In order to create an environment conducive to recovery and learning we want to ensure we give students all the support and guidance they need to achieve success. The Code of Conduct is a guide to highlight what we expect from staff and tutors at the college to foster a positive recovery environment for all.

Staff and Tutors at Recovery College East will be expected to:

1. Treat everyone who comes to the college with compassion, dignity and respect
2. Deal with all enquires in a prompt, efficient, professional and friendly manner
3. Provide information, guidance and advice on courses and programmes of study
4. Provide students with details of the college opening times and college prospectus
5. Create a warm, welcoming environment for students that supports recovery and is conducive to learning
6. Provide a clean, safe and healthy learning environment
7. Provide high quality, recovery-focused courses that promote hope, opportunity and control
8. Foster a recovery environment in every course by setting ground-rules together with students and always emphasizing the importance of confidentiality
9. Offer advice and guidance on learning and study skills and the use of learning resources
10. Provide support which will help students monitor and review their progress
11. Explore next steps with students, helping them to consider other courses at the Recovery College or elsewhere
12. Discuss the specific learning needs of individual students in relation to any physical or learning difficulties
13. Complete and submit to the Recovery College Manager a scheme of work and lesson plan(s) for each new or amended course
14. Respect the personal beliefs, life choices, religious and cultural practices and traditions of all students
15. Challenge any discriminatory, oppressive or bullying language or behaviour and address this through the appropriate route
16. Attend and deliver courses punctually and call us if you run into difficulties **(Cambridge 01223 227510 or Peterborough 01733 746660/2).**
17. Provide feedback to the Recovery College management team on any aspect of its operation, without fear of recrimination
18. Make the most of your tutor experience and your course
19. Comply with the Recovery College's operational policy guidelines
20. Ask the Recovery College Manager for clarification if you are not sure about anything.