



SUSSEX NEIGHBOURHOOD HOUSE Inc.

DISCIPLINARY PROCEDURE FOR HOUSE USERS

1. INTRODUCTION:

Sussex Neighbourhood House aims to have a safe and welcoming environment for all House Users and for staff. To achieve this, appropriate standards of behavior among all House Users are essential. Within its resources, Sussex Neighbourhood House is committed to encouraging and supporting individual House Users to adjust to the responsibilities and requirements of participating or learning in a Neighbourhood House..

This document sets out policy and guidelines for dealing with inappropriate behavior from House Users

2. RESPONSIBILITIES:

2.1 House Users are responsible for their own behavior, and need to be aware of the House User's Code of Conduct and this Policy.

2.2 Within their areas of responsibility, staff responsibility includes

- Ensuring appropriate standards of conduct are established and maintained by House Users at all times during a course or use of a service or facility
- Ensuring their own behavior contributes to and supports appropriate standards of students conduct
- Intervening in cases of inappropriate House Users conduct, except where this could put the staff member in danger.

3. DEFINITIONS OF INAPPROPRIATE CONDUCT:

3.1 General misconduct means behavior in or near Sussex Neighbourhood House premises which is generally thought to be inappropriate by community standards. It includes:

- Persistent disruptive behavior
- Failure to comply with a reasonable instruction from a member of staff
- Persistent refusal to do class work or tasks set by the teacher
- Entering prohibited areas of the building
- Drinking alcohol or using illegal drugs
- Smoking in the building
- Hostile or abusive behavior or language
- Actions or words which threaten others or which are counter to Sussex Neighbourhood House's policies (e.g. Equal Opportunity or the Code of Ethics)
- Failure to observe safety rules

3.2 Gross misconduct means serious misbehavior which may be considered intolerable for staff or other House Users, or which may involve a criminal offence. It includes

- carrying a weapon or dangerous article
- possession of illegal substances on the premises

- physical assault or threatening behavior or behavior which threatens the health and safety of another
- theft
- slander or harassment
- deliberate misuse or destruction of facilities, equipment or materials

4. GUIDELINES FOR DEALING WITH GENERAL MISCONDUCT:

4.1 Informal conciliation

4.1.1 The staff member should discuss informally with the House User, indicating in what way the House User's conduct is inappropriate. Where possible, a timeline should be set within which improvements can be expected to take place.

4.1.2 If the House User agrees to improve his/her behavior, a review date should be set.

4.1.3 If the House User is unwilling or unable to change his/ her behavior staff should

- notify the Coordinator who will begin formal conciliation
- where it is considered necessary ask the House User to leave the class or premises, as set out in 5.1.3.

4.2 Formal Conciliation

4.2.1 The Coordinator will consider the case and meet with the House User and staff member to discuss the situation. The House User may have another person of his/her choice, other than legal counsel, at the formal meeting. At this meeting, it may be decided that:

- the House User continues the course, or to use the centre, subject to a written agreement of expected conduct signed by all parties
- a more appropriate learning program outside Sussex Neighbourhood House may be suggested. Course fees will be refunded

4.2.2 The written agreement will include:

- date of meeting
- dates of inappropriate behavior
- description of inappropriate behavior
- summary of agreed action
- parties to the agreement
- date of review

4.2.3 If, by the date of review, there is little improvement, another review date can be set and recorded, or formal disciplinary action can be started.

5. GUIDELINES FOR DEALING WITH GROSS MISCONDUCT:

5.1 These steps must be taken.

5.1.1 The House User will be immediately informed of the inappropriateness of his/her behavior by staff member(s)

5.1.2 The staff member informs the Coordinator who may begin either formal conciliation or formal disciplinary procedures

5.1.3 If the Coordinator cannot be contacted, the staff member will advise the House User that the matter is being referred to the Coordinator. Staff have the right to request the House User to leave the classroom or the premises immediately.

Discussion in relation to leaving the premises should, wherever possible, take place with another staff member or Management Committee member present. If the

offence is of a criminal nature, staff may call police, but should maintain supervision of the House User.

6. FORMAL DISCIPLINARY PROCEDURE:

The Coordinator will determine whether the House User will be formally suspended from the House pending the outcome of the hearing with the Disciplinary Committee

6.2 The Disciplinary Committee will conduct a hearing and consider, comment and decide upon cases where the House User has been suspended from class or use of facilities.

6.3 The Disciplinary Committee will consist of

- the Coordinator or her/his representative
- a member of staff
- a member of the Management Committee

A member of the student body may also be included.

6.4 The Disciplinary Committee will meet within 10 working days of the date of formal complaint and will consider written statements from the House User, staff, other House Users involved and witnesses.

6.5 The Disciplinary Committee may call on anyone who has provided a written report to appear at the hearing.

6.6 The House User has a right to be

- accompanied by another person other than a legal counsel
- advised in advance and in writing of the complaint
- advised of the decision in writing

6.7 After considering evidence, the Disciplinary Committee will decide on one of the following

- The case is not proven. Therefore, the House User will be readmitted to the House or class, or be reimbursed for fees if the House User decides not to continue
- The case is proven but not thought serious enough to require continued suspension. The House User is allowed to return to the class or House
- The case is serious and proven. The suspension will continue for the duration of the course and fees reimbursed.
- The case is serious and proven. The House User is banned from returning to the House for a specified period.

7. RIGHT OF APPEAL:

The House User may appeal the decision by writing to the Coordinator within 10 working days of receiving the decision. An Appeal Committee will be set up by the Management Committee.

8. CONFIDENTIALITY:

Other than as required by law, strict confidentiality will be observed and all discussion and records will remain confidential.