

## CODE OF CONDUCT

Issue Date: 09.10.2023

### POLICY STATEMENT

**We want ELATT to be a safe space, which is respectful and enjoyable.**

We are committed to ensuring the safety and well-being of all our students, volunteers and staff at all times.

All students of ELATT have the right to study in an atmosphere free of bullying and harassment, and to be treated with dignity and respect. ELATT agrees to take appropriate steps to promote such a place, creating a climate in which individuals respect each other's human integrity.

Staff, volunteers and students can contribute to a positive and safe learning environment in the following ways:

- Respect each other and each other's opinions, whatever the ethnicity, disability, sexual orientation, age, or belief of the student, volunteer or staff member.
- Do not behave in a way that others may find discriminatory, offensive or aggressive.
- Challenge discrimination and report it if you see it happening.
- Use our computer equipment and Internet access responsibly.
- Consider the health and safety of yourself and others:
  - Keep our learning centres clean and tidy
  - Do not eat or drink whilst working at the computer
  - Respect the local environment and community on your way to and from ELATT
- Come to class on time and let your Course Tutor know if you can't come in.

Students and staff must behave within the law at all times.

Students must not use or be under the influence of alcohol or non-prescribed drugs on our premises.

No substances (drugs or alcohol), weapons or any other illegal activities are allowed in ELATT and in the immediate surrounds of our centre.

If a student breaks our Code of Conduct, the student may face action under our Student Disciplinary Policy, which can lead to suspension or dismissal. We will also involve the relevant authorities where required.

Staff work under a similar Disciplinary Policy.

## STUDENT ATTENDANCE

- If you cannot attend class, you must contact ELATT before the class start time on the first day of absence, giving a reason for your absence and how many sessions you are likely to miss.
- Sixth Form students must email [sixthformsupport@elatt.org.uk](mailto:sixthformsupport@elatt.org.uk) to notify the team of their absence, before 9.30 a.m. that day.
- Adult Vocational students must email [IAGAdminVoc@elatt.org.uk](mailto:IAGAdminVoc@elatt.org.uk) to notify the team of their absence, before 9.30 a.m. that day.
- Life Skills students must inform their tutor of their absence before 9.30am that day.
- You must arrange for appointments outside of class-time except in an emergency.
- If you are late to class, and allowed into class, you need to enter the class quietly without disturbing the group, and give your reason for being late to your tutor at an appropriate time.
- If you are often late or absent without good reason you will face disciplinary action.
- You should arrange a buddy in class who can collect handouts or homework for you if you are absent.
- In the event of exceptional circumstances or unforeseen events please talk to your tutor.

## BULLYING AND HARASSMENT

Should a student feel they are subject to harassment or bullying at ELATT then they should bring the matter to the attention of staff at ELATT.

The student bringing the complaint will be dealt with sympathetically and the incidents will be thoroughly investigated to establish the truth. If the allegations are found to be true, the student/s responsible will have disciplinary action taken against them. This might result in exclusion if their behaviour is serious enough to constitute gross misconduct.

### Definitions

Bullying is an expression of power designed to intimidate other students

Harassment occurs when a person (male or female, regardless of age, racial origin or sexual orientation) is subject to any form of unwanted verbal, non-verbal or physical conduct, that occurs with the purpose or effect of violating the dignity of a person, in particular when creating an intimidating, hostile, degrading, humiliating or offensive environment, which is unsolicited by, and is offensive to the recipient.

Examples of harassment are bullying, banter and abuse, applying nicknames, name calling, religious or homophobic jokes.

Sexual Harassment means any form of unwanted verbal, non-verbal or physical conduct of a sexual nature. Examples of this include physical or intimidatory abuse based upon an individual's gender; unwanted and repeated physical contact; coercing sexual intercourse; unwanted sexual advances, propositions or pressure for sexual activity; remarks, innuendo or comments that are viewed as offensive or lewd; displaying obscene or pornographic material that causes offence; sexually suggestive gestures.