



## Student Disciplinary Procedure

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The Chief Executive Officer (CEO) and staff within Sanjari International College have a duty to maintain discipline within the College at all times. In particular, it is the duty of all staff to maintain and support the College to provide a safe working environment for both staff and learners.

## **1 Purpose and scope**

A disciplinary procedure is an aid to good College management and learner expectations and provides a method of dealing with shortcomings and an opportunity to help the learner achieve and maintain satisfactory standards of conduct.

It should not be considered as a means of imposing sanctions, or as necessarily leading to dismissal, but as one of the means by which the College's rules are observed and standards maintained.

The College managers have the authority to issue verbal and written warnings and to suspend for set periods of time. Dismissal of a learner is the responsibility of the CEO or Principal of Sanjari International College and will only be effected after due investigation and interview with the learner.

## **2 Verbal Warnings**

A verbal warning is likely to be given as a result of repeated minor infringements of normal acceptable conduct, performance, or compliance with Health and Safety requirements during the course of attendance on an educational programme. The reasons for the verbal warning will be recorded, signed and kept for future reference and as evidence to support improvements in acceptable standards.

### **1. Suspension**

A suspension may be given as a result of repeated and recorded verbal warnings, unacceptable conduct, performance, or compliance with Health and Safety requirements during the course of attendance on an educational programme.

Suspension may be given directly in some cases where the incident is of such concern to warrant immediate action and removal from the College. During suspension, a learner may not attend the College for any reason, unless at the express written authorisation of one of the CEO, Principal or authorised signatory

and only then for the purposes of collection of personal possessions, or disciplinary interview.

On expiry of the suspension and subsequent return, the learner will be required to discuss, accept and sign an improvement plan to help support and maintain improvements in the areas relating to the suspension. Further breaches of acceptable standards and conduct may lead to additional suspensions, or to dismissal.

## 2. Written Warnings 1<sup>st</sup>, 2<sup>nd</sup> and Final

A written warning may be given as a result of repeated and recorded verbal warnings, unacceptable conduct, performance, or compliance with Health and Safety requirements during the course of attendance on a training programme.

As part of the disciplinary interview process the learner will be required to discuss, accept and sign an improvement plan to help support and maintain improvements in the areas relating to the written warnings.

A second written warning may be given where improvements have not been made, or there have been further occasions of unacceptable conduct or performance. There will be a requirement to attend another interview and to record the outcomes and action plan. Further breaches of acceptable standards may lead to a final written warning and may lead to dismissal.

Final written warnings would be given for further breaches in standards and will require an additional action plan and signatures to assist in compliance. Failure is likely to lead to the dismissal of the learner.

## 3. Dismissal

If all previous processes have been exhausted and there are still concerns relating to acceptable conduct and/or performance, then this may lead to dismissal.

A dismissal hearing/panel will be convened by one of the CEO or their delegated representative and the evidence heard and presented by a member of staff. The learner will have the opportunity to present any circumstances in mitigation. The learner may also be accompanied by a friend, parent, guardian or colleague for support.

Once all evidence has been heard, consideration will be given and a judgement made in writing within 10 working days.

An appeal may be made against judgement in writing within 5 working days of receipt of the panel hearing.

An appeal panel will be set up and a mutually acceptable date communicated to the learner. This date to be as soon as is practicable. The panel will agree with the learner the areas of discussion, to obviate the need to discuss all preceding materials.

The appeal will be heard by an independent arbiter who has not been involved in any of the previous hearings.

A decision made as a result of this hearing will be communicated to the learner in writing within 10 working days and will be binding on all parties.