



# Bridgetraining

## LEARNER CODE OF CONDUCT

### Introduction

Bridge Training encourages behaviour from its learners that is conducive to effective learning and discourages behaviour that will adversely affect learning and fair treatment of individuals. The purpose of this policy is to provide a guide for learners on acceptable behaviour and the use of resources.

### Code of Conduct

Below is a summary of how Bridge Training expects learners to behave in an acceptable manner whilst in training. Any unacceptable behaviour may be grounds for disciplinary action.

- Respect for equipment – learners must take reasonable care not to damage equipment, eg physical damage or infection with a computer virus. Any costs incurred by Bridge Training relating to the damage will be borne by the learner.
- Respect for teachers – all learners should have respect for staff and do as requested.
- Respect for others – all learners should have respect for each other and give each other the chance to speak freely and respect other people's opinions, even if different to their own.
- All learners are made aware of Health and Safety procedures during induction and must abide by these whilst in training. Any costs incurred by Bridge Training relating to damage/tampering of equipment (eg signage/fire extinguishers etc) will be borne by the learner.
- Bridge Training does not allow the drinking of alcohol or the use of drugs. If it is suspected that a learner is under the influence of either substance, they will be asked to leave site and may be dismissed from training. Any learner requiring support with managing a substance misuse problem can see a trained member of staff for advice and guidance.
- Use of Bridge Training resources – learners must only use resources for training purposes only
- On induction learners must read and sign the Internet safety policy and adhere to this whilst at Bridge Training. Any breaches of this policy will result in disciplinary action being taken.
- Mobile phones must be switched to silent during sessions. Calls must only be taken if it is an emergency and only with prior consent of the teacher.



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## **Concerns about Improper Conduct**

If you believe that you are being asked to act in a way that is improper, illegal or unethical, then you should speak to the Training Manager, who will investigate this matter.

You should also notify the Training Manager if you believe any the following to be true:

- You believe there is evidence that the code of conduct has been breached by someone at Bridge Training, but where you have not been personally involved.
- You are aware of criminal or unlawful behaviour being undertaken by another learner at Bridge Training.
- You are asked to act in a way that goes against the code of conduct.

## **Monitoring and Review**

The implementation and monitoring of this policy will be carried out by the Quality Manager and will be reviewed on an annual basis.