

Eventcover Education Learner Discipline & Sanction Policy

Eventcover Education has a policy of positive behaviour management with our learners. Rather than responding to poor behaviour we will establish a culture of mutual respect through strategies that recognise and reward good behaviour. We have clear expectations when it comes to behaviour, these expectations are set out clearly in the candidate guide and all students are expected to meet them. Behaviour from students that falls short of our expectations will be dealt with quickly through the learner disciplinary procedure.

What are our expectations of student behaviour?

- To take reasonable care for the health and safety of yourself and others
- To cooperate with our staff by following their direction with regard to health and safety
- Act respectfully towards staff, other students and visitors
- To respect and not abuse, misuse, vandalise or deface, fire alarm points, fire extinguishers, first aid boxes and appropriate notices and signage
- In the event of the fire alarm sounding during any session to make their way directly to the designated assembly point for that area
- To report all accidents, no matter how small, to a member of our staff immediately
- To inform your assessor (in confidence) of any medical needs, or of any condition which might require special or emergency action
- Attend regularly and be punctual.
- Complete their work to the best of their ability and hand it in on time.
- Only smoke in designated areas.

We operate a zero tolerance policy in relation to the following forms of poor behaviour. We will take immediate action against any student found to have engaged in any of these actions and in the most serious cases this could lead to the exclusion of the student from their training programme.

- Bullying and harassment whether this is in person or over the internet, text messages or telephone
- Any form of discrimination, this includes making racist, sexist or homophobic comments or offensive comments about students or staff with a disability.
- Bringing illegal drugs, alcohol or offensive weapons into the premises or coming to training sessions under the influence of either.
- Putting young people or vulnerable adults at risk, whether this is physically, sexually or emotionally

It is everyone's responsibility to make sure that our expectations of student behaviour are consistently and fairly applied. It is our hope that through this constant positive reinforcement we will maintain a culture of mutual respect and at the same time avoid the necessity for students to go through formal disciplinary processes.

It is therefore important to thank students for picking up litter, holding doors open or being an active member of our community whether this behaviour is in the classroom or in the corridors. We should all show our students the respect that we expect from them. Therefore all members of staff are expected to reinforce good behaviour when we see it and challenge inappropriate behaviour when we encounter it.



If a student is in serious breach of the code of conduct, the contract agreed at the start of the training programme or continually engages in low level disruptive activity then we can instigate our formal disciplinary process this has three stages.

Informal Stage

In most cases it is most effective to deal quickly and at an informal level with incidents of minor misconduct. The member of staff dealing with the incident needs to be satisfied that the student or students involved are responsible for the inappropriate action. Staff will be expected to take action and bring the inappropriate behaviour to the attention of the student. A clear indication of future expectation needs to be made to the student.

In some circumstances this conversation may be recorded. The member of staff may inform their line manager. The purpose of this is to provide supportive information to colleagues to help monitor future behaviour in line with expectations.

Formal Verbal Stage

Where a student is alleged to have demonstrated persistent or re-occurring behaviour of an inappropriate but minor nature an interview will be set up and chaired by the course tutor or other appropriate line manager.

Warning One - Issued for consistent or fairly serious breaches of the student code of conduct. This triggers an immediate and informal discussion with the tutor. The tutor records the discussion and what is expected of them with the student and provides them with a copy signed by the student.

Formal Written Stage

Further examples of continued misconduct or allegations of a more serious misconduct may be investigated and dealt with at this formal written stage.

Warning Two - Issued if behaviour does not improve. This triggers a formal meeting, formal behaviour management plan agreed and signed by all parties. This warning will include clear expectation of future conduct. It may include practical actions to support this expectation. It will include potential consequences of future incidences of inappropriate behaviour, as set out in this policy & procedure, including possible suspension or permanent exclusion from the College.

The student will have an opportunity to respond to the complaint and state their case. The student has the right to appeal against such a decision. This appeal must be made in writing.

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