



Derbyshire Adult Community Education Service

# **Code of Behaviour for Learners and Visitors**

**Final**

Approved by Senior Management Team:

June 2018

To be reviewed by:

August 2020

## Derbyshire Adult Community Education Service

### Code of Behaviour for Learners and Visitors

Derbyshire Adult Community Education Service welcomes all our learners and visitors to our adult community education centres and other learning venues. We are committed to providing an environment where everyone will have an equal opportunity to participate and develop to their full potential.

Derbyshire Adult Community Education Service will not tolerate discrimination on the grounds of:

- disability
- ethnicity
- age
- gender
- religion and belief including non-belief
- sexual orientation
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- social background or appearance.

In order to ensure that everyone enjoys, benefits and achieves from their experiences with us; we ask that you respect and comply with the following requests:

- Treat all staff, volunteers, visitors, contractors, learners and property with respect
- Act in a responsible way to safeguard your own health and safety and that of others including respect for the rule of law (in line with [Safe Learner](#) Policy and Health and Safety policy)
- Respect the different backgrounds, experiences and lifestyles of others
- Act in ways which do not discriminate against people of different backgrounds including the tolerance of those with different faiths and beliefs (in line with our [Equality, Diversity and Inclusion](#) policy)
- Do not use language which could offend others (e.g. racist, sexist, homophobic, ageist, or language offensive to people with a disability)
- We expect everyone to avoid behaviour which could make another person or group of people feel vulnerable, uncomfortable, unaccepted or exploited
- As part of your course, you will be expected to produce written work. It is important that you give in your own work and that it is not copied either from someone else or your own previous assignments
- Where possible ensure you attend all sessions, if you are ill please contact the centre prior to the start of your class to let them know your reason for non-attendance
- Comply with any other policies of this centre. They will be available online, within the Learner Handbook ([The Guide](#)) or by asking a reception within the learning centre.

**If you feel you have been treated with a lack of respect, been harassed, discriminated against, or feel exploited contact either your course tutor or ask to see the relevant Programme Development Manager. They will follow this up with you.**