



TRAINING FOR
ELECTRICIANS LTD



BEHAVIOUR POLICY

Promoting Respect, Professionalism
and Responsibility in All Learning
Environments

2025



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1. Purpose

The purpose of this Behaviour Policy is to define the standards of conduct expected from all learners, staff, contractors, and visitors associated with *Training for Electricians Ltd*. It exists to promote a culture of mutual respect, professionalism, and accountability, ensuring that everyone can work, learn, and develop in a safe, supportive, and inclusive environment.

Positive behaviour is essential to effective learning, professional growth, and personal development. Training for Electricians Ltd believes that maintaining high standards of conduct not only supports achievement within the training environment but also prepares individuals for success in the workplace and wider community.

This policy reflects the organisation's four core values — Respect, Professionalism, Integrity, and Commitment, and is designed to instal these principles in every aspect of training and interaction.

Through its consistent application, Training for Electricians Ltd aims to:

- Encourage responsible, respectful, and self-disciplined behaviour.
- Promote a positive and inclusive environment where all individuals feel valued and supported.
- Deter and address unacceptable behaviour promptly and fairly.
- Uphold the professional standards expected in the electrical industry.
- Prepare learners for employment by modelling workplace expectations and conduct.

2. Scope

This Behaviour Policy applies to all learners, staff, contractors, and visitors involved in any activity delivered or organised by *Training for Electricians Ltd*. It sets the standards of behaviour expected across every aspect of training, assessment, and professional interaction connected to the organisation.

The policy applies to conduct in the following settings:

- At the training centre including classrooms, workshops, communal areas, and offices.
- During external activities such as site visits, work placements, and events where learners represent *Training For Electricians Ltd*.
- Online environments – including digital learning platforms, emails, and group communications related to the course.
- Travel and public areas – where learners or staff are identifiable as members of *Training For Electricians Ltd*.

It is designed to ensure that everyone involved with *Training For Electricians Ltd*. behaves in a respectful, safe, and professional manner, both on and off the premises. All individuals are expected to take personal responsibility for their actions and to uphold the values of Respect, Professionalism, Integrity, and Commitment at all times.

This policy also applies to behaviour that takes place outside of normal training hours or locations if it affects the safety, wellbeing, or reputation of others or the organisation itself.

In partnership arrangements or work placements, learners are expected to follow both the *Training For Electricians Ltd*. Behaviour Policy and any additional behaviour, conduct, or safety requirements set by the host employer or partner organisation.

3. Policy Statement

Training for Electricians Ltd is dedicated to maintaining an atmosphere where all individuals are treated with dignity, fairness, and respect. The organisation recognises that high standards of behaviour create a safe and productive environment where everyone can achieve their potential.

Behaviour that disrupts learning, threatens safety, or undermines the wellbeing of others will not be tolerated under any circumstances. Everyone, learners, staff and visitors shares responsibility for ensuring that interactions and conduct reflect the professionalism expected within the electrical trade.

Training for Electricians Ltd will:

- Model and promote positive behaviour: All staff will demonstrate professionalism, fairness, and respect, setting clear examples for learners to follow.
- Intervene early to prevent escalation: Behavioural concerns will be addressed promptly, with an emphasis on guidance, reflection, and improvement.
- Apply rules fairly and consistently: Disciplinary procedures will be followed with transparency and impartiality, ensuring all individuals are treated equally.

- Support development and employability: Learners will receive clear expectations and constructive feedback to help them build the personal and professional skills required for future employment.
- Uphold a safe and inclusive environment: The organisation will ensure that all members of its community can learn and work without fear of harm, bullying, or discrimination.

By following this policy, all members of Training for Electricians contribute to a positive, respectful, and professional environment that reflects the standards and values of the electrical industry.

4. Behavioural Principles and Expectations

Training for Electricians Ltd expects all learners, staff, and visitors to uphold the highest standards of behaviour and professionalism.

Everyone has a shared responsibility to contribute to a safe, respectful, and positive environment where effective learning can take place.

The behavioural principles of Training for Electricians are built around four key values:

Respect, Professionalism, Integrity, and Commitment.

4.1 Respect

Respect is the foundation of a positive and inclusive learning culture.

