

# Northumberland Recovery College

## Code of Conduct

### Why do we need a Code of Conduct?

- Northumberland Recovery College (NRC) 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 visitors 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 such as being polite, ensuring privacy and valuing the worth of all individuals.

### Behaviour that is not acceptable

NRC 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 help them develop their skills in relation to 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 NRC.

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.

As well as following our Code of Conduct, students agree to abide by any rules or guidelines set by the establishments used by NRC 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, there are **3** areas where they are legally bound to pass information onto relevant agencies e.g. Social Services, Police, Community Mental Health Teams.

- Any Illegal Activities
- Child Protection Issues
- Disclosure of Harm, either to self or others

### **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 Northumberland Social Care 24/7 via OneCall on 01670 536 400.