



# Behaviour and Conduct Policy



## Behaviour and Conduct Policy

Students are asked sign a student contract (see appendix 3) and to create and sign a classroom agreement (see appendix 2 for example agreement). They are given a chance to input and discuss what they think should be included in the agreement in a group discussion in the first class of the term.

Breaking of the agreement and/or student contract at any point of the course can result in a warning and/or exclusion. In the first instance students will be given a 'reminder' and asked not to repeat (a single 'reminder' may not be enough for some students, this will be identified in their Individual Learning Plan (ILP) and can be increased in line with their individual needs) if the student continues to breach the agreement/contract a verbal warning will be given. If the students conduct is still not suitable the student will be given a final written warning and asked to attend a meeting with CareTrade staff and a representative from their Local Authority before they can return to the project.

The meeting will determine the next course of action, this will involve one of the following: a return to the project with a probationary period, a return to the project with a behaviour plan/intervention (e.g. 1:1 support) or in extreme cases permanent exclusion. If these warnings are all given in one session (day at work or classroom session) the student will be asked to leave pending a date for a meeting and a final written warning will be sent home.

CareTrade are an inclusive provider and all students' needs are taken in to account. Students are consulted over their Individual Learning Plan with the class tutor in the first week of the project and are given clear targets. They will also have an Individual Behavioural Plan (IBP) if deemed necessary.

Actions which require **immediate exclusion** pending investigation are:

- Malicious communications, including those sent electronically or via Social Media
- Endangering other students
- Verbal abuse of staff, other adults or students.
- Possession (or being under the influence) of any substance that impairs judgement or decision making or is being used against its intended purpose (i.e. illegal drugs, legal highs, alcohol, non-prescribed medication, aerosols etc.).
- Wilful damage to property
- Bullying, including cyberbullying
- Sexual misconduct
- Theft

- Making a malicious allegation against a member of staff or a student
- Bringing CareTrade into disrepute
- Assaults or fighting
- Discriminatory conduct on the basis of the Equality Act 2010, including actions that are sexist, homophobic, racist or on the basis of religion/belief
- Possession of offensive weapons
- Breach of confidentiality e.g. discussing patient details or sharing sensitive information.

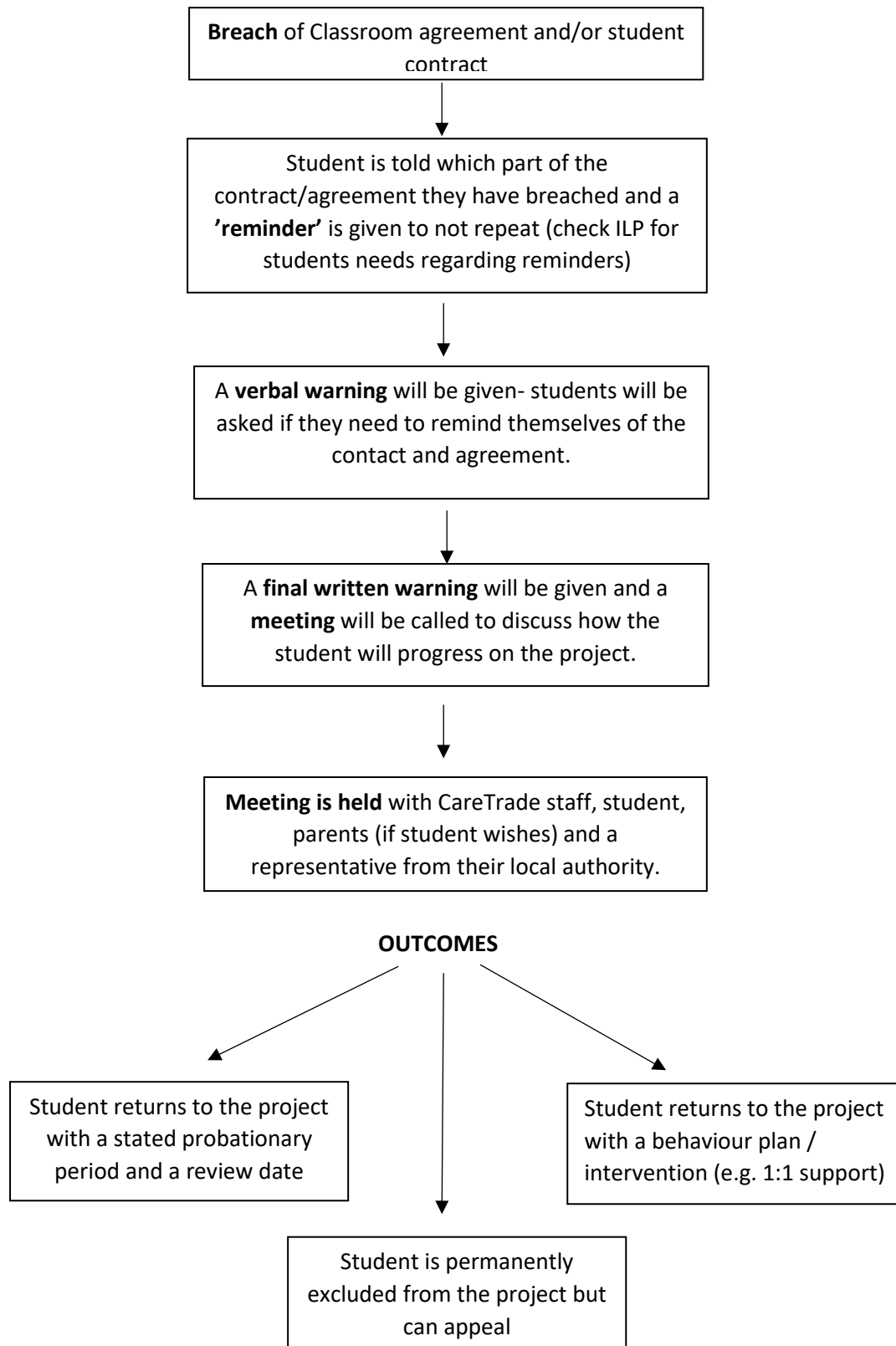
These actions will result in an immediate exclusion pending a meeting as detailed above. Please see Appendix 1 for Behaviour and conduct policy flowchart.

