



SCHOOLVILLE SAFEGUARDING POLICY

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A safe and inclusive learning environment
for all students, staff, and visitors.

Schoolville safeguarding policy is designed to create a safe and inclusive learning environment for all students, staff, and visitors. Our policies are in place to promote a positive and productive experience for everyone involved. Below are the key areas outlined in our policy:

1. Non-Discrimination and Inclusion

- Schoolville is committed to providing a learning environment that is free from discrimination and harassment based on race, tribe, color, religion, gender, sexual orientation, gender identity, national origin, disability, or any other protected class.
- We value diversity and strive to create an inclusive and welcoming environment for all students, staff, and visitors.

2. Code of Conduct

- All students are expected to adhere to a code of conduct that promotes respect, integrity, and responsibility.
- Prohibited behavior includes but is not limited to: cheating, plagiarism, disruptive behavior, harassment, and any form of discrimination.
- All students are expected to follow the instructions of the instructors and staff at all times.

3. Program Integrity

- Schoolville upholds the highest standards of program integrity. This includes avoiding plagiarism, cheating, or any form of academic dishonesty.
- Students are expected to submit their own work and properly cite any sources used in their assignments.

4. Attendance and Punctuality

- Regular attendance and punctuality are essential for student success. Students are expected to attend all classes and arrive on time.
- Absences may impact a student's progress and could result in additional program requirements to make up for missed class/classes.
- For any genuine reason Student is unavoidably absent, student should inform the facilitator who will then inform the Head of Education and Training.

5. Dress Code

- Students are expected to dress appropriately for a professional learning environment.
- Clothing that is overly revealing, offensive, or disruptive is not permitted.

6. Technology Usage

- The use of technology (laptops, tablets, smartphones) during classes is permitted for educational purposes only and with instructor approval.
- The use of technology for unrelated activities, such as social media or personal entertainment, should be avoided during instructional time.
- Mobile phones must always be in silent during training sessions.

7. Respect for Facilities and Property

- All students are expected to treat the facilities and property with respect.
- Eating in the classes is highly prohibited.
- All food and drinks should be taken to the cafeteria for on-site students.
- Vandalism or destruction of property will not be tolerated and may result in disciplinary actions.

8. Health and Safety

- Schoolville prioritizes the health and safety of all individuals within the training centres.
- Students are expected to comply with all safety guidelines and protocols, including emergency procedures.

9. Complaints and Grievances

- The training centre provides a process for addressing complaints and grievances from students or staff to the appropriate staff member for timely resolution.
- Complaints between students from same class should be taken to the facilitator in charge of the class for resolution.
- Complaints between students from different classes should be taken to the Head, Education and Training for quick resolution.
- Complaints between student and facilitator should be taken to the Head, Education and Training for amicable resolution.

10. Alcohol and Substance Abuse

- Schoolville maintains a zero-tolerance policy for alcohol and illegal substance use on its premises.

11. Social Media and Communication

- Students and staff are expected to use social media and communication platforms responsibly and in a manner that reflects positively on the training centre.

12. Privacy and Confidentiality

- Schoolville respects the privacy and confidentiality of all students and staff.
- Confidential information should not be shared with unauthorized individuals.

13. Compliance with Policies and Regulations

- Schoolville respects the privacy and confidentiality of all students and staff.
- Confidential information should not be shared with unauthorized individuals.

It is important for all students, staff, and visitors to familiarize themselves with these policies and adhere to them at all times. By upholding these standards, we can create a respectful, safe, and conducive learning environment for everyone involved in Schoolville community.

*thank
you!*