

LEARNER BEHAVIOUR CODE & DISCIPLINARY POLICY AND PROCEDURE

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Applicable To	All Learners of Horizon Community Training
Document Owner	Kath Shanahan
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Behaviour Code

Introduction

The Behaviour Code aims to make sure all of Horizon Community Training CIC (Horizon) learners know what is expected of them and enables them to feel safe, respected and valued. Horizon will ensure that all learners have seen, understood and agreed to follow the Behaviour Code, and that they understand that they are responsible for their own behaviour/actions and the consequences of failing to comply with this Code, which are detailed in the Disciplinary Policy and Procedure section.

Purpose

This Policy and Procedure describes how Horizon expects all its learners to behave and outlines the consequences of failure to comply with our expectations.

Our Values

The Behaviour Code is built around Horizon's values, which are:

- Motivation – try your hardest to keep working towards your goals
- Respect – treat everyone as you would wish to be treated
- Integrity – be trustworthy, reliable and take responsibility for your actions
- Courage – work hard to overcome challenges, even when it feels tough
- Reputation – be aware of how you present yourself and represent Horizon
- Help – be willing to both accept help and offer it to others

Adherence to these values will ensure that learners display appropriate behaviour at all times. This includes, within reason, behaviour that takes place outside our organisation (including trips/visits and work experience) and behaviour that takes place online. Basic principles of this Behaviour Code are that it aims to:

- Identify acceptable and unacceptable behaviour
- Encourage cooperation, honesty, fairness and respect
- Create an environment where individuals' self-esteem, self-respect and self-confidence will grow
- Encourage individuals to recognise and respect the rights of others
- Encourage individuals to take responsibility for their own behaviour
- Help resolve conflicts and make clear what will happen if an individual does not follow this code.

Accepted Behaviours

Learners should display the below behaviours in order to comply with this policy:

- Cooperate with staff, visitors and other learners
- Listen to the viewpoints of others and, where in disagreement, challenge respectfully
- Have good manners and offer help whenever possible
- Treat everyone with respect, even when disagreements arise
- Take responsibility for their own behaviour
- Talk to a staff member about anything that worries or concerns them
- Display appropriate behaviour when representing Horizon in the community
- Comply with all company policies and procedures
- Join in, learn, and have fun!

The above is not an exhaustive list, and all members are expected to behave in a reasonable, respectful manner at all times.

Unaccepted Behaviours

The following will not be tolerated at Horizon:

- Disrespectful behaviour towards members of staff, visitors or other learners
- Behaviour which could be seen as intimidating or bullying
- Verbal or physical abuse towards staff, visitors or learners
- Being in possession, or under the influence of drugs or alcohol. This includes misuse of prescription medication and the after-effects of using drugs or alcohol
- Deliberate damage to Horizon property, including the building and its contents

The above is not an exhaustive list, and any behaviour which Horizon considers inappropriate and/or a risk to an individual's safety or wellbeing, will be treated as a breach of this policy.

In addition to the above, all learners will be expected to comply with the following:

- The use of audio equipment of any sort, including mobile phones, is not allowed during lessons, unless otherwise directed by a member of staff. Individuals will be required to store any audio equipment away appropriately and safely. In the event that they fail to comply with this, the equipment may be removed and stored securely until the end of the lesson
- Learners are expected to attend ready to learn, with any equipment necessary and in appropriate clothing. Failure to do so may lead to the individual not being able to participate in that session
- Personal Protective Equipment (PPE) must be worn as directed; failure to do so will lead to individuals not being able to participate in that session
- Food is not allowed in the classroom or the workshops during lesson times
- Smoking and vaping are only permitted in the designated smoking area, which is located in the rear yard. Smoking or vaping anywhere else in the building is strictly forbidden
- Learners should maintain good attendance and arrive for lessons on time. Horizon needs to be notified if a learner is either running late or not able to attend for any reason
- The disruption of lessons will not be tolerated; individuals causing disruption will be asked to leave the lesson and possibly the site
- Learners need to comply with all Horizon Policies and Procedures

The above is not an exhaustive list and any behaviour which Horizon considers inappropriate, and/or a risk to anyone's safety or well-being will be treated as a breach of this Policy and Procedure.

Disciplinary Policy and Procedure

Introduction

This Policy and Procedure is designed to help and encourage all learners to achieve and maintain high 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.

Horizon will always try, where possible, to deal with a situation informally in the first instance by holding a discussion with the individual. An Action Plan (Appendix 1) may be completed and, where possible, support will be offered to help the learner to modify their behaviour.

However, in the event that the attempts to rectify behaviour informally are neither successful nor appropriate given the seriousness of the breach, then the following stages will be followed.

Note: The process does not have to start with Stage 1

Suggested approaches to check are already in use/may be offered where reasonable to help modify/change behaviour as below:

- Provide movement or sensory breaks as needed
- Offer limited, positive choices to promote autonomy
- Stay calm and use a low, slow voice
- Give the learner space to self-regulate
- Offer access to a safe, quiet space
- Acknowledge emotions and validate feelings
- Avoid confrontation or power struggles
- Encourage reflection on the impact of actions
- Focus on repairing relationships and rebuilding trust
- Teach coping and social skills to prevent recurrence
- Allow extra processing time before expecting responses
- Use positive scripts like 'let's try that again' instead of reprimands
- Repositioning in lesson
- Distraction with another task/team member

