

Learner Code of Conduct Policy

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Policy prepared by	Nick Preston
Policy Approved by	CEO – Judith Allen
Complaints Lead	Nick Preston – npreston@education-wise.org - 0117 379 0450
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Purpose

The Code of Conduct sets out the standards of behaviour expected from all learners at Educationwise. By adhering to this code, learners help maintain a respectful, safe, and productive learning environment for everyone. It applies to both in-person and online activities.

Key Principles

At Educationwise, our values underpin everything we do. These principles guide the expectations we have for our learners:

1. **Respect:** Treat everyone—fellow learners, staff, and external partners—with dignity and consideration, ensuring a positive and inclusive environment.
2. **Responsibility:** Take ownership of your actions and their impact on others, in line with our value of being straightforward and honest.
3. **Integrity:** Demonstrate honesty and ethical behaviour in all aspects of your education, reflecting our commitment to openness and honesty.
4. **Collaboration:** Work effectively and supportively with others to achieve mutual success, contributing to the positive futures we are enthusiastic about creating.
5. **Adaptability:** Be open to feedback and change, reflecting our value of being open to improvement and embracing opportunities to grow.

Learner Expectations

1. Respect for Others

- Communicate in a polite and professional manner, whether in person, via email, or on digital platforms.
- Avoid any behaviour that could be interpreted as harassment, bullying, or discrimination.
- Embrace diversity by respecting different viewpoints, backgrounds, and experiences.

2. Attendance and Participation

- Attend all scheduled classes, training, and assessments punctually.
- Inform your tutor in advance if you are unable to attend a session.
- Actively engage in lessons and complete assignments by the agreed deadlines.

3. Academic Integrity

- Submit your own original work. Do not engage in plagiarism, collusion, or any form of academic dishonesty.
- If using AI tools or other resources, ensure their use aligns with our Malpractice and Maladministration Policy.

- Honour the principles of fairness and ethical conduct in all assessments and activities.

4. Safe and Inclusive Learning

- Follow all health and safety guidelines provided during your course.
- Report any unsafe conditions, incidents, or behaviours to your tutor or the safeguarding team.
- Respect shared spaces by keeping them clean and behaving appropriately.

5. Digital Etiquette

- Use digital tools responsibly and only for educational purposes.
- Avoid sharing or posting offensive, harmful, or misleading content.
- Protect your login credentials and respect others' privacy online.

6. Confidentiality

- Maintain the confidentiality of sensitive or personal information shared during classes or assessments.
- Report any breaches of confidentiality immediately.

7. Feedback and Communication

- Provide constructive feedback when asked and respect the feedback given to you.
- Communicate any concerns or challenges to your tutor or support staff promptly.

Disciplinary Actions

Failure to adhere to this Code of Conduct may result in:

1. **Informal Warning:** A verbal or written reminder of expected behaviour.
2. **Formal Disciplinary Action:** This may include additional training, suspension, or removal from the programme.
3. **Escalation:** Serious or repeated breaches, such as harassment, academic dishonesty, or unsafe behaviour, will result in immediate investigation and potential expulsion.

Reporting Concerns

If you witness or experience misconduct, report it immediately to:

- Your tutor or programme coordinator.
- The safeguarding team if the issue relates to safety or well-being concerns.

Your reports will be handled confidentially and in line with our Safeguarding and Prevent Policy.

Final Note

By following this Code of Conduct, you contribute to a supportive, inclusive, and empowering community at Educationwise. Together, we create an environment where everyone can succeed.

For additional details, refer to your Learner Handbook or contact your tutor.