**Procedure for sending a young person home from a programme**

**Wherever possible, Future Foundations will work with programme participants to prevent a young person being sent home before the end of a programme. This procedure should therefore only be enacted if previous efforts have failed/been ignored, or a serious incident has occurred.**

In the event of Future Foundations asking a young person to leave a programme, the following steps must be taken:

1. The young person should be spoken to by the Course Director (or equivalent) or other member of senior management staff to clearly outline the reasons behind the decision
	* This is typically due to poor behaviour and/or a serious breach of an agreed Code of Conduct (or equivalent)
	* Future Foundations typically uses a yellow card/red card behavioural management structure similar to football as it is easily understandable:
		+ Verbal warnings for minor first time offences
		+ ‘Yellow card’ issued for repeat minor offences or potentially serious offences (a “final warning”)
		+ ‘Red card’ issued for major offences or repeated offences (dismissal from the programme)
2. Once the young person is informed of the decision, they should be escorted to their accommodation (if applicable) by a suitable staff member to collect their belongings
3. The young person’s nominated emergency contact should be contacted by the Course Director (or equivalent) or other member of senior management staff before the young person leaves the programme site
	* The reasons behind the decision regarding the young person’s departure will be given
	* Arrangements for getting the young person home will be discussed (see below)
4. If the young person needs to remain on site whilst travel arrangements are made, they will be kept separate from the rest of the group with a supervising staff member in the interests of the remaining programme participants
5. Travel arrangements will be identified on a case-by-case basis
	* Wherever possible, the young person should be collected from the programme site by the nominated emergency contact/nominated other
		+ Photo ID will be required to ensure the young person’s safety
	* If collection in person is not possible, alternative arrangements will be made including using public transport to return to their home area (typically by train)
	* Participants returning home on public transport will typically be accompanied by member of staff on the most direct route possible as far as is reasonably possible
		+ For example, if travelling by train, it is reasonable to ensure the young person gets on the correct train as opposed to necessarily accompanying the young person for the final leg of the journey
		+ The age of the young person and the nature of the reason for sending them home from the programme will be considered when making appropriate transportation decisions
	* Where applicable, the nominated emergency contact will be informed as soon as the returning participant has begun the final leg of their journey and expected arrival time will be given where known
	* Where possible, the cost of public transport will be borne by Future Foundations

**If a young person chooses to go home of their own accord at any point of a programme**, the nominated emergency contact must be informed of decision and method of returning home before young person leaves site. Future Foundations will always support the emergency contact trying to persuade the young person to stay on site, unless inappropriate for the young person to do so. Future Foundations will not normally bear the costs of transportation in these instances.