



UK Therapy Guild Academy of Integrative Counselling & Hypnotherapy Training Student Code of Conduct Policy

Document Owner: Nichola Doyle, Director **Effective Date:** 05 June 2025 **Review Date:** 04 June 2028

1. Introduction and Purpose

1.1. The UK Therapy Guild Academy of Integrative Counselling and Hypnotherapy Training (hereafter "the Academy") is dedicated to providing a high-quality, safe, and respectful learning environment for all students and staff. This Student Code of Conduct outlines the standards of behaviour expected from all individuals enrolled on Academy programmes.

1.2. The purpose of this Code is to: * Promote a professional and ethical culture within the Academy. * Ensure a supportive and inclusive learning environment where all individuals feel valued and respected. * Introduce students to the professional responsibilities and ethical considerations inherent in the fields of counselling and hypnotherapy. * Safeguard the reputation of the Academy and the integrity of the therapeutic professions.

1.3. Adherence to this Code of Conduct is a condition of enrolment. Students are expected to familiarise themselves with this Code and conduct themselves accordingly at all times when engaged in Academy-related activities, whether on Academy premises (if applicable), online, or at placement locations.

1.4. This Code should be read in conjunction with other Academy policies, including but not limited to the Ethical Framework, Admissions Policy, Fees and Refund Policy, Complaints Procedure, and Safeguarding Policy.

2. Core Principles

Students of the Academy are expected to uphold the following core principles:

2.1. **Respect:** Treat all fellow students, tutors, staff, and any individuals encountered during training (including practice clients) with courtesy, dignity, and respect, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

2.2. **Integrity:** Act with honesty, fairness, and transparency in all academic and interpersonal interactions.

2.3. **Professionalism:** Maintain a professional demeanour appropriate to a trainee therapist, including appropriate attire (where applicable for in-person sessions or client work), punctuality, and preparedness for learning.

2.4. **Confidentiality:** Uphold the strictest standards of confidentiality regarding any personal information shared by fellow students, tutors, or clients within training sessions, group work, supervision, or any Academy-related context. This is paramount in therapeutic training.

2.5. **Responsibility:** Take responsibility for one's own learning, development, actions, and well-being, and be mindful of the impact of one's behaviour on others.

3. Expected Standards of Behaviour

3.1. **Communication:** * Engage in respectful, constructive, and considerate communication, both verbal and written. * Listen actively and attentively to others. * Avoid offensive, discriminatory, harassing, bullying, or intimidating language or behaviour. * Use digital communication platforms (e.g., email, social media, online forums, WhatsApp, video conferencing) responsibly and professionally.

3.2. **Confidentiality in Training:** * All personal disclosures made by students or tutors during training sessions, skills practice, group process, or supervision are to be treated as strictly confidential and must not be discussed outside of the specific learning environment in which they occurred, unless required by law or for safeguarding purposes (in which case, the Academy's Safeguarding Policy must be followed). * Anonymise any case material discussed from personal experience or practice, ensuring no identifying details are shared. * Understand that breaches of confidentiality are taken extremely seriously and can lead to disciplinary action.

3.3. **Participation and Engagement:** * Attend all scheduled training sessions punctually, as per the Attendance Policy. * Participate actively and constructively in learning activities, discussions, and skills practice. * Be prepared for sessions by completing any required reading or preparatory work. * Respect the learning process of others and contribute to a collaborative learning environment.

3.4. **Academic Integrity:** * Submit work that is entirely one's own, appropriately acknowledging sources and avoiding plagiarism, collusion, or any other form of academic misconduct, including AI essay generation * Adhere to guidelines for assessments and examinations.

3.5. **Use of Academy Resources and Property:** * Use Academy resources (e.g., learning materials, online platforms, any physical facilities) responsibly and for their intended purpose. * Respect Academy property and the property of others.

3.6. **Online Conduct and Social Media:** * Maintain professional boundaries in all online interactions related to the Academy. * Do not use social media to discuss confidential information from training, to defame or harass fellow students, tutors, or the Academy, or to engage in any behaviour that could bring the Academy or the therapeutic professions into disrepute. * Be mindful of your online presence and how it might be perceived by current or future clients and colleagues.

3.7. **Personal Well-being and Fitness to Practice:** * Students are encouraged to take responsibility for their own emotional and psychological well-being throughout the training. * If personal difficulties arise that may impact a student's ability to engage with the course or their fitness to practice, they should discuss this with their tutor or the Director in confidence at the earliest opportunity. * Refrain from attending training or engaging in client work if under the influence of alcohol or non-prescribed drugs that impair judgment or functioning.

3.8. **Adherence to Ethical Frameworks:** * Students are expected to familiarise themselves with and strive to adhere to the ethical framework(s) adopted by the Academy (e.g., BACP Ethical Framework, NCIP Code of Ethics, GHR Code of Ethics). Training will be provided on these frameworks.

4. Unacceptable Conduct

4.1. The following list provides examples of behaviour considered unacceptable and which may lead to disciplinary action. This list is not exhaustive: * Any form of discrimination, harassment, bullying, or victimisation. * Physical or verbal abuse, threats, or intimidation. * Dishonesty, including plagiarism, cheating, or falsification of information. * Breaches of confidentiality. * Disruption of teaching, learning, or other Academy activities. * Misuse of Academy resources or IT facilities. * Bringing the Academy or the professions of counselling/hypnotherapy into disrepute. * Being under the influence of alcohol or illicit drugs during Academy activities. * Failure to comply with Academy policies or reasonable requests from Academy staff. * Any illegal activity.

5. Breaches of the Code of Conduct

5.1. Breaches of this Student Code of Conduct will be taken seriously. Minor breaches may be dealt with informally by discussion and agreement with a tutor or the Director.

5.2. More serious or persistent breaches will be addressed through the Academy's formal Disciplinary Procedure. This may result in sanctions, including but not limited to: * Formal written warning. * Suspension from the course. * Termination of enrolment from the Academy.

5.3. The Academy reserves the right to involve external authorities (e.g., the police) if conduct is deemed illegal.

6. Reporting Concerns

6.1. Students who witness or experience behaviour that they believe breaches this Code of Conduct are encouraged to report their concerns to a tutor or the Director, Nichola Doyle.

6.2. Reports will be handled sensitively and in accordance with the Academy's relevant policies (e.g., Complaints Procedure, Safeguarding Policy).

7. Agreement

By enrolling with the UK Therapy Guild Academy of Integrative Counselling and Hypnotherapy Training, students acknowledge that they have read, understood, and agree to abide by this Student Code of Conduct.

8. Policy Review

This Student Code of Conduct will be reviewed annually by the Director and relevant staff to ensure it remains current and effective.

9. Contact for Enquiries

For any questions regarding this Student Code of Conduct, please contact: Nichola Doyle, Director UK Therapy Guild Academy of Integrative Counselling & Hypnotherapy Training Email: nicholadoyle@uktherapyguild or Phone: 07368363946.