

Learner Disciplinary Policy & Procedure

(Academic and Behavioural Misconduct)

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This policy applies to Grimsby Institute of Further & Higher Education (GIFHE) and incorporates the trading styles of TEC Partnership, Grimsby Institute of Further and Higher Education, Scarborough TEC, Skegness TEC, The Academy Grimsby and all wholly owned subsidiary companies of the Grimsby Institute of Further & Higher Education which include Modal, Support Staff Services and Grimsby College Trading.

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1. Introduction

Effective learning depends on reasonable standards of behaviour, inside and outside of the classroom. This Policy and supporting procedures are designed to support the maintenance of good classroom discipline and to provide a fair and transparent system to deal with any disciplinary situation that may arise in the classroom, on any college sites, college transport, or online through social media. Essentially, the policy aims to promote the concept of 'work hard and play nice', so that learners can work in a safe environment that supports learning.

2. Purpose

This document sets out the procedures of Grimsby Institute of Further and Higher Education (GIFHE) for dealing with learners whose behaviour does not comply with the expected standard.

The Learner Disciplinary Policy and Procedures should be used as a supportive mechanism. However, learners who disregard the actions set and agreed may move through all the stages of the disciplinary process until they are excluded from their course, residential accommodation or both.

The aim of the policy and procedure is to:

- Outline the College rules and regulations that are put in place to safeguard all learners
- Help the learner to keep within the set boundaries of behaviour and curriculum progress

The main objective is to support the learner and help them get back on track by providing a clear action plan with SMART targets, which leads to learner success.

3. Scope

This Policy applies to all learners of GIFHE whether full-time or part-time, whether or not their course is validated by or associated with any other institution.

4. References

This policy should be read in conjunction with the following GIFHE policies which can be found in the Policy Hub on the Dock.

- Equality & Diversity Policy
- Anti-Bullying Policy
- E-safety Policy
- Safeguarding Policy
- Fitness to Study Policy
- Alcohol and Substance Misuse Policy

5. Dealing with Extreme Behaviour/Incidents

Behaviour Management is the responsibility of all staff at Grimsby Institute of Further and Higher Education and must be addressed by a member of staff who is responsible for the learner group or individual. When incidents occur outside of contact time, the first member of staff on the scene or present at the time of the incident should take responsibility for managing the learner's behaviour.

Where an incident is of a serious nature or where unacceptable behaviour continues to escalate and the situation cannot be brought under control, staff should **contact the Duty Manager** to help minimise risk to learners, staff, visitors and property as a result of extreme behaviours.

The Duty Manager will then be responsible for advising and assisting the member of staff to deal effectively with the learner or group in the most appropriate way. This may involve:

- Clearing and securing the area
- Isolating the learner(s) causing the extreme behaviour
- Sending learners home to cool off (see section 7.3)
- Suspending learners (see section 7.3)
- Contacting the police

If staff feel that the Police need to be contacted, they must inform the Duty Manager as quickly as possible. Only the Duty Manager should contact the Police.

5.1. ID Badges

All Learners **MUST** wear their ID badges whilst on campus. It is the responsibility of all staff to challenge any learners not wearing their ID badge. Where a learner has forgotten or lost their ID badge they must immediately obtain a new badge from the student services/enrolment desk in the reception area. Up to 2 badges can be re-issued to the learner, free of charge. Any further requests for a new ID badge will lead to disciplinary action (see Appendix 17.5).

6. Stop and Search without Learner Consent

If a learner is suspected of being in possession of:

- Alcohol, drugs, substances or paraphernalia
- Stolen goods
- Offensive weapons, knives and blades

Staff must contact the Duty Manager and seek approval from a member of SMT, who will arrange for a search to take place. The search will be extended to the learner and the learners' belongings including any bags, lockers, or vehicle. This should be done in the presence of a Duty Manager and a member of the security team.

A search will be instigated when the learner is on College property, undertaking any College activity and extends to visits and study tours aboard.

