SG Policy appendix 8

Training Academy Expectations & Behaviours

Reflections Training Academy endeavours to provide high quality, professional, expectation of the behaviours, conduct and attendance of all learners on ALL training programmes. This policy details what these expectations & behaviours are and what happens if there is any shortfall in the standards expected. The Training Academy Expectations & Behaviours are designed to:

- Ensure fairness
- Ensure that all Learners know what is expected of them
- Encourage all Learners to meet the standards of behaviours, conduct and attendance required by the Academy
- Ensure consistent and just treatment for all regardless of disability, age, race, gender, religion and belief, sexual orientation, gender reassignment, pregnancy and maternity
- Ensure Extremism and Radicalisation views and practices are not promoted with Academy*
- Ensure all learners remain safe
- Ensure that Learners are given access to a fair hearing

Expected Behaviours for Learners

The behaviours expected from all learners whilst attending Academy premises or taking part in Academy activities (inclusive of work experience placements where applicable) are detailed below. We also reserve the right to investigate incidents which occur off-site if they are between two (or more) Learners, or Learner(s) and staff, have a negative impact on the academy business or are of an illegal nature that impact the Academy Rules and values.

Policy Owner	Director sign off	Details of update	Date of Update	Version number
Jason Timms	Lucy Agnew	Policy review & update	29/07/19	3
Jason Timms	Lucy Agnew	Policy review & update	21/07/20	4
Jason Timms	Lucy Agnew	Policy review & update	18/08/21	5
Jason Timms	Lucy Agnew	Policy review & update	09/08/22	6
Jason Timms	Lucy Agnew	Policy Review and Update	20/08/23	7
Suzanne Sewell	Lucy Agnew	Policy Update	15/02/24	8
Suzanne Sewell	Lucy Agnew	Policy Update	19/08/25	9
Suzanne Sewell	Lucy Agnew	Policy Review and Update	03/08/26	10

Next review date: August 2027

The Code of Conduct lists the Academy's general expectations in terms of:

Behaviour, attendance and punctuality and work / training performance

- attend all scheduled (and agreed additional) training days in line with issued year planner arriving by 9.20am for apprentices, and 9.10am for Full Time 16-19 Programme
- ensure you are in your allocated training room by 9.30am for apprentices, and 9.15am for Full Time 16-19 Programme
- Ensure you return timely from all breaks allocated.
- Remain in all training sessions only leaving when authorised by tutor
- Exit the building in an orderly manner and not congregate around the academy during breaks or at the end of the training day including reception desk and surrounding areas.
- Mobile phones must remain in lockers or placed in the collection box during all sessions.
- ID badges to worn and displayed at all times whilst in Training Academy
- Treat others with respect, and make sure that your behaviour does not discriminate against anyone or make any other person feel uncomfortable
- Ensure language and conduct is appropriate and professional in all academy areas
- Do not express or promote extremist views*
- Respect the rights and interests of other learners, staff and visitors
- Take personal responsibility for your own learning and make active use of the learning resources and support services provided
- Attend training suitably prepared for training with all required equipment
- Attend training in professional and correct dress code uniform including no ripped jeans, hoodies, tracksuits, sportswear or open toed footwear.
- No outdoor clothing to be worn in academy. Caps, hats and hoods to be removed on arrival to reception
- Headphones and or earbuds not to be worn around academy and be removed on arrival to academy.
- Act safely so that you do not put yourself or others at risk and observe all health and safety rules
- Follow any current academy COVID19 guidelines (where implemented)
- Not be in possession of, use, sell or distribute alcoholic beverages, 'legal highs' or illegal drugs, or being under the influence of the same, on Academy premises or at official Academy activities. Prescription drugs would fall into this category if they are

sold or distributed, or used by someone other than the named person they were prescribed for

- Not bring any prohibited items into the training academy

- Ensure behaviour and conduct away from training is appropriate including social media and messaging services and does in no way impact academy business.
- Respect Academy buildings and facilities

If you do not meet the expectations and required behaviours, disciplinary action may be taken.

