



## LP23 – Distraction Free Learning Policy

To ensure a positive and safe learning environment is provided where all learners can achieve their best

The Distraction Free Learning Policy is introduced at induction and enforced at each session. It is monitored and measured by staff at each session and using the Observation of Teaching and Learning at Access Training policy (Q02).

What is required of learners

- In order to remove the distraction of a mobile phone, all mobile phones will be put at the front of the class the first time they cause a disturbance to the class.
- Please ensure any drink is contained in a bottle and you do not bring any food into your session with you.
- Please respect your Trainer and peers both with your behaviour and with your language - this means in the classroom and also in the building.
- If for any reason you cannot make the session for the start you must inform a member of staff, please then come into the session quietly and join the group, your Trainer will discuss your lateness with you at the next break. If you are more than 30 minutes late you may be refused entry to the session and at risk of being excluded for the day.
- Please do not come to your sessions if you have been taking drugs or alcohol (our Full time programme manager can help you with any issues you may have surrounding this).

We want you to get the most you can from your time with Access Training, ultimately helping you to achieve employment or further education, we can do this if we all work together and make your learning a worthwhile and valuable experience. If you feel unable to engage in our distraction free learning policy it is vital that you discuss it with your tutor prior to your session.

Please also refer to the Violent Behaviour policy (HS10).

Aim:

To ensure all learners and staff can learn in a safe, distraction free environment

<b>Title</b>	<b>Code</b>
Distraction Free Learning Policy	LP23
<b>Publication Date / Date of Update</b>	<b>Version Number</b>
October 2015 (Branding update)	3.0
<b>Originator</b>	<b>Checked for Impact Assessment</b>
Name: Sarah Kelly	Assessor(s): Sarah Kelly
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<b>Authorised by Managing Director</b>	<b>Authorised by Board of Directors</b>
Name / Signature: Corrina Hembury	Name / Signature:
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Associated Policies	
<a href="#">Q02 - Observation of Teaching and Learning Policy</a>	
<a href="#">HS10 - Violent Behaviour Policy</a>	