If a learner finds drugs, substances or paraphernalia around campus they **MUST** notify a member of staff **IMMEDIATELY**. If they do not notify a member of staff they will be suspended from College if this is found in their possession or belongings.

7. Management of Procedure

Misconduct may lead to disciplinary action being taken against a learner. The Learner disciplinary procedure is implemented by the Curriculum Team and the maximum sanction is exclusion from GIFHE.

7.1. Informal Stage: Cause for Concern (C4C)

Poor attendance, behaviour, attitude or progress or any incidents of misconduct should be raised as a Cause for Concern, which may be notified to the learner's Success Coach/Programme Leader by:

- Cause for Concern (C4C) on ProMonitor
- Data; such as attendance, punctuality or assessment grades
- Email
- Observation
- Conversation with a learner or any staff member

As soon as the Success Coach/Programme Leader is aware of a cause for concern they should:

- 1) Ensure the C4C is logged on ProMonitor (electronic Individual Learning Plan)
- 2) Investigate the concern thoroughly and establish potential reasons for behaviour or misconduct by meeting with: witnesses, other appropriate staff member(s) or learner(s), stakeholders such as work placement providers and the learner who has had a C4C raised against them
- 3) Make a judgement on the severity of the concern or misconduct (if founded) and decide, in line with guidance (appendix 16.5), on the action to take, considering also the following options:
 - Sending the learner(s) home to cool off – 24 hours
 - Offering support from wider Learner Services teams
 - 1-1/group activities or workshops
 - Attendance monitoring process/Behaviour Contracts
 - Bespoke actions (such as mediation)
 - Fitness to Study Policy and Procedures (see Policy Hub on the Dock)
 - Formal disciplinary process

Ensure each learner is treated as an individual and assess the impact of any action to be taken

- 4) Set a clear and SMART Action Plan and follow this up with a review to ensure compliance with the set targets. If improvement is not seen, progress the learner through the formal disciplinary stages as appropriate (appendix 17.4)
- 5) Complete the follow up section of the C4C with the action being taken

Not all C4C's will lead to disciplinary action and there is no set number of C4Cs that lead to disciplinary action. However, all must have agreed targets set to improve which are recorded on ProMonitor. Multiple C4Cs i.e. attendance, punctuality and behaviour can be grouped together in one action plan.

Always do something – non action is not an option.

7.2. Formal Stages: Verbal, First Written and Final Written Warning

If the misconduct is sufficiently serious, the Learner Disciplinary Procedure may start at any stage

Disciplinary sanctions are held on a learner's record for 12 calendar months

Formal warnings can be issued by the following managers:

- Programme Leader – Verbal Warning
- Curriculum Manager – First Written Warning or below
- Associate Principal – Final Written Warning or below
- Investigating officers – **Final** Written Warning or below (must be approved: see section 7.4)
- Panels – Final Written Warning or below

The relevant manager should hold the disciplinary meeting with the learner and their Success coach and confirm the concern as soon as possible and in any case no later than five (5) working days after the identification of the cause(s) for concern. Where possible, the meeting should be confirmed in writing.

A parent, carer or guardian may be invited to support the learner at the meeting. If a Final Written Warning is being issued, the learner's parents, carers or guardians must be invited unless an act of serious misconduct has occurred that requires immediate attention.

Each learner should be taken as an individual and managers should assess the impact of their decision to place the student on a disciplinary stage. Where justifiable underlying reasons can be identified, informal C4C actions should be considered and support offered. Where appropriate, all relevant documents, including copies of records from ProMonitor (eILP) and the learner's disciplinary file should also be reviewed as part of the meeting.

The manager chairing the meeting should make it clear to the learner which stage of the Learner Disciplinary Procedure they are being placed onto and the implications of being issued that level of warning.

The meeting should include the completion of an Action Plan (see appendix 17.2), designed to set clear targets and outlining boundaries of behaviour with the agreement of the learner. The Action Plan should be SMART (specific, measurable, achievable, realistic and time-related) and support the learner to succeed and achieve their end goal. The manager and the learner must sign and date the Action Plan. However, if the learner refuses to sign, it still applies.