All individuals are expected to:

- Treat others with courtesy, dignity, and understanding.
- Listen when others are speaking and allow everyone to contribute.
- Use appropriate and respectful language at all times.
- Value diversity and avoid any behaviour that could be considered offensive, discriminatory, or intimidating.
- Take care of the learning environment, including classrooms, workshops, and communal areas.
- Show respect to staff, fellow learners, visitors, and the wider community.

4.2 Professionalism

Training for Electricians promotes the same standards of behaviour expected in the workplace.

Learners are expected to:

- Arrive on time, prepared, and ready to learn.
- Follow all reasonable instructions from staff members.
- Present themselves appropriately, wearing suitable clothing and personal protective equipment when required.
- Communicate clearly and politely with others, both in person and online.
- Avoid disruptive behaviour, horseplay, or misuse of equipment.
- Represent the organisation in a positive manner at all times, especially during off-site visits or placements.

4.3 Integrity

Integrity means being honest, responsible, and accountable for one's own actions.

All individuals are expected to:

- Act truthfully and take ownership of their behaviour.
- Follow safety rules and report any hazards or incidents immediately.
- Use equipment and resources responsibly.
- Avoid any form of dishonest behaviour, such as plagiarism, falsifying work, or misleading others.
- Treat the property of others and the organisation with care and honesty.

4.4 Commitment

Commitment reflects reliability, effort, and perseverance qualities valued by employers in the electrical industry.

Learners are expected to:

- Attend all sessions and maintain strong punctuality.
- Participate fully in lessons, workshops, and assessments.
- Complete all assigned work to the best of their ability and meet deadlines.
- Demonstrate enthusiasm and a willingness to learn new skills.
- Seek help when needed and support their peers in maintaining a positive learning environment.

By demonstrating these four core values, every member of Training for Electricians Ltd helps to create a professional, respectful, and productive environment. One that mirrors the standards of conduct required in real workplace settings and prepares learners for future employment in the electrical industry.

5. General Conduct and Rules

Training for Electricians Ltd expects all learners to behave in a safe, respectful, and responsible manner at all times.

Clear rules and expectations are in place to help maintain a professional learning environment that reflects the standards of conduct required in the electrical industry.

All individuals are required to follow these rules consistently, whether on-site, online, or during external activities such as site visits or work placements.

5.1 Attendance and Punctuality

- Learners are expected to attend all scheduled sessions and maintain a minimum attendance rate of 90%.
- Any absence must be reported before 9:00 a.m. on the day, with a valid reason provided.
- Repeated absences or lateness without a valid reason may result in disciplinary action.
- Learners must arrive at least 15 minutes before the start of the training day to prepare and be ready to learn.
- Holidays should be booked only during official breaks and not during term time.
- Persistent lateness disrupts the learning of others and will be taken seriously.

5.2 Behaviour in Classrooms and Workshops

- Learners must follow all instructions given by trainers and staff.
- Correct personal protective equipment (PPE) must be worn in all workshop or practical environments.
- No learner may enter a workshop or use tools without the permission and supervision of a qualified instructor.
- Food, drink, and chewing gum are not permitted in classrooms or practical areas.
- Running, horseplay, or unsafe behaviour in workshops or classrooms is not acceptable.
- Workspaces must be kept clean, tidy, and free from hazards at all times.
- Learners must take responsibility for maintaining safety and report any accidents or hazards immediately.

5.3 Respect for Property

- Learners must treat all equipment, materials, and facilities with care and respect.
- Any damage caused intentionally or through careless behaviour may result in disciplinary action, and the learner may be asked to cover the cost of repair or replacement.
- Learners must not remove tools, materials, or equipment from the premises without permission.
- Vandalism, graffiti, or theft will not be tolerated and may lead to removal from the programme.

5.4 Use of Mobile Phones and Personal Devices

- Mobile phones and other electronic devices must be switched off and stored away during lessons unless permission has been granted for learning purposes.
- Personal use of mobile phones, headphones, or music devices is not allowed during teaching or practical sessions.
- Recording, photographing, or sharing images or videos within the training centre is not permitted without consent from a member of staff.
- Misuse of digital devices, including inappropriate messages or online behaviour, will be treated as a breach of this policy.

5.5 Smoking, Alcohol, and Substance Use

- Smoking and vaping are not permitted inside the training centre. They are only allowed in designated smoking areas during official break times.
- The possession or use of alcohol, illegal drugs, or substances that impair performance is strictly prohibited.
- Any learner found under the influence of drugs or alcohol will be removed from the premises and may face disciplinary action, including permanent exclusion.
- The misuse of prescription medication or intoxicating substances is also regarded as a breach of this policy.

