



Blueberry Learner Code of Conduct

Blueberry Academy asks students to meet a set of basic standards while on their education programme.

We prepare people for adulthood and so we aim for a level of maturity and respect for other individuals.

We expect students to abide by this code of conduct.

You must:

- treat all members of the Blueberry community with respect and courtesy.
- attend all timetabled sessions, unless ill or for another unavoidable reason, and be punctual. Any absence is to be reported to reception by 9.00am.
- be a positive representative for the Blueberry Academy in the local area: this means being polite to nearby residents and members of the local community and respecting their property.
- dress in a manner that is appropriate for an academic or workplace environment and suitable for the activities you will be doing.
- respect the facilities and resources provided to assist you in your education.
- follow the health and safety rules and instructions that you are given by staff. Be mindful of the safety of yourself and others. Alert staff if you are aware of potential risks to yourself or others.
- switch off phones and store them out of sight in class, unless by permission.

You must not:

- bully, harass or discriminate against any member of the Blueberry community. This includes excessive phone contact/ social media communication which causes distress to others.
- bring non-students onto any sites of learning or work, without prior agreement with a Blueberry manager.
- drop or leave litter around any Blueberry, community or employer venues.
- smoke or use e-cigarettes on any part of the Blueberry learning and workplace sites: you must use designated areas.
- be in possession of any blades, knives, offensive weapons or firearms.
- be under the influence of alcohol, illegal drugs, legal highs or any other non-prescribed psychoactive substances, or bring these into any premises.
- engage in any violent or threatening behaviour.
- use Blueberry facilities to send or view any obscene, offensive or illegal material.
- behave in a manner, within or outside Blueberry that may bring the organisation into disrepute. This includes any criminal or antisocial behaviour.



Misconduct

If you fail to observe any aspect of the Code of Conduct or associated policies, the disciplinary procedures may be implemented.

For example

If you repeatedly refuse to take part in sessions you may be asked to end your Blueberry day early and then you will need to leave or Blueberry Academy will arrange for you to be collected by a parent/ carer.

If you feel unable to engage with your learning or work session after Blueberry staff have made reasonable adjustments to enable you to take part, you may be asked to end your Blueberry day early and then you will need to leave or Blueberry Academy will arrange for you to be collected by a parent/ carer.

UK laws apply within the Blueberry service and any breaking of those laws will be treated very seriously. Activities such as assault, theft, and the possession of drugs or an offensive weapon will be reported to the police. Students should separate themselves immediately from any person whose actions are breaking the law.

If you consistently and regularly do not follow the Learner Code of Conduct you may be temporarily suspended while we make an action plan to improve conduct.

Failure to cooperate with an improvement plan can result with your Blueberry Learning Programme being ended.

Low Attendance

Ongoing attendance below 80% will require agreement with the funding bodies that there are exceptional circumstances that can keep the learning opportunity open.

If your attendance is below 80% we may need to have a meeting with you and your parent/ carer/ support staff to make an action plan for improving attendance. (Discretion is used where low attendance is due to health issues.)

All attendance concerns are shared with York Learning who will make the decision on whether the learner can continue to be enrolled on the course.

If a student is not able to engage sufficiently with the learning opportunity, the academy has the right to end the programme and refer the individual to other services to explore their options and to access more appropriate support.