



BEHAVIOUR AND PERFORMANCE

Those involved with your training will want to discuss persistent or serious failures on your part with a view to identifying and improving any weakness of performance or unacceptable behaviour. Where such improvement does not take place, or in cases of serious misconduct, disciplinary action will be taken.

Overall responsibility rests with your Training Director at E.L.M Academy who must ensure that you are treated fairly and reasonably. You have the right of representation of a person of standing of your choice.

In cases of minor offences your immediate supervisor in the company will give a verbal warning, intended to improve future behaviour and performance.

If the verbal warning is disregarded, or if the issue is more serious, the Training Director will issue a written warning. Before such a warning is issued all the facts will be considered and you will be given the opportunity to present your explanation. The written warning will indicate that 2 verbal warnings have been given previously.

If the written warning is disregarded and the unsatisfactory behaviour continues, E.L.M Academy may suspend you without pay or issue a final written warning, saying that a recurrence of the offence will lead to dismissal. The Training Provider is not allowed to dismiss or suspend a learner without consulting the ESFA.

If the unsatisfactory behaviour continues despite the warnings, you will be dismissed from the scheme and referred to the careers service and ESFA for further guidance.

At each stage your position will be carefully examined and a record will be kept of each disciplinary case and the action taken. You will be given the opportunity to put your side of the case and be accompanied by someone of your choice before disciplinary action is decided upon. You may be referred to a careers service or the ESFA if you feel you have been unfairly treated.

SPECIAL CIRCUMSTANCE LEADING TO INSTANT DISMISSAL.

Cases of a very serious nature may lead to instant suspension and result in dismissal from the scheme.

DISCIPLINE AT WORK AND COLLEGE

Whilst in your salon you will be expected to follow the rules and procedures at the salon. If after the issue of appropriate warnings the salon placement will not accept you as an apprentice, it is then that the training director will determine whether your place on the scheme should be terminated or a further placement sought for you.

RULES AND REGULATIONS

PERSONAL APPEARANCE

- Full uniform with a black headband, black shoes and black socks must be worn during College hours, as issued by E.L.M Academy.
- Uniforms must be worn cleanly laundered and pressed at all times. Due to health and Safety reasons trousers should not be worn with hems tailing on the floor, if they are too long they must be altered accordingly. Shoes should be cleaned and polished.
- Only the items provided in the kits are to be worn in college. No replacements purchased elsewhere can be worn.
- Students must at all times maintain their own personal hygiene as body contact on courses of this nature is essential.
- When travelling to and from college or going out at lunchtime in uniform please wear the fleece or full length black coat over the top. Fleeces cannot be worn in practical lessons.
- Hair should be secured in a neat bun/short ponytail or French plait at all times and headbands should also be worn to keep the fringe/hair off the face at all times during college hours. Black or grey hair accessories can only be used if required. If your hair is not long enough to tie up it must be styled so that it is completely off the face and collar. During exams hair must be in a bun net. Hair extensions are not allowed at any time.
- A natural day make-up is to be worn at all times to promote the industry, artificial lashes are not appropriate unless applied professionally (not allowed during Level 2 Beauty)
- Nails should be short, clean, neatly manicured, and un-varnished. Nail extensions, gels or any overlays cannot be worn at any time. Failure to comply will result in you not participating in the lesson.
- No jewellery to be worn at any time with the exception of wedding rings, which should be ideally removed for practical lessons (if worn, must be covered)
- Due to health and safety reasons body piercings are not allowed on courses which include the use of electrical machines. Tattoos are allowed as long as they are not of an offensive nature. For **Cidesco** examination purposes only, any visible tattoos must be covered by a plaster or camouflaged with makeup so they are not visible.

ATTENDANCE

- All students must contact the College before 9.15 am, either in writing, via email or by telephone if they are to be absent. The telephone number is 0113 250 9507 and our email is learn@ycob.co.uk.
- Parking at Regency House: Parking is allowed providing you park considerately and not in designated parking bays for YCOB staff and other businesses. Please note the gates will be locked every evening.
- All apprenticeship learners are required to submit a holiday request form a minimum of 4 weeks prior to any holiday being taken. This needs to be authorised by the salon (apprentices only) and tutor. Holiday request forms are kept at the main reception.

TRAVELLING TO COLLEGE

You can either come in full uniform as set out above or in your 'every-day' clothes. Only a black YCOB Fleece or black full length coat is to be worn over uniform i.e Leather Jackets, Denim Jackets etc are NOT to be worn.