5.6 Conduct During Off-Site Activities

- Learners attending site visits, external training, or work placements represent *Training for Electricians Ltd* and must act professionally at all times.
- Learners must follow the rules and safety procedures of the host employer or organisation.

placements may result in disciplinary action.

- Learners must demonstrate the same respect and cooperation expected within the training centre.

5.7 Communication and Language

- Learners must use polite, appropriate, and professional language at all times.
- Swearing, shouting, or the use of discriminatory or offensive language is not acceptable under any circumstances.
- Respectful communication with staff, peers, and visitors is expected both face-to-face and online.

By following these general conduct rules, all learners contribute to a training environment that is safe, inclusive, and reflective of the professional standards required within the electrical trade.

Failure to comply with these expectations may lead to disciplinary action as outlined later in this policy.

6.1 Examples of Unacceptable Behaviour

The following examples illustrate conduct that breaches this policy. This list is not exhaustive, and similar behaviours may also be treated as misconduct.

a) Disrespectful or Disruptive Conduct

- Using abusive, aggressive, or offensive language.
- Talking over staff or interrupting others during lessons.
- Refusing to follow instructions or arguing with staff.
- Engaging in behaviour that disrupts teaching, learning, or assessments.
- Showing rudeness, intimidation, or hostility towards others.

b) Bullying, Harassment, or Discrimination

- Any form of bullying, including verbal, physical, or online abuse.
- Harassment, intimidation, or victimisation of another learner or staff member.
- Discriminatory behaviour based on age, race, gender, disability, religion, sexual orientation, or personal characteristics.
- Spreading rumours or sharing hurtful comments through social media or messaging platforms.

c) Unsafe or Reckless Behaviour

- Ignoring health and safety rules or failing to wear the correct personal protective equipment (PPE).
- Entering workshops, restricted areas, or using tools without permission.
- Running, horseplay, or behaviour that creates hazards for others.
- Tampering with electrical equipment, fire safety systems, or safety signage.

d) Dishonesty and Misconduct

- Plagiarism, cheating, or falsifying work or attendance records.
- Providing false information to staff or assessors.
- Theft, damage, or unauthorised use of equipment or property.
- Attempting to use or bring banned or restricted items into the training centre.

e) Inappropriate Digital or Online Behaviour

- Using digital devices during class for non-learning purposes.
- Taking unauthorised photos or recordings within the training centre.
- Posting or sharing offensive, confidential, or defamatory content online.
- Cyberbullying or sending inappropriate messages through social media or online groups connected to Training for Electricians Ltd.

f) Substance Misuse and Prohibited Items

- Possession, use, or distribution of illegal drugs or alcohol on the premises.
- Attending the centre under the influence of drugs, alcohol, or other intoxicating substances.
- Possession of weapons, fireworks, or any item that may cause harm or fear.

g) Serious Misconduct

- Certain behaviours are regarded as gross misconduct and may result in immediate suspension or removal from the programme. These include, but are not limited to:
 - Physical assault or violent behaviour.
 - Threats of harm or intimidation.
 - Theft or deliberate property damage.
 - Acts of indecency or harassment.
 - Repeated or severe breaches of health and safety.

- Any act that endangers the welfare of others or damages the reputation of Training for Electricians.

6.2 Responding to Unacceptable Behaviour

- All incidents of unacceptable behaviour will be investigated promptly and fairly by staff or management.
- Learners will have the opportunity to explain their version of events before decisions are made.
- Depending on the seriousness of the incident, actions may range from verbal warnings and written notices to suspension or permanent exclusion.
- Where behaviour poses a safeguarding concern, it will be referred immediately to the **Designated Safeguarding Lead** for further action.
- Repeated or serious breaches may also result in the involvement of partner organisations, employers, parents or guardians (for learners under 18), or external authorities such as the police.

6.3 Preventing Unacceptable Behaviour

- Training for Electricians Ltd aims to prevent unacceptable behaviour through:
 - Setting clear expectations from the outset of each course.
 - Providing regular reminders of the organisation's rules and values.
 - Encouraging learners to take responsibility for their actions.
 - Offering guidance, support, and mentoring to help individuals improve their conduct before formal disciplinary action becomes necessary.
- All individuals within the organisation are responsible for upholding a culture of respect and professionalism. By avoiding unacceptable behaviour and addressing concerns early, Training for Electricians can maintain a learning environment where everyone feels safe, supported, and motivated to succeed.