Stage	Action	Outcome
<p>Stage 1 <i>For minor breaches as listed below</i></p>	<p>Discussion with a member/members of staff with learner/parent/guardian if deemed necessary</p>	<p>Outcome will be decided by member of staff. Potential outcomes are:</p> <ul style="list-style-type: none"> • No Further Action • Action Plan • Verbal Warning <p>An Action Plan to improve the learner's behaviour in the future may be agreed.</p> <p>If a warning is issued, a letter confirming the outcome will be issued to learner and parent or guardian and placed on the learner's file.</p> <p>Parent or guardian may be informed.</p>
<p>Stage 2 <i>For moderate and/or consistent breaches as listed below</i></p>	<p>Discussion with a member/members of staff with learner/parent/guardian if deemed necessary</p>	<p>Outcome will be decided by staff conducting the discussion. Potential outcomes are:</p> <ul style="list-style-type: none"> • No Further Action • Action Plan • Verbal Warning • Written Warning <p>An Action Plan to improve the learner's behaviour in the future may be agreed.</p> <p>If a warning is issued, a letter confirming the outcome will be issued to learner and parent or guardian and placed on the learner's file.</p> <p>The meeting may result in the decision being taken to suspend the learner or for certain restrictions to be put in place.</p>
<p>Stage 3 <i>For serious and/or consistent breaches as listed below</i></p>	<p>Discussion with lead tutor/member/members of staff with learner/parent/guardian if deemed necessary</p>	<p>Outcome will be decided by Lead Tutor. Potential outcomes are:</p> <ul style="list-style-type: none"> • No Further Action • Written Warning • Final Warning • Removal from participation in any of Horizon's services/activities. • Removal from course <p>An Action Plan to improve the learner's behaviour in the future may be agreed.</p> <p>If a warning is issued, a letter confirming the outcome will be issued to the learner and</p>

		<p>parent or guardian and placed on the learner's file.</p> <p>The meeting may result in the decision being taken to suspend the learner or for certain restrictions to be put in place.</p> <p>The meeting may result in the learner being asked to leave the course.</p>
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Behaviours that fall into each stage are listed below. This is not an exhaustive list.

Stage 1 – Minor
<ul style="list-style-type: none"> • Lateness/lack of attendance • Dishonesty • Use of inappropriate language/behaviour (such as disrupting others/chatting in class/not listening/swinging on chairs/ignoring rules, staff/inappropriate use of technology) • Intentionally causing damage to Horizon's property • Failure to follow a reasonable instruction • Comments of a discriminatory nature • Failure to comply with any of Horizon's Policy and Procedures • Bringing Horizon into disrepute
Stage 2 – Moderate
<p>Continued stage 1 behaviours or moderate breach of these behaviours and</p> <ul style="list-style-type: none"> • Bullying or harassment of other members of Horizon • Theft • Being under the influence/in possession of drugs or alcohol (including misuse of prescription medication)
Stage 3 – Serious
<p>Continued stage 2 behaviours or serious breach of these behaviours and</p> <ul style="list-style-type: none"> • Violence towards another member of Horizon/Horizon property • Criminal activity not mentioned elsewhere

Where behaviours are listed at more than one stage, the Lead Tutor will decide which stage they fall under based on the severity of the case.

At any stage, it may be appropriate to send a learner home for a cooling off/period of reflection. Unless Horizon are advised otherwise (by parent/guardian/carer) or Horizon advise otherwise the learner will be expected to return to Horizon on their next timetabled day, when the matter will be discussed and a way forward agreed.

Please note that a learner will usually be issued with one warning at each stage in the process. In the event that they have already had a warning and there is a further repeat of a breach of the Behaviour Code, irrespective of whether it is a different behaviour, it would usually be necessary to progress to the next stage in the disciplinary process. Exceptions can be made at the discretion of the Lead Tutor.

The Lead Tutor 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, parents/guardian/carers and confirmed in writing. The decision to suspend an individual will always be considered carefully with the interests of the individual, other learners and Horizon staff in mind.

In the event that a Final Warning has already been issued and a further breach occurs, if the breach is substantiated the likely outcome will be removal from participation in some of Horizon's services/activities or removal from the course altogether. This is at the sole discretion of the Lead Tutor.

Horizon's approach will always be to try to work through inappropriate behaviour/breaches of the Behaviour Code and overcome challenges/barriers in a supportive way. Horizon will, wherever possible, work collaboratively with learners and their support network, where deemed appropriate, to find and implement a solution. Learners are given the opportunity to learn from their mistakes and rectify their behaviour wherever possible. We welcome constructive feedback/suggestions regarding options to consider to further help/support from learners/parents/guardians/wider support network throughout the process. We will consider needs identified and any reasonable adjustments in order to further support these needs.

Horizon's approach intends to be corrective rather than punitive, and removal from course and/or participation in any of Horizon's services/activities will be exercised as a last resort.

Should criminal activity have taken place and/or there are Safeguarding concerns in respect to breaches of the Behaviour Code, Horizon may have no option but to contact the Police and other authorities such as Child Services to make them aware of the situation.

Appendix 1 – Action Plan

Learner Name:

Action Plan completed by: Date:

Target Set:	
Action needed to reach target:	
Is this linked to a need listed in the EHCP?	
Support/adjustments Needed to assist to achieve target:	
Review Date:	
Has target been achieved? If not, why not?	
Next steps:	Close Action Plan/Extend Action Plan/Escalate to Formal Disciplinary

I agree that that this is a fair action plan and that I will work towards achieving the targets set.

Learner signature:

Name:

Signature: Date:

Staff signature:

Name:

Signature: Date:

Shared with Parent/Carer/Other? YES NO N/A