

Brighton & Hove Recovery College Student Code of Conduct and Charter

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 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
- 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
- If using Zoom, 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
- Use one large classroom rather than two small ones as we did prior to the pandemic
- 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

- Not to arrive any earlier than five 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.
- Notify the college before the session if you or anyone else in your household has symptoms of COVID-19 or is self-isolating following possible exposure to an infected person
- 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 764967 or 07458 077087, 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:

Student Charter

In order to create a supportive environment conducive to learning we want to ensure we give you all the support and guidance you need to achieve success. This charter serves to outline the responsibilities of the Recovery College and its Peer Trainers, as well as those who attend as students.

The Recovery College pledges to:

- Deal with your registration courteously and reply within two weeks of our registration window closing to confirm your courses.
- Provide information, guidance and advice on courses and programmes of study and support to access our courses.
- Provide you with a warm and professional welcome at all times.
- Ensure courses/workshops are of a high quality and promote recovery principles.
- Offer advice and guidance on learning and study skills, and the use of learning resources.
- Provide support, which will help you monitor and review your progress if you would like to.
- Devise well-planned schedules that, where possible, will take your needs into consideration.
- Provide a safe and healthy study environment.
- Provide an environment free from discrimination.
- Respect your personal beliefs, life choices, religious and cultural practices and traditions.
- Supply Buddy support where available.
- Give you the opportunity to express your views and concerns about the Recovery College and its services without fear of reprimand. You can do this by contacting the Brighton and Hove Recovery College office on 01273 764967 or 07458 077087, by email to: recoverycollege@southdown.org or through the Southdown complaints process.