

WALLACE SCHOOL OF TRANSPORT (WST)

LEARNER BEHAVIOUR POLICY and IT CODE OF CONDUCT

1.0 INTRODUCTION/PURPOSE

WST aims to create a welcoming and supportive environment for learning, in which professional working relationships are based on mutual respect. Staff at WST are committed to maintaining high expectations of professional conduct as an essential contribution to the educational and social experience of its learners, and their happiness and wellbeing whilst partaking in learning.

The purpose of this policy is to identify the conduct expected of learners while working with WST; and to highlight relevant related procedures should this conduct not be exhibited consistently. Learners are required to sign the policy as evidence of their commitment to upholding this policy and code of conduct.

2.0 EXPECTED BEHAVIOURS

2.1 COMMITMENT TO LEARNING

In order to fulfil their individual and group potential while working towards Apprenticeships and all other qualifications, it is expected that learners will:

- Arrive punctually for planned sessions and commit to the time required of them
- Complete required work between learning sessions, to the best of their ability and within the agreed timeframe
- Listen attentively and participate fully in taught sessions; allowing others in the group to benefit from their experience should they understand the content in delivery, and recognising the individual needs and paces of group members in a fair and accepting manner
- Respect the knowledge and authority of staff, querying and raising constructive questions where necessary* without being inappropriately challenging
- Make relevant staff aware of any changes to circumstance which may affect their commitment to learning, including work and home based issues (such as holidays or shift changes) and learning needs or barriers

- Develop and maintain awareness of appropriate targets for the completion of learning, licence acquisition etc.

2.2 INTERACTION

In order to support the creation of an inclusive and professional environment, conducive to learning for all group members, it is expected that learners will:

- Speak to one another and to staff with respect and courtesy at all times, including during stressful periods such as preparation for assessment
- Value the diversity of the group and work actively to eradicate discrimination of all kinds, including unintentionally offensive speech or behaviour
- Develop and maintain awareness of the value of diversity within the workplace, challenging any preconceptions and championing diversity within the logistics sector
- Develop and maintain awareness of appropriate safeguarding behaviours**, including the process for making staff aware of any concerns about peers

2.3 HIGH WORKPLACE STANDARDS

Learning and the achievement of qualifications are a key aspect of driving standards within the logistics sector. In addition to building an exemplary UK workforce of logistics professionals, high standards within the workplace must be maintained by adherence to legislation. It is therefore expected that learners will:

- Comply with all relevant health and safety legislation relating to the hours they work and the recording of these hours; the storage and transport of goods; vehicle maintenance; safe use of roads in and outside of the UK; and all other legislative aspects of the field
- Develop and maintain awareness of whistleblowing procedures; and commit to following these procedures should they become aware of any instances of non-compliance among peers

2.4 OPENNESS AND HONESTY

WST respects all learners, recognising the value in individual differences. In order to support and manage individual learners effectively and with the respect they deserve, WST encourages learners to be open and honest about themselves with the staff involved in supporting them.

Circumstances which learners are encouraged to disclose include, but are not limited to:

- Chronic or acute health issues, including mental health issues
- Medication and its side effects
- Injury and recovery time
- Disabilities, including invisible disabilities
- Learning difficulties
- Emotional triggers or trigger periods, such as discussion of homophobia or finding particular times of year difficult due to anniversaries
- Dependents and/or partners/spouses requiring support or care, whether temporary or long-term

All disclosures made to staff will be discussed only with relevant team members, and only with the express permission of the learner concerned (unless the learner is aged under 19, in which case parents/guardians may be consulted). Disclosure of personal circumstance facilitates an inclusive and diversity-positive culture, and is encouraged in order to support individuals as fully as possible.

Learners are expected to disclose any health or medication related issues which have a direct effect on their capacity to drive and/or work safely.

2.5 SAFE AND PROFESSIONAL USE OF IT EQUIPMENT

The safe and professional use of computer technology and the internet are pivotal for the maintaining of a secure workforce and society. Accordingly, it is expected that learners will not, under any circumstances, use workplace or training provider IT equipment*** for:

- Any illegal activity
- Creation or transmission, or causing the transmission, of any offensive, obscene or indecent images, data or other material, or any

data capable of being resolved into obscene or indecent images or material

- Creation or transmission of material with the intent to cause annoyance, inconvenience or needless anxiety
- Creation or transmission of material with the intent to defraud.
- Creation or transmission of defamatory material
- Creation or transmission of material such that this infringes the copyright of another person

WST has a statutory duty under Section 26(1) of the Counter-Terrorism and Security Act 2015, known as the Prevent Duty, to have due regard to and aid the process of preventing people from being drawn into and supporting terrorism. In line with this duty, learners must not create, download, store or transmit extremism-related material with the intention of supporting or spreading terrorism.

2.6 GENERAL CONDUCT

As a matter of course, it is expected that learners will act within the law at all times and not engage in any activity or behaviour that is likely to bring their business or WST into disrepute.

*It is acknowledged that there may be occasions on which learners are dissatisfied with the support they receive from staff. On these occasions, learners should refer to WST Complaints Policy.

**For further information about appropriate safeguarding behaviours, please refer to WST Safeguarding Policy

***IT equipment in this context includes hardware (computers, tablets and mobile phones), software (internet browsers, email etc), and wired or wireless internet connections

3.0 DECLARATIONS

3.1 WST DECLARATION

Failure to comply with any of the requirements of this policy is taken very seriously, and may result in disciplinary action being taken.

Signed: RUTH WALLACE, DIRECTOR

Date:

3.2 LEARNER DECLARATION

I confirm that I have read and understood this policy, and agree to adhere to the expected behaviours and IT code of conduct

Signed:

Print name:

Date: