

Disciplinary Procedure 002_P01



Purpose

To ensure a standard approach to the conduct of Disciplinary meetings and subsequent actions. To set out the Promoting Positive Behaviours Learner Standards and to define types of learner misbehaviour.

Scope

- all learners and all provision types

The Procedure

All learners are expected to follow the Promoting Positive Behaviour Learner Standards. In addition to the Promoting Positive Behaviour Learner Standards, apprentices are expected to follow their workplace terms and conditions of employment.

Positive behaviour expectations apply to all scheduled activity whilst on a programme of study, including classroom sessions, practical/workshops, work/industry placement, tutorials and 1-2-1s, as well as enrichment activities or any activity where learners are representing the College.

All members of staff are expected to challenge any infringements of the Promoting Positive Behaviours Learner Standards and, where appropriate, report the learner to their Head of Division or tutor; however, the College understands that behaviours can be an indicator of the complexities within a learner's life, both in and out of college. Burnley College is committed to promoting the safeguarding and wellbeing of all our learners; therefore, staff must determine any contextual factors that may be contributing to behaviours prior to disciplinary action.

All unacceptable behaviour by a learner should be fully documented. Such documentation may consist of attendance/progress reports, intervention notes (either via Areas for Development on Lecturers Briefcase or notes on OneFile), incident reports and statements from members of staff and learners.

The seriousness of the behaviour should be identified as minor misbehaviour, serious misconduct or gross misconduct.

Once unacceptable learner behaviour has been identified, a series of actions must be taken by the division responsible for that student to acknowledge and address the misbehaviour. If the misbehaviour occurs in the workplace, the division and trainer assessor will also support the employer in following their HR policies and procedures.

The form of action taken will be dependent on the seriousness of the misbehaviour as detailed in the disciplinary flowchart. All disciplinary meetings should be documented and all parties involved should be informed in writing of the outcome.

A learner has the right to appeal against a disciplinary decision (withdrawal or exclusion) and this appeal will be heard by an appropriate member of the Management Team who is independent of the original decision.

Related Procedures and Documentation

002_D01	Promoting Positive Behaviours Learner Standards
002_D02	Behaviour Descriptions
002_D03	Disciplinary Meeting Record

Last reviewed	September 2025
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STAGE 1

- Meeting with subject/pastoral tutor
- Parents/guardians/sponsors/employers (if appropriate) contacted
- Learner given verbal warning
- Expectations of future behaviour agreed
- Disciplinary record completed & confirmed in writing

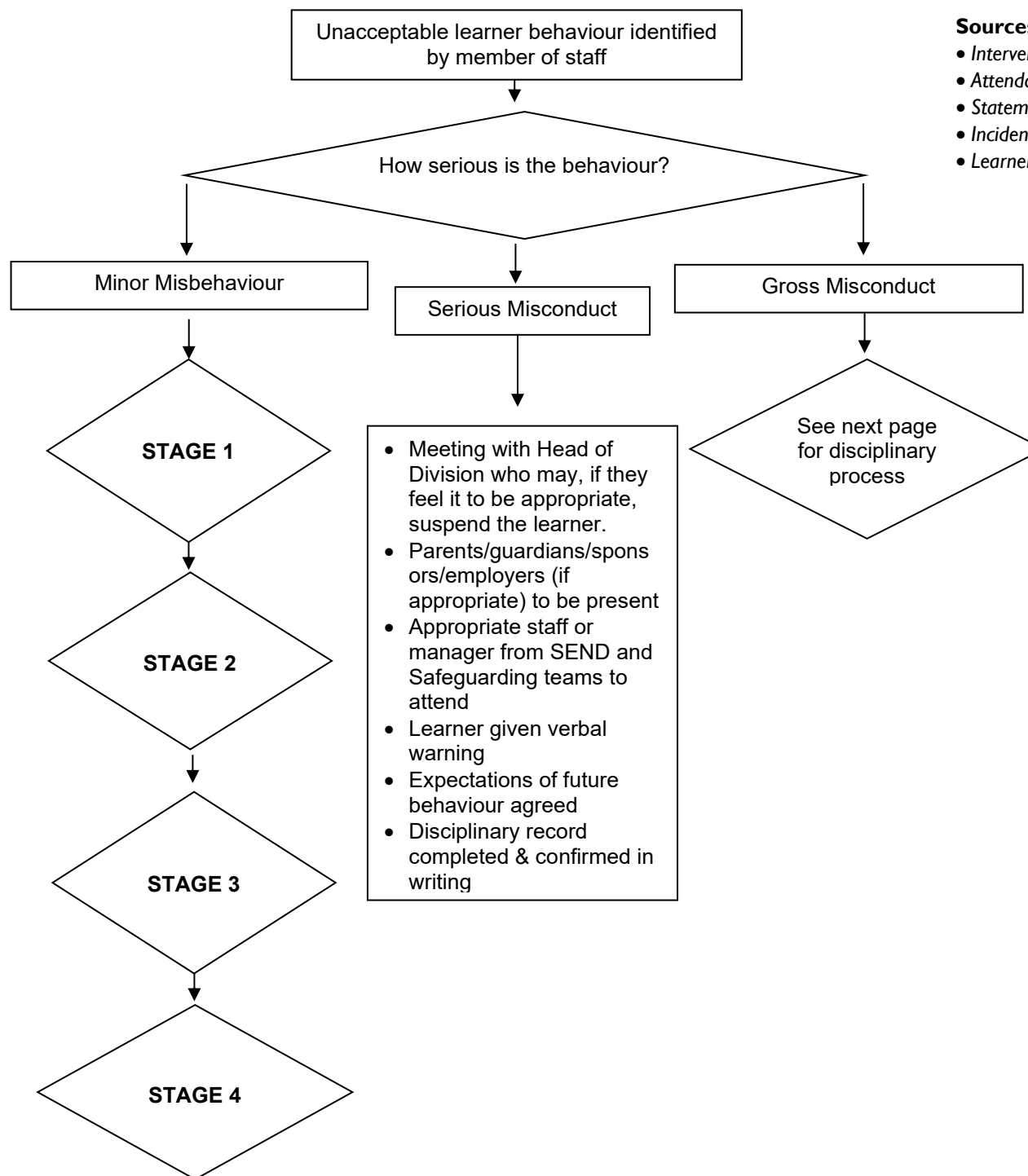
STAGE 2

- Meeting with Programme Leader, learner and parents/guardians/sponsors/employers (if appropriate)
- Learner given verbal warning
- Expectations of future behaviour agreed
- Disciplinary record completed & confirmed in writing

STAGE 3

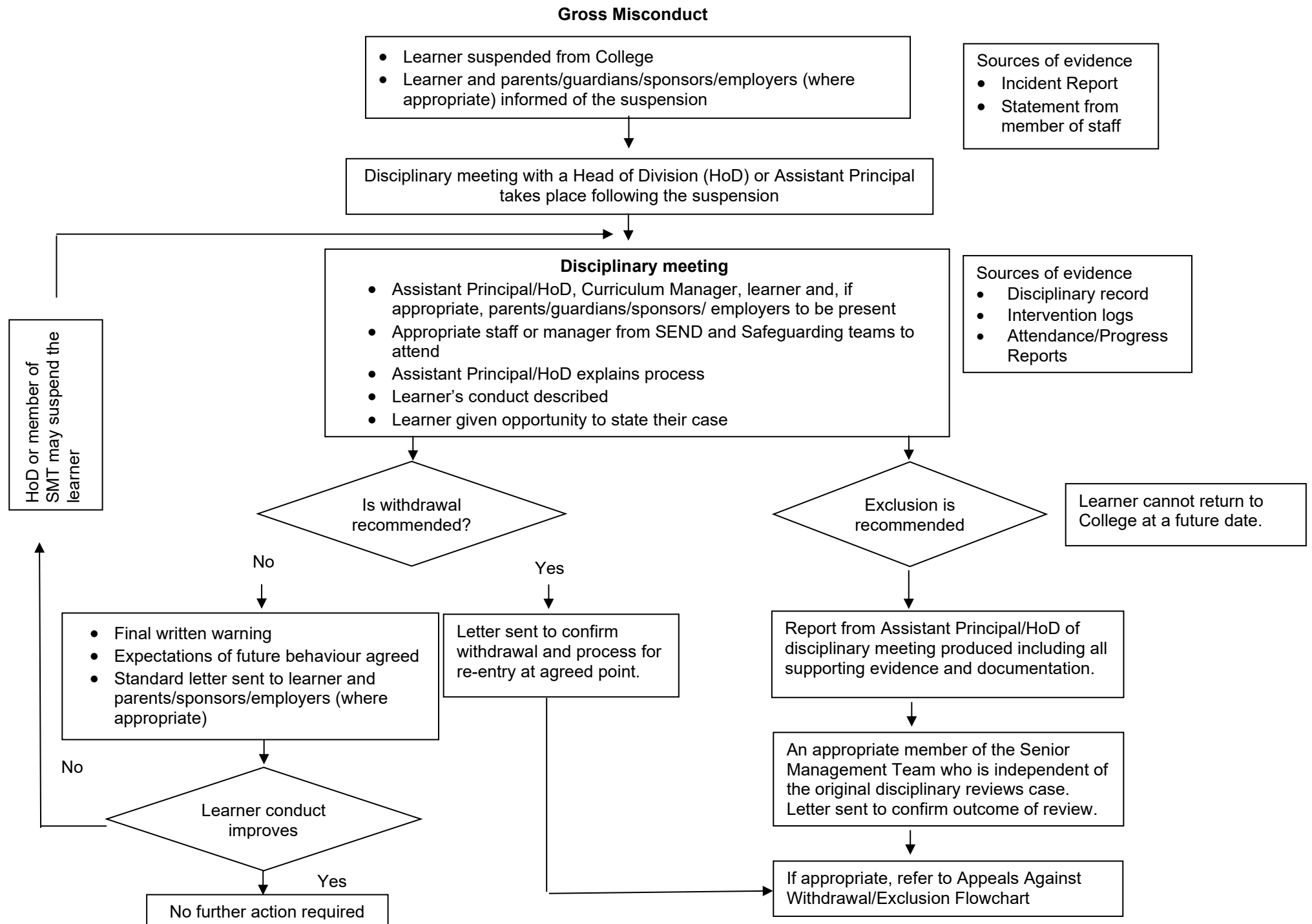
- Meeting with Curriculum Manager, learner and parents/guardians/sponsors/employers (if appropriate)
- Learner given verbal warning
- Expectations of future behaviour agreed
- Disciplinary record completed & confirmed in writing

STAGE 4
Treat as serious misconduct

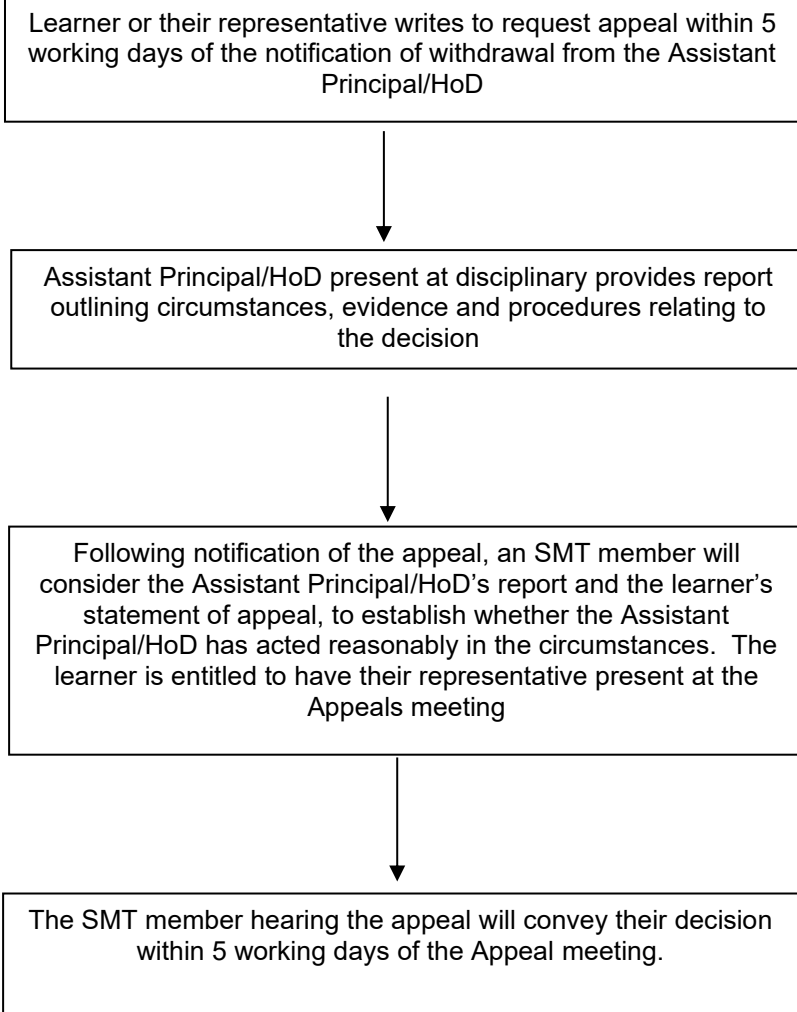


Sources of evidence

- *Intervention Logs*
- *Attendance/progress report*
- *Statements from witnesses (where appropriate)*
- *Incident reports*
- *Learner*



Appeal Against Withdrawal



Appeal Against Exclusion

Learner or their representative writes to the Principal within 5 working days of notification of exclusion



Senior Manager involved in exclusion outcome provides report outlining circumstances, evidence and procedures relating to the decision



Following notification of the appeal, the Principal will consider the Senior Manager's report and the learner's statement of appeal, to establish whether the Senior Manager has acted reasonably in the circumstances. The learner is entitled to have their representative present at the Appeals Meeting.



Principal's decision communicated to the student and to the Senior Manager within 5 working days of the Appeals Meeting.