

# Stages of Behaviour Policy

**STAGE 1: CONTINUED POOR BEHAVIOUR** - normally dealt with by the relevant Tutor

Tutors/ Personal Progress Coach's are responsible for monitoring incident records. The team will agree when appropriate to move to Stage 1 if there appears to be no real improvement in Learner's behaviour.

## **The Tutor/Personal Progress Coach:**

- a) Will normally contact the learner and arrange a meeting to talk, offer appropriate support and explain the consequences if the behaviour is repeated.
- b) Advise the learner that a copy of the report of the meeting and a covering letter will be sent to their parents if they are under the age of 19.
- c) Will ensure that the Stage 1 is recorded and will monitor and consider progress at reviews.

Penalty:

## **Stage 1 - Minor Misconduct:**

- a) The Stage 1 report agreed between the Tutor and the learner will include an action plan designed to help the learner to correct their behaviour.

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## **STAGE 2: SERIOUS MISCONDUCT** for incidents of a more serious nature (normally dealt with by Manager Ryan Hollis)

- a) member(s) of staff identifying misconduct, or having the misconduct reported to them, will speak to the learner immediately drawing to their attention why their behaviour is inappropriate; and/or
- b) as appropriate, report the circumstances to a Manager in the centre.

### **The Manager** (or other appropriate member of staff):

- will contact the learner immediately/on the same day to inform the learner of the alleged misconduct and advise that they will be subject to Stage 2 of the formal Learner Performance and Behaviour Policy; and
- will arrange for any investigation to be undertaken if appropriate
- for learners under the age of 19 years - the Manager or Tutor will make telephone contact with their parent / guardian to inform them of the issue
- They will arrange a formal meeting with the learner to take place within 5 working days of the reported misconduct or completion of investigation at which the lapse / repeated lapse in acceptable behaviour will be explored and appropriate support offered. The learner will be advised of the reason that a written warning is being given, the standard of behaviour expected from the learner in the future and the consequences of repeated unacceptable behaviour
- At the meeting the Manager will review any documents and complete a record of formal meeting and Action Plan (if appropriate).
- will undertake Review Meeting if required
- Will send copies of Record of Meeting and Review Meeting to the learner, parents/guardian, and a copy to be placed in the learner file.

### Penalty:

#### **Stage 2 - Serious Misconduct:**

- a) An action plan will be agreed with the learner, who should be made aware that the misconduct may be referred to in any references for universities and/or employers for a period of up to six months.
- b) A written warning will be issued alongside the action plan, reinforcing the timescale for expected improvement in behaviour and advising that failure to improve would result in moving to Stage 3 of the Learner Performance and Behaviour Policy.

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## **STAGE 3: VERY SERIOUS MISCONDUCT** (normally dealt with by Senior Management Chloe Barnett)

WS Training will report to the police offences/activities that might lead to a criminal conviction. The learner may be suspended pending the outcome of any police investigation and follow-up action for relevant criminal convictions will be taken. Where learners who are accused of a relevant crime committed outside WS Training and where police investigations are in progress or a court case is pending WS Training may also take appropriate action.

- a) all incidents of a very serious nature will be reported immediately to the Senior Management Team
- b) a written report will be prepared immediately by the person (or persons) observing and/or reporting the incident(s)
- c) if, when reported, the member of the Senior Management Team assesses the offence could lead to criminal proceedings the matter will be reported immediately to the Chief Executive and the police will be contacted unless
- d) WS Training staff has already summoned the police, or for whatever reason the police are already involved
- e) At the discretion of the Senior Manager the learner may be asked to leave W S Training for a short 'cooling off' period in order to defuse a situation or on grounds of health and safety. A cooling off period will not normally be longer than 2 working days.
- f) Alternatively, a member of the Senior Leadership Team may suspend a learner's right to attend W S Training, either during a period of investigation in relation to a particular instance or if they are judged to be a danger to themselves or other people.
- g) The Senior Manager will advise the learner of the suspension or 'cooling off' period and the learner will be escorted from the premises at the earliest opportunity, with a provision being made for staff supervision until the time that the learner is able to leave the site. In the case of a suspension the learner will receive a letter confirming the suspension and the reason for the action being taken. Where a learner is under the age of 19 years the Manager or Tutor responsible will make immediate contact with the learner's parent / guardian to advise them of the suspension or cooling off period. They will also receive a copy of the confirmatory letter.
- h) Wherever possible work will be sent to the learner during a period of suspension and arrangements made to enable the learner to take externally set examinations.
- i) If a learner is suspended pending a police investigation and is absent for a prolonged period, WS Training reserves the right to withdraw the learner if it is judged that the learner has missed too much teaching and learning in order to achieve their qualification(s).
- j) **IF** the matter is not thought to be criminal in nature, or the police advise that criminal proceedings will not be pursued, or criminal proceedings have been pursued but the learner has been found not guilty the Manager will:
  - ensure the facts of the incident are clearly and justly established; and,

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- if there is any uncertainty about any aspect (or the learner disputes the allegation) will arrange for a formal investigation to be carried out by a Manager or Team Leader who has no prior knowledge of the learner or the incident.
  - arrange a date for a formal interview with the learner to be held within 5 working days of the incident, or following the outcome of the investigation
  - The meeting to include the investigating officer or other appropriate staff, learner and learner's parents.
  - Following the meeting the Senior Manager will complete a written report and recommend any sanctions to be applied if the case for misconduct is found.
- k) If the incident causes any damage to WS Training's premises or property the learner and/or parents/carers will be liable for any costs incurred by this damage

All reports and relevant documentation will be forwarded immediately to a member of the Senior Management Team:

- review recommended sanctions for agreement
- the learner is written to within 5 working days to confirm the outcome, setting out clearly any penalty imposed, the appeals process and if exclusion/suspension is a penalty what procedure must be followed if the learner wishes to reapply to study at WS Training following the period of exclusion.

## Penalty:

**Stage 3 - Very Serious Misconduct:** penalties imposed against Learners for misconduct may include:

- a) A written warning. However, if the learner repeats the misconduct within a specified period (up to six months) they may receive a further written warning. Three written warnings may result in withdrawal from programme
- b) offences relating to examinations and/or coursework (for example, cheating of any kind, using mobile phones in exams) will be reported to Awarding Bodies with the most likely penalty being failure in the exam or, in extreme cases, the whole award
- c) fixed period of suspension or exclusion, with the learner required to write to the Senior Management Team seeking readmission/permission to reapply
- d) permanent exclusion