7.2 Stages of the Disciplinary Process

Stage 1 – Informal Warning and Discussion

Minor or first-time incidents will normally be dealt with informally.

The tutor or trainer will meet with the learner to discuss the behaviour, explain why it is inappropriate, and agree on steps for improvement.

This conversation will be documented but will not form part of the learner's formal disciplinary record unless repeated issues occur.

Support, mentoring, or reflection activities may be offered to help the learner correct their behaviour.

Stage 2 – Formal Verbal Warning

If the behaviour continues, or if the incident is more serious, the learner will receive a formal verbal warning.

This will be recorded on the learner's file and will outline:

- The nature of the misconduct.
- The required changes in behaviour.
- The consequences of further breaches.
- A learner may also be placed on a behaviour improvement plan, which will be reviewed after an agreed period.

Stage 3 – Written Warning

If there is no improvement following a verbal warning, or if the offence is more significant, a written warning will be issued by a senior member of staff.

This warning will:

- Detail the misconduct and why it is unacceptable.
- Set out clear expectations for future conduct.
- Explain that continued breaches may result in suspension or exclusion.
- The learner may be asked to sign the written warning to confirm it has been received and understood.

Stage 4 – Final Written Warning

A final written warning will be issued where:

- The learner fails to meet the conditions of a previous written warning, or
- A single incident of serious misconduct has occurred.
- This warning represents the final opportunity for the learner to improve their behaviour before removal from the programme.

Stage 5 – Suspension or Removal from the Programme

If behaviour fails to improve after a final warning, or if an incident of gross misconduct occurs, the learner may be suspended or permanently removed from the course.

Gross misconduct includes, but is not limited to:

- Violence or threats of violence.
- Theft, fraud, or deliberate property damage.
- Substance misuse on site.
- Acts of indecency or harassment.
- Serious health and safety breaches.
- Discriminatory behaviour or bullying.

A learner who is suspended or excluded will be notified in writing and given an explanation of the decision.

The organisation will also notify relevant partners, employers, and parents/guardians where appropriate.

7.3 Investigation Process

Before any major disciplinary action is taken, an investigation will be carried out by an authorised member of staff or the management team.

This process will include:

- Collecting witness statements where applicable.
- Reviewing CCTV, reports, or evidence related to the incident.
- Providing the learner with an opportunity to give their account.
- Considering any mitigating circumstances.

Where immediate action is required to protect safety or prevent disruption, the learner may be temporarily suspended while the investigation is completed.

7.4 Appeals

Learners have the right to appeal against any formal disciplinary decision they believe to be unfair or incorrect.

To appeal, the learner must:

- Submit a written request within five working days of receiving the decision.
- State the grounds for appeal (e.g. new evidence, procedural error, or disproportionality).

The appeal will be reviewed by a senior manager who was not directly involved in the original decision.

The outcome of the appeal will be communicated in writing and will be final.

7.5 Support During the Process

Training for Electricians Ltd is committed to using the disciplinary procedure not just as a corrective measure but as a learning opportunity.

Where possible, the organisation will:

- Offer mentoring, behaviour reviews, or pastoral support to help the learner make improvements.
- Work with partner organisations or support services where personal or external factors are contributing to behavioural difficulties.
- Encourage reflection and accountability to help learners rebuild trust and demonstrate positive change.

7.6 Confidentiality and Record Keeping

All disciplinary actions, warnings, and investigation notes will be recorded and stored securely in accordance with data protection laws.

Records will only be shared with those directly involved in managing the case and will not be used unfairly or disclosed without consent.

Records may be retained for quality assurance or safeguarding purposes in line with the organisation's data retention policy.

Through the fair and consistent application of this disciplinary procedure, Training for Electricians Ltd ensures that all learners understand the importance of accountability, professionalism, and respect — essential qualities for success both during training and in future employment within the electrical industry.

8. Behaviour Support and Guidance

Training for Electricians Ltd recognises that some learners may experience personal, social, or emotional challenges that can affect their behaviour and engagement in learning. The organisation is committed to supporting every learner to overcome these barriers and to develop the professional

standards, attitude, and self-management skills expected within the electrical industry.

