

Procedure Number: 02-C-022	CEATA Training Academy Discipline and Standards Policy and Procedure	
	Date of Last Revision:	1 August 2013
	Date of Last Review:	19 July 2019
	Date of Next Review:	19 July 2020

Purpose: Ensure the provision of an environment to support learning and promote acceptable, safe and compliant conduct at all times.

Policy: All apprentices, learners and users of the CEATA Training Academy have the right to learn, a responsibility to allow others to learn in a safe and secure and respectful environment.

Canal Engineering has a responsibility to provide staff with a safe, secure and respectful environment in which to work.

The aim of this policy and procedure is to ensure the provision of such an environment, to support learning and promote acceptable conduct at all times.

Wherever possible CEATA will strive to work constructively with students to resolve disciplinary issues but implicit in this policy is the recognition of the need to disapprove of, and formally record and in certain circumstances sanction unacceptable conduct. Sanctions may include suspension or removal from CEATA programmes.

Should actions by CEATA learners impact on others outside of the CEATA Training Academy disciplinary action will be considered.

This policy will be explained during induction and learners can request a copy from any member of staff. This policy will be made available to all sponsors of learning i.e. employers, parents etc.

This policy will be included in CEATA staff and learner inductions.

Definition of Unacceptable Conduct: Any conduct which adversely interferes with the learning and/or operation of the CEATA Training Academy or any conduct which is deemed disrespectful to persons or property connected with the academy or Canal Engineering Ltd.

Procedure: Where breaches of discipline occur such as failure to comply with the Code of Conduct (see appendix 1) the Disciplinary procedure will be used

Every effort will be made to avoid the use of formal disciplinary action; all staff carry the responsibility for the informal disciplining of learners and to challenge behaviours and to ensure performance is dealt with consistently and in accordance with this policy.

Where informal measures prove insufficient to establish satisfactory conduct a stage 1 warning may be given by the Programme Co-ordinator/Tutor, where a staff member feels a stage 1 warning is inappropriate the matter will be referred to the General Manager.

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Warnings:

Stage 1 – Verbal warning issued by Programme Co-ordinator/Tutor, recorded on learner file and notification sent to employer and/or sponsor. An action plan will be agreed and monitoring to ensure no reoccurrence of issue within 3 months. Failure to comply with remedial actions will result in progression to stage 2 and/or 3.

Stage 2 – Written warning issued by General Manager following a meeting with the learner. Learner will be given 24 hours' notice of a meeting and can select to have a colleague take notes at the meeting. The written warning will document remedial actions and time scales and a copy will be sent to the employer or sponsor. Failure to comply will result in progression to a stage three investigation/sanctions.

Stage 3 – Final warning issued by General Manager. An investigation will be conducted by the General Manager and/or Canal Engineering's HR Manager within 7 working days of the referral, a meeting will take place within 5 working days of the conclusion of the investigation. If appropriate the meeting will take place between the learner, their employer and a member of CEATA or Canal Engineering as a representative of the General Manager. Learners may request to have a nominated representative with them. The written warning will document remedial actions and time scales and a copy will be sent to the employer or sponsor.

Suspension: learners may be suspended by the General Manager* to enable staff to investigate where it is deemed safety of learners, staff or visitors could be at risk. Where incidents may lead to criminal procedures learners will be immediately suspended. Suspensions will be confirmed in writing to the learner and their employer/sponsors. Learners, staff or visitors who are suspended may not return to CEATA without written authorisation and should not be in contact with other learners or staff during the period of suspension.

CEATA will report all acts of aggression and/or violence to the Police.

*if the General Manager is not available the most senior member of staff available can suspend anyone thought to be in breach of the above and if possible refer the incident to a Director of Canal Engineering.

Termination: Learners may be permanently removed from learning programmes where stage 3 warnings have not been effective in resolving issues or where CEATA/Canal Engineering feel unable to support the learning programme on grounds of health and safety or criminal activity.

Appeals: Learners may appeal the decision at all stages;

Stage 1 – appeal should be made in writing to the General Manager within 5 working days of the issue of the warning.

Stage 2 - appeal should be made in writing to the General Manager within 5 working days of the issue of the warning

Stage 3 - appeal should be made in writing to the General Manager within 10 working days of the issue of the warning or termination.

Appeal will be heard within 15 working days of receipt of the written notification.

Appendix One

Code of Conduct

The Code of Conduct applies to all CEATA related activities whether on the academy premises or on another site where learning related activity is taking place.

Learners are expected to:

- behave in a reasonable manner at all times respecting others – bad language is not acceptable
- CEATA will not tolerate any aggressive, abusive or violent behaviour. Should any learner, visitor or staff member feel threatened the person instigating such behaviour will be asked to leave CEATA immediately pending the outcome of an investigation at part of a Stage 3 investigation.
- wear the appropriate PPE at all times and comply with all health and safety instructions and act at all times with due regard for their own safety and that of others
- be punctual, attend all sessions as required and come prepared for lessons having completed all tasks set
- prepare sufficiently for tests and/or exams – CEATA reserve the right to recharge the cost of re-sits where the learners have failed to prepare in the time allotted for these elements
- ensure that absences are reported to the tutor within 30 mins of the start of the session
- use the CEATA fob to record entry and exit from the premises
- respect the property of CEATA, its staff, learners and visitors
- follow all reasonable instructions from any member of staff

CEATA Rules

- Any learner found to be in the possession or under the influence of alcohol or drugs will be immediately removed and where necessary the Police will be called.
- Any learner found to be in the possession of an offensive weapon will be immediately removed and where necessary the Police will be called.
- Learners may not remove any property belonging to CEATA without written approval from a Programme Co-ordinator
- Smoking is allowed only in designated areas and at designated break times
- Learners must not bring non-invited individuals onto the premises including any suspended learners
- The use of mobile phones is prohibited during sessions and must be stored safely, mobile phones may be used to upload data to e-portfolios with the agreement of the class tutor
- Full PPE must be worn at all times in the workshops and returned to lockers before entering classrooms
- The wearing of caps and hoods is not permitted during sessions

- Learners who do not have the appropriate equipment with them may be asked to return to work or where appropriate purchase replacements i.e. pens, ear protection etc.
- Access to the internet is for educational purposes only