

STUDENT DISCIPLINARY PROCEDURE

This guidance is designed to support agreements on attendance procedures outlined in Section 2 & 3 of this manual, the Partnership and Service Agreements

1. Joint Disciplinary Responsibilities

This procedure is intended to deal with disciplinary procedures whilst students are working on placement outside their Learning Base environment. It is based upon college procedures for post-16 students but has been adapted to incorporate legal aspects of working with pre-16 students and considers the fact that students attending outside bodies are ultimately the responsibility of the Learning Base.

2. Stages of the Procedure

There are five stages to the disciplinary procedure. Most problems are relatively minor and will be resolved informally at stage one. Where necessary however, each stage of the procedure may be followed as outlined below. An exception to this might be where a student is involved in gross misconduct. Examples of this include physical violence and fighting; abusive behaviour to staff; behaviour dangerous to themselves or to others; wanton damage; serious breaches of health and safety; being in possession of, using or dealing in illegal drugs/alcohol; carrying and/or using offensive weapons.

Stage 1: Informal Resolution

Most incidents are resolved at this stage. This involves staff and the student concerned, discussing the incident and agreeing the appropriate action to be taken. Such action may include a warning or the student being required to take restitutive action or being reported to his/her Learning Base Link Manager for further action or simply undertaking not to repeat the incident.

If however, an informal agreement cannot be reached, or if the incident is repeated or there is further indiscipline then it may be necessary to proceed to the next stage.

At this point the Learning Base and Parent/Carer will be informed.

Stage 2: Formal Warning

This stage is normally marked by a formal meeting between appropriate staff from The Learning Provider and the Learning Base. The meeting will hear details of the disciplinary problem and the staff will decide collectively the formal action to be taken. This will usually result in a formal written warning, a copy of which will be sent to the Learning Base and the Parent/Carer. Included in the warning, a probationary period may be set with an agreed plan of action undertaken. Strategies for dealing with recurring behavioural problems will be discussed with the Learning Base and applied where appropriate. In most cases the school will take their own disciplinary action.

Stage 3: Final Written Warning

Students will be given every opportunity to improve their behaviour. Strategies for improvement will be given every opportunity to be effective. Where problems continue and following a formal meeting with Learning Provider and Learning Base, a final written warning will be issued. As in stage 2 copies will be sent to the Learning Base and Parent/Carer. It is recommended that the Parent/Carer attends a meeting to discuss the problem at this stage.

Where possible the Learning Base will take their own disciplinary action resulting from the meeting. An example of this could be suspension from Learning Placement by the Learning Base.

Stage 4: Withdrawal from Learning Placement

This stage is enacted where the student is involved in a gross misconduct, or there have been recurrent problems, and the disciplinary procedure has been followed up to stage 3. A formal meeting between the student, Learning Base Manager and Learning Provider will take place to discuss the situation. Following the consultation and with the agreement of the Learning Provider and Learning Base, the student will be withdrawn from the learning placement. The student will be informed of the decision by letter and a copy sent to the Learning Base and Parent/Carer.

Stage 5: Appeal

Students can appeal against the decision to withdraw them from the learning placement. This should be made to the Learning Base so that the Learning Base can make the appeal to the Learning Provider on behalf of the student. This will be considered by an appropriate representative of the Learning Provider for a decision to be made within seven days. This decision will be final.

SD3 RECORD OF BEHAVIOUR RELATED INCIDENTS

LEARNING PROVIDER

NAME OF STUDENT

LEARNING BASE

COURSE OF STUDY

FIRST VERBAL WARNING

BRIEF DESCRIPTION OF INCIDENT AND ACTION TAKEN

SCHOOL INFORMED Y/N BY: DATE:

TIME OF INCIDENT: DATE OF INCIDENT REPORTED BY:

TARGETS

1

2

3

REVIEW DATE _____ SECOND VERBAL WARNING

BRIEF DESCRIPTION OF INCIDENT AND ACTION TAKEN

SCHOOL INFORMED Y/N BY: DATE:

TIME OF INCIDENT: DATE OF INCIDENT; REPORTED BY:

TARGETS

1

2

3

REVIEW DATE _____



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RECORD OF BEHAVIOUR RELATED INCIDENTS

Student

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FIRST WRITTEN WARNING

BRIEF DESCRIPTION OF INCIDENT AND ACTION TAKEN		
LEARNING BASE INFORMED Y/N	BY:	DATE:
TIME OF INCIDENT:	DATE OF INCIDENT	REPORTED BY:
TARGETS		
1		
2		
3		

REVIEW DATE _____

FINAL WRITTEN WARNING

BRIEF DESCRIPTION OF INCIDENT AND ACTION TAKEN		
LEARNING BASE INFORMED Y/N	BY;	DATE:
TIME OF INCIDENT:	DATE OF INCIDENT;	REPORTED BY:
TARGETS		
1		
2		
3		

REVIEW DATE _____

PERMENANT EXCLUSION FROM LEARNING PLACEMENT

BRIEF DESCRIPTION AND ACTION TAKEN		
LEARNING BASE INFORMED: Y/N	PARENT/CARER INFORMED; Y/N	
TIME:	DATE:	REPORTED BY: