

## **Wokingham Recovery College**

### **Code of Conduct**

#### **Why do we need a code of conduct?**

- Wokingham Recovery College (WRC) aims to provide a safe and pleasant environment for those needing support
- Students and staff have agreed that a standard of acceptable behaviour needs to be set for everyone to follow
- It is important that all students, staff and volunteers are treated with equal respect

The Code of Conduct Policy has been constructed to ensure that there are procedures in place to provide a safe environment for everyone across the venues that we use.

### **Code of Conduct**

Students and staff are expected to treat each other and any visitors with respect and have regard for their dignity. This includes ensuring privacy and valuing the worth of all individuals.

#### **Behaviour that is not acceptable**

WRC will view any behaviour that is disrespectful or likely to cause harm to others as a breach of the Code of Conduct. The list below gives examples of behaviour that would breach the code:

- Making personal remarks of a slanderous nature or using offensive language
- Physical violence or behaving in a threatening or aggressive manner
- Sexual harassment
- Racism
- Discrimination
- Theft or damage to property
- Financial exploitation
- Being under the influence of non-prescribed drugs or alcohol
- Unwanted or inappropriate use of cameras, or other recording or imaging devices

#### **If the Code of Conduct is breached**

Students should feel empowered to challenge any behaviour that is contrary the Code of Conduct.

Students may also speak to staff for advice or support or to raise concern about breaches to the Code of Conduct.

If any student has difficulty with the meaning or implications of any part of the Code of Conduct, they should contact a member of staff who will support them to improve their understanding of this.

When investigating a breach of the Code of Conduct and responding to the outcome of this, staff will always aim to meet the learning needs of the individual, as well as protecting the safety of the environment for the people who use WRC.

A serious breach of the code of conduct or persistent disregard of warnings may result in a student losing access to our services for a period of time. This will typically be 6 months unless agreed otherwise.

As well as following our Code of Conduct, students agree to abide by any rules or guidelines set by the venues used by WRC for activities.

### **Confidentiality**

It is important to respect the privacy of all students and for this reason:

- Do not repeat conversations or incidents which happen during groups or activities
- Do not disclose the identity, address or telephone number of another person using our services without the permission of the person
- Staff will hold information about students, in the strictest confidence within the staff team.

However, we have a Duty of Care to pass on information to relevant agencies (for example, Social Care, Police, Community Mental Health Teams) if we suspect a person will seriously harm themselves or someone else.

Staff will always try to speak to the student before disclosing information outside of the staff team, ensuring the student is aware of the reason for the disclosure.

### **Safeguarding**

This Code is intended to guide our behaviour towards one another; there are different procedures for dealing with abuse. We all have a duty to protect others from abuse. If a student is concerned that they or another student are at risk of neglect or abuse, they should contact staff for support and advice or they can contact Wokingham Borough Council Safeguarding Team by calling 0118 974 6371 to speak to someone about the concerns.