**Brighton & Hove Recovery College   
Student Code of Conduct**

# Student Code of Conduct

Our aim is to create a positive learning environment which inspires hope and empowers students to take control of their own recovery through learning.

We ask that all students attending the College:

* Behave in a responsible manner
* Adhere to the course contract (ground rules), which foster mutual respect, dignity and understanding, embracing diversity between all members of the College
* Report any health and safety concerns you may notice
* Do not behave in any way that may be considered threatening or disruptive or that is likely to lead to physical or emotional harm to any students or staff
* Respect the wellbeing and property of the other members of the College
* Not discuss anything relating to any fellow student outside of class in a manner which could identify them without their express permission
* Refrain from the use of alcohol or un-prescribed medication or drugs before or during courses
* Attend courses/workshops and other arranged meetings punctually
* Take responsibility for their own learning and come to the courses/workshops ready to participate
* Tell us how we can support their wellbeing whilst attending the Recovery College
* Tell us what may be preventing them from getting the most out of their learning experience
* Inform us as soon as possible if they are unable to attend or be late for a course, a specific session or any other arranged meeting

**In addition there are some specific learning codes and guidance we have added to ensure the safety and security for students and staff during face to face and virtual sessions; see overleaf…**

**Virtual Sessions**

* Before joining a session, please find a quiet private space where you will be have no interruptions from others for the duration of the session; this is important for the confidentiality of everyone in the group and to minimise distractions
* If using a computer in a public space i.e. a library, please ensure that no-one else is able to see your screen, including people who might walk behind you
* Please do not have other people on screen, including children, or pets, as this can be distracting to other students
* Consider how you might handle unexpected interruptions, such as the door bell ringing or any potential phone calls
* Find a plain and neutral background as possible. Check that you have no personal items on show (e.g. photos) or any items that might identify others or your location
* Ensure that you are appropriately dressed and there are no offensive items or logos in the background
* Do not share course/workshop joining instructions with anyone else or post them online
* Only students who are enrolled on a particular workshop and have been sent the joining instructions may attend the particular course/workshop, to increase internet safety and avoid disruption
* Respect other student’s online privacy
* Ensure that video sharing is switched on so that Peer Tutors and trainers can see who they are teaching at all times. Being able to see each other helps with communication and creating a sense of trust between group members
* Do not use any recording equipment to take photos, videos or voice notes of any part of the session
* Please use an appropriate profile name
* Arrive punctually to sessions

**Face to face sessions**

**Staff and student safety is at the forefront of what we do; to ensure the safety of everyone we will:**

* Limit the number of people in the classroom
* Thoroughly clean the classroom at the end of each session
* Ensure anti-bacterial gel, wipes, and face coverings are available

**In return we ask that students**

* Notify the college before the session if you are unable to attend
* Not to arrive any earlier than ten minutes before the start of a session to reduce the number of people in the reception area. Please do consider this when travelling to your session.
* Try to maintain a comfortable distance between others at all times
* If you need to cough or sneeze during the visit, do this into a tissue or into the crook of your elbow

***Is there anything you would like us to consider to make this meeting safer and more comfortable for both of us? If so, please detail this in the box below:***

We all have a responsibility to ensure that this code is respected and adhered to. Please approach a member of the college staff if you have any concerns and try and find a way forward. You can contact us by telephone on 01273 749500 or by email to: recoverycollege@southdown.org

If we feel that you have breached this code of conduct, we will discuss this with you.

I have read and agree to abide by the above Code of Conduct.

Name: ……………………………………………………………….. Date: ………………...

Signed: ………………………………………………………………………………………...