*Reflections Training Academy has a legal responsibility to report all instances of Extremism and Radicalisation to the relevant authorities which may result in police action

Prohibited items not allowed in training Academies, Learners may be searched whilst on the premises

- chewing gum
- fizzy sugary drinks including high energy drinks
- glass bottles
- aerosol cans excluding deodorants
- correction fluid
- permanent marker pens
- any items which are illegal to possess or carry, are inappropriate
- bringing an offensive weapon into the Academy is unacceptable.
- permanent exclusion will be considered if any learner is caught with a weapon. (definition of weapon is causing harm or injury to self or another person)

The below items (where age appropriate) should if brought into the academy be kept in bags and not be seen on academy premises

- Cigarettes, matches and lighters
- e-cigarettes, shisha pens or liquids for these

- **Use of Smart Glasses and Recording Devices**

Any learner found to be using prohibited devices or making unauthorised audio or video recordings (live streaming) may be required to surrender the device for inspection where appropriate, cease using the device immediately, and delete any unauthorised recordings in the presence of an authorised staff member. This includes, but is not limited to, smart glasses, wearable cameras, and any other device with similar recording or transmission capabilities. Such incidents may be investigated and may result in disciplinary action in accordance with the Learner Behaviour and Disciplinary Process. Serious breaches may also be reported to an employer, parent or guardian (where appropriate), awarding organisation, or relevant external authority where safeguarding or legal concerns arise.

- **Protection from Misogyny, Misandry, Sexual Harassment and Sexual Violence**.
- The academy recognises that sexual harassment and sexual violence are never acceptable and will be treated as serious safeguarding concerns. All learners have the right to learn in an environment free from fear, abuse, harassment, or discrimination.

- Learners are expected to behave respectfully towards others and report any concerns. All reports or allegations of misogyny, sexism, sexual harassment, sexual violence, or other gender-based misconduct will be taken seriously, responded to promptly, and managed in accordance with the Safeguarding, Behaviour, and Disciplinary Process. Appropriate action will be taken to protect those affected, support victims, and address behaviour that places others at risk or creates an unsafe, intimidating, or hostile learning environment.

Disciplinary Procedure

The following procedure will be used if you do not meet the expectations & behaviours:

Informal stage

For minor or first instances of misconduct, your personal tutor will deal with the incident by means of an informal verbal warning.

In such instances you will be advised:

- of the Academy's Code of Conduct
- of the standards of attendance, behaviour and work expected of you
- that any further misconduct will be dealt with via the formal stage

Formal Stage

A thorough investigation into the alleged misconduct will take place before a disciplinary interview is held or disciplinary action taken. Such investigations will be documented.

The following outcomes of the disciplinary investigation are possible:

- no case to answer
- allegations appear to be substantiated and there is a case to answer

Where there is a case to answer, disciplinary action will be taken within the following disciplinary framework.

1. Recorded verbal warning

In cases too serious for informal action, or where misconduct persists despite an informal warning, you may be given a recorded verbal warning.

In such instances your tutor will:

- Hold a meeting with you
- Issue a copy of these expectations and behaviours to you
- Inform your Employer or Parent / carer (depending on programme)
- Issue you with a verbal warning, recorded on a disciplinary record form and signed by you
- Retain a copy of the form on your file for 12 months
- Give you a copy of the form

- Send a copy of the completed form to your Employer or Parent / carer (depending on programme)
- Advise you that, if any further misconduct of any kind occurs, you will enter the next stage of this procedure.

2. First written warning

If further misconduct occurs or if your attendance / behaviour does not improve after a recorded verbal warning, a first written warning may be given. Alternatively, if the misconduct is deemed more serious, we may proceed directly to the first written warning stage.

In such instances a Manager or Senior Manager will:

- Hold a meeting with you
- Issue a copy of these expectations and behaviours to you
- Inform your Employer or Parent / carer (depending on programme)
- Issue you with a written warning, recorded on a disciplinary record form and signed by you
- Retain a copy of the form on your file for 12 months
- Give you a copy of the form
- Send a copy of the completed form to your employer or parent / carer (as applicable)
- Advise you that, if any further misconduct of any kind occurs, you will enter the next stage of this procedure.

3. Final written warning

If further misconduct occurs following the previous warnings, a final written warning may be issued. Alternatively, where serious misconduct has occurred, you may be given an immediate final written warning. In such instances the steps detailed for ‘first written warning’ will be carried out.

Additionally, you will be informed that further misconduct or failure to meet the conduct of behaviour and standards expected will result in the termination of your training programme.

4. Termination of Programme

If misconduct persists despite the final written warning, or in instances of serious gross

misconduct then a termination of training programme review will be conducted.

In such instances the steps detailed for ‘written warnings’ will be carried out and a

Termination of programme meeting held, to which your Employer or parent / carer (as applicable) will be invited.

Appeals

Under the disciplinary framework, appeals are permitted at all stages except recorded verbal warning.

You must submit your appeal in writing, within 10 working days of receipt of the

warning/termination letter addressed to the Academy Director.

The Academy Director conducting the appeal will conduct an appeal interview with you and notify you of the decision in writing within 15 working days.

I have read, understood and agree to follow the Learner Expectations & Behaviours set out by Reflections Training Academy at all times. I understand that failure to follow could lead to the above detailed disciplinary procedures.

Name		Date	
Sign			