

**TITLE: LEARNER CODE OF CONDUCT AND BEHAVIOUR POLICY**

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## Contents

**This document sets the standard for acceptable and unacceptable behaviour by young persons and school children.**

The main profile of SETA and its facilities are that of a training centre providing a range of training courses predominantly of an engineering, electrical or construction nature. Because of this the main part of the training centre has been set up as an engineering workshop. This means that there are numerous hazards which if not properly controlled and managed can be the cause of serious accidents and incidents.

The Health & Safety at Work etc Act 1974 requires that every employer puts measures into place to ensure the health, safety and welfare of its employees and others who might be affected by its undertakings.

These measures include issues such as:

The use of plant machinery and equipment

- Maintenance and care of plant, machinery and equipment
- Hazardous Substances
- Good Housekeeping
- Emergency evacuation procedures
- First Aid
- Bullying
- Violent behaviour
- Unsafe conduct
- Hygiene

In the case of SETA the persons who might be affected include:

- Employees
- Adult trainees
- Young Person trainees
- School children trainees
- Visitors.

Health & safety law states that persons under the age of 18 (Young Persons) and particularly those under school leaving age (School Children) are unable to assess or understand workplace risks properly. Because of this additional control measures must be put into place to remove or reduce and control workplace risks and to ensure that appropriate levels of supervision are in place.

SETA will ensure that every effort is made to make sure that the training centre, facilities and equipment are maintained in a safe condition and will ensure that there is compliance with relevant statutory requirements.

The nature of an engineering workshop is such that many of the risks involved cannot be removed. We will ensure that appropriate control measures are put into place to reduce and manage those risks.

Young persons and school children must be provided with instruction and training relating to workplace health & safety and the standards of conduct expected of employees in a working environment.

The Health & Safety at Work etc Act 1974 states that young persons and school children who are undertaking training on an employers premises are deemed to be employees. As such there are basic and specific rules that they must abide by.

In setting and implementing those rules, including the control measures identified by risk assessment, we have to take into account the age, behavioural characteristics and inability of young persons and school children to recognise and respond to the hazards that exist in our working environment.

This places an additional responsibility on SETA and its employees, particularly the Instructors, involved in the provision of training and the supervision of young persons and school children.

### **Risk Assessment and Control Measure**

Amongst the risks, identified whilst carrying out workplace risk assessments that cannot be removed, are the young persons and school children themselves.

Because they have not reached emotional and psychological maturity they are unable to properly assess the hazards that exist in our workplace. They are also less able to understand the harm that can be caused by inappropriate behaviour such as horseplay. Because they have not achieved physical maturity there is a higher probability of serious and long term harm if they have an accident or are affected by certain activities.

In view of this risk assessment and the significant potential for harm that has been identified we are required to provide suitable control measures to protect them and others who may be harmed.

The following Code of Conduct is an integral part of the control measures that have been introduced as a result of the risk assessment. All employees are required to comply with its requirements and ensure that it is fully implemented.

This Code of Conduct is intended to ensure that everyone concerned has the benefit of a common standard on which the behaviour and conduct of young persons and school children can be measured and appropriate action taken when that standard is broken.

### **CODE OF CONDUCT FOR YOUNG PERSONS AND SCHOOL CHILDREN**

This Code of Conduct is intended to ensure that the behaviour of Young persons and school children on SETA premises does not create unnecessary risks to themselves or others.

#### **1) Deliberate misuse or wilful damage.**

- There must be no deliberate misuse of or wilful damage to:
- Plant Machinery Equipment Tools Parts Work Material Furniture
- Fixtures and fittings Welfare facilities Canteen facilities
- Emergency equipment Vehicles Clothing Training material (including course documentation) Any other property belonging to SETA or its visitors.

Anyone found to have disobeyed this rule will be excluded from the training centre immediately (zero tolerance).

#### **2) Horse play or practical jokes.**

Horse play and practical jokes can lead to serious harm and/or damage to property and are not acceptable behaviour.

A decision will be made by the member of staff who sees the incident as to whether a warning or exclusion is appropriate. Actions that lead to or have significant risk of causing harm or damage will result in exclusion.

#### **3) Leaving the training section.**

Young persons and school children must not leave their training section without the express permission of their instructor. They must return to their section immediately.

In some circumstances it may be necessary for a decision to be made as to whether they should be supervised whilst away from the section.

A decision will be made by the member of staff who sees the incident as to whether a warning or exclusion is appropriate.

#### **4) Leaving the Premises at Breaks and Dinner Times**

School children may not leave the premises during break or dinner times without the permission of their instructor.

The absence and reason must be recorded by the instructor.

Any school child who leaves the premises without permission will receive a warning. Only two warnings will be allowed, any re-occurrence thereafter will result in exclusion.

#### **5) Food and Drink**

The consumption of food and drink outside of the canteen (whist on company premises) is not allowed. The amount of waste that is dropped on the floor, including wrappers and containers (e.g. bottles) significantly increases the level of risk involving infestation, slipping and tripping etc

The litter is also unsightly and requires valuable time to clean up.

