Access Policy

Introduction

This policy applies to all students enrolled at CodeClan. CodeClan endeavours to provide a safe, collaborative, and fun learning environment which maximises everyone's learning and social experience. To support this, CodeClan asks its students to meet this Access Policy, as outlined below.

This policy sets out the day-to-day standard building opening hours to facilitate CodeClan's normal activities in learning and teaching. The CEO and the CodeClan Senior Management Team reserve the right to change or amend the opening hours and access arrangements set out in this policy at short notice should circumstances require.

Opening Hours

1. Students will have access to the building Monday - Friday between the hours of 08:00 - 19:00. Students are expected to adhere to these times.
2. Keep your pass on your person at all times to enter or leave the CodeClan premises.
3. All CodeClan premises will be closed between Christmas and New Year. This closure is complete and there will be no access possible.
4. Students have no access to CodeClan premises at the weekend or out-with operational hours (Monday - Friday, between 08:00 and 19:00).
5. Students can request access to CodeClan premises for the completion of their Pre-course Work learning, prior to the course starting, but access will be limited to 09:00 -17:00.
6. Graduates can have access to CodeClan premises for once graduated but their key passes must be returned 1 week after their graduation date, to complete their PDA, with access limited to 09:00 -17:00. After this period, graduates must sign in to the visitors book when entering CodeClan.
7. Students can request weekend access to CodeClan in writing to the Student Journey Manager, or the Office Manager.
8. The above times are conditional upon the presence of CodeClan employees. Students have no access to CodeClan premises if no CodeClan employees are present. Please leave the premises when directed to do so by a CodeClan employee.

All information regarding access and opening hours are available in the student handbook.

Abuse of the access provided, including consistently failing to observe the proper entry/exit procedures, or refusing to leave at building closing time, will be treated seriously, and if deemed appropriate may be reviewed as a potential disciplinary matter under the Code of Conduct.

Effective date: 01-10-2018

Slack Code of Conduct

All students, staff and alumni of CodeClan are members of the CodeClan Team Slack workspace. As a member of this workspace, you are required to abide by the following Code of Conduct. These rules apply to all channels and direct messages within the the CodeClanTeam.

Slack is a workplace communication tool.   Content should be appropriate to the environment. For guidance, this is to be professional (like Linkedin) content in a casual (like Whatsapp) format.

CodeClan is an inclusive organisation and we actively support diversity. You are reminded of the general Code of Conduct requirement to be respectful to others. We will not tolerate discrimination against anyone based on any aspect of their identity and/or diversity. For an indicative list of these aspects, please refer to the Code of Conduct. Our Slack workspace may not be used to attack, harass, insult, be derogatory against, bully, discriminate against, or post hate speech directed at any person or group.

CodeClan considers impact as important as intent. Please be aware that what can be seen as workplace banter to some may and can be offensive to others and is in breach of the Code of Conduct. If in doubt, do not post.

You may not share identifiable content (e.g. screenshots, relay or recount a story, etc.) about your fellow Slack users on any platform (e.g. social media).

Any breach of this Code of Conduct will be dealt with by CodeClan and will result in disciplinary procedures.

If you see content that breaches the Code of Conduct, follow these steps:
1. Do not engage with the offensive comments or behaviour.
2. Contact a member of the Learning Support team by email and report the
Incident at time of incident. At present, this is Kat or Maria. If the Learning Support team is not available, please contact any CodeClan Staff.

In response, CodeClan will take the following steps:
1. CodeClan will remove any comments found to be in breach of the Code of Conduct and follow up with the individuals concerned.
2. CodeClan will determine if the Code of Conduct has been breached and its
decision is final. Action will be taken against any user in breach of the Code of Conduct. CodeClan disciplinary actions include but not limited to: a warning, temporary
or long-term deactivation of your Slack account, and or removal from our course.