

Hairforce 1 Training Academy

54 London Road, Romford, Essex, RM7 9QX
Tel: 01708 762481

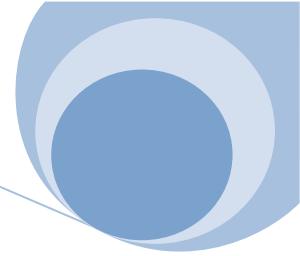
Student Code of Conduct at Hairforce1 Training Academy

- Students are expected follow all Policies Procedures and Health, Safety and Security guidelines as laid down by Hairforce1 Training Academy management team. This not only helps us to work better but also helps prevent accidents, damages, and theft.
- Observe no-smoking regulations – no smoking on the premises at all.
- Familiarise yourself and react swiftly to the fire drill.
- Observe all Health & safety regulations.
- Only operate equipment after they have been shown how to use it.
- Keep all areas clean and tidy – coats and bags are to hung up away from working areas - use equipment properly and behave sensibly. This not only helps us to work better but also helps prevent accidents, damage, and theft.
- Students are required to tidy their work-station before leaving e.g. sweep up any hair and put equipment away.
- Notify Admin before the start of the session if they are going to be absent and support any absence longer than 4 sessions with a doctor's certificate.
- Contact the academy with an explanation if there are any unexplained absences.
- Not remove any academy equipment and materials or take any equipment out of the academy without the permission of an authorised member of staff.
- Keep any money, credit cards and other valuables with them at all times. The Academy takes no responsibility for personal belongings.
- Students must not bring valuable items of equipment or clothing into the academy unless this is relevant to their barbering work. Hairforce 1 training academy does not accept responsibility for any loss or damage to personal possessions.
- Students must not invite people who are not members of the academy onto the premises unless they are to be models/clients for practical assessment and have been announced to a staff member prior to arrival. Visitors and clients must report to a staff member.
- Report immediately to a member of staff If students have any problems or worries, if students are harassed or intimidated by anyone it must be reported to a member of staff as soon as possible.
- If students wish to see a member of staff privately, arrangements can be made to book an appointment to see them at the end of the session.

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- Students must familiarise themselves with their folders, their to do lists and check with their tutor regarding what tasks they need to complete.
- Students must always behave in a calm, quiet, orderly, and sensible manner and treat others with respect and politeness.
- Students must respect the right of all individuals to be free from harassment of any kind, whether sexual, racial, or otherwise.
- Students must avoid the use of language that may be offensive to others.
- Students must turn all mobile phones on silent whilst in class. Phones and mobile devices are only to be used on breaks or to take pictures of your work.
- That the possession or consumption of alcohol is not permitted.
- That the possession of any illegal substances is a serious offence which will normally lead to disciplinary action.
- Students must comply with reasonable instructions relating to behaviour from any staff member
- Students must attend regularly and on time for full sessions morning and afternoon.
- That failure to submit assignments/meet deadlines the student will be required to meet with the tutor.
- That it is the student's responsibility to ensure that the office is aware of any changes in personal circumstances e.g. home address, phone number
- Your tutor will let you know what time your breaks are and lengths of time.
- Lunch is to be eaten in the kitchen area with a maximum of three people in the kitchen at one given time.
- Students must give 2 weeks' notice of holiday arrangements.
- Students must participate fully in their programme of study.
- Students must not access inappropriate websites as this is strictly forbidden.
- Students must complete 'real' jobs as part of their NVQ.
- Students must wear the college uniform of black.
- Students must abide by the rules and regulations

Signed:

Print name:

Date: