



# Student Discipline Procedure

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## Document History

Version	Issue Date	Owner	Revision Notes
V1	20.01.2021	Vicky Harold	Reviewed
V2	20.01.2022	Vicky Harold	Updated and reviewed
V3	21.01.2023	Vicky Harold	Reviewed and Rebranded
V4	05/06/2023	Wendy Shepherd / Vicky Harold	Full review and branding update

This document is issued, controlled, and can only be modified after proposed modifications have been accepted by the Operations Director and have been accepted by the Company Directors.

The latest version will be maintained on the company central storage area (Intranet).

## Purpose

Maintain appropriate levels of behaviour and ensure a positive learning environment.

## Scope

All Learners undertaking a programme of learning with Key Training

## Procedure

- First and second verbal warning – will be issued by a Learning Coach or designated person and this will remain on My Concern in line with GDPR and DPA requirements.
- Written warning – will be issued by a relevant Manager and will remain on My Concern and on PICS within the learner record, in line with GDPR and DPA requirements.
- Final written warning - will be issued by a relevant Manager and will remain on My Concern and on PICS within the learner record, in line with GDPR and DPA requirements.
- Exclusion – will be issued by a senior manager or director. This is to be discussed with the safeguarding team ahead of issue to ensure appropriate levels of support are provided.

If a learner is aged between 16 – 17 years of age, a parent / carer will be invited to formal meetings at the written and exclusion / final warning stages. If a learner is eighteen years of age or over, a person of the learner's choice may accompany them to the interview.

The discipline matter can be escalated to any stage depending on the seriousness of the incident.

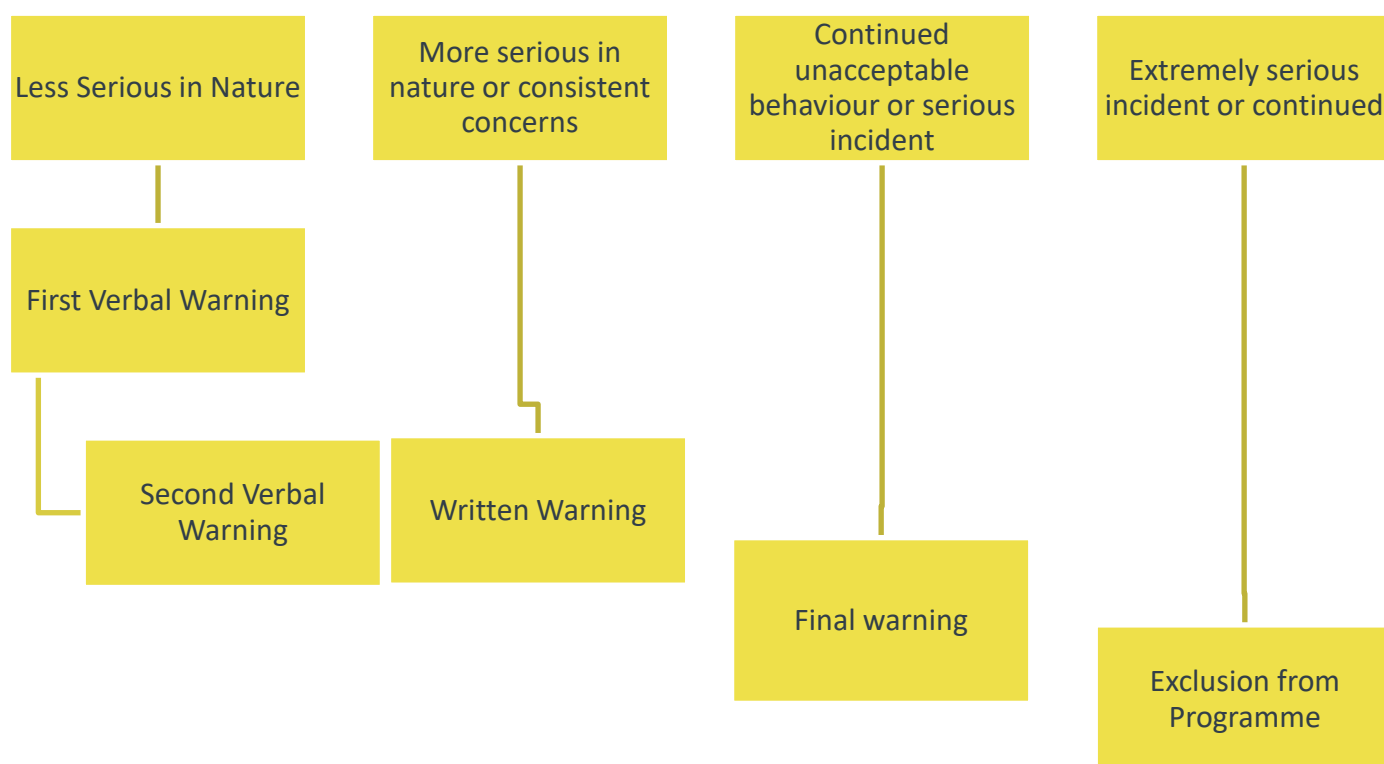
## Appeals

Excluded learners can appeal in writing to the Head of Quality & Learner Support within 10 days of the exclusion. If the Head of Quality & Learner Support requires assistance in any matter, this should be sought from the Managing Director and Head of Safeguarding.

The appeal will be fully investigated, and the decision made will be communicated to the learner within 10 working days.

Investigation records and statements will be collected prior to scheduled discipline hearings, so that the manager can investigate the allegation fully.

## Level of Sanction





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