



Gift Of Learning was formed to help students manage their learning. We provide our users with the opportunity to ask for help from teachers in a small group setting, and practice those skills through the week at their own pace.

We test the student at the start of their learning journey, and aim to work in partnership with them to build their skills. In that way, the resources in each weekly work pack is picked for the individual learner. Our learning resources are created by teachers in the UK, working for students within the National Curriculum.

Everyone who works or studies with us has a commitment to following our Code Of Conduct and upholding our company values.

James Adnitt, Company Director
Gabrielle Adnitt, Company Director

Company Values

Commitment to Safeguarding
Accountability and Communication
Diversity and Inclusion
Child focussed
Learning as fun!
Individually tailored
Environment

Appropriate Behaviour

For adults working with children

This is for everyone working for Gift Of Learning, including trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

Gift of Learning is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

You are responsible for:

- Providing a safe environment for the welfare of children
- Understanding safeguarding and child protection
- Staying within the law at all times

- Modelling good behaviour
- Challenging all unacceptable behaviour and reporting any breaches to Gabrielle Adnitt (Designated Safeguarding Lead)
- Reporting all concerns about abusive behaviour, whether from an adult or child.

All staff and users, adults and children alike, are treated without prejudice or discrimination.

Everyone is individual and has individual needs. We respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to Gift of Learning.

You should encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

You should: promote relationships that are based on openness, honesty, trust and respect, avoid favouritism, and be patient with others

For Children

Gift of Learning must make sure that everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour. We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

This code of behaviour aims to:

- identify acceptable and unacceptable behaviour
- encourage cooperation, honesty, fairness and respect
- create an environment where your self-esteem, self-respect and self-confidence will grow
- encourage you to recognise and respect the rights of others
- encourage you to take responsibility for your own behaviour
- help resolve conflicts and make it clear what will happen if you decide not to follow the code.

You should:

- cooperate with others and be friendly
- listen to others, be helpful and have good manners
- treat everyone with respect
- take responsibility for your own behaviour
- talk to **Gaby Adnitt** about anything that worries or concerns you



- follow this code of behaviour and other rules (including the law)
- join in and have fun!

You shouldn't:

- be disrespectful to anyone else
- bully other people (online or offline)
- behave in a way that could be intimidating
- be abusive towards anyone.

What happens if I decide not to follow the code of behaviour?

Minor or first-time incident

If you behave in a way that doesn't follow our behaviour code, our staff or volunteers will remind you about it and ask you to comply with it. They will give you an opportunity to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

Formal warning

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity. They will make a record about what happened and inform your parents or carers if this is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future. We may also decide that a sanction is appropriate such as restricting you from taking part in some activities

Final warning

If the support we have put in place isn't helping you to change your behaviour, we may need to give you a final warning. Again this will be recorded and we'll inform your parents or carers as appropriate. At this point, we may need to talk with you and your parents or carers about other services that might be more able to give you the support you need.

Equal Opportunity

The company will not tolerate discrimination based on race, color, religion, gender, age, national origin, sexual orientation, marital status, disability or any other protected class.

Confidentiality

The company and its employees maintain the confidentiality of all proprietary information. Proprietary information includes all non-public information that might be harmful to the company and its customers and business partners if disclosed.



Confidential information can include data about users, and any other information that could damage the company or its customers or suppliers if it was disclosed

Record Keeping

All documents, databases, voice messages, mobile device messages, computer documents, files and photos are records.

Employees are required to:

- maintain these records and protect their integrity for as long as required
- maintain official record keeping systems to retain and file records required for business, legal, financial, research or archival purposes
- dispose of your records according to the company's records retention and disposition schedule
- Employees should never destroy documents in response to, or in anticipation of, an investigation or audit.

Health and Safety

The company conducts business in accordance with applicable health and safety requirements and strives for continuous improvement in its health and safety policies and procedures.

All employees are expected to perform their work in compliance with applicable health and safety laws, regulations, policies and procedures and apply safe work practices at all times in all locations.

Applicable safety and health requirements must be communicated to visitors, customers or contractors at any company location.

Employees are required to immediately report workplace injuries, illnesses or unsafe conditions, including "near-misses."

Code of Conduct Acknowledgement

By certifying to the company code of conduct, you acknowledge that:

- You have read the entire code of conduct and understand your responsibilities related to it.
- You have had the opportunity to ask questions to clarify any unclear aspects of the code.
- You agree to abide by its principles.
- You agree to report to the company any violations of the code.
- You agree to cooperate in any investigations of violations of the code.