

Student Code of Conduct

This code of conduct aims to:

- Create an environment where you feel comfortable and able to learn.
- Encourage cooperation, honesty, fairness and respect.
- Encourage you to take responsibility for your own behaviour.
- Explain the consequences that can result from not following this code.
- As a user of the ELMS platform, I agree to the below code of conduct:

General behaviour:

- To be on time for each scheduled session and ready to study.
- To use appropriate language and tone in all interactions, ensuring that all conversation is relevant to the lesson.
- To ensure that my device works and that I have a strong internet connection.
- To be responsive to messages from my tutor regarding lessons and to reply to messages within the ELMS platform and via email in a timely manner.
- To adhere to the Involve Selection Ltd/ Vocate Training safeguarding policy by flagging any safeguarding issues to the Designated Safeguarding Lead (James Brooklyn).

The following examples constitutes unacceptable behaviour:

- Disrupting sessions by behaving in a way that is distracting, off topic, intimidating, or disrespectful.
- Sharing personal images and information with the tutor that is outside the scope of the lessons.
- Engaging in offensive or inappropriate language.
- Contacting the tutor directly or outside the ELMS platform or the designated phone number. This includes sending 'friend' or 'follow' requests on social media.

Additionally, I am responsible for my behaviour and language in all of my interactions with Involve Selection Ltd / Vocate Training

I will not:

- Deliberately browse, download or share materials that could be considered as threatening, bullying, offensive or illegal.
- Behave in ways which are unsafe, unkind or intimidating.
- Meet with tutors in any capacity other than as arranged by Involve Selection Ltd / Vocate Training.

If I choose not to follow this code, I understand that this may affect my apprenticeship journey.

If you behave in a way that doesn't follow our Code of Conduct, our staff can remind you about it and ask you to comply with it. Depending on the situation, they may give you an opportunity to change your behaviour and give you the chance to think and plan how you could behave differently. If necessary, we will inform your parents or guardians about the situation.

Keeping you safe:

If we have concerns that you may be in need of protection or that you may present a risk of harm to other children and young people, we will follow our safeguarding procedures. This may involve making a referral to the local authority. If safeguarding procedures are necessary, we will talk this through with you and your parents as soon as possible, unless doing so would put you in danger or interfere with a police investigation.

We see parents and guardians as valuable partners in your learning and development and will involve them when appropriate to do so. We will always inform and involve your parents or guardians if you receive a formal warning about your behaviour, unless doing so would put you in danger.

Declaration:

I understand that:

- My behaviour has consequences, and breaking this code may affect my apprenticeship
- Involve Selection Ltd / Vocate Training will always prioritise my safety.
- If I have a concern about my safety or am upset about any content or the behaviour of others, I can report this and I know how to do it.

By continuing to study on our platform, you are acknowledging that you have read and agreed to this Student Code of Conduct.