As soon as possible after the meeting, and in any case no later than 48 hours, the Success Coach must:

- **Record the meeting on ProMonitor** under the relevant level of disciplinary meeting
- **Record the SMART targets** set on ProMonitor
- **Upload the Action Plan** to the meeting record
- Where a final written warning has been issued, **flag the learner as RED** until a review has taken place and the learner has been satisfactorily meeting their targets.
- All related documentation should also be kept in the learners files.
- Where a verbal warning is issued, contact parents/guardians to inform them. *There will be no written confirmation of a verbal warning.*
- Where a first written or final written warning has been issued, the Learner Services Administration Team will provide written confirmation to the learner and ensure further copies are provided to:
 - The parent, carer or guardian - if the learner is under 18 (or under 25 if a vulnerable learner)
 - The Accommodation Officer - if a residential learner

A further meeting should be arranged with the learner, nominated manager and Success Coach to review the learner's progress against the targets set in the Action Plan. The review period should be agreed with the learner (this would usually be 1 or 2 weeks but can be set at the discretion of the issuing manager)

- If there has been no improvement or an additional C4C has been raised, the disciplinary will progress to the next appropriate stage by referring the case to the next level of manager (see section 7.2) or a disciplinary panel (see section 7.5).
- If the learner has made some improvement, their targets should be extended and a further review scheduled
- Where a learner has met their targets and made significant improvement, the learner will no longer require any further reviews and should no longer be flagged as RED for the purpose of disciplinary
- In some circumstances it may be necessary to refer the learner to the Fitness to Study process (see Fitness to Study policy for guidance)

A review form should be completed and uploaded to the relevant meeting record. (This is the original meeting record from when the warning was issued).

Please note that the above is for guidance only and discretion should be used depending on the learner's individual circumstances.

A minimum of two reviews are expected to take place and should only be brought forward in extenuating circumstances.

7.3. Suspensions & cooling off periods

Suspension in this case is not a punishment or an indication of guilt, but an opportunity for the college to investigate the allegations.

In circumstances of extreme behaviour and/or serious incidents please refer to section 5.

All suspensions should be immediately notified to the Learner Services Administration Team, who will be responsible for the processing and administration of all learner suspensions.

When it is alleged that **gross misconduct** has occurred a learner may be suspended from college immediately pending a formal investigation. Any member of staff believing that gross misconduct may have occurred should contact either the Duty Manager or one of the following members of staff with the authority to suspend learners:

- Associate Principal
- Executive Director of Learner Services
- Head of Learner Services
- Any member of the Senior Management Team (SMT)

The relevant manager (as above), in accordance with guidelines (appendix 17.5), will review the situation and make a judgement on which of the following actions to take:

- No further action
- Issuing the learner(s) with a formal warning
- Sending the learner(s) home to cool off (maximum 48 hours – The learner must have a meeting with their AP before returning to college)
- Activating a formal suspension and investigation

In a case of gross misconduct involving more than one learner, all learners involved may be suspended pending an investigation.

Any learner who is suspended will be asked to leave college premises immediately (or as soon as practically possible) and will not be allowed on to any college premises, including transport and any college related activity, except when invited to a meeting as part of the investigation.

Any verbal suspension will be confirmed in writing to the learner, and the parent, carer or guardian if the learner is under 18 (or under 25 if a vulnerable learner), within 24 hours. The written notice of suspension will state:

- The allegations made against the learner
- The date and time of the investigatory meeting
- That the learner will not be allowed on college premises until the case is resolved
- Where to access the Learner Disciplinary Policy and Procedure

The Learner Services Administration Team will record the suspension on ProMonitor and appoint an investigating officer. A formal investigation will then commence (see section 7.4).

Any learner who is on suspension **WILL be allowed to sit planned exams**. Learners may be allowed to attend a planned event at the discretion of the Executive Director of Learner Services or, in the absence of, a member of SMT, however, they must be supervised at all times whilst on college premises.

Learners are advised to contact their Success Coach/Programme Leader to continue working on their course work at home.

7.4. Investigations

All suspended learners will be required to attend an investigatory interview within five working days, however persons involved in the process must be advised that in extenuating circumstances, the five day period may be exceeded. In certain situations, an investigation may take place without the learner being suspended.

The investigating officer will gather and review evidence surrounding the incident/concern and liaise with any relevant witnesses. Depending on the findings of the investigation and the severity of the incident, the investigating officer, in agreement with the Executive Director/Head of Learner Services, may:

- Lift the suspension with no further action
- Issue the learner with a verbal, first written or final written warning
- Refer the learner to a Disciplinary Panel Hearing, for which the maximum sanction is exclusion

In the case of a referral to a panel hearing, the written notice will state:

- The allegations made against the learner
- The learner's entitlement to bring a parent or other representative
- That the learner's Success Coach will act as their advocate
- Confirmation of the date and time of the Disciplinary Panel Hearing
- That the learner should not be on college premises in the intervening period

The outcome of an investigation will be notified to relevant staff members by the Learner Services Administration Team and any targets set or actions to be taken as a result of an investigation will be referred to the learner's Curriculum Manager, who will also be responsible for reviewing the learner's progress.

7.5. Disciplinary Hearing

A Disciplinary Hearing should be held with the learner as soon as possible and in any case no later than ten working days after the identification of the cause(s) for concern, escalation from a final written warning or suspension and investigation. However persons involved in the process must be advised that in extenuating circumstances, the 10 day period may be exceeded. Five working days written notice will be given.

A Disciplinary Hearing will be chaired and facilitated in accordance with the Order of Hearing, which should be provided to the learner and the panel members prior to the hearing.

The case will be heard by a panel of three staff members, which will usually be chaired by an Associate Principal or Head of Learner Services or, in the absence of; a member of SMT. The panel will also consist of a Learner Services Manager and other manager at the college.

The learner's Success coach will act as an advocate for the learner. If the learner's Success Coach cannot be available, another suitable advocate should be found. If the learner does not have an advocate or a parent/guardian/suitable representative, the hearing should be re-arranged. However, if the learner has expressly stated that they wish to continue without an advocate, then, in agreement with the panel, the hearing may go ahead.

If the learner does not attend the meeting and does not give notice of justifiable reason, it will be at the discretion of the chair to make the decision whether to proceed in the learner's absence or convene another meeting.

Prior to the hearing, any relevant evidence, including witness statements and any other relevant documentation, such as prior warnings and reviewed action plans, will be provided to the panel prior to the commencement of the hearing.

The panel may:

- Take no further action
- Issue a formal warning (verbal, first written or final written)
- Recommend that the learner be excluded (either permanently or for a fixed term)*

*A member of SMT will be required to review the disciplinary evidence pack and verify the outcome of the panel before a final decision is confirmed. *Only a member of the SMT has the authority to exclude a learner.*

In addition to the above outcomes the panel may impose further sanctions or set targets for the learner, which could include:

- Being prevented from attending any College activity or parts of the College facilities
- Being asked to leave College premises at certain times
- Reporting to a member of staff on a regular basis
- Attending workshops/meetings
- Any other sanction/target that the panel deems necessary

The decision of the panel will be notified to the learner, their parents/carers (if under 18) and the Accommodation Officer (if a residential learner) within five working days of the hearing date. If the outcome of the hearing is exclusion from college a copy of the Appeal Procedure outlined in the Learner Disciplinary Policy and Procedure will be provided to the learner. The Learner Services Administration team is responsible for the administration of learner Disciplinary Panel Hearings.

8. Appeals

If a learner believes that proper procedure was not followed or there is new evidence to present, they will have the right to appeal. Disagreeing with the decision made is not grounds for appeal. All appeals should be made in writing to the Learner Services PA within ten working days of the decision. The Learner Services PA will direct the appeal to the appropriate person:

- Verbal Warnings – Curriculum Manager
- First Written Warnings – Associate Principal
- Final Written Warnings – Vice Principal
- Decisions of a panel (except exclusions) – Vice Principal
- Exclusions - Principal

Any appeal made must clearly state the reasons for the appeal. Where an appeal is granted, the case will be reviewed and a judgment will be made on whether to uphold the decision or rehear the case. Learners may be asked to attend a meeting as part of this review and will be entitled to be accompanied by a friend, relative or carer. The Grimsby Institute will not allow a legal representative to attend.

The outcome of the appeal will be confirmed in writing to the learner within ten working days of the date the appeal was received. There is no appeal against the Principal's decision.

9. Criminal Offences

Where any member of staff has reason to believe that a learner may have committed, or may be intending to commit, a criminal offence, the College may refer the matter to the police and may still continue disciplinary proceedings under this procedure irrespective of any criminal process. Where learners are being investigated for being involved in criminal activity, or where they have gained a criminal conviction and this is made known during their time at college, the learner will be risk assessed for their suitability to continue to attend the college. Any potential learner whose criminal record would indicate that they were considered a material risk to the well-being of fellow learners, staff or property would not be permitted to continue their course of study at the college.

10. Learners with learning difficulties and/or disabilities

Learners with learning difficulties and/or disabilities may display inappropriate behaviour patterns. It may be that their behaviour is determined by factors out of the control of the learner, i.e. medical or drug controlled behaviour. In this case, it is important that the learner is reviewed by the Inclusion Manager and/or the LLDD Curriculum Manager before formal disciplinary processes are considered. In exceptional circumstances the Programme Leader will hold a case conference of all parties to determine an appropriate way forward. However, any learner with or without learning difficulties, who is alleged to have carried out gross misconduct will be subject to the college disciplinary procedure.

11. Learners under 18 / Looked After Children/Care Leavers/Sponsored Learners

If a learner under 18 years of age is the subject of proceedings under this Learner Disciplinary Policy & Procedure, wherever practicable a parent or carer will be invited to attend any disciplinary or appeal interview, in addition to any friend.

If a learner who is a Looked After Child/Care leaver is given a formal written warning or suspension or exclusion, their post-16 worker and the Virtual Learner Services will be informed.

If a learner who is being sponsored at the college by an employer, training agency or a partner institution (i.e. university) is given a formal written warning or suspension or exclusion the employer, the partner institution or training agency will be informed.

12. Academy Learners 14 – 16 Years

Instances relating to the discipline of learners will be dealt with in accordance with the academy/college agreed processes, as outlined in the Service Level Agreement. This policy covers the Academy Grimsby.

13. Dissemination and Implementation

13.1. Dissemination

This policy will be disseminated through new staff inductions, staff training, and team meetings and will be located on the college website and intranets for staff, learners, parents/carers and partners to access.

13.2. Implementation

Implementation of this policy is the responsibility of all.

14. Monitoring Compliance With and the Effectiveness of Policy Documents

This policy will be monitored and reviewed as follows:

Termly: The College Senior Management Team will receive a report on Learner Disciplinary.

Annually: The Executive Director of Learner Services and the Learner Services Management team will review the Learner Disciplinary Policy and produce a report that will be presented to the Safeguarding Committee.

16. Further Policy Guidance

16.1. Action Plan

The Action Plan is part of the learner disciplinary process. This will support the learner and help them succeed and achieve their end goal. The objective is to outline a clear plan of how the learner can improve their behaviour and get back on track. Make the Action Plan SMART (specific, measurable, achievable, realistic and time-related) and monitor progress against targets. It is important that a date is set to formally review progress against targets set.

16.2. Equality & Diversity

Bullying and Harassment discrimination and trends will be monitored by the Executive Director of Quality & Learner Success and the Learner Bullying and Harassment Policy and Procedure followed. The Learner Disciplinary Policy and Procedure should be instigated as appropriate.

