

Martec training

STUDENTS CODE OF BEHAVIOUR AND DISCIPLINE PROCEDURE

Whilst at Martec or any other facility in association with a Martec training Programme, all learners, staff, contract staff and visitors are expected to behave in a considerate and courteous manner. Martec Training aims to provide high quality training in which all learners are encouraged to strive for excellence and fulfil their potential.

Unacceptable behaviour will hinder progress of all Learners.

The Code of behaviour clearly defines Student and Staff rights and responsibilities, which relates to appropriate behaviour. The intent is to foster a learning environment in which all students and staff can participate safely and effectively.

Work and Training

All Learners and staff have the right to work in a safe environment, free from harassment, discrimination and threatening behaviour. All our staff are trained to teach in the Lifelong Learning Sector, are CRF cleared and are Safeguarding trained. We have six trained first aiders on site.

This right is accompanied by everyone's responsibility to:

- Respect the right of others
- Respect differences and diversity
- Respect peoples rights to privacy and confidentiality
- The rights to have your say are balanced with the responsibility to listen to others

You can expect staff to:

- Treat people in a fair and non-discriminatory way
- Be professional in performing their duties

You have the responsibilities to:

- Observe any rules or behaviour guidelines set by your tutor/assessor in a manner that does not interfere with the Learning of others
- Conduct yourself in a responsible manner at all times whilst at Martec Training or visiting other facilities included on your training programme

- Observe any lawful direction given by a staff member in order to ensure the safety of yourself and others

Unacceptable Behaviour

Stage 1 Carries a Verbal Warning

Behaviour will be discussed with the student and the tutor/s involved. If necessary a period of 'time out' will be given in the **quiet** room.

(The following list of examples are not exhaustive but must be considered)

- Behaving in a disruptive manner such as swearing, yelling or using offensive language
- Spitting
- Smoking in undesignated areas
- Disobeying any reasonable request
- Lack of interest
- Use of mobile phones whilst on Martec Training premises
- Persistent lateness
- Making racist or sexist comments
- Bullying and intimidation
- Viewing or distributing offensive material via the Internet email or other means
- None use of safety equipment.

The student will revisit conduct expectations.

Stage 2 Carries a Written Warning

Parents or an appropriate person (key worker or case worker etc) will be invited to attend a formal meeting with the Faculty Manager to discuss the inappropriate behaviour. This meeting will be undertaken within five working days. Until the meeting has taken place the student may be subjected to a period of exclusion (this will be for no more than five working days).

(The following list of examples are not exhaustive but must be considered)

- Discrimination, harassment and victimisation
- Endangering the safety of yourself or others
- Fighting
- Persistence or non-compliance with any of the items in Stage 1

Stage 3 Carries a Termination (Gross Misconduct)

- Stealing
- Assaulting or attempting to assault anyone whilst engaging on Martec Training premises and activities
- Dealing drugs or illegal use of drugs
- Inappropriate possession of guns knives or other weapons whilst engaging in Martec Training activities
- Persistence or non-compliance of any item in Stage 1, Stage 2 or both
- Vandalising or causing wilful damage to Martec Training property

Any students who has their educational placement terminated will be referred to their local authority 'Children missing Education' team so that an alternative placement can be sought. Should the parents/carer wish to complain the complaints policy will be implemented.

A record of all sanctions is kept in the conduct file with the Keep Safe Officer.

Consequences of Unacceptable Behaviour

Disciplinary action will be taken by any one of the following means

- If behaviour is disruptive or dangerous a Tutor will ask a learner to leave his/her group. The Learner will be sent to a safe place away from the main group.
- Parents / Guardians or appropriate person will be contacted with a request to come into the centre and discuss the incident.
- A Tutor or Member of Management will make recommendation to the Senior Operations Team of Martec training (Jointly being the Disciplinary Board) where bad behaviour or misconduct necessitate the termination of your training contract. You will have the right to appeal and the right to request a person of your choice to accompany you at the disciplinary hearing. The joint decision of the disciplinary board is final.
- Violence, intimidation and harassment are not consistent with a safe and supportive learning environment and will not be tolerated. The police may be contacted in cases of possible criminal behaviour.

Good Behaviour

Martec training wish to recognise good behaviour and as such will give rewards by means of in-house certificates, outside activities and vouchers for learners showing improved behaviour as and when appropriate

Anthea Bradburne
Principal

Date : 04/01/12

REF: COMPLAINTS POLICY