

## **Apprentice Code of Conduct**

Swift Staff and Senior Leaders, Apprentices and their Employers, have all had an involvement in the development of the Swift Code of Conduct.

The aim of the Code of Conduct is to ensure everyone who participates in Swift's services knows what is expected of them and feels safe, respected, and valued.

We expect people who take part in our services to always display appropriate behaviour.

This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Swift strongly believes that all adults have a crucial role to play in the safeguarding of Learners.

Our Code of Conduct exists to ensure all who work or learn at Swift carry out their roles and responsibilities in a manner that promotes the safest possible learning and working environments which safeguard Learners, and also reduces the risk of them being falsely accused of improper or unprofessional conduct.

As with our Employee Code of Conduct, we feel our Learners have the same duty to act respectfully, and the same rights to expect to be treated with respect.

## **Dress code**

You are required to dress as you would for work for any learning sessions whether you are learning in person or online.

## **Attendance**

Whether attending a session online or in person, you are required to be present 15 minutes before your start time, ready and eager to start your learning! If attending an online session, you are required to email your trainer 15 minutes before the start time to confirm you are attending and are logged in ready to start.

Any Learner who does not arrive for a planned session, either online or in person, will be located using the following process:

- ✓ **08.45:** Tutor attempts contact with Learner.
- ✓ **09.00:** If there is still no successful contact made-Learner Support Manager will call the Learner.
- ✓ **09.30:** if there is still no contact, The Learner Support Manager will contact the setting to check if they have gone to work.
  - The LSM will also call the emergency contacts at this point if the Learner is not at work,
  - if there is still no contact made, the LSM will leave a message stating the concern has been passed to the ODSL and a police welfare call will be requested within 30 minutes,
- ✓ **10.00:** ODSL to request police welfare check.

## **Health and safety**

For your own safety and the safety of others all Apprentices must adhere to the Swift health and safety policy and follow health and safety related instructions at all times.

## **Alcohol and drugs**

Apprentices must never have in their possession / be under the influence of alcohol and drugs whilst learning with Swift or whilst at their employer premises.

## **Theft / sabotage**

Apprentices must never take or destroy any item belonging to Swift or fellow learners

## **Plagiarism**

Apprentices shall not falsify any records (including time records, travel expense claims, absence records and so on) for yourself or others.

## **Cheating**

Apprentices shall not plagiarise (for assessed work) from fellow Apprentices or others or copy from others during exams.

## **Mobile Phone Usage**

You may bring your mobile phone to the Academy, but we ask that you ensure:

- It is switched off during lessons unless where you are permitted to use it for research / planned activity purposes.
- You do not take it into any exam/assessment with you

## **Online Learning**

- You are required to have your camera on during all online learning sessions so we can interact with and support you appropriately at all times.
- The environment where you take part in online learning sessions needs to be appropriate – quiet, undisturbed and somewhere you can focus on learning effectively. If you are struggling with this, please speak to your trainer for support.

## **Behaviour**

At Swift we recognise that learning happens best in an environment where people feel safe, valued, respected and able to express their own views.

- Learners and staff are expected to act with respect. Staff should not use any form of degrading or humiliating treatment of Learners.
- The use of sarcasm, demeaning or insensitive comments is completely unacceptable.
- Staff will challenge inappropriate behaviours between peers, including child on child sexual violence and sexual harassment swiftly and appropriately.
- Swift has a behaviour and sanction policy which outlines strategies appropriate to the circumstance and situation when dealing with negative behaviours.
- Where a Learner has specific needs in respect of particularly challenging behaviour, a positive handling plan, including assessment of risk, will be drawn up and agreed by all parties, including, for example, a medical officer where appropriate.
- Senior managers will ensure that our behaviour and sanction policy includes clear guidance about the use of isolation and seclusion.

**Author:** Jayne Hipkiss

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Authorisation by the Managing Director:

**Name:** Greg Morrall

**Signed:**

*Gregory Morrall*

Please follow our Do's & Don'ts to make learning safe, fun and enjoyable:

DO	DON'T
Cooperate with others	Be disrespectful to anyone else
Be friendly	
Listen to others	
Be helpful	Bully other people (online or offline)
Have good manners	
Treat everyone with respect	
Take responsibility for your own behaviour	Behave in a way that could be intimidating
Talk to your Tutor/DSO about anything that worries or concerns you	
Follow this code of behaviour and other rules (including the law)	
Join in and have fun!	Be abusive towards anyone
Be helpful	