**Code of Conduct for Student/Learners of**

 **Youthreach**

Academic year 2021/2022

**MSLETB VISION STATEMENT**

A dynamic Education and Training Board, providing a positive learning experience, in a professional and collaboratively focussed education and training provision supporting people to work and live in the West.

**Introduction**

This document has been produced in consultation with the staff of Youthreach and will be reviewed annually by the staff. All staff is involved in a team approach to the implementation of the code in all activities associated with Youthreach

The purpose of this code of conduct is to: -

* Help staff to be fair and consistent in all dealings with Student/Learners.
* Encourage a positive learning environment.
* Acknowledge and support the rights, capacities and worth of all individuals.
* Aim to encourage self-discipline and a sense of responsibility.

This code is supported by our centre policies and the Operator Guidelines for Youthreach. These policies are available on request.

Youthreach offers access to training on a yearly basis.

Students/Learners attendance, time-keeping and level of co-operation will be reviewed. Based on this review, further training may or may not be offered.

All efforts will be made, given the resources available to the centre, to match the curriculum to the abilities, aptitudes and interests of each Student/Learner.

**Student/Learner Rights:**

The Student/Learner has the following rights:

* To express himself/herself, to share ideas and to ask questions
* To be treated fairly and respected
* To be free from intimidation and bullying
* To Learn in a safe and positive environment

**Student/Learner Responsibilities**

At Youthreach, we recognise that each student/learner is expected to adhere to a set of guidelines on general behaviour as follows:

* Student/Learners should co-operate fully with staff members towards the promotion of a healthy working environment
* Student/Learners should treat all staff members and fellow Student/Learners with respect and maintain an appropriate level of good manners/hygiene
* Student/Learners should accept responsibility for their behaviour
* Student/Learners should show respect for the centre, its environs and property

**Staff Responsibility for Centre Discipline**

All staff is involved in a team approach to discipline of students on the Youthreach Programme.

Staff should consider them-selves responsible at all times for the behaviour of Student/Learners within sight and should respond to instances of unacceptable behaviour.

**Working within the Law**

In Youthreach we must all work within the law, therefore any suspected illegal activity that is observed by staff, or any activity which staff become aware of, may be reported to the authorities, as well as, being dealt with internally by using the centres discipline policy.

# Centre Rules

Our centre rules are:

1. Attend all training hours as per the centre timetable
2. Students / learners are expected to treat everyone with respect, cooperate & behave in an appropriate manner.
3. Actively take part in all activities in an honest manner
4. Adhere to all safety rules
5. Replace, repair or pay for any damage caused by my own actions
6. When staff members are of the opinion that a student/learner is unfit for ‘Youthreach’ for any reason they may not be allowed to participate in centre activities.
7. A Student/learner may be sent to a medical professional if believed to be unfit for ‘Youthreach’.

**Procedures for dealing with breaches of the Code of Conduct**

This procedure is flexible and if any single breach of the code is deemed serious enough any of the steps can be applied without having to go through the full process.

**Step Back/Learner review process**

If after twenty working days / one month / review there have been no unjustified absences or breaches of the Code of Conduct by the Student/Learner s/he may be stepped back from his/her current position on the disciplinary scale.

The normal steps for dealing with breaches of the code of conduct with regard to behaviour, attitude, punctuality and attendance are as follows:

***1: First Verbal Warning***

***2: Second Verbal Warning***

***3: Third verbal warning (optional report form)***

***4: First Written warning with Suspension for 1 day plus parents/guardians contacted if appropriate***

***5: Second written warning plus 3 day Suspension plus parents/guardians contacted if appropriate***

***6: Third written warning plus Suspension plus parents/guardians contacted if appropriate***

The length of which will depend on the seriousness of the offence. May be applied a maximum of twice, unless a step back applies.

***7: Exclusion***

Student/Learners will be suspended indefinitely. A letter will be sent to Youthreach Advisory Committee, c/o Mr Cormac Hanlon, AEO, MSL ETB, Further Education & Training Centre, Lucan St/Rush St, Castlebar recommending exclusion.

In the event of the Student/Learner’s exclusion, he/she may reapply after a three month timeframe. A decision on their re-admission will depend on all relevant circumstances, his/her attitude towards re-entry and appropriate professional reports, if necessary. If approval is given, Centre management will recommend to the Youthreach Advisory Committee, MSL ETB that the applicant be re-admitted to training on a probationary basis. If the Student/Learner is re-admitted, the probationary period will be for thirty centre days. During this period, any unjustified absences or breaches of the Code of Conduct by the Student/Learner may result in his/her immediate expulsion.

**Rewards for Good Behaviour**

Student/Learners’ good behaviour will be acknowledged and may be rewarded to further encourage positive behaviour in the centre.

**Bullying**

Bullying is defined as repeated verbal, psychological or physical aggression conducted by an individual or group against others and includes all forms of cyber bullying. It is deemed to be a serious breach of discipline. Extreme forms of bullying may be reported to TUSLA / Gardai,

Staff, Student/Learners, parents/guardians are being made aware of our centre’s anti-bullying policy. Everyone is required to support this policy.

**Sexual Harassment Prevention Policy**

Staff, Student/Learners, parents/guardians are being made aware of our centre’s Harassment/Sexual Harassment prevention policy. Everyone is required to support this policy.

**Child Protection Policy**

Staff, Student/Learners, parents/guardians are being made aware of our centre’s Child Protection policy. Everyone is required to support this policy.

**Substance Misuse/Abuse**

A drug is considered to be a substance people take, other than food, to change the way they think, feel or behave. When a reference is made to a drug or a substance the list can include medicines, nicotine, alcohol, solvents, illegal drugs and this list is not exhaustive. There is an obligation on Student/Learners or Parents/ Guardians to inform the centre co-ordinator if Student/Learners are taking prescribed medication which could affect their ability to learn. The use, possession or trafficking of illegal drugs is against the law and will be treated by all staff as such and may be reported to TUSLA/Gardai. Student/Learners, Parents/Guardians are being made aware of our centre’s substance misuse/abuse policy. Everyone is required to support this policy.

**Attendance**

Poor attendance and punctuality may result in disciplinary procedures and loss of training allowance.

In the event that a learner leaves training without permission, a parent/guardian may be informed and at this point, Youthreach is no longer acting in ‘loco parentis’.

**Out of Centre Activities**

When transferring to and from Youthreach to out of Centre activities, Student/Learners are to travel in a group accompanied by Staff. Student/Learners are reminded that the Code of Conduct operates for all Youthreach activities.

**Transport**

All passengers travelling on a Bus must wear seat belts while the bus is moving. In addition, Student/Learners must obey safety instructions from the Bus Driver while they are on the bus. There is no smoking allowed on the bus. Failure to observe safety rules could result in an accident and breaches of these rules will be regarded as a serious offence and will be dealt with as such.

**Dress Code**

Learners should dress in an appropriate manner while attending the centre or while on Youthreach activities.

**Personal Hygiene**

All participants on the course in Youthreach are expected to maintain an appropriate level of personal hygiene. Failure to do so may result in a learner being asked to address this matter, until an acceptable standard is reached.

**Mobile Phones/other Electronic Devices**

Students/Learners are expected to adhere to the Centre’s Policy with regard to mobile phone and other electronic devices.

**Computer Network & Internet Usage Policy**

Students/Learners shall not use MSLETB or any of its centres internet access for any illegal activity. It should not be used to download, create, save or transmit unauthorised software, games or other entertainment software, films and music, including screensavers, save or watch inappropriate material including offensive content posted to personal social media platforms. Internet use is a privilege and should be respected and should not be abused

**Smoking**

The Centre is a smoke free zone

**Photographs of Student/Learners**

Youthreach maintains a database of events held over a number of years. It has become customary to take photographs of Student/Learners engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the centre. Photographs may be published on the Youthreach website, other online platforms or in brochures, newsletters, local and national newspapers, and similar centre-related productions. In the case of website and other online platforms photographs, Student/Learner names may not be recorded with the picture without their permission. If you wish to have your photograph removed from the centre website and other online platforms at any time, a Student/Learner or Parent/Guardian should write to the centre Co-ordinator.

**CCTV**

In line with the necessity to maintain a safe and secure environment, Youthreach has provided CCTV cameras. The cameras are located throughout the centre.

The Centre will adhere to the ETB Policy regarding CCTV.

**Deductions from Allowances/Savings for Tour or Equipment etc.**

In the event that a Student/Learner leaves or is asked to leave the Centre, any outstanding monies owing on equipment will have to be paid before the equipment can be released.

Any non-refundable deposits that have been given to any third party will not be paid back to the Student/Learner. When a Student/Learner leaves or is asked to leave the Centre they may not be accommodated on Youthreach activities.

# Use of the Code of Conduct

Offences under this code are divided into two categories: Serious and Minor

# Serious Offences

These are offences that threaten, endanger or actually harm Student/Learners, staff or property.

These may result in the immediate suspension of the Student/Learner involved, pending an investigation by centre management and, where appropriate, An Garda Síochána.

**Minor Offences**

These are offences which, in themselves are not of an extreme nature but which, if repeated persistently can seriously disrupt the learning environment and deprive Student/Learners of their right to learn. Consequently, although they are categorised as minor, with repetition their impact becomes serious and will attract sanctions of appropriate severity under this code.

Sanctions for minor offences will be applied under the Code of Conduct. It should be remembered that repetition of minor offences will lead eventually to suspension or even exclusion.

## Appeals

Any Student/Learners or Parents/Guardians may appeal a decision regarding exclusion made by Centre Management under this Code of Behaviour by writing to: The Charirperson, Youthreach Advisory Committee c/o Mr. Cormac Hanlon, Adult Education Officer, MSLETB, Further Education & Training Centre, Lucan St/Rush St, Castlebar. This must be done within 42 calendar days of the date of the decision made by the centre to notify the parents/student.

Youthreach as part of Mayo, Sligo, Leitrim ETB is now under the remit of the Ombudsman. The Ombudsman can, examine complaints in relation to the “administrative action” of our appeals procedure from 1st May 2013.

## Grievances

Student/Learners or Parents/Guardians who feel that they have a grievance may inform the centre Co-ordinator If the Student/Learner or Parent/Guardian is not satisfied with the outcome of the informal process, they may formally and in writing, set out the grievance to the centre Co-ordinator. If they feel that a satisfactory solution has not been reached, they can outline in writing their grievance to the Chairperson, Youthreach Advisory Committee, c/o Mr Cormac Hanlon AEO,MSLETB, Further Education & Training Centre, Lucan St/Rush St, Castlebar.

**Review of the Code of Conduct**

This Code of Conduct will be reviewed annually.by Centre staff within one year of its approval by The Youthreach Advisory Board. (Last reviewed, June 2020). In the event that amendments are made to it, it will be sent to The Youthreach Advisory Board for re-approval

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read and understand the Code of

Conduct for Youthreach Ballinrobe and agree to abide by the rules and how it

applies to me.

Student/Learner Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature (if under 18)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_