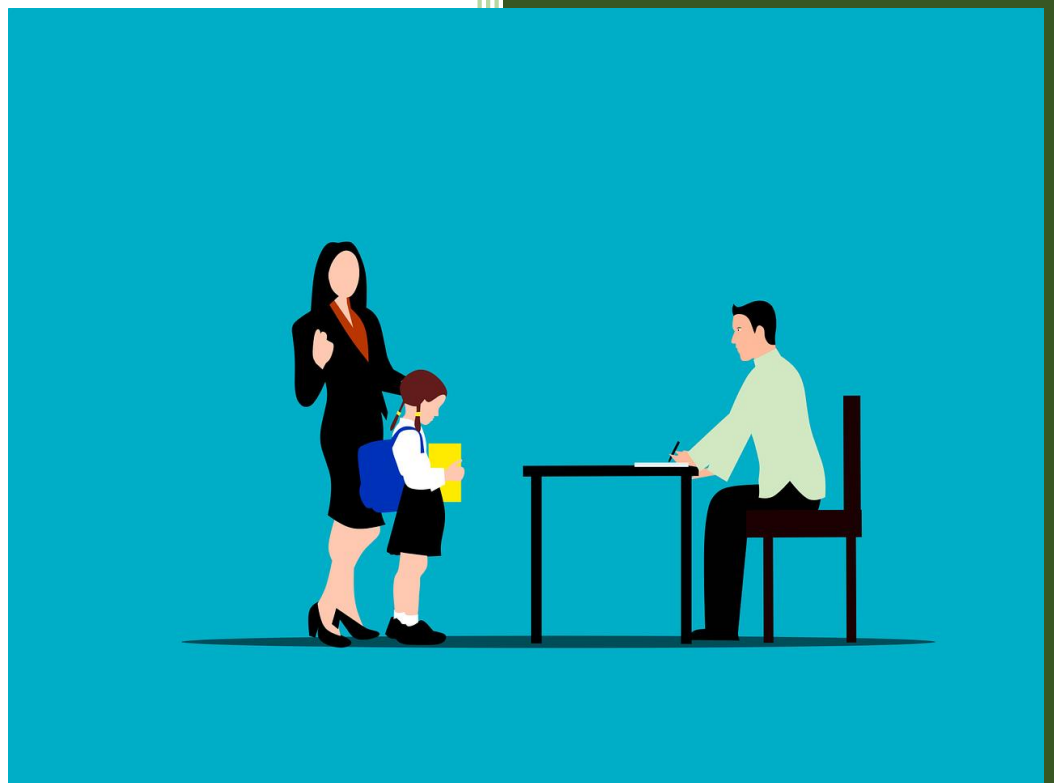


Frampton Farm Disciplinary for children & young people



Disciplinary Procedure for Children and Young People

Frampton Farm has guidelines in place for all students to adhere to, this is to ensure everyone stays safe and has an enjoyable time on the farm.

We take into account the needs of the children and young people who attend our sessions and adapt our methods of explaining the procedures to suit their needs and understanding.

This procedure applies to all participants of the care farm.

General Rules

- A full investigation into matters that arise will be taken prior to any action being taken.
- Staff should make management aware as soon as matters arise.
- Staff should document what has happened as soon as possible.
- There are 4 steps to our procedure and as general rule the warnings will stay on file for 3 months.
- In the event of gross misconduct, the four steps should be taken and the gross misconduct policy will come into effect.

Step 1 – Verbal Warning

- Should a child or young persons behaviour not meet acceptable standards, the student will be given a formal verbal warning by the supervisor on duty.
- The supervisor should carefully explain the reasons why the student is receiving a warning and what the consequences will be if this behaviour continues.
- A copy of the warning should be documented, signed and dated and kept on the student's file.
- The student, their parents or carers have a right to appeal this decision and should they request an appeal they will be invited in to have a meeting.

Step 2 – Written Warning

- If the student continues to behave in an unacceptable manner after receiving a verbal warning Frampton Farm has the right to give the student a written warning.
- The supervisor should carefully explain the reasons why the student is receiving a warning and what the consequences will be if this behaviour continues.
- A copy of the warning should be documented, signed and dated and kept on the student's file and also sent to the child / young person's Parent / Carer and Referrers.

Step 3 – Final Written Warning

- If within 3 months of the written warning being given to the student, they continue to act in an unacceptable manner a final written warning can be given.
- The supervisor should carefully explain the reasons why the student is receiving a warning and what the consequences will be if this behaviour continues.
- A copy of the warning should be documented, signed and dated and kept on the student's file and also sent to the child / young person's Parent / Carer and Referrers.
- Parents, Carers or Referrers should be invited in to discuss what is happening and informed of the consequences of continuing unacceptable behaviour.

Step 4 – Notice of Dismissal

- If within 3 months of the final warning being given to the student, they continue to act in an unacceptable manner Frampton Farm will have no choice other than to Dismiss the student.
- The supervisor should carefully explain the reasons why the student is being dismissed.
- Parents, Carers or Referrers should be invited in to discuss what is happening and informed of why the child / young person is being dismissed.
- A copy of the dismissal meeting should be documented, signed and dated and kept on the student's file and a copy should also be sent to the child / young person's Parent / Carer and Referrers.

Gross Misconduct

Frampton Farm tries to be as inclusive as possible and likes to give every child / young person a chance, however we do have rules in place to ensure everyone on the farm stays safe and feels valued. Below is our general code of practice that applies to everyone.

A child / young person, teacher, parent or member of staff may be dismissed for gross misconduct in any of the following ways:

- Any form of discrimination or harassment towards another person on the farm.
- Deliberately damaging farm property.
- Deliberately damaging someone else's property.
- Theft.
- Harming or putting another person or him / her self in danger.
- Harming or putting an animal in danger.
- Assaulting another person.
- Assaulting an animal.
- Any action that would be deemed appropriate for Frampton Farm to take legal action.
- If a child / student is accused of gross misconduct they may be immediately dismissed from the farm while investigations take place.

This is a guideline list and may include other serious types of behaviour. Should you have any questions regarding our Disciplinary procedure please email us framptonfarm@outlook.com

Gross Misconduct Dismissal Procedure:

- Anyone who is accused of gross misconduct may be immediately suspended from the farm whilst the senior staff investigate the matter.
- A gross misconduct dismissal may be without notice and will be confirmed in writing to the child / young person, adult as well as parents, carers and referrers.
- Frampton Farm will always bear in mind the vulnerability / additional needs of the child / young person when conducting its investigation.

Policy updated 14/09/23

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