

**LEARNER CONDUCT AND DISCIPLINARY POLICY & PROCEDURES**

**Purpose**

* To outline clear expectations with regard to behaviour and conduct of our learners
* To ensure that all learners are treated in an equal and consistent manner, regardless of their course/programme or vocational area
* To encourage an environment of mutual respect within the Academy/College
* To support Tutors in their enforcement of discipline

**Staff Involved**

All staff.

**Quality Review**

This procedure is reviewed annually between July and September to ensure that it remains effective. All staff are invited to comment on its effectiveness and contribute to its review. Amendment is the responsibility of Principal and Director of Quality & Training.

**Introduction**

During the Induction process, learners are introduced to the Code of Conduct, which outlines the Academy/College’s expectations of them regarding conduct and behaviour. They are asked to agree to the Code of Conduct by way of a copy which they sign, and which is then kept on their personal file. Learners are also made aware of the Disciplinary Procedure and how it relates to the Code of Conduct.

**Learner Code of Conduct**

The following is the Code of Conduct that learners are asked follow.

As a learner at Reynolds Training, you are expected to:

* Abide by the attendance requirements of your Academy/College programme
* Only leave Academy/College if you are authorised to do so
* Ensure that you sign in and out of the building and wear lanyards at all times
* Attend all classes on your timetable
* Show commitment to your coursework
* Switch off your mobile phone during classes
* Abide by the Acceptable Use of Technology and E-Safety Policy for Academy/College information systems such as computers and the internet and any devices connected to the Academy/College system
* Abide by the Remote Learning Policy and the Remote Learning Code of Conduct
* Take care of your valuables
* Respect the property of other people and that of the Academy/College and its premises. Theft or willful damage of the Academy/College’s or other people’s property will not be tolerated
* Behave appropriately towards staff and other learners
* Behave towards others in a way that is not threatening, violent, aggressive, abusive, disruptive and, or obstructive to their learning
* Behave towards others in a way that is not discriminatory. Bullying or harassment will not be tolerated
* Behave in ways that ensure your own and other peoples’ health, safety and welfare and you must not put these at risk and must observe all instructions with regard to Health and Safety
* Do not smoke whilst on Academy/College premises, in close proximity to the Academy/College building or whilst you are wearing Reynolds Training Academy uniform
* Do not possess or be under the influence of illegal substances on Academy/College premises
* Do not consume or be under the influence of alcohol on Academy/College premises
* Do not carry illegal or offensive weapons on Academy/College premises
* Do not engage in any activities which bring the Academy/College into disrepute or seriously disrupt the work of the Academy/College, its learners or associated businesses

By reading this Policy, you understand the Code of Conduct above. You understand that failure to comply will be dealt with through the Disciplinary Procedure and could result in removal from the course.

**Disciplinary Procedure**

**Introduction**

Minor issues with learners should be resolved informally. However, where there are repeated minor problems or serious offences are committed, the following Disciplinary Procedure will take effect.

Stage One: Formal Verbal Warning

Stage Two: First Written Warning

Stage Three: Second Written Warning

Stage Four: Exclusion

It remains at the discretion of the Academy/College to skip any of these stages should this be considered the most appropriate course of action. The stages of the Learner Disciplinary Procedure are outlined in more detail later in this document.

**Minor Offences**

Typical examples of minor offences include but are not limited to:

* consistent lateness, defined as more than 3 times in any 2 week period
* an unacceptable level of unauthorised absence, defined as more than 3 times in any 2 week period
* leaving Academy/College without authorisation at any time
* inappropriate conduct towards tutors, other learners or staff members
* refusal to attend specific classes
* lack of commitment to coursework
* Refusal to wear correct uniform inline with the uniform list
* Refusal to wear a lanyard

**Serious Offences**

Serious offences include but are not limited to:

* theft
* damage to Academy/College property, vandalism of Academy/College property
* being under the influence of alcohol or drugs
* violence or threatened violence towards tutors or other learners
* bullying and/or harassment, whether verbal, physical or sexual
* any breach of the Academy/College’s Equality & Diversity Policy
* any activities which bring the Academy/College into disrepute or seriously disrupt the work of the Academy/College, its learners or associated businesses
* any breach of the Reynolds Group Health & Safety Regulations
* any criminal proceedings being brought against a learner, whether directly associated with the Academy/College or not
* refusal to participate in Academy/College activities either partially or in their entirety;
* plagiarism, cheating or malpractice
* deliberately ignoring legal and mandatory guidance as set out by the Academy/College and/or UK Government as an example, the 2020/21 lockdown and phase back plans in response to the Coronavirus pandemic

**Administrative Process**

Data relating to attendance, lateness and behaviour are forwarded to and monitored by the Administration Team. A member of the Administration Team collates information received from Tutors and other staff relating to learners’ behaviour, records it on a central spreadsheet and is then able to identify any recurring issues. This will automatically trigger the stage of the Disciplinary Procedure relevant to the particular learner involved.

Where the Disciplinary Procedure is initiated, the Administration Team will send a standard letter to the learner advising them of the action being taken. This will include an appointment time for the learner to meet with appropriate members of staff. The official warning will be issued at this meeting, but it is also intended as an opportunity for a discussion with the learner leading to positive action and support that may assist in resolving any issues that have led to the warning. Where learners are under 18 years of age, a copy of the letter is also sent to their parent/guardian.

**Absence**

Learners must apply to their relevant Programme Manager and/or Personal Tutor to be absent from Academy/College using the Learner Absence Authorisation Form. Once the absence has been authorised, the completed form is passed to the Administration Team so that the absence may be recorded on the appropriate register(s).

Tutors complete the registers at least once a day (this will vary according to course/programme and faculty area) noting any unauthorised absences. As soon as possible on the same day, each Tutor must ensure that any unauthorised absences are reported to the Administration Team by phone or email so that they may be followed up.

Where a learner is absent without authorisation more than 3 times in any 2 week period, the Disciplinary Procedure will be initiated.

Learners who cannot be contacted are automatically withdrawn from programme after 6 weeks.

**Lateness**

Tutors complete the registers at least once a day, noting down lateness by recording the number of minutes that a learner is late.

Where a learner is late more than 3 times in any 2 week period, the Disciplinary Procedure will be initiated.

**Behaviour**

Where a Tutor or other member of staff is unhappy with a learner’s conduct, an emergency review form should be completed and forwarded to the Administration Team. The Administration Team will ensure that the Programme Manager and/or Personal Tutor is made aware of the issue so that they may decide on the appropriate action to be taken. This will depend upon the nature of the offence.

**RAG Rating**

If a learner receives a warning, this will result in a change to their RAG (Red-Amber-Green) rating which is recorded on the PICS Management Information System. The Administrative Assistant will ensure that the appropriate member of staff is made aware so that PICS may be amended. RAG ratings are as follows:

No Warnings – Green, Verbal Warning – Amber, First Written Warning – Red, Second Written Warning - Red

**Stages of the Procedure**

**Stage One – Formal Verbal Warning**

An appointment letter will be sent to the learner advising them that a Formal Verbal Warning will be issued to them by an authorised member of staff in the presence of at least one other staff member.

A Formal Verbal Warning Form will be completed, and a Learner Action Plan agreed to assist the learner in resolving the issues in the future. The document will be signed by the learner and both staff members present and will then be held on the learner’s file for the duration of their training.

The learner has the right to appeal the Formal Verbal Warning within seven days of it being issued. Should the learner choose not to appeal, it will be deemed that they have accepted the Formal Verbal Warning and the Learner Action Plan.

**Stage Two – First Written Warning**

A First Written Warning will be issued to a learner under the following circumstances:

* Where Stage One of the Learner Disciplinary Procedure has already been reached and minor offences have been repeatedly committed. These will not necessarily be those minor offences identified within the Formal Verbal Warning and/or Learner Action Plan completed in Stage One
* Where Stage One of the Learner Disciplinary Procedure has already been reached and a serious offence has been committed.
* Where a first offence has been committed that is considered to be serious

Depending on the seriousness of the offence, the Academy/College may decide to skip Stages Two and Three and the learner will be dealt with under Stage Four of the Disciplinary Procedure. This is at the discretion of the Academy/College.

