

Disciplinary policy

**Disciplinary guidelines for service users**

Whilst our approach towards working with young people includes managing negative behaviour and working together to promote more positive behaviours, Insight community project do not tolerate aggressive or unacceptable behaviour towards staff members, volunteers, other service users, parents or visitors.

The following guidelines have been put in place to ensure service users are aware of the pathway we will follow if this does occur.

1. First instance of unacceptable behaviour – verbal discussion and reminder about behaviour guidelines.
2. Second instance of unacceptable behaviour – further reminder of behaviour guidelines by senior member of staff.
3. Further instance of unacceptable behaviour – Asked to leave this session and may attend next session as long as they display positive behaviour.
4. Continued negative behaviour in further sessions – service user will be asked to leave the project. Insight community team aim to work with all young people to ensure that this does not happen but also have a duty to protect staff members and other service users from acts of violence, aggression and danger.

**If staff believe that a service user poses an immediate safety risk to staff, volunteers, other service users, parents or visitors the service user will be asked to leave. Appropriate action will be taken if this is of a criminal nature, for example the police will be contacted.**

**Disciplinary guidelines for staff members/volunteers**

The following guidelines have been put in place to ensure staff / volunteers and third-party staff are aware of the way in which complaints and malpractice will be handled. It is also intended to ensure all staff are treated fairly.

1. If a concern is raised or malpractice observed, a senior member of staff will discuss the details with the person involved.
2. If deemed minor, a verbal warning will be issued.
3. If deemed major, a formal meeting will take place and is likely to result in a written warning.
4. If a member of staff receives 3 verbal warnings a formal meeting will be held to discuss the future of their employment/volunteering.
5. If a member of staff receives 3 written warnings a formal meeting will take place with two senior members of staff – it is likely that this could result in dismissal.
6. If gross misconduct is deemed to have taken place, senior members of staff may issue immediate dismissal.

Policy written by: Carly Ferron

Date written: 10<sup>th</sup> July 2020

Date policy last reviewed: February 16<sup>th</sup> 2024

Date policy to be reviewed: 16<sup>th</sup> February 2025