

Learner Code of Conduct and Disciplinary Procedure

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Policy Name	Learner Code of Conduct and Disciplinary Procedure
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Owner	Futures Development Lead
Reviewing Body	Executive Team

Futures seeks to engage, inspire and empower young people to become active contributors in their local communities by offering bespoke learning opportunities, work placements, employability skills and supported housing experiences.

Stay local, learn local, live local

Learner Code of Conduct

When taking part in Futures activities on or off Futures' premises, you will:

1. Adhere to the law, including laws on theft, fraud, graffiti, damage to property, violence, substance abuse, carrying offensive or dangerous weapons, possession of drugs and alcohol as well as intent to supply drugs.
2. Always wear your ID card.
3. Treat fellow learners and staff with courtesy and respect, regardless of their disability, gender, sex, age or ethnicity.
4. Fully support the Futures ethos of equality and diversity practices.
5. Attend all sessions, be punctual, and hand work in on time.
6. Always follow all Futures Health and Safety guidelines, including the evacuation procedures.
7. Comply with Futures computer network regulations.
8. Follow reasonable instructions from staff.
9. Put litter in waste bins.
10. Not cheat or copy work from other learners.
11. Smoke or vape in designated areas only.

You will not:

12. Distract others or be disruptive in and out of sessions.
13. Eat or drink in any training rooms without permission from the tutor.
14. Use inappropriate, offensive language or behaviour.
15. Use a mobile phone in sessions, or any learning situations.
16. Encourage intruders onto Futures premises.
17. Give your own Learner ID or computer passwords to others for use.
18. Fight or use threat of violence, or encourage and join in with such behaviour.
19. Bring animals to the Futures without permission.
20. Organise private functions on Futures premises or in the Futures' name.

21. Bring friends or children (below the age of 16) on Futures premises without permission from the Futures Manager
22. Take part in any gambling activities.
23. Make fraudulent claims/alter learner ID cards, Futures records, signatures or any other Futures documentation.

This list is not exhaustive or exclusive, and situations of a similar nature will be dealt with in accordance with these guidelines. Please note that all incidents involving breaking the law of the land, including all drug-related incidents, will be passed to the Police immediately.

Disciplinary Procedure

There are 3 stages to the disciplinary process. All instances of inappropriate behaviour or breaches in the Learner Code of Conduct will result in a learner Behaviour and Incident Form being completed and passed to the Futures Manager.

Stage 1

The first stage of the disciplinary procedure will start following two Learner Behaviour and Incident Forms within a 6-month period. You may also fall into the first stage of disciplinary procedure if you have unacceptable levels of attendance and/or punctuality or submission of work set by your tutors.

Procedure

1. Stage 1 of the process will be as the result of a breach of the learner code of conduct.
2. You will be spoken to by your Futures Education Lead and your Futures coach at a tutorial/meeting and receive a verbal warning.
3. You will be set targets in a Behaviour Contract and possibly in a social story this will be recorded on your personal folder and will be given to you to remind you of what needs to happen in the future.
4. You may be asked to leave learning sessions or/and not use communal areas if appropriate.
5. We will support you in meeting your targets.
6. Your parent/guardian will be notified that you are on stage 1 disciplinary, and a copy of your contract and social story will be sent to them.
7. The Behaviour contract will be reviewed by your Futures Education Lead and Futures coach after two weeks or sooner if targets are not met.

Stage 2

Further breaches of the Learner Code of Conduct or more serious levels of inappropriate behaviour (misconduct) will result in you being referred to stage 2.

Procedure

1. A meeting will take place involving the Futures Manager, Futures Education Lead, Futures coach and yourself.
2. Your parent/guardian will be informed and may be requested to meet with the Futures Manager.
3. Targets will be agreed and recorded on your personal folder, and you will be given a stage 2 Behaviour Contract to sign.
4. Support where appropriate will be put in place.
5. You will be issued with a formal written warning.
6. The Behaviour Contract will be reviewed after two weeks or sooner if targets are not met.

Stage 3

Stage 3 is the final stage of the disciplinary process. You can be referred to stage 3 for further breaches of the Learner Code of Conduct or more serious levels of inappropriate behaviour (gross misconduct).

Procedure

- A panel hearing will be convened to hear your case.
- Members of the panel may include the:
 - Chief Executive Officer (chair) or other Executive team member.
 - Futures Manager.
 - Your parent/guardian will be invited.
- Information about the gross misconduct and/or supporting evidence will be presented to the panel by the Futures Manager.
- You will receive copies of all the relevant paperwork being presented to the panel in advance of the hearing, and the outcome will be recorded in your personal folder.

There are three possible outcomes of the hearing:

1. No case to answer to.
2. Final written warning.
3. Permanent exclusion from the Futures.

- A final written warning will be given if the panel accepts that the gross misconduct was a one-off incident and will not be repeated.
- If you are placed on a final written warning, any inappropriate behaviour within a six-month period will result in the Executive Team chair being notified and could result in an immediate withdrawal from Futures without appeal.

Appeal against permanent exclusion

You can appeal against a permanent exclusion by writing to the Chief Executive Officer within 5 working days of the panel hearing. The Chief Executive Officer will review all notes of the panel hearing within 5 working days and will decide whether to confirm the decision of the panel or to uphold your appeal. You will be written to within 5 working days of the review to inform you of the decision. The decision of the Chief Executive Officer is final.

Some examples of breaches of behaviour:

Minor Breach

Low Disruption or minor breaches of the Learner Code of Conduct include attendance and punctuality, unauthorized absences, disruptive behaviour, failure to present ID badge or continually forgetting it, smoking/vaping in non-designated areas, noisy and disruptive in class or not adhering to reasonable behavioural requests.

Major Breach

Serious behaviour or performance management issues, major breaches of the Learner Code of Conduct include failure to improve against the action plan target(s) set, offensive language, persistent non-attendance or failure to show a valid ID badge when requested, refusal to identify themselves, incapability through drugs or alcohol, acting in an unsafe manner including failure to comply with health and safety policy, harassment, disruption to the work of others.

Gross Misconduct Breach

Gross breach of the Learner Code of Conduct includes failure to improve against the action plan, theft, misconduct or false use of ID card, forgery, violence, serious threat of violence, dealing in illegal substances, deliberate damage to property (to which damages will be sought), sending or accessing and/or downloading of pornographic/offensive/terrorist material via the internet, any unauthorized interference with software or data belonging to or used by Futures, serious bullying, and any criminal activities affecting Futures or other learners.