

# Code of Conduct

8<sup>th</sup> December 2020  
version 1.0



## Purpose and Scope

Skills Gap remains committed to cultivating a respectful and supportive community to help all members enjoy the best online learning experience.

This policy aims to

- offer concise guidance on the conduct expected in the online learning environment;
- detail procedures to report any action believed to violate the guidance;
- outline the processes for handling confirmed violation.

The policy provides essential information for any student participating in a Skills Gap programme.

## Fair Treatment and Respect

All students and instructors share responsibility for creating a productive learning environment.

Mutual respect forms the foundation to maintain a safe and non-discriminatory environment.

All participants should help create a collaborative culture – providing open communication to help each individual achieve their goals.

Students should not initiate, support or perpetuate any bullying – whether physical or psychological.

Harassment, physical or sexual assault, and any event threatening these constitute a major infringement suitable for immediate dismissal.

The primarily educational purpose in the events requires students refrain from any sexual relationship involving a teacher, assistant or student throughout the programme.

Students must never consume alcohol or any illegal drugs during the programme and ensure to attend free from the influence.

## Attendance

### *Requirements and Records*

Students should attend all lessons for the best experience.

Each student in any case must attend at least 50% of the lessons to allow continued participation (see also the [Terms and Conditions](#)).

An instructor records attendance during the first fifteen minutes after the class start time. Any subsequent arrival constitutes a late start.

Instructors also record any student departure exceeding fifteen minutes during the active session.

### *Mitigating Circumstances*

Skills Gap assess mitigating circumstances for the absences on an individual basis.

Students should endeavour to inform an instructor beforehand where possible if they anticipate any absences or report the reasons to the instructor at the earliest opportunity after the absence if

unplanned.

Those cases considered reasonable may count for less than the entire affected session to support the requirements for continued participation.

### *Unexcused Absence*

The late arrivals and recorded departure if unreasonable or unexcused constitute an absence for the full teaching period until the next scheduled break.

## Reporting Procedure

### *Safeguarding Concerns*

Skills Gap remains committed in all our activities to safeguard any minors participating in our programmes.

**Any student who suspects abuse affecting a minor attending the programme or any student minor who might suffer such abuse should report the matter straightaway.**

The student should provide a detailed report in the most expedient manner:

Situation	Contact
preferential method except if the below applies	message an available instructor in a private Slack channel
all instructors unavailable or an instructor central to the complaint	phone the Skills Gap office: 0115 822 9999
no response in the previous situation	leave a voicemail on the office number and email: <a href="mailto:ian.dodd@skillsgap.tech">ian.dodd@skillsgap.tech</a>

The [Safeguarding Procedures](#) outline how Skills Gap employees handle the reported concern.

### *Minor Infringements*

Skills Gap encourages students first attempt to resolve any minor issues in direct contact to the individual responsible.

If this fails to resolve the issue then the student should report the issue in the relevant manner when convenient:

Situation	Contact
preferential method except if the below applies	message an available instructor in a private Slack channel
instructor central to the complaint	email: ian.dodd@skillsgap.tech
no response in the previous situation	leave a voicemail on the office number and email: ian.dodd@skillsgap.tech

## Disciplinary Actions

Skills Gap conducts careful and fair examination to assess any allegation.

If substantiated then the set disciplinary response outlines the response:

Disciplinary Structure			
	1st Response	2nd Response	3rd Response
<b>Minor Offence:</b> general bad conduct causing disruption to learning environment	verbal warning	written warning	dismissal
<b>Major Offence:</b> causing serious harm or threat to self, fellow students, instructors or Skills Gap administrative member	immediate dismissal		

### Skills Gap operates a zero tolerance policy toward

- physical or sexual assault, and any instance threatening such.
- alcohol or drug use or influence during the online learning

These constitute a Major Offence resulting in immediate dismissal.

Most issues constitute only a minor impropriety. The “three strike policy” in these cases may help accommodate any mitigating circumstances and allow the responsible individual redress any difficulties.