



## **DISCIPLINARY PROCEDURE FOR PARTICIPANTS**

### **CODE OF PRACTICE**

- A participant may be dismissed for any of the following examples of gross misconduct:
- Any form of discrimination and/or harassment towards another person whilst at the farm.
- Continual unpunctuality/ absence from sessions.
- Deliberately damaging farm property.
- Harming or endangering other persons or self for example by contravening safety rules.
- Assaulting other persons.
- Theft or misappropriation.
- Use or possession of any illegal substances.
- Being under the influence of drugs or alcohol whilst at the farm.
- Animal cruelty.
- Any action for which it would be appropriate for the farm to take legal action.

This list is not exhaustive and is drawn up to illustrate the type of behaviour that is not acceptable when at the farm. Enquiries into the behaviour of clients will always take into account the needs and challenges experienced by those individuals.



## **DISCIPLINARY PROCEDURE – PARTICIPANTS**

This procedure applies to all participants at the farm and exists to ensure fair and consistent treatment for all. To ensure that the farm is a safe and happy environment for all participants, disciplinary action will be taken in response to allegations of unacceptable conduct or performance.

### **General principles:**

No action shall be taken against a participant until the farm has fully investigated the matter complained of. If appropriate, the farm may suspend a participant whilst an investigation takes place.

In general, the farm will adhere to the procedure laid down in partnership with the referral agency, such as Social Care, the Local Authority or an individual school.

### **Stage one – oral warning:**

If conduct does not meet acceptable standards, the participant will be given a formal oral warning by the Supervising Officer. The participant will be advised of the reason for the warning, that it is the first stage of a formal disciplinary procedure and that they have the right to appeal against the warning. A copy of this warning will be placed on the participant's file.

### **Stage two – written warning:**

If a serious disciplinary problem arises, a participant will be asked to attend a meeting with the Supervising Officer and representative of the participant, such as a parent, carer advocate of the participant, and any other person deemed necessary such as a Social Worker or Police Officer.

The warning will state that if the participant commits a further

offence during the period specified in the warning, action under stage 3 will be considered. The warning will be also advised of the right of appeal. Copies of written warnings will be placed on the participant's file and copies sent to the relevant referral staff.

**Stage three – final warning:**

The written warning will give details of the complaint and the time limit within which a stated improvement must be made. The warnings will also advise of the right of appeal. Copies of final written warnings will also be placed on the participant's file and copies sent to the relevant referral staff.

**Stage four – notice of dismissal:**

The Supervising Officer will give notice of dismissal if the participant fails to comply with the procedure.

**Gross misconduct:**

A participant who is accused of gross misconduct may be suspended from the farm whilst an investigation occurs. The Supervising Officer may dismiss the participant if, on completion of the investigation, the participant is found guilty of any of the offences contained in the Code of Practice (see above).

Such dismissal may be without notice and will be confirmed in writing specifying the reasons for dismissal and of the right of appeal.

Gross misconduct is misconduct of such a nature that the farm could be justified in no longer tolerating the continuing presence of a participant committing the offence, bearing in mind the particular needs or vulnerability of other client groups attending the farm.