BEHAVIOUR / CONDUCT

BEHAVIOUR POLICY STATEMENT

“Good behaviour is a necessary condition for effective teaching to take place”

All Learners are expected to behave in a manner which demonstrates: -

Respect for self, Respect for others, Respect for their environment

Unacceptable behaviour includes: -

Lack of respect, Violence, Threatening behaviour, Bullying, Deliberate disobedience, Disruptive behaviour, Discrimination, Vandalism, and Retaining from college rules/regulation

Any Learner not adhering to the behaviour policy will be dealt with following the conditions of the staff Safety Policy.

- Learners are **NOT** allowed to smoke in uniform or on college premises at all times. Smoking in public places and workplace is dealt with as a public health matter within Great Britain. As from the summer of 2007, all public places and workplaces became smoke-free in England, with the exception of a limited number of exemptions.
 1. Employers should have a specific policy on smoking in the workplace

2. Employers should take action to reduce the risk to health and safety of their employees from second hand smoke to as low a level as reasonably practicable.
 3. Smoking policy should give priority to the needs of non-smokers who do not wish to breathe tobacco smoke.
 4. Employers should consult their employees and their representatives on the appropriate smoking policy to suit their particular workplace.
- E.L.M Academy has a policy that no members of staff or student/learner are allowed to smoke anywhere within the college.
 - All staff and students/learners wishing to smoke must change from their uniforms into their everyday clothes.
 - Any member of staff or student/learner who does not abide by this policy may face disciplinary action.
 - If you would like further information about smoking, please contact the Department of Health's Customer Service Centre on 020 7210 4850, or visit the Department of Health's Tobacco website.
 - Consumption of alcoholic beverages is strictly forbidden within college hours.
 - All students must respect college property and ensure they tidy up after themselves.
 - No drinks or food to be taken into theory or practical classes. Water is available within college.
 - Mobile phones must not be taken into lessons at any time. Failure to comply will result in the phone being confiscated until the end of the lesson.
 - Students are not allowed off the premises at break time you may only leave during lunchtime. This is due to fire regulations.
 - Any student not complying with the College Rules and Regulations will be given two verbal and one written warning, before being asked to leave the course/college.
 - Any student found deliberately damaging any property will be instantly dismissed, with no written or verbal warning - this will also apply to any student found stealing.
 - Any Student caught 'using', in possession of or attempting to sell drugs/illegal substances of any kind, or under suspicion for doing so by the Police, whether in College or out of College will be immediately expelled.
 - The College reserves the right to suspend a student pending further investigations regarding drug allegations or any other illegal involvement whether in College or out of College with the Police.

- Any Learner showing physical threats or abuse to any person will be instantly dismissed.
- It is of utmost importance that the students of E.L.M Academy at all times behave in an adult and professional manner, particularly in the public eye and when representing the College.
- Offensive language will not be tolerated by anyone.
- All students must be present for lectures and practical work before the classes commence. Any student arriving for a practical or theory lesson, being improperly dressed, not following the hygiene rules or having forgotten to bring the right equipment will not be allowed to join in the class.
- No student may miss a lecture without prior permission from her/his assessor.
- Absolutely no eating or chewing in class is allowed. Chewing of gum is prohibited from college premises. Any learner caught chewing gum during an assessment will automatically be referred.
- The use of the internet in college time is only allowed in theory lessons when prompted by your tutor. No social networking sites are accessible on college computers.
- Bags, Mobile phones or coats are not allowed to be brought into the lecture rooms, they must be left in lockers provided. The college does not accept liability for any property including items in the lockers. The college reserves the right to dispose of any items that are left in the locker room which are not in the locker.
- E.L.M Academy will not be responsible for any loss of personal valuables or other property. Lockers should be secured at all times during college hours.

RULES AND REGULATIONS STATEMENT

E.L.M ACADEMY RESERVES THE RIGHT TO ADD TO AND/OR AMEND THE SYLLABUS WITHOUT PREVIOUS NOTICE AND TO ALTER THE COLLEGE HOURS DURING THE DAY; AN OCCASIONAL EVENING CLASS/WEEKEND DAY MAY BE ADDED.

ANY STUDENT NOT COMPLYING WITH THE COLLEGE RULES AND REGULATIONS WILL BE GIVEN TWO VERBAL AND ONE WRITTEN WARNING, BEFORE BEING ASKED TO LEAVE THE COURSE/COLLEGE.

THE PARENTS OR LEGAL GUARDIANS OF STUDENTS UNDER EIGHTEEN YEARS OF AGE MUST ACCEPT RESPONSIBILITY FOR GENERAL BEHAVIOUR AND DISCIPLINE OF THAT PERSON, AS LONG AS THAT PERSON REMAINS A STUDENT OF E.L.M ACADEMY.