



Employment Learning and Skills Division

LEARNER CONDUCT/DISCIPLINARY POLICY & PROCEDURE

Adult Learning Service



Ver3:Dec22

Name of Policy	Learner Conduct/Disciplinary Policy & Procedure
Author	Kelly Arrowsmith Quality and Learner Experience Manager
For approval by	E.L.S. Divisional Management Group
Date of approval	9/12/2022
Frequency of review	Biennial (or sooner in response to incident/cause for concern)
Next review date	August 2024
Total No. of pages (Inc. appendices)	6
Comments	Linked Policies: Acceptable Use Policy Attendance and Punctuality Policy Equal Opportunity And Diversity Policy

1. INTRODUCTION	3
2. CODE OF CONDUCT (LEARNER CHARTER)	3
3. MISCONDUCT	4
4. PRECAUTIONARY SUSPENSION.....	4
5. CRIMINAL OFFENCES	4
6. STAGES OF THE LEARNER DISCIPLINARY PROCEDURE.....	4
APPENDIX 1: LEARNER DISCIPLINARY FLOWCHART	5

LEARNER CONDUCT POLICY AND PROCEDURE

1. Introduction

We aim to provide a welcoming, friendly and inclusive adult learning environment in which all learners can be inspired and achieve their goals. We will promote British Values to all our learners as part of their learning experience. Tutors will use every opportunity to reinforce respect and tolerance amongst learners whilst creating space for differing viewpoints.

To achieve this we have set out our code of conduct, procedures and the action which will be taken if the code of conduct is not followed. The code of conduct and procedures apply to all enrolled learners.

Breach of the code of conduct may lead to disciplinary action being taken against a learner and repeated breaches or a very serious breach may lead to the suspension or exclusion.

2. Code of Conduct (Learner Charter)

The Learner Charter can be found on the opening page of the Learner Information Pack and outlines what the service expects from learners. This is also communicated as part of the course induction process.

Learners are expected to:

1. Tell us about any support needs they might have in relation to health, disability, English and/or maths skills
2. Maintain excellent attendance, arriving promptly and participating fully
3. Inform the Centre if they are going to be late or are unable to attend a lesson
4. Treat tutors and fellow learners with respect and tolerance; the Employment, Learning & Skills team will not tolerate abusive, disruptive or discriminatory behaviour
5. Agree and follow ground rules as set by peer group/tutor
6. Use ICT facilities appropriately and in accordance with the ICT Acceptable Use Policy
7. Inform us immediately if they feel that they/others are not safe in our Centres
8. Tell us immediately if they have decided to withdraw from a course so that we can try to help
9. Work with us to make all our Centres safe and welcoming places to learn

This Learner Charter is supplemented by a set of Ground Rules that Tutors will develop with learners at the start of their course. Negotiating class based ground rules will encourage and improve team working and enable learners to self-assess their own behaviour set against an agreed set of rules, thus providing further opportunities for tutors to embed and demonstrate fundamental British Values.

3. Misconduct

Disciplinary action may be taken against learners whose behaviour the service considers to be misconduct. If this happens repeatedly or if there is a single very serious violation the learner may be suspended or permanently excluded.

The Adult Learning Service operates a zero tolerance policy on violence, alcohol, drugs, weapons and intoxication. Infringements will be dealt with under Stage 5 of the procedure. Gross misconduct includes threat of violence or actual violence, extremism and radicalisation, deliberate damage to property, putting other people at risk, bullying or harassment, malicious allegations, assessment malpractice (including plagiarism) and improper use of the Institute's computing systems. Gross misconduct will be dealt with under Step 5 of the procedure.

4. Precautionary Suspension

In cases where it is considered a learner may have committed gross misconduct or that they may pose a danger to other learners or staff, this may immediately be dealt with under Step 5 of the procedure; the learner may be suspended pending any investigation and hearing and/or the conclusion of any legal proceedings.

5. Criminal offences

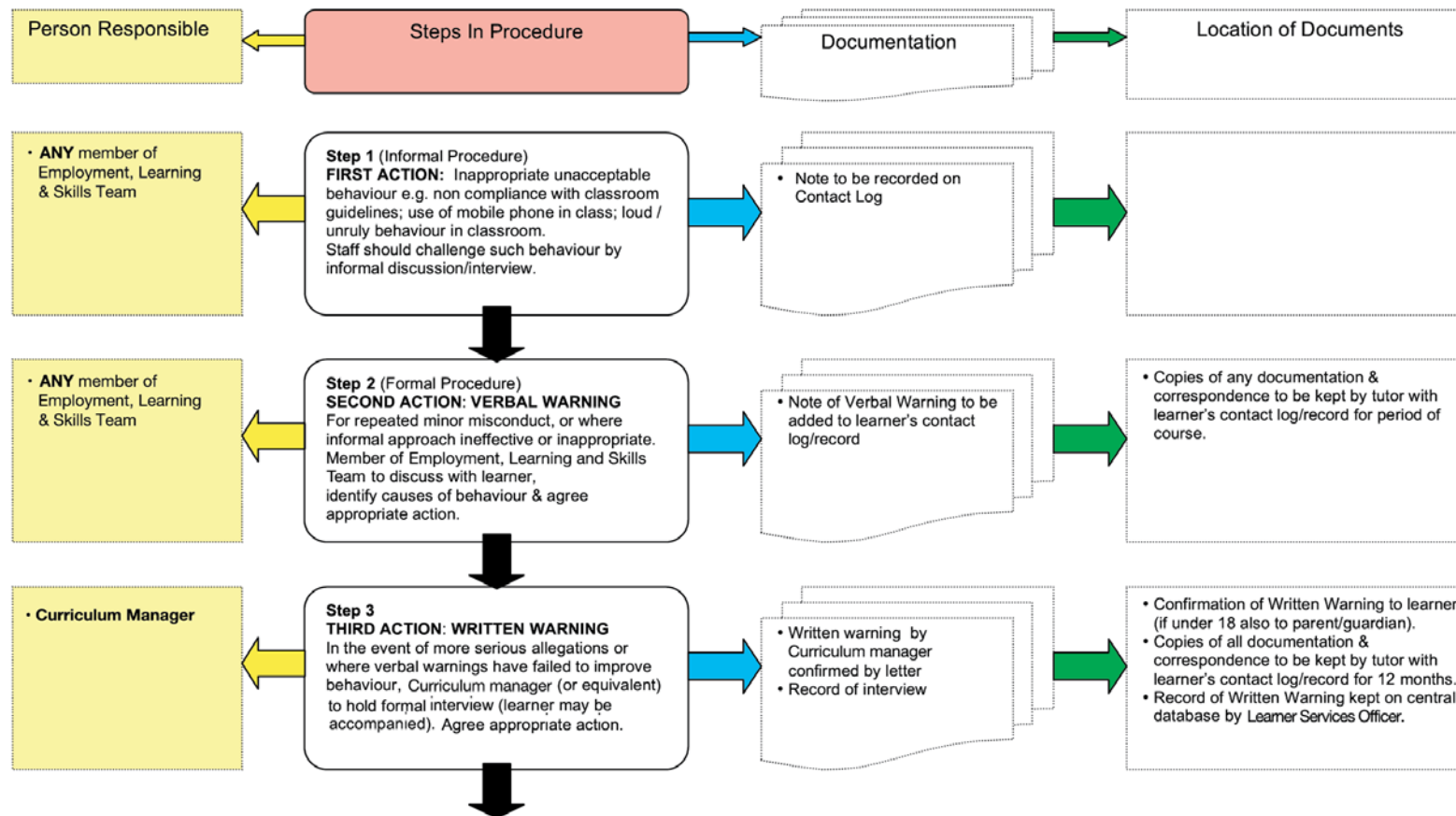
If there is reason to believe that a learner may have committed a criminal offence the matter may be referred to the Police. We will normally continue to take action under this procedure irrespective of any action taken by the Police.