This section outlines how Training for Electricians Ltd provides proactive support and guidance to help learners maintain positive behaviour, reflect on their conduct, and make lasting improvements when difficulties arise.

8.1 Early Identification and Support

- Staff are trained to recognise early signs of behavioural or emotional difficulties.
- Concerns about attendance, motivation, or conduct will be addressed promptly through one-to-one discussions, mentoring, or behaviour reviews.
- Learners will be encouraged to talk openly with their tutor, assessor, or a member of the support team if they are struggling with personal circumstances that may impact their behaviour or performance.
- Early intervention allows the organisation to respond appropriately before behaviour escalates into a disciplinary issue.

8.2 Individual Behaviour Support Plans

Where a learner shows ongoing difficulties meeting expected standards of behaviour, an Individual Behaviour Support Plan may be introduced. This plan will:

- Identify specific areas for improvement and set realistic, measurable goals.
- Include clear expectations and timescales for change.
- Be reviewed regularly with the learner and their tutor or manager.
- Provide access to additional mentoring, welfare support, or counselling if appropriate.
- Involve parents, guardians, or external agencies for younger learners or where further support is needed.

The aim of the plan is not to punish but to guide the learner towards better decision-making, accountability, and professional conduct.

8.3 Access to Support Services

Learners will be made aware of the internal and external support available to them throughout their training.

Support may include:

- Pastoral and Wellbeing Support: Informal one-to-one discussions to talk through personal or behavioural challenges.
- Safeguarding Support: Access to the Designated Safeguarding Lead if issues involve welfare, safety, or mental health concerns.
- External Referral: Where necessary, learners may be referred to specialist services such as counselling, health professionals, or youth support agencies.
- Mentoring: Ongoing coaching and positive role-modelling to build confidence, resilience, and self-discipline.

8.4 Positive Reinforcement

Training for Electricians believes that recognising and rewarding positive behaviour is equally important as addressing misconduct.

Staff are encouraged to highlight and celebrate good conduct by:

- Acknowledging consistent attendance, punctuality, and effort.
- Providing verbal praise and constructive feedback.
- Recognising improvements in behaviour or attitude.
- Encouraging learners to act as peer role models within their group.

By reinforcing positive habits, learners are more likely to continue demonstrating professional behaviour and take pride in their achievements.

8.5 Restorative Approach

When behaviour issues occur, the organisation may use restorative discussions to help learners reflect on the impact of their actions.

This approach aims to:

- Encourage understanding of how behaviour affects others.
- Promote empathy, responsibility, and problem-solving.
- Help rebuild trust between learners and staff.
- Prevent reoccurrence through personal reflection and agreed changes.

8.6 Staff Responsibilities

All staff at Training for Electricians play an active role in supporting positive behaviour by:

Setting clear expectations from the beginning of each programme.

Modelling professionalism, respect, and consistency in their own conduct.

Providing guidance, feedback, and support to learners throughout the course.

Working collaboratively to ensure behavioural concerns are managed appropriately and fairly.

8.7 Learner Responsibilities

Learners are expected to take ownership of their conduct and be open to feedback. They should:

Accept responsibility for their actions.

Engage positively with support and behaviour plans.

Reflect on feedback and make genuine efforts to improve.

Demonstrate commitment to personal and professional growth.

9. Bullying, Harassment and Discrimination

Training for Electricians Ltd is committed to providing a safe, inclusive, and respectful environment where every learner, staff member, and visitor is treated with dignity and fairness.

Bullying, harassment, or discrimination of any kind is unacceptable and will not be tolerated under any circumstances. The organisation believes that everyone has the right to learn and work free from intimidation, hostility, or fear.

This section outlines how Training for Electricians Ltd defines, prevents, and responds to bullying, harassment, and discrimination to maintain a positive culture built on mutual respect and equality.

9.1 Definition of Bullying and Harassment

Bullying is any repeated or deliberate behaviour that intimidates, humiliates, or causes distress to another person. It can be verbal, physical, social, or online.

Examples include, but are not limited to:

- Name-calling, mocking, or teasing.
- Spreading rumours or gossip.
- Excluding someone from activities or groups.
- Making threats or intimidating gestures.
- Physically hurting or attempting to harm someone.
- Sending abusive or inappropriate messages online or through social media (cyberbullying).

