



## **Disciplinary Policy & Procedure**

### **Purpose**

Essex Youth Build is committed to providing a safe, respectful, and productive learning environment for all trainees, staff, and visitors. This policy sets out the procedure for dealing with unacceptable behaviour, breaches of rules, or misconduct by trainees.

The aim of this policy is to:

Encourage positive behaviour and responsibility.

Ensure consistency and fairness in dealing with misconduct.

Protect the welfare of trainees, staff, and the organisation.

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### **Scope**

This policy applies to all trainees enrolled on Essex Youth Build programmes. It will be followed where behaviour or conduct does not meet expected standards.

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### **Principles**

All trainees will be treated fairly and consistently.

The disciplinary process will be applied in stages, unless the behaviour requires immediate removal.

Referrers, parents, or carers will be informed of serious incidents or disciplinary action.

Zero-tolerance offences (see Section 7) result in immediate removal and may involve the police.

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### **Expected Standards of Behaviour**

Trainees are expected to:

Treat staff, fellow trainees, and visitors with respect.

Follow instructions and safety rules at all times.

Attend sessions punctually and engage positively in activities.

Refrain from behaviour that disrupts learning or endangers others.



## Disciplinary Procedure

### Stage 1: Informal Warning (Verbal Reminder)

A tutor will remind the trainee of the rules and give them an opportunity to correct their behaviour.

This will normally be given for minor misconduct.

Examples include:

Minor disruption in sessions

Not following instructions

Poor attitude towards work or staff

Outcome: The trainee is given the chance to improve. Repetition may lead to suspension.

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### Stage 2: Suspension & Final Warning (Up to 2 Weeks)

If serious or repeated misconduct occurs, the trainee may be suspended for up to two weeks.

During suspension, a formal meeting will take place with management, the trainee, and (where appropriate) their referrer/parent/carer.

The meeting will decide whether the trainee may return under a final warning or be removed from the programme.

Examples include:

Repeated lateness or absence without notice

Ignoring staff instructions or safety rules

Continued poor behaviour after an informal warning

Disrespect towards staff or other trainees

Outcome: Trainee may return under a final warning. Any further misconduct will result in removal.

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### Stage 3: Removal from Programme

The trainee will be removed from Essex Youth Build.

Referrers, parents, or carers will be informed immediately.

If the misconduct involves violence, drugs, theft, or other criminal activity, the police may be contacted.



Examples include:

Violence, threats, or aggression

Being under the influence of drugs or alcohol on site

Theft, vandalism, or criminal behaviour

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### Right of Appeal

Trainees have the right to appeal against a suspension or removal. Appeals must be submitted in writing within five working days of the decision. Appeals will be reviewed by senior management, whose decision will be final.

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### Zero-Tolerance Offences

The following offences will result in immediate removal from Essex Youth Build and may involve police action:

Violence or physical assault

Possession of weapons, drugs, or illegal substances

Serious threats, harassment, or damage to property

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### Monitoring & Review

This policy will be reviewed annually to ensure fairness, consistency, and effectiveness. Essex Youth Build reserves the right to amend the procedure if required.

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