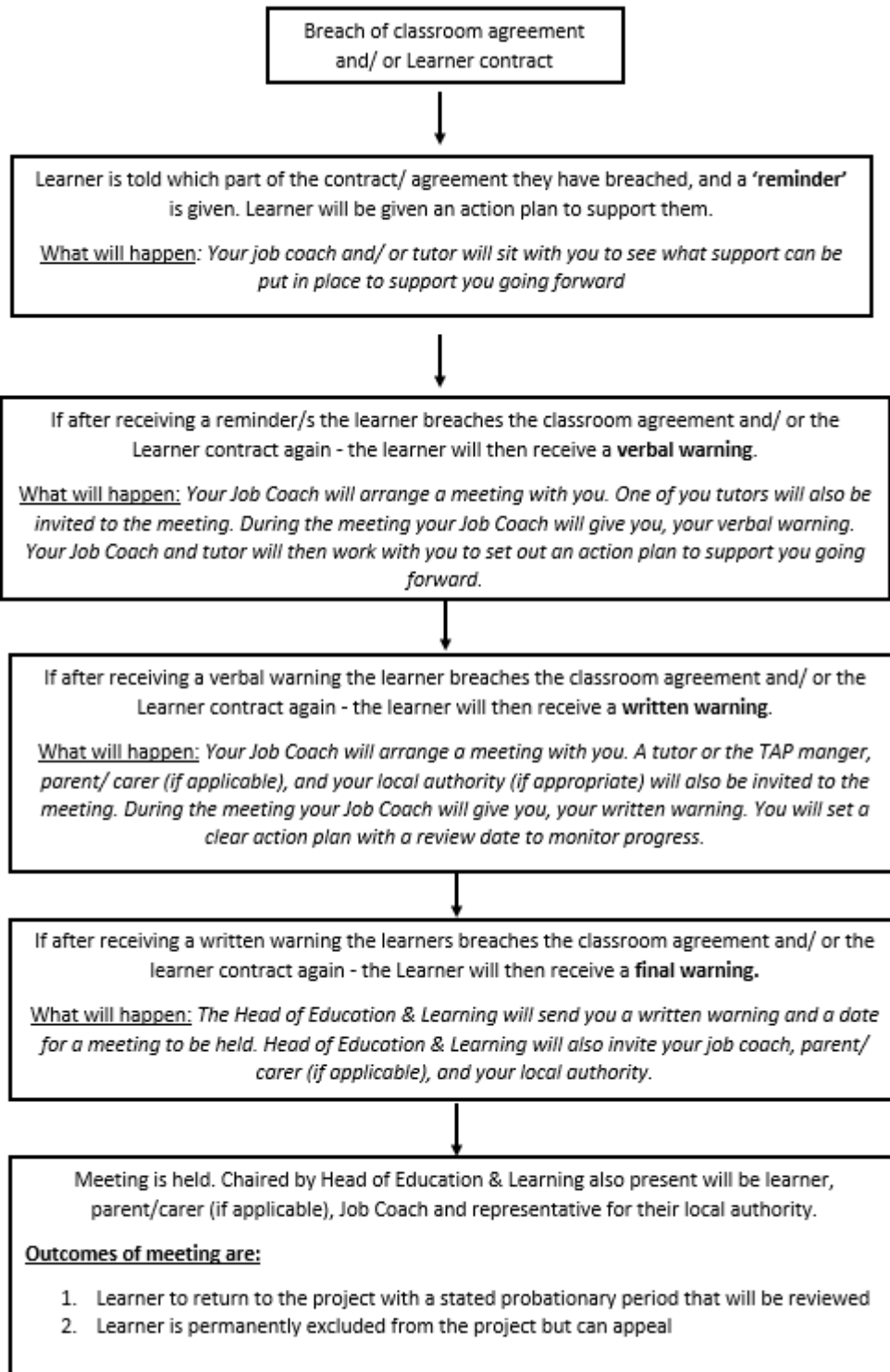