### Appeals

1. A student will be advised about their right of appeal whenever a decision is made under this procedure. **A student who wishes to appeal against a decision must do so in writing to the Development Director within five (5) working days.**
2. A manager who has not been involved with the process until this stage will invite the student to an appeal hearing, any decision already imposed will be reviewed or the case reheard, at the managers discretion.
3. The Student will be informed in writing of the result of their appeal, usually within five (5) working days and the manager's decision on the appeal is final.
4. If the student appeals an exclusion, their place on the programme will not continue whilst the appeal process is taking place. However, if the appeal is successful the student will be offered the chance to return.

# Appendix 1

## Behaviour and Conduct Flowchart



## **Appendix 2**

### EXAMPLE- Classroom Agreement

#### We will:

- be respectful to each other – staff and students
- listen to instructions
- work as a team
- be polite
- talk to a member of staff if there is a problem
- support each other
- be on time
- work hard
- ask if something is confusing
- arrive on time – in the morning and after every break

#### We won't:

- swear
- talk over other people
- be disrespectful to others – staff or students
- tell inappropriate jokes
- talk impolitely
- disrupt the class by poor behaviour
- eat or drink during lessons
- use mobile phones in class
- be violent
- bully other people
- use inappropriate language
- talk too much

## Appendix 3

### **The Autism Project Student Contract**

For me to get the most out of The Autism Project (TAP), it's important for me to know the following information and to stick to some simple rules. This will help me complete the course to the best of my ability and enable the TAP staff to support me well.

- TAP begins on **(insert correct dates)**. I will attend TAP Monday to Friday. I do not have to attend during TAP half-terms and holidays.
- I will stick to my timetable and make sure I arrive and leave at the right times.
- If I am sick, cannot attend for any reason, or will be late on a Monday, Tuesday, Wednesday or Friday, I will let my manager know before 9:00am. I will also let Jemma know.
- If I am sick, cannot attend for any reason, or will be late on a Thursday, I will let Jemma or Jean know before 9:30am.
- If I am sick for 5 days or more, I will need to get a sick note from my doctor to give to Jemma.
- I understand that I am responsible for my own actions whilst on TAP. This includes:
  - Getting myself to and from TAP every day
  - Making sure I am on time
  - Sorting out my own lunch
  - Making sure I am back from lunch at the right time
  - Making sure I have the contact details of staff
  - Behaving professionally and sensibly whilst at TAP
- I will be supported to help me keep to the terms of this contract, but I understand that if I do break the terms of this contract, it may result in disciplinary action. This may result in me losing my place on TAP.
- I promise to let Jemma or Jean know if I have any worries or questions about my work placement or qualification. They will try their best to help me!

Student's signature:

Date:

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CareTrade Staff signature:

Date:

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