



Disciplinary Policy & Procedure





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1. Introduction

GreenHouse Mentoring (GHM) has been operating for over 10 years.

This document describes the Disciplinary Policy and Procedure.

2. Applicability

This policy applies to all GHM Staff and Volunteers.

3. Definitions

Within this document, the following definitions are understood:

Volunteers any person currently volunteering with GHM with a signed Volunteer Agreement;

Staff any member of the GHM Team with a formal written and signed contract;

Buddy any person who agrees to assist a volunteer by ensuring that mentoring sessions are completed on time and safely

External Persons any other person or organisation that has had or is having contact with GHM and does not fall into the above three categories.

4. Policy Authority

This document is approved by the GreenHouse Mentoring Manager.

Written By	Version/ Date	Comments
Sue Pirks	10/11/2010	Initial Issue
Ian Pirks	03/09/2013	Updated to standard format
Ian Pirks	16/03/2015	Renamed to standard and updated dates.

5. Principles of Policy

The following principles will apply within GHM:

- ◆ In all cases, GreenHouse Mentoring staff and volunteers will work within the GHM Vision, Mission & Values statement.
- ◆ GreenHouse Mentoring will always attempt to find ways of resolving any issue as quickly as possible. The time taken will vary depending on the issue.

6. Policy & Procedure

6.1 Introduction

See \\GHMserver\Shared \GHM Forms for all GHM Forms.

Policies, guidelines and best practice as given in training or referred to in volunteer agreements must be adhered to for the safety of all volunteers, mentees and GreenHouse Mentoring itself.

6.2 Procedure

If it is noticed that a volunteer is not keeping to the policies, guidelines and best practice then:

- ◆ When the volunteer's GHM Supervisor or a GHM staff member notices the problem, the volunteer will be reminded of the correct practice for the role and asked to comply.
- ◆ If the problem continues the Supervisor or staff member will report to the GreenHouse Mentoring Manager, who will contact the volunteer to discuss the problem and find a way for the volunteer to comply with GreenHouse Mentoring policies, guidelines and best practice. A note of this discussion will be kept in the volunteer's file.
- ◆ If the problem still continues, the manager will organise a meeting with that volunteer to formulate and agree a written plan to address the issue. A copy of the agreed plan will be kept in the volunteer's file.
- ◆ If the written plan is not adhered to, the volunteer will be unable to continue in that role with GreenHouse Mentoring. Any mentoring relationships in which the volunteer is involved will be terminated and the referrer, parent/ carer/ guardian and the young person will be informed that the volunteer is no longer a GreenHouse Mentor and cannot continue to be part of a GreenHouse mentoring relationship.
- ◆ If necessary, the appropriate authorities or agencies will be informed of the situation to protect the young person as far as possible.



7. Monitoring, Evaluation & Reporting

The GHM Manager will note any deviations from the policies, guidelines and best practice of GreenHouse Mentoring and will periodically review training, policies and procedures.

8. Policy Review

Next policy review due before: March 2018
Policy last reviewed on: 16/03/2015

Approved by:

Sue Pirks
(GreenHouse Mentoring Manager)

Date /