



KLP – 011 Learner Disciplinary Procedure

LEARNER DISCIPLINARY PROCEDURE

Policy

This procedure sets out the process by which disciplinary procedures are applied to learners.

Formal disciplinary procedures should be seen as a last resort, to be used when other ways of managing behaviour have failed. Behaviour is best managed by reward of positive behaviour thus demonstrating the positive effect that changing behaviour has.

Process

Where a learner's behaviour falls outside of that which is acceptable, they must be told of this. The member of staff should offer informal guidance as to how behaviour might be improved.

If the behaviour of the learner persistently falls short of that expected, it may be necessary to move to formal disciplinary action.

Learners should be informed that their action is unacceptable and that they will be invited to discuss this at a formal disciplinary meeting. At least one day's notice should be given to the learner of any such meeting.

The learner may be represented by a person of their choosing at any meeting. For learners on pre16ⁱ programmes, they must be accompanied by their parent /guardian or other responsible adult.

The minutes of the disciplinary meeting will be recorded in full and placed on file. The meeting will give all parties the chance to put their case.

The Tutor holding the meeting will determine the appropriate warning to be given. This will be decided by the nature of the unacceptable behaviour. The Centre Manager must approve any dismissal. In the case of pre-16 learners, if dismissal is likely the school/LEA must be informed in advance.

The stages of the disciplinary procedure are as follows:

- Formal verbal warning - valid for 2 months
- Stage 1 - written warning - valid for 4 months
- Stage 2 - final warning - valid for 6 months
- Stage 3 - dismissal with notice
- Summary dismissal

The actual level of warning given will also depend on previous warnings received. For example a learner whose behaviour is likely to lead to a verbal warning, who has received such a warning in the last 2 months, would receive a written warning.

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The outcome of the disciplinary hearing will be given to the learner in writing. This letter will detail the right of appeal. A copy will be placed in the learner's file.

Appeal against disciplinary action may be made to the Centre Manager, in writing, within 5 working days.

The Centre Manager must hear the appeal within 5 days. The learner may be represented.

The Centre Manager will notify the learner of the outcome of the appeal in writing. A copy of this letter will be held on file with the Quality Manager

If the learner is not satisfied with the result of the appeal they may raise this as a complaint