



LEARNER CODE OF CONDUCT

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 that every learner must observe. The Learner Code 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 and learning’. 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 lists each learner's responsibilities and describes the various stages in the College disciplinary procedure. It should be noted, however, that as a general rule, the conventional disciplinary procedures with learners in adult education are relatively rare. Learners are mostly following programmes of their own choice, all are part time, and very few are under 19 years of age. However, more frequently in adult education, problems can arise when dominant or aggressive learners interrupt classes or learning activities, or cause disruption in social or reception areas.

RESPONSIBILITIES

Learners must:

- formally enrol for classes which they are attending
- recognise and observe BAEC policies and procedures
- show respect to others and not intimidate anyone
- allow others to learn and work without interruption or disruption
- attend classes regularly and punctually where this is a requirement of the course
- provide proof of enrolment when required

- observe all health and safety regulations throughout BAEC as well as additional rules in specific areas such as workshops
- observe the no smoking regulations
- eat and drink only in designated areas (it is permitted to take bottled water into classrooms but not IT suites)
- know and follow the emergency evacuation procedures
- recognise that the tutor has a responsibility for the learning of the whole group
- not damage equipment, materials or buildings

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

Stage 1 (Pre- disciplinary procedure)

A member of staff issues verbal warning informing the learner 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. Formal letter sent from either Head of Faculty or Deputy Principal with a copy to the tutor involved.

Stage 3

Principal invites learner to a panel meeting. Copy of letter to tutor.

Stage 4

If appropriate the Principal excludes learner. The Principal and panel to 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 could lead to immediate dismissal from premises and should be dealt with by the most senior person on site. The police

should be called (if appropriate) and/or a letter from the principal be sent inviting the learner to a meeting to take place within 10 working days. Principal to convene a panel taking into account the nature and circumstances of the incident.

APPEALS PROCEDURE

The learner should be informed about his/her right of appeal to the academic sub committee of the governing body. Learner also informed about his/her right to be accompanied by an agreed advocate