An appointment letter will be sent to the learner advising that a Written Warning will be issued to them by an authorised member of staff in the presence of at least one other staff member. A Written Warning Form will be completed, and a Learner Action Plan agreed to assist the learner in resolving the issues in the future. Depending on the learner’s programme, it may be considered advisable to provide additional support or a reduced timetable. This document will be signed by the learner and both staff members present and will then be held on the learner’s file for the duration of their training.

The learner has the right to appeal the Written Warning within seven days of it being issued. Should the learner choose not to appeal, it will be deemed that they have accepted the Written Warning and the Learner Action Plan.

**Stage Three – Second Written Warning**

A Second Written Warning will be issued to a learner under the following circumstances:

* Where Stage Two of the Learner Disciplinary Procedure has already been reached and minor offences have been repeatedly committed. These will not necessarily be those minor offences identified within the Formal Verbal Warning and/or Learner Action Plan completed in Stage Two
* Where Stage Two of the Disciplinary Procedure has already been reached and a more serious offence has been committed. This will not necessarily be the serious offence identified within the First Written Warning and/or the Learner Action Plan completed in Stage Two

Depending on the seriousness of the offence, the Academy/College may decide to skip Stage Three and the learner will be dealt with under Stage Four of the Disciplinary Procedure. This is at the discretion of the Academy/College.

An appointment letter will be sent to the learner advising that a Written Warning will be issued to them by an authorised member of staff in the presence of at least one other staff member. A Written Warning Form will be completed, and a Learner Action Plan agreed to assist the learner in resolving the issues in the future. Depending on the learner’s programme, it may be considered advisable to provide additional support or a reduced timetable. This document will be signed by the learner and both staff members present and will then be held on the learner’s file for the duration of their training.

The learner has the right to appeal the Written Warning within seven days of it being issued. Should the learner choose not to appeal, it will be deemed that they have accepted the Written Warning and the Learner Action Plan.

**Stage Four – Exclusion**

Learners will be excluded from the Academy/College under the following circumstances:

* Where Stage Three of the Disciplinary Procedure has already been reached and minor offences have been repeatedly committed. These will not necessarily be those minor offences identified within Stage Three
* Where Stage Three of the Disciplinary Procedure has already been reached and a further serious offence has been committed. This will not necessarily be the serious offence already identified within Stage Three
* Where a serious offence has been committed and the Academy/College considers that exclusion is the most appropriate course of action

Depending on the circumstances, exclusion will be carried out in one of the following ways:

* The learner will be escorted off the premises immediately
* The learner will be asked to leave at a specific time/date
* The learner will be given a term’s notice to leave and will be moved onto an exit programme specifically designed to suit their personal circumstances

**Appeals**

Where a learner wishes to appeal a decision that has resulted in a Formal Verbal Warning or a Written Warning, the following procedure will apply:

* The learner should complete an Appeals Form or via written communication (for example, an email) to be forwarded to their Programme Manager.
* The Programme Manager will arrange for an Appeals Interview to take place at a time that is convenient to everyone. This will be attended by the learner, the member of staff who originally raised the complaint and an independent member of staff who was not involved in dealing with the original warning. A note-taker may also be in attendance. Any others who were involved in any way, such as witnesses, may also be invited to attend. The learner may be accompanied by a person of their choice, such as a friend, fellow learner or parent/guardian.
* Notes from the Appeals Interview and the resultant decision will be communicated in writing to the learner as soon as possible, but within seven days of the date of the Interview. The outcome of the Appeal Interview is final.

Where the Appeal procedure has been followed, all details will be held on the learner’s file for the duration of their training.

RTA Learner Code of Conduct and Disciplinary Policy – reviewed 11-8-2023 / 29-2-2024