



HORIZON COMMUNITY TRAINING LEARNERS DISCIPLINARY POLICY & PROCEDURE

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Applicable To	Learners
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Introduction

This procedure is designed to help and encourage all Learners to achieve and maintain standards of conduct, attendance and performance. The company expectations regarding appropriate behaviour are detailed within the Behaviour Code. The aim is to ensure consistent and fair treatment for all in the organisation.

Procedure

Informal Stage

Horizon will always try, where possible, to deal with a situation informally in the first instance by holding a verbal discussion with the individual in an attempt to allow them to modify their behaviour with the appropriate support.

However, in the event that the attempts to rectify behaviour informally are not successful or appropriate given the seriousness of the breach then the following formal stages will be followed.

The investigation will be conducted as detailed below. In the event that a breach involves the Personal Tutor then it may be deemed inappropriate for them to conduct the investigation process and another member of the Horizon team will be appointed.

It is not necessary to go through the below stages in sequence; it is acceptable to skip stages at the discretion of the Chief Executive.

Stage	Action	Outcome
<p>Stage 1 <i>Relevant for minor breaches as listed below</i></p>	<p>Investigation conducted by Personal Tutor.</p> <p>Will involve discussion with Learner and any other relevant witnesses.</p>	<p>Outcome will be decided by personal tutor.</p> <p>Potential outcomes are:</p> <ul style="list-style-type: none"> • First Warning • No Further Action <p>A Disciplinary Form will be completed and details placed on Learner's file.</p> <p>Discuss and agree Action Plan to improve individual's behaviour in the future.</p> <p>Provide learner with a copy of Disciplinary Form and Action Plan.</p> <p>Parent or guardian may be informed.</p>
<p>Stage 2 <i>Relevant for moderate breaches as listed below</i></p>	<p>Investigation conducted by Personal Tutor and another member of the Horizon team.</p> <p>Will involve discussion with Learner and any other relevant witnesses.</p> <p>Learners can be accompanied at this stage by parent or guardian.</p>	<p>Outcome will be decided by Personal Tutor and another member of Horizon.</p> <p>Potential outcomes are:</p> <ul style="list-style-type: none"> • First Warning • Further Warning • Final Warning • No Further Action <p>A Disciplinary Form will be completed and details placed on Learner's file.</p> <p>Discuss and agree Action Plan to improve individual's behaviour in the future.</p> <p>Individual may be suspended or the decision may be taken for restrictions to be put in place in order to limit any risk.</p> <p>A formal letter confirming the outcome and the Action Plan will be issued to Learner and parent or guardian and placed on the Learner's file.</p>

<p>Stage 3 <i>Relevant for serious breaches as listed below</i></p>	<p>Investigation conducted by Personal Tutor and Director.</p> <p>Will involve discussion with Learner and any other relevant witnesses.</p> <p>Learners can be accompanied at this stage by parent or guardian.</p>	<p>Outcome will be decided by Director.</p> <p>Potential outcomes are:</p> <ul style="list-style-type: none"> • First and Final Warning • Final Warning • Removal from course • Removal from participation in any of Horizon’s services/activities. • No further action <p>A Disciplinary Form will be completed and details placed on Learner's file.</p> <p>Discuss and agree Action Plan to improve individual’s behaviour in the future.</p> <p>Individual may be suspended or the decision may be taken for restrictions to be put in place in order to limit any risk.</p> <p>A formal letter confirming the outcome and the Action Plan if appropriate will be issued to Learner or guardian and placed on the Learner’s file.</p>
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“You have to own your mistakes, otherwise your mistakes own you”

Paulo Coelho

Please note that an individual will only ever be issued with one First and/or Final Warning at each stage in the process. In the event that they already have a First and/or Final Warning at a particular stage and there is a further repeat of a breach of the Behaviour Code, irrespective of whether it is a different behaviour, it will be necessary to progress to the next stage in the disciplinary process.

In the event that a Final Warning has already been issued at Stage 1 or 2 then it is necessary to move to the next stage in the process. In the event that either a First and/or Final Warning has been issued at Stage 3 in the process then, should a further breach occur, that would be classified as a Stage 3 then, provided that the breach is substantiated, the likely outcome will be removal from the course or removal from participation in any of Horizon's services/activities. Should a breach occur, that would be classified as a Stage 1 or 2 breach, when an individual has already received a First and/or Final Warning at Stage 3, then at the discretion of the Chief Executive another outcome may be considered.

Horizon's approach will always be to try to work through inappropriate behaviour/breaches of the Behaviour Code and overcome challenges/barriers with support. Horizon will, wherever possible, discuss a solution and allow an individual the opportunity to learn from mistakes and have the opportunity to rectify and change their behaviour in order to develop. Horizon's approach is corrective and never punitive, and removal from course and/or participation in any of Horizon's services/activities will be exercised as a last resort.

Behaviours that fall into each stage are listed below. This is not an exhaustive list.

Stage 1 – Minor	Stage 2 – Moderate	Stage 3 – Serious
Lateness/lack of attendance	Lateness/lack of attendance	Lateness/lack of attendance
Dishonesty	Dishonesty	Dishonesty
Use of inappropriate language/behaviour	Continued use of inappropriate language/behaviour or a first incident of inappropriate language/behaviour	Continued or use of inappropriate language/behaviour or first incident of inappropriate language/behaviour
Damage/violence to Horizon’s property/people	Damage/violence to Horizon’s property/people	Damage/violence to Horizon’s property/people
Failure to follow a reasonable instruction	Continued failure to follow a reasonable instruction	Continued failure to follow a reasonable instruction
Comments of a discriminatory nature	Comments of a discriminatory nature	Comments of a discriminatory nature
	Theft	Theft
Failure to comply with any Horizon’s policy & procedure	Failure to comply with any Horizon’s policy & procedure	Failure to comply with any Horizon’s policy & procedure
Bringing Horizon into disrepute	Bringing Horizon into disrepute	Bringing Horizon into disrepute
	Attending site under the influence/possession of drugs and alcohol	Being persistently under the influence/possession of drugs and alcohol
	Completing an illegal act whilst on site	Completing an illegal act whilst on site
		Consuming drugs or alcohol whilst on site
		Any act that is considered to be criminal such as theft
		Bullying or Harassment of another individual
		Violence/Vandalism towards people or property

Suspension

The Chief Executive will take the decision as to whether a suspension is necessary. In the event that an individual is suspended the reason for this will be communicated to them and confirmed in writing. The decision to suspend an individual will always be considered carefully and will be kept as short as possible.