Harassment is unwanted behaviour that violates someone's dignity or creates an intimidating, degrading, or offensive environment.

It may relate to a person's age, disability, gender, race, religion or belief, sexual orientation, gender reassignment, or any other protected characteristic under the Equality Act 2010.

Harassment can occur in person, in writing, through digital communication, or by association with others.

9.2 Definition of Discrimination

Discrimination occurs when a person is treated unfairly or disadvantaged based on characteristics such as:

- Age
- Disability
- Gender or gender reassignment
- Race or ethnicity
- Religion or belief
- Sexual orientation
- Pregnancy or maternity
- Marriage or civil partnership

Discrimination may be direct (overt and intentional) or indirect (through policies or practices that disadvantage particular groups). Both forms are unacceptable at Training for Electricians Ltd.

9.3 Prevention and Education

Training for Electricians Ltd takes a proactive approach to preventing bullying, harassment, and discrimination by:

- Promoting respect and equality throughout the learning environment.
- Embedding discussions about respect, inclusion, and professionalism into induction and ongoing

lessons.

- Displaying clear information on how to report concerns.
- Providing staff training on recognising and responding to incidents effectively.
- Encouraging learners to speak up if they witness or experience inappropriate behaviour.
- Learners and staff are reminded regularly that everyone has a role in maintaining a safe and respectful culture.

9.4 Reporting Concerns

Anyone who experiences or witnesses bullying, harassment, or discrimination should report it immediately.

Reports can be made in person, by phone, or by email to:

Heidi Strickland – Operations Manager / Designated Safeguarding Lead

Email: enquiries@tfeukltd.com

Phone: 07517 846 041

Stuart Gallagher – Managing Director / Deputy Safeguarding Lead

Phone: 01925 241 245

All reports will be taken seriously, handled sensitively, and investigated promptly.

Confidentiality will be maintained wherever possible, although some information may need to be shared with relevant staff or external agencies to ensure safety and appropriate action.

9.5 Investigation and Response

When a report of bullying, harassment, or discrimination is received, Training for Electricians will: Conduct a fair and thorough investigation into the allegation.

Listen to all parties involved and record statements accurately.

Take immediate action if there is any risk to safety or wellbeing.

Provide support to both the affected individual and the person alleged to have caused harm.

Apply disciplinary action where necessary, in line with the organisation's disciplinary procedures.

Incidents of serious misconduct, hate-related behaviour, or criminal activity may also be referred to the police or external safeguarding agencies.

9.6 Support for Individuals

The organisation provides appropriate support to anyone affected by bullying, harassment, or discrimination. This may include:

Pastoral or wellbeing meetings with staff.

Access to the Designated Safeguarding Lead for additional guidance.

Referrals to counselling or specialist services.

Mentoring or restorative discussions to rebuild confidence and relationships.

Training for Electricians Ltd is committed to helping individuals recover from negative experiences and continue learning in a safe and supportive environment.

9.7 Responsibilities

All staff must model respectful behaviour, challenge inappropriate actions, and report any concerns immediately.

All learners are expected to treat others fairly, report any incidents they witness, and avoid participating in or tolerating bullying or discrimination.

Management will ensure that this policy is implemented consistently, monitored regularly, and reviewed to maintain its effectiveness.

9.8 Zero-Tolerance Statement

Bullying, harassment, or discrimination in any form contradicts the values of Training for Electricians and the professional standards of the electrical industry.

Any individual found to be engaging in such behaviour will face disciplinary action, which may include suspension or permanent removal from the programme.

Everyone within the organisation has a shared duty to promote respect, inclusion, and equality .

Ensuring that Training for Electricians remains a place where all people can learn, work, and succeed free from fear or prejudice.

10. Confidentiality and Record Keeping

Training for Electricians is committed to handling all behavioural, disciplinary, and safeguarding matters with the highest level of confidentiality, fairness, and professionalism.

Information will only be shared when it is necessary to protect the safety, wellbeing, or rights of individuals, or when required by law or regulatory bodies.

The organisation recognises that maintaining confidentiality is essential to ensuring trust between learners, staff, and management, and to encouraging open and honest communication.

