

Acceptable Behaviour Policy & Procedure

1. Introduction

Open Road welcomes all students from diverse backgrounds to undertake the training available. To ensure we have an engaging, exciting and rewarding environment to train in, we need to have standards of behaviour. In simple terms that everyone be treated with dignity and respect.

In the unlikely event that students behaviour falls short of the standards expected, we have a procedure to follow to resolve the situation.

Examples that would be considered unacceptable are:

- Aggression and assault both physical and verbal
- Bullying or harassment of any kind , including racial and sexual
- Swearing and offensive language
- Theft and vandalism

This List is not exhaustive, but indicative of what is considered unacceptable

2. Verbal and written warnings

In the event of a student behaving inappropriately, the student will be given a verbal warning. This equates to a first warning that their behaviour has been unacceptable. This status will remain in place for a period of 6 weeks or until the end of term, whichever is the longest.

In the event that a second act of unacceptable behaviour is recorded a second and final written warning will be issued, and this will remain on file until the course is completed or the contract ended.

Should a third incident be recorded the student will be excluded from the project for a period either temporary or permanently. The Open Road Project Manager and School/Agency will decide this period.

Some incidents will automatically trigger an exclusion, for example:

- Theft
- Intentional breaches of health and safety
- Wilful damage to property or equipment
- Physical assault or bullying

3. Exclusion

If a student is excluded the following actions will take place:

- The student will receive a letter confirming the decision reached by the Project Manager and the School/Agency.
- A copy letter will be sent to the Parent/Guardian.
- Team colleagues will be informed.
- After exclusion and on returning to the Project, the student will be interviewed by the Project Manager and agree to maintain the standards expected.
- If the student fails to agree to maintain the standards required, it will not be possible for them to re-join the project and complete the course. In this instance team members will be informed, as team awarded may be affected.