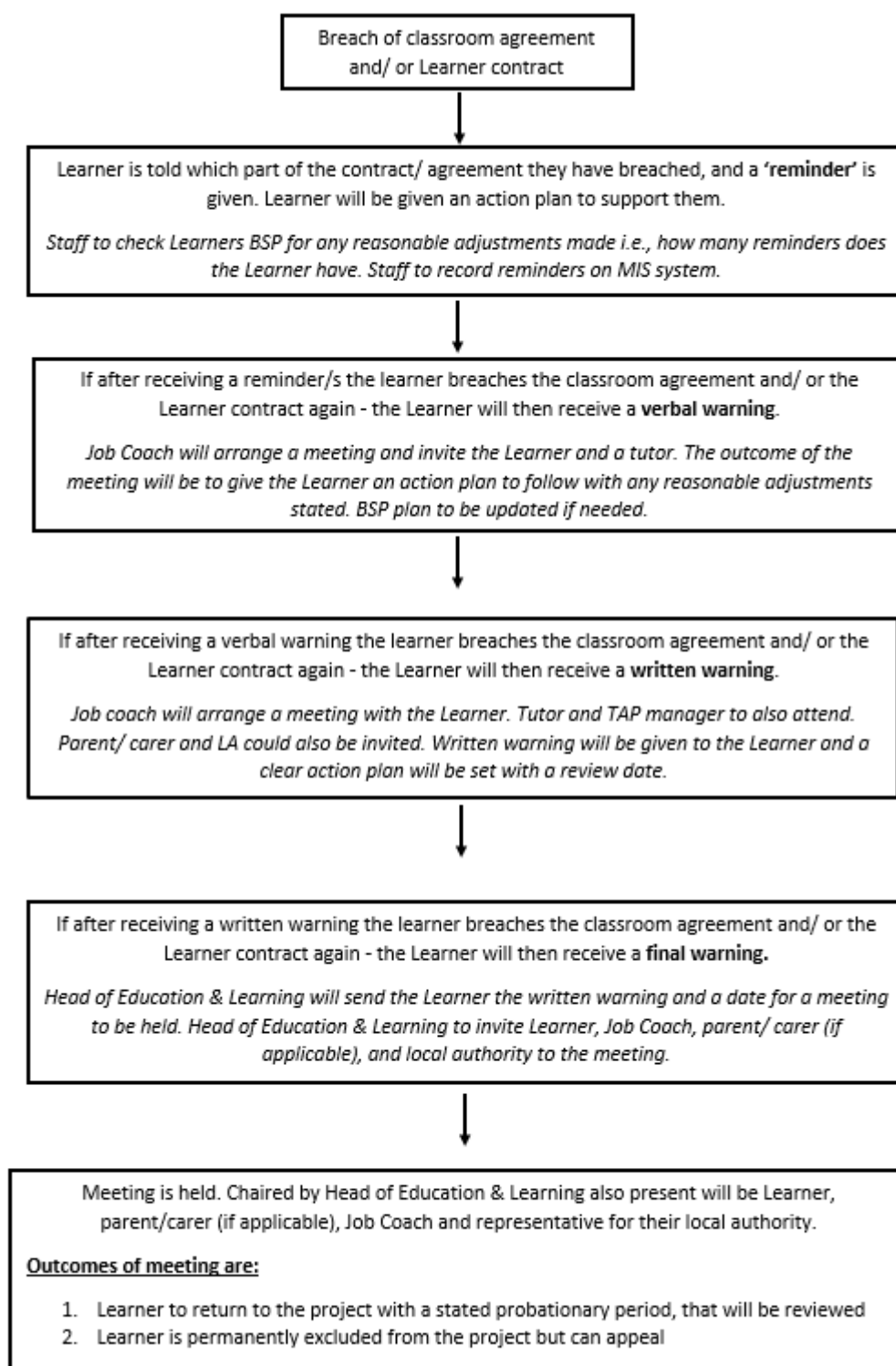