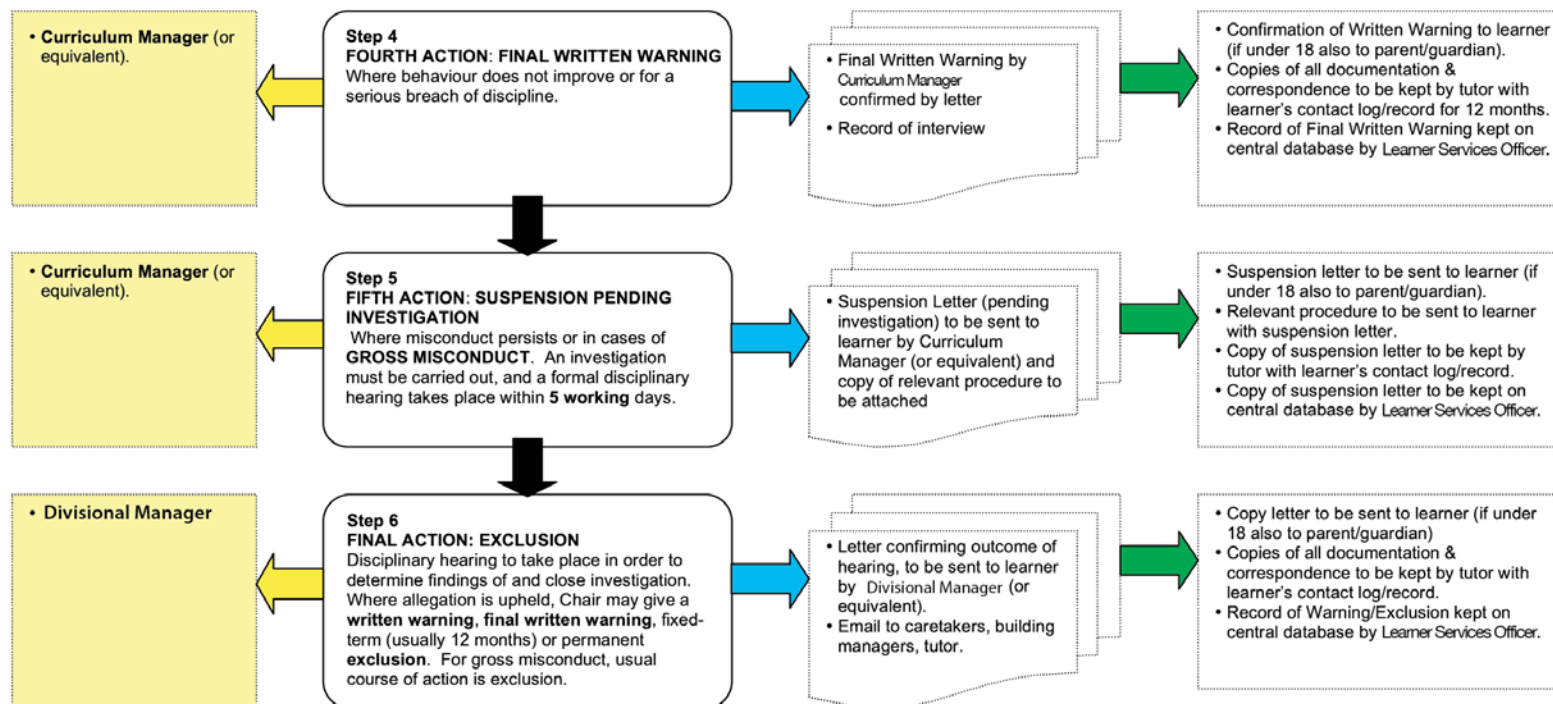
6. Stages of the Learner Disciplinary Procedure

Please refer to Appendix 1: Learner Disciplinary Procedure Flowchart for full details

Appendix 1: Learner Disciplinary Flowchart

Employment, Learning & Skills Learner Disciplinary Procedure Flowchart





APPEALS: Where formal warnings are to be issued, a learner has the right to be represented or accompanied by a learner representative, friend or relative. Learners have the right to appeal within 5 working days of the disciplinary warning/exclusion being issued. Where possible, appeals will be chaired by team members at the level above the team member who imposed the original sanction. Appeals against exclusion/dismissal should be in writing to the Head of Division.

THE COUNCIL RESERVES THE RIGHT TO PERMANENTLY EXCLUDE/DISMISS LEARNERS.