



# THE MELTING POT LEARNING CENTRE

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## **The Melting Pot Learning Centre Unacceptable Behavior –Code of Conduct**

### **Unacceptable Learner Behavior Procedure**

At The Melting Pot Learning Centre, we try to keep rules for learner conduct to a minimum. However, it's important that you know what we consider to be unacceptable behavior and what happens when someone behaves unacceptably.

#### **What we expect of learners is set out in:**

- The Learner Agreement
- The Learners' Code of Conduct
- Our Equality and Diversity 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 introduce some class "ground rules" with your class at the start of your course.

When you enroll for a course, you sign the Learning Agreement and electronically 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 or 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 The Melting Pot Learning Centre management team 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 management team may then take disciplinary action.  
You may be given in the following order: a verbal warning; a written warning.
4. If there is no resolution, the 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, The Melting Pot Learning Centre 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 The Melting Pot-managed premises, very seriously disrupting the learning of other class members.

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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 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 Melting Pot Learning Centre.

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 The Melting Pot Learning Centre Learning Managers or Management Teams.

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

Any decision of The Melting Pot Learning Centre is final and no internal recourse will be available.

In the event of expulsion, no refund of course fees will be available

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