The Learner Behaviour and Conduct Procedure

1. Learner Behaviour Procedure

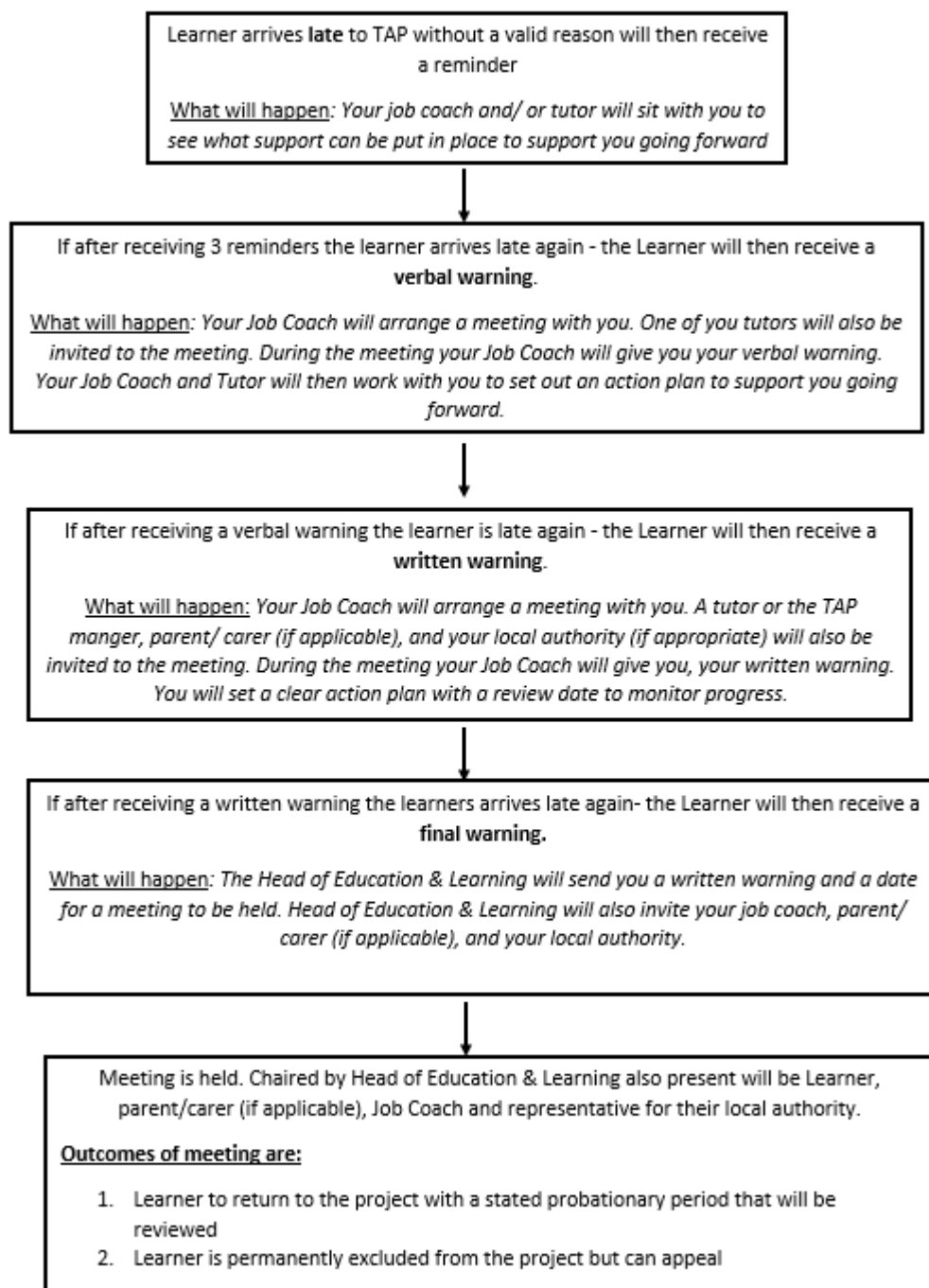


2. Learner Behaviour Procedure for staff reference



3. Learner Lateness Procedure

TAP Learners need to be 'ready' to learn at the start of their session.



4. Learner Lateness Procedure for staff to reference

TAP Learners need to be 'ready' to learn at the start of their session.

Learner arrives **late** to TAP without a valid reason will then receive a reminder
Staff to document on MIS system if Learner has given valid reason for lateness. Staff to monitor Learner reason in case any reoccur often. Staff to identify any Learners that will need reasonable adjustment with their time management

If after receiving 3 reminders the Learner arrives late again - the learner will then receive a **verbal warning**.
Job Coach will arrange a meeting and invite the Learner and a tutor. The outcome of the meeting will be to give the Learner an action plan to follow with any reasonable adjustments stated. BSP plan to be updated if needed.

If after receiving a verbal warning the Learner is late again – the learner will receive a **written warning**.
Job coach will arrange a meeting with the Learner. Tutor and TAP manager to also attend. Parent/ carer and LA could also be invited. Written warning will be given to the Learner and a clear action plan will be set with a review date.

If after receiving a written warning the Learners arrives late again- the learner will then receive a **final warning**.
Head of Education & Learning will send the Learner the written warning and a date for a meeting to be held. Head of Education & Learning to invite Learner, Job Coach, parent/ carer (if applicable), and local authority to the meeting.