Any Young Person or School Child who is found breaking this rule will be excluded from the centre. (zero tolerance).

#### **6) Inappropriate I unacceptable behaviour.**

We require and expect that minimum standards of behaviour and conduct will be maintained at all times.

This covers a wide range of issues:

- Bullying
- Victimisation
- Violence
- Harassment (of any type)
- Assault
- Intimidation
- Threatening behaviour
- Bringing offensive or dangerous materials or weapons into the centre
- Bringing alcohol or drugs into the centre
- Use of alcohol or drugs in the centre
- Offensive behaviour and language
- Showing disrespect to instructors, visitors or others
- Race discrimination
- Religious discrimination
- Sex discrimination

SETA will not tolerate (zero tolerance) any action or activity in respect of these where there is a breach of legislation or company rules and / or where the health, safety and welfare of an employee or other person is put at risk or where an individuals statutory rights are broken. The person committing the breach will be excluded.

### **7) Lesser breaches of company rules and standards**

We have to remember that these are Young People and School Children and as such are not used to the disciplines and rules that apply in our working environment. Most breaches of company rules and standards are unintentional and the potential consequences are not understood.

Every effort must be made to encourage and guide them and provide proper instruction as to what is and is not acceptable behaviour in our working environment and what is expected of them. Every effort must be made to ensure that new starters are fully aware of what is expected of them while they are with SETA particularly those issues where "zero tolerance" applies.

A Warning must be issued for lesser breaches. This warning will be placed on the persons work file or training record.

### **APPLICATION AND RECORDING OF WARNINGS AND EXCLUSIONS**

The need to ensure that company rules are followed is the responsibility of all SETA employees especially those rules that involve health, safety and welfare issues.

Any SETA employee who observes a breach of this Code of Conduct must take action on it immediately regardless of where, on company premises, the breach occurs.

#### **1) Warnings**

Up to two (2) warnings may be issued. These must be recorded in the file or work record of the Young person or School Child at the time, or as soon thereafter as possible, that the warnings are issued.

Warnings are accumulative and therefore will apply even when there is a move from one section to another or if the breach of rules occurred outside of "work time", i.e. break time, dinner time etc (in other words whilst on the company premises

Where a warning has been issued by a member of staff other than the instructor then the instructor must be informed.

Where two (2) warnings have already been issued then the need to issue a third warning will result in the Young Person or School Child being excluded.

## 2) Exclusion I Suspension

The decision to exclude must be made at Senior Instructor level or above. However, in the absence of the above, behaviour or actions that warrant exclusion can and should be dealt with by the instructor who will suspend the individual concerned pending a decision to exclude.

Wherever or however a suspension or exclusion is applied the instructor, Senior Instructor, Management must be informed immediately.

In addition, the school or employer (whichever is applicable) must also be informed immediately.

Where the suspension or exclusion involves a School Child then they must be removed from the training workshops immediately and put into either the canteen or an empty training room until the school has been informed and arrangements made for them to leave the premises.

A written report must be provided by the instructor or company employee involved with the suspension or exclusion that includes the following details:

- Name (Company employee)
- Date
- Time
- Name of the young Person/ School Child
- Details of the incident
- Reasons for Exclusion

## 3) Temporary Suspension or Exclusion

In some cases there may be a need to suspend or exclude as a temporary measure. This might for example include a situation where the person concerned has shown a generally good standard of work and behaviour but a circumstance occurs where suspension or exclusion would apply.

In these instances it may be the case that the suspension or exclusion is for a defined period of time e.g. 1 week /1 month.

At the end of the suspension or exclusion period the person concerned must be interviewed and assessed and future conduct requirements fully explained and agreed before they can resume work.

Any further breach will result in immediate and permanent exclusion.

#### **4) Appeals Against Exclusion**

If a Young Person or School Child believes that they have been unfairly excluded or that there are mitigating factors that were not known or considered they may appeal against the decision.

The appeal should be in writing, from the employer or school, and addressed to the General Manager.

The appeal will be considered following consultation with the employer / school and the instructors.

If it is decided that the appeal is justified then the exclusion may be lifted.

If it is decided that the exclusion was justified then the exclusion will be upheld.

#### **Addendum**

There are instances where behaviour may not be seen to be "bad" but may be disruptive and distracting. This can have a significant impact upon an instructor's ability to manage a group or effect the concentration of others. Either of these can lead to accidents happening. In these instances it may be that exclusion is the wrong response but that the Young Person or School Child might be considered "unsuitable" to be in our working environment. If this is the case then they will/must be taken off the course and sent back to work / school and their employer or school advised as to their unsuitability.

Misuse of tools, equipment and materials can be the result of boredom, inability to concentrate etc. However, that misuse can lead to damage and accidents as well as having to replace the damaged item.

The use of warnings and exclusions is intended to ensure that the measures we have introduced to manage and control our working environment are carried out and enforced. They are also used to provide education and example as to how work places are operated and managed. They must be used fairly but firmly but they must also take into account the ability of the Young Person or School Child to understand what is happening.