.
- The learner code of conduct applies online, as in a face-to-face learning situation. Your tutor will agree ground rules with your class, e.g. keep phones on silent / how to indicate you would like to speak.
- Calls/ videos may be recorded - this is to safeguard both parties and will not routinely be shared. Your tutor will advise you if a recording is being made. Remember that you may not record a call yourself without agreeing with participants.
- In the event of any inappropriate behaviour during an online session, a learner may be removed from the session and disciplinary procedures may be followed.
- If you wish to speak to the tutor to raise concerns about your safety or wellbeing, or the safety or wellbeing of someone else, do not raise this in front of the online group, but tell the tutor that you have a concern that you would like to discuss privately. S/he will arrange to speak to you after the session. You can also contact a Safeguarding Officer by emailing [safeguarding@rhacc.ac.uk](mailto:safeguarding@rhacc.ac.uk)

**Academic:** all learners must:

- Attend classes regularly and punctually and inform their teacher by email of unavoidable absence. Take responsibility for contacting the tutor and arranging to catch up on the work which has been missed.
- Complete all work set to agreed deadlines. Late work will be marked and submitted to the awarding organisation at the tutor's discretion, or according to the awarding organisation guidelines, if applicable.
- Successfully complete all internal and external examinations and assessment, where appropriate, in order to progress on the course.
- Ensure all work produced for assignments and exams is your own work. Where information is used from another source this must be referenced appropriately. Plagiarism and/or cheating may lead to disciplinary action by the College and/or awarding organisation/examinations board.
- Comply with the 'Acceptable use of IT' policy (to be found in the Learning Resource Centres). Use IT facilities to support your learning and not to access any website that is against College policy.

**Health & Safety:** all learners must:

- Show regard for the well-being and safety of other learners, staff, community groups and visitors at all times. Reports of alleged incidences of violence towards fellow learners, staff or visitors will be investigated under the Learner Disciplinary procedures and may result in immediate temporary suspension or in permanent exclusion from classes.
- Understand the College Health & Safety regulations and follow the proper college evacuation procedure in an emergency.
- Follow Health & Safety guidelines for specific areas of the college (e.g. Art studios, teaching kitchen).
- Inform the College of any disability that might result in help being needed in the case of an emergency evacuation.
- Not smoke, bring illegal drugs, alcohol or offensive weapons onto the premises or be under the influence of drugs or alcohol whilst on college premises.
- Notify a member of staff if you have an accident at College.
- Keep the College clean, free from litter and graffiti and not eat or drink in the classrooms or the Learning Resource Centre.

**Personal and College property:** all learners must:

- Show respect for the premises and property of the College and the possessions of other learners.
- Return all borrowed books and items of equipment by the due date. You will be responsible for the cost of any damage or loss of College property.
- Be responsible for your own property. All articles of value left on the college premises, including cars, bikes and motorbikes, are left at the owner's risk.

On signing the enrolment form / learning agreement, each learner agrees to the College's terms and conditions and to follow the Learner Code of Conduct.

Failure to comply with the Code may lead to disciplinary action being taken, in accordance with the Learner Disciplinary procedures.