



## **Bromley Adult Education College Learner Code of Conduct 2020-2021**

### **Introduction**

Bromley Adult Education College (BAEC) is committed to providing a first class learning environment. BAEC has responsibility to all of its learners to provide high professional standards of teaching and a safe and motivating environment for learning.

Learners also have to accept and undertake various responsibilities. These responsibilities form the basis of a Code of Conduct that every learner must observe. The Learner Code of Conduct is important as it aims to ensure that everyone in BAEC works within an environment that is safe, secure and conducive to learning.

Unacceptable behaviour is defined as 'any behaviour which impacts negatively on teaching, learning and assessment'. Whilst staff are urged to be sensitive to learners' individual circumstances, it must be emphasised that there are no exceptions in the application of the responsibilities outlined in this Code of Conduct.

This Code of Conduct lists each learner's responsibilities and describes the various stages in BAEC's disciplinary procedure. It should be noted, however, that as a general rule, conventional disciplinary procedures with learners in adult education are relatively rare. Learners are mostly following programmes of their own choice and all are part time. However, more frequently in adult education, problems can arise when a dominant or aggressive individual interrupts classes or learning activities, or causes disruption in social or reception areas.

### **Responsibilities**

Learners must:

- Formally enrol for courses that they are attending and provide proof of enrolment/identity/eligibility when required.
- Attend physical and virtual classes regularly and punctually, and let staff know if they cannot attend.\*

- Show consideration to others and behave in a way that respects the needs of all staff and learners.
- Avoid language and behaviour that others find unkind, offensive or discriminatory.
- Observe all health and safety regulations throughout BAEC; including course specific health and safety requirements and emergency evacuation instructions.
- Help us by treating BAEC equipment, materials or buildings with respect; and by using resources efficiently.
- Recognise and respect BAEC policies and procedures.
- Recognise that the tutor has a responsibility for the learning of the whole group.
- Complete paperwork required by BAEC, exam boards and funding agencies promptly.
- Eat and drink only in designated areas within the centres (bottled water may be taken into classrooms except IT suites).

Examples of unacceptable behaviour/misconduct that may lead to disciplinary action are listed below:

- abusive language or intimidating verbal or physical behaviour towards learners or members of staff
- deliberate misuse of, damage to, misappropriation or theft of any learning material and/or equipment, furniture, fittings or other property belonging to BAEC or its learners or staff
- abuse of computer facilities through installation of personal or illegal software or otherwise engage in other activities which may disrupt the computer network or infringe the IT User Code of Conduct
- cheating or copying other learners' work
- anti social or disruptive behaviour e.g. any behaviour that infringes upon other learners ability to learn
- infringement of intellectual property rights

## **Learner Disciplinary Procedure**

### **Incident**

Examples might include deliberate disruption in class or during online meeting, derogatory or inappropriate comments to staff or learners (whether verbally or via email/social media/chat facility during meetings and on the BAEC website), littering, refusal to comply with agreed ground rules, follow tutor's instructions or comply with assignment/homework requirements.

### **Stage 1 (Pre-Disciplinary Procedure)**

A member of staff issues a verbal warning informing the student that his/her behaviour is unacceptable and infringes the BAEC Code of Conduct.

### **Stage 2 (Start of disciplinary procedure)**

A member of staff issues a second verbal warning. A written report of the incident will be made. A formal letter is sent by the relevant subject area manager with a copy to the tutor involved.

### **Stage 3**

The Head of Adult Learning invites the learner to a panel meeting. A copy of the letter is sent to the tutor.

### **Stage 4**

If appropriate, the Head of Adult Learning excludes the learner. The Head of Adult Learning and the panel determine the duration of the exclusion period.

### **Serious Incident**

Examples might include wilful damage to property, downloading inappropriate material, physical violence, serious breach of health and safety, verbal or physically abusive behaviour.

A serious incident is dealt with by the most senior person on site and can lead to immediate dismissal from the premises. The police will be called (if appropriate) and/or a letter from the Head of Adult Learning be sent inviting the learner to a meeting to take place within 10 working days. The Head of Adult Learning will convene a panel, taking into account the nature and circumstances of the incident. The learner will be informed about his/her right of appeal and about his/her right to be accompanied by an agreed advocate.

### **Appeals Procedure**

The learner will be informed in writing of the result of panel hearing. They will be able to appeal against the decision within 6 weeks and must do so in writing.

The Head of Adult Learning will invite the learner to a meeting to take place within 10 working days. The learner will have the right to be accompanied by an agreed advocate. The learner, or their representative, will be able to state their case and there will be an opportunity for both parties to ask questions. The meeting will be minuted and a copy forwarded to both parties within 10 working days.

The learner will be informed in writing of the final decision within 4 weeks.