This Online Learning Code of Conduct applies to all staff who deliver online teaching sessions and students who attend these sessions.

This Code is designed to protect the rights of all members of the diverse community, whether Staff, Tutors or Students, to participate freely in activities both formally and informally.

Poultec Training expects all staff, Tutors and Students to show respect to one another in all aspects of their contact, to conduct themselves in due regard for their own legal responsibilities and in a way that preserves and enhances the organisation's good name and reputation.

This Code applies to all Staff, Tutors and Students of Poultec Training, and any breach thereof will be taken seriously and, where deemed necessary, dealt with in accordance with the relevant disciplinary procedure. Sanctions against unacceptable behaviour will be applied consistently in the interests of everyone's learning, teaching and social experience.

This Code of Conduct must be used in conjunction with Poultec Safeguarding Policy and Safeguarding Code of Conduct.

Code of Conduct
- Online learning activities must be conducted in a suitable, quiet area, and webcams must be sited against a blurred background or a Poultec supplied virtual background. Alternative virtual backgrounds must not be used.

- Content/subject matter covered should be relevant to teaching and learning, and neither the Tutor or Student should make comments of a personal nature.

- Language must be professional and courteous at all times, including that used by any family members or colleagues in the background.

- Staff, Tutors and Students must wear suitable clothing, as should anyone else who might be visible on screen in both the Tutor's and Student's location.

- Staff, Tutors and Students should be mindful of any personal information that may be on their computer desktop. Before sharing their screen on a video call, computer desktop should be cleared of any materials that not be used.

- Staff, Tutors and Students are expected to respect and observe Poultec Trainings rules and regulations, including safeguarding procedures while engaged in online learning activities.

- If a Student's behaviour is deemed to be in breach of this Online Code of Conduct, they will be removed from the class, or the tutorial will be ended, and the incident reported to a Designated Safeguarding Lead. The Student will be subject to investigation in accordance with Poultec Training's procedures.

- Tutors are expected to commence online training activities at the planned times; to facilitate this, sessions should be started 10 minutes before the planned start time allowing Students to enter the Waiting Room ready for the start time of the training activity.

- Staff, Tutors and Students are expected to have their webcam enabled through the learning activity, however should use the mute facility as and when required to prevent background noise, but contribute to the learning activity.

Edward Bales
Managing Director
2nd September 2024

Policy Review	This policy will be reviewed annually by the Senior Management team or when there are changes in the workplace such as new tools, systems or conditions.
Approval Dates	This version takes effect from: 2nd September 2024