

Unacceptable Learner Behaviour Procedure

At the WEA, we try to keep rules for learner conduct to a minimum. However, it's important that you know what we consider to be unacceptable behaviour and what happens when someone behaves unacceptably.

What we expect of learners is set out in:

- Our Equality and Diversity Policy (attached)
- The Learner Agreement (attached)
- The Learners' Code of Conduct (attached)

Where computers are being used, there is also the Learners' Computer Use Policy. There may also be local agreements that relate to specific classes or venues, e.g. where special health and safety or other rules apply. Your tutor will also agree some class "ground rules" with your class at the start of your course.

When you enrol for a course, you sign the Learning Agreement and verbally agree to abide by the Learners' Code of Conduct and our Equality & Diversity Policy. These are introduced to you during induction. You may also verbally agree to local or class rules.

As an adult educational provider, we hope that simple written and verbal agreement of the rules is sufficient to ensure that they are kept, to everyone's benefit. However, there are some consequences if the rules are broken.

If you break the Learning Agreement or Codes of Conduct

If your tutor feels that you are not keeping to the agreed Codes, the following will happen.

1. He or she will first discuss the matter with you, and agree with you how to tackle the problem.
2. If he/she is not satisfied with the result, they will pass the matter on to their Learning Manager/Tutor Organiser who will discuss it with you and see if a resolution is possible, agreeing further action.
3. If there is no resolution or improvement, or you do not carry out suggested actions to help you improve, the Learning Manager may then take disciplinary action. You may be given in the following order:
 - A verbal warning
 - A written warning.

4. If there is still no improvement in your conduct, or you do not carry out suggested actions to help you improve, the Learning Manager will refer the matter to a member of the Regional Management Team. The Manager will carry out further investigations and discuss it with you and with the Regional Secretary. If there is no resolution, the Regional Management Team may then issue:
 - A letter asking you to leave.

Some very serious breaches of the Learning Agreement may result in immediate disciplinary action - usually you will be asked to leave straight away. These include:

- Violence against other learners, WEA staff and volunteers
- Serious written or verbal abuse, including racist, sexist, ageist, disablist and homophobic abuse
- Serious substance abuse before or during class or on WEA-managed premises
- Contravening exam, accreditation or assessment regulations
- Interfering with WEA computers
- Very seriously disrupting the learning of other class members.

If you are under 18 years old, your parents or carers will be sent information about/copies of both verbal and written warnings.

If you are employed, and your employer is contributing to your course and /or exam fees, your employer will be sent information about/copies of both verbal and written warnings.

You'll be given every opportunity to obtain a copy of any records relating to you and will be told how you can view the records held by the WEA.

You also have the right to appeal at any stage of the disciplinary procedure, using the Complaints Procedure, and have the right to be accompanied by a friend or helper when attending any meetings with WEA Learning Managers or Regional Managers.

If you think the WEA has broken the Learning Agreement or Codes of Conduct, please use the Complaints Procedure - ask your Regional Office. You can also use the Complaints Procedure to raise a grievance if you feel that you have been unfairly treated at any stage.

Workers' Educational Association

1. Equality and Diversity Policy Policy Statement

Recognising that the lives of individuals are damaged by discrimination at all levels of society; the Association believes that education plays a major role in challenging discrimination and disadvantage.

- 2.1.1 The Association promotes full and lifelong access to education as necessary for the development of an open and democratic society.
- 2.1.2 The Association upholds the right of everyone to be treated with respect and dignity in an environment in which a diversity of backgrounds and experience is valued.
- 2.1.3 The Association will strive to remove barriers to involvement at all levels and to encourage and celebrate diversity by enabling students to determine their own educational needs and priorities at a local level. The Association aspires to equality of opportunity and of outcomes for all.
- 2.1.4 No one involved with the work of the Association will receive less favourable treatment because of their age, gender, ethnic origin, colour, nationality, faith, marital or parental status, disability, sexual orientation, HIV status, political belief or social or economic class.
- 2.1.5 The Association 'shall operate within an equal opportunities framework for the delivery of its educational provision, for the organisation of its voluntary membership and for its employment practices.'

WEA Constitution and Trust Deed 2001, 3.4

Notes

The full Policy is currently available through Regional Offices, and is available on our website.

It is supported by the Disclosure of Disability Policy, the Learning Agreement and the Learner Code of Conduct

Ask your tutor or your Regional Office for further information and leaflets outlining help available

2. WEA Learning Agreement

We want you to get the most from your course with the WEA. Please read the statement below which sets out the agreement between learners and the WEA to ensure that learning opportunities are of a high standard.

The WEA will:

- provide information about the course before you enrol
- check what you want to get from the course and whether it is suitable for you
- provide you with an introduction to the WEA and the course (Learner Induction)
- check with you whether you need any extra help
- provide this extra help as far as is reasonably possible
- provide suitably qualified, experienced, and supportive tutors
- keep you informed about your progress and achievement
- let you know about opportunities for involvement in activities related to your course, and in the WEA
- provide you with information and advice on what you could go on to do from this course
- provide opportunities for you to let us know what you think about the course and the WEA

As a learner you should:

- let your tutor know of any unavoidable absences from the course
- let your tutor know of anything, eg health condition, which could affect your ability to participate in your course
- let your tutor know about any extra help you need to complete your course
- contribute to a positive learning environment for yourself and others
- keep a record of your learning and progress, with the support of your tutor
- let your tutor know if you are leaving the course, or if there are any changes in circumstances (change of address, benefit status)
- return any borrowed materials or resources
- keep to the WEA Code of Conduct (displayed in classrooms) and Computer Use Policy (if applicable)

3. WEA Code of Conduct

Version 1: 22/07/04

When participating in WEA courses and activities, the following behaviour is expected of all staff, students and members:-

- Act in a responsible way to safeguard your own health and safety and that of others (in line with the WEA Health and Safety Policy*)
- Respect the different backgrounds, experiences and lifestyles of others
- Act in ways which do not discriminate against people of different backgrounds (in line with the WEA Equality and Diversity Policy*)
- Do not use language which could offend others, eg racist, sexist, homophobic, ageist, or language offensive to people with a disability
- If you feel you have been treated with a lack of respect, been harassed, or discriminated against, contact either your course tutor or the WEA Regional Secretary. They will follow this up with you
- Comply with any other policies of this centre. They will be displayed in the classroom, if applicable

*All policies are on the WEA website on <http://www.wea.org.uk/policies> or available on request from the Regional Office.