

CODE OF CONDUCT POLICY

At Sally Durant Training Aesthetic Education and Training we are committed to standards of excellence and our code of conduct policy is an extension of this commitment, underpinned by professional ethics, legislative and regulatory compliance and respect for others.

General Conduct

In all elements of their course completion delegates should:

- Conduct themselves in a courteous, polite and respectful manner towards to SD staff, fellow students and clients whether this is by phone, email or when speaking in person.

Learning Agreement

- All students must have completed and signed a Learning Agreement which must be completed with their Course Tutor. This agreement will enable the student to clarify all requirements for completing the course and to agree a schedule for this completion.
- While the Learning Agreement is not binding and can be amended as required, any requested changes to the agreed completion schedule must communicated to the Course Tutor and confirmed in writing.

Tutorial Attendance

- A student may contact their tutor for support and guidance at any time during their course but formal mandatory Tutorial Appointments will be scheduled every 4 weeks.
- It is the responsibility of each student to attend these appointments. A record of each tutorial will be logged and form part of the student's register of attendance and their final portfolio.
- 24 hours' notice of cancellation is requested and failure to keep an appointment without notification will be documented. If the student does not facilitate the required appointment to be made or if an appointment is missed without notification this will be recorded within the student's portfolio as unprofessional conduct.

Preparation for Training Attendance

All students must:

- Ensure that all elements of the e-learning, folder completion, MCQs, and assessment workbooks have been completed inline with their Learning Agreement, prior to their attendance to the training centre.
- Liaise with their course tutor in respect of the above
- Book their practical training in accordance with the SDTC booking policy and confirm their attendance by email on admin@sallydurant.com
- Be punctual
- Have everything required for the session being attended.
- Comply with the Uniform & Professional Presentation Policy students will not be allowed to take part in the training if this is not adhered to. If training has to be rebooked for this reason a charge of £125.00 + VAT will be incurred.
- Bring their course folder, a pen and note-book to their training
- Students must be prepared to stay for the full day and should refrain from making travel or other arrangements before they have been notified of the finish time - Many practical training days will not finish until 7.00pm.
- **Note-** students will only be able to be certified for attendance if they complete the full day.

Conduct Within the Practical Training Environment

While within the training environment all students must:

- Comply with all legislation, regulations and guidelines as required in the workplace and within a clinical environment to include:
 - All Health and Safety Laws, Regulations and Guidelines
 - Equality and Diversity Legislation
 - Data Protection Law
 - Clinical Governance and Accountability
- Be aware of, and compliant with, all SDTC practical protocols, procedures and policies pertaining to:
 - Code of Conduct
 - Data protection
 - Professional Presentation
 - Hygiene and Safety
 - Organisation and preparation of the work area
 - Contact with clients
 - Treatment modalities and product use
 - Documentation of practical treatments
 - General tidiness and cleanliness
 - Clinical sanitisation and clearance of their work area at the conclusion of training.
 - Assisting others

Telephones and Tablets

- Student telephones and tablets are not allowed in the practical training room for the purpose of avoiding disruption and due to hygiene risks,
- No delegate will photo or video any clients without their consent in line with the SD data Protection Policy
- Any photos or video taken of training activities and demonstrations must only be used for the sole purpose of assisting the learning of the delegate.
- Any photo or video must not be shown to any other person or shared across any social media network unless to a closed group and permission has been granted by both the client concerned and by Sally Durant
- Any photos or video taken must not be made available on any web sites or APP.

Please note. SDTC reserves the right to exclude a student from the training environment if their Code of Conduct grossly contravenes this policy, disrupts the training or is abusive towards any member of SD staff, fellow student or client.

Student Declaration

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Student Code of Conduct Policy and agree to comply with these terms.

Student Name (Print) _____

Student Signature _____ Date _____