10.1 Confidentiality in Behaviour and Disciplinary Matters

- All behaviour-related incidents, investigations, and disciplinary actions will be handled sensitively and discreetly.
- Information about an individual's conduct will only be discussed with those directly involved in managing the situation, such as tutors, senior staff, safeguarding officers, or external agencies where appropriate.
- Learners have the right to privacy regarding behavioural matters, and staff must not share details of any incidents or disciplinary actions with unauthorised persons, including other learners.
- Parents, guardians, or employers may be informed where necessary, particularly when a learner is under 18, on placement, or where safety or welfare is at risk.
- Where behaviour concerns involve potential safeguarding issues, confidentiality will be balanced with the legal and moral duty to protect individuals from harm.

10.2 Record Keeping

- A written record of all behavioural incidents, disciplinary actions, meetings, and outcomes will be kept securely on the organisation's internal system.
- Records will include factual information such as dates, times, statements, evidence, actions taken, and final decisions.
- All records will be stored in compliance with the **Data Protection Act 2018** and the **UK General Data Protection Regulation (GDPR)**.
- Access to these records will be restricted to authorised staff only and will not be shared with third parties without consent, unless legally required.
- Behavioural and disciplinary records may be used for monitoring trends, reviewing policy effectiveness, and supporting continuous improvement across the organisation.

10.3 Retention and Disposal of Records

- Records relating to behaviour or disciplinary matters will be retained for a set period in accordance with the organisation's **Data Retention Policy**.
- Once that period has expired, documents will be securely disposed of through approved confidential waste or digital deletion procedures.
- In certain cases (e.g. safeguarding concerns or legal requirements), records may need to be held for longer to ensure compliance with statutory guidance.

10.4 Learner Access to Information

- Learners have the right to request access to information held about them in line with data protection legislation.
- Requests should be made in writing to the Operations Manager and will be processed within the timescales set by law.
- Learners are encouraged to discuss any concerns about the accuracy of records, and requests for corrections will be reviewed promptly.

10.5 Staff Responsibilities

All staff at Training for Electricians have a duty to:

- Handle all information professionally and responsibly.
- Avoid discussing confidential matters in public or informal settings.
- Follow data protection guidance and organisational policies when recording or sharing information.
- Report any data breaches or confidentiality concerns immediately to management.

By maintaining strict confidentiality and accurate records, Training for Electricians Ltd ensures that all behavioural and disciplinary matters are managed ethically, transparently, and in accordance with legal and professional standards. This commitment supports fairness, accountability, and the ongoing trust between learners, staff, and the organisation.

11. Monitoring and Review

Training for Electricians Ltd is committed to ensuring that this Behaviour Policy remains effective, relevant, and consistently applied across all areas of the organisation.

Regular monitoring and review help to ensure that behavioural standards continue to meet the needs of learners, staff, and the wider industry, and that the policy reflects current legislation and best practice.

11.1 Monitoring

- The implementation and impact of this policy will be monitored throughout the year by the management team.
- Records of incidents, disciplinary actions, and behaviour interventions will be reviewed to identify patterns or recurring issues.
- Feedback from learners, staff, and partner organisations will be collected to assess whether the policy is working effectively in practice.
- Monitoring outcomes will be used to improve procedures, strengthen preventative measures, and enhance support systems for learners.
- Any significant incidents or trends will be reported to senior management to inform decision-making and policy adjustments.

11.2 Review

- This policy will be formally reviewed annually or sooner if required by changes in law, regulation, or organisational priorities.
- The review will ensure that the policy continues to align with national education standards, safeguarding legislation, and the professional expectations of the electrical industry.
- Revisions may also be made in response to feedback, inspection findings, or significant changes to training delivery, such as new courses, staff structures, or facilities.
- Updated versions of the policy will be circulated to all staff, displayed in learner areas, and made available on request.

11.3 Continuous Improvement

Training for Electricians is committed to a process of continual improvement.

By reviewing and reflecting on behavioural standards and disciplinary practices, the organisation ensures that:

- Learners and staff are supported to uphold professional conduct.
- The learning environment remains safe, inclusive, and productive.
- Policies evolve alongside industry expectations and educational developments.

Through regular monitoring and review, Training for Electricians Ltd demonstrates its commitment to maintaining the highest standards of behaviour, professionalism, and accountability across all aspects of its training provision.

Revision Tracking Record

Version	Date	Author/Editor	Summary of Changes	Approved By
1.0	15/10/2025	H. Strickland	Initial policy issue	Director