Meeting is held. Chaired by Head of Education & Learning also present will be Learner, parent/carers (if applicable), Job Coach and representative for their local authority.

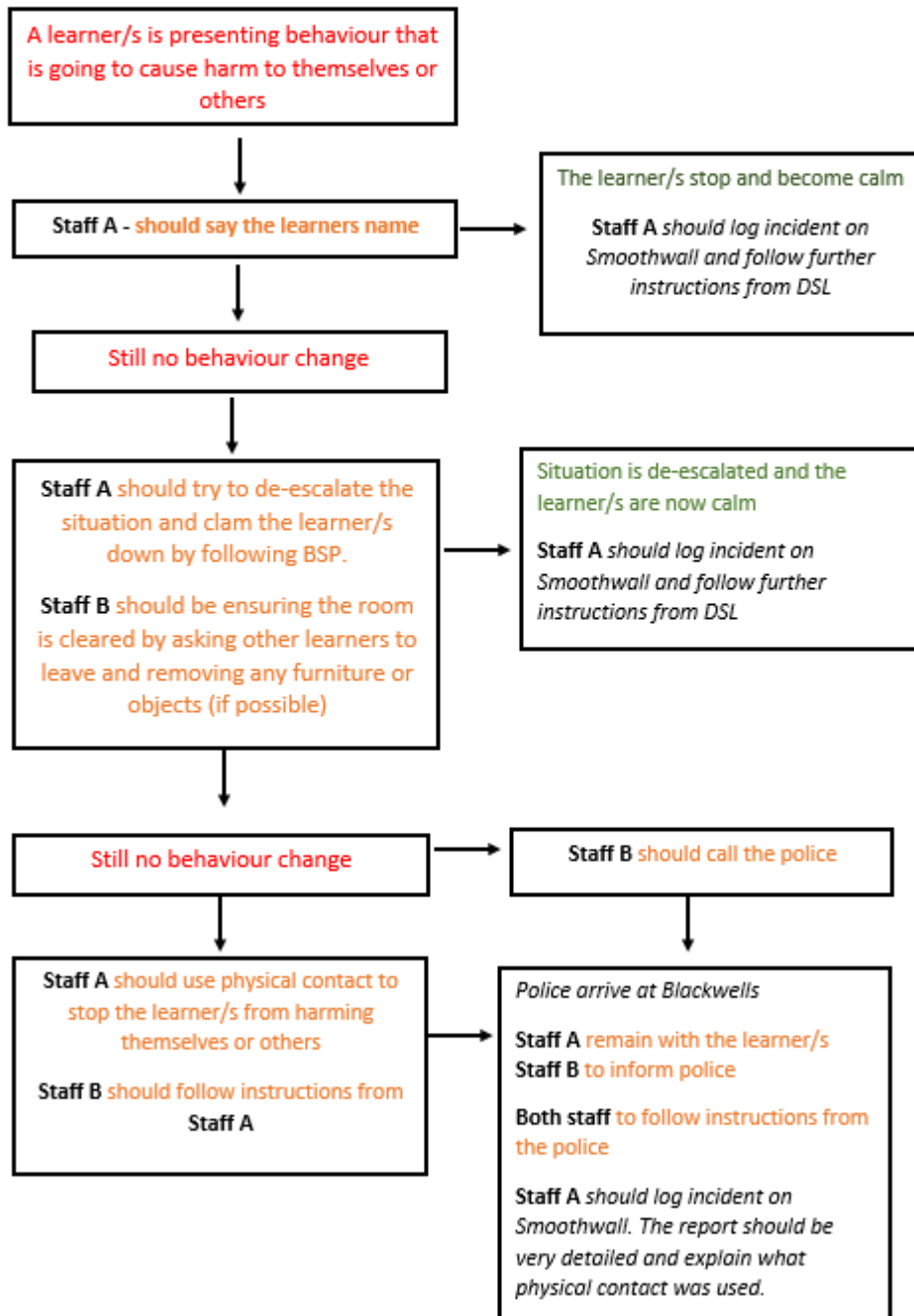
Outcomes of meeting are:

1. Learner to return to the project with a stated probationary period that will be reviewed
2. Learner is permanently excluded from the project but can appeal

5. Physical Contact with a Learner Procedure

Staff should only follow this procedure if they need to protect a learner from injuring themselves or others. Staff would be covered by the law if they needed to make physical contact with a learner in these circumstances.

2 members of staff should be present. 1 member of staff should take the lead (staff A)



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