16.3. Senior Management Involvement and attendance at meetings

When an incident is deemed significantly serious, a member of the Senior Management Team may attend or lead on the disciplinary meeting regardless of the outcome or stage of disciplinary. Attendance by the senior manager is not an indication that the only outcome is exclusion.

16.4. Zero Tolerance

Zero Tolerance means totally unacceptable and the College will take action. This may not always be exclusion from the College. The appropriate disciplinary stage may be used.

The College operates a zero tolerance policy relating to drugs, substance misuse and paraphernalia, alcohol related incidents, violence, including bullying, cyber bullying and harassment or criminal activity including offensive weapons. If a C4C has been raised regarding any of these issues, this may lead to suspension pending an enquiry and possible exclusion from the College.

17. Appendices

- 15.1 Witness Statement template
- 15.2 Disciplinary Action Plan template
- 15.3 Action Plan Review template
- 15.4 Disciplinary flow chart
- 15.5 Guidance on possible sanctions

Appendix 17.1: Witness Statement

Name of Witness:	
Witness Designation:	Staff / Learner / Other:
Location of incident:	
Date & time of Incident:	
Reference Number:	

Please give details of the incident that you have witnessed, together with the names of the person(s) involved.

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I believe that the facts stated above are true and declare that I am willing for this witness statement to be used in any ensuing disciplinary or appeals hearing. I agree that copies of this witness statement may be provided to the person under investigation and to staff involved in investigating the incident.

Signed:		Dated:	
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Appendix 17.2: Action Plan

Date

Learner Action Plan *(remains valid if not signed by learner)*

Learner Name:	<input type="text"/>	SO Number:	<input type="text"/>
Programme of Study:	<input type="text"/>		
Success Coach:	<input type="text"/>	Present?	<input type="checkbox"/>
Programme Leader:	<input type="text"/>	Present?	<input type="checkbox"/>
Curriculum Manager:	<input type="text"/>	Present?	<input type="checkbox"/>
Associate Principal:	<input type="text"/>	Present?	<input type="checkbox"/>
Reason for Action Plan: <i>(details of concern)</i>	<input type="text"/>		

Summary of discussion:

Outcome	Informal targets set (C4C)	<input type="checkbox"/>	Verbal Warning issued	<input type="checkbox"/>
	First Written Warning issued	<input type="checkbox"/>	Final Written Warning issued	<input type="checkbox"/>

Targets	Action	Timescale
Target 1:	<input type="text"/>	<input type="text"/>
Target 2:	<input type="text"/>	<input type="text"/>
Target 3:	<input type="text"/>	<input type="text"/>
Target 4:	<input type="text"/>	<input type="text"/>
Target 5:	<input type="text"/>	<input type="text"/>

Frequency of Review:	<input type="text"/>	Person responsible for monitoring:	<input type="text"/>
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Review Meeting

Date:	<input type="text"/>	Time:	<input type="text"/>	Location:	<input type="text"/>	Reviewer:	<input type="text"/>
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Signed by

Learner:	<input type="text"/>	Staff:	<input type="text"/>	Dated:	<input type="text"/>
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Copy to: learner at the end of the meeting, Learner Services Administrator and upload to ProMonitor

Appendix 17.3: Action Plan Review

Date	
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Learner Action Plan Review *(remains valid if not signed by learner)*

Learner Name:		SO Number:	
Programme of Study:			
Success Coach:		Present?	<input type="checkbox"/>
Programme Leader:		Present?	<input type="checkbox"/>
Curriculum Manager:		Present?	<input type="checkbox"/>
Associate Principal:		Present?	<input type="checkbox"/>
Current Disciplinary Stage:			

Summary of Review:

Outcome	No further action required	<input type="checkbox"/>	Further review scheduled	<input type="checkbox"/>
	Referral for escalation of disciplinary level	<input type="checkbox"/>	Refer for Fitness to Study	<input type="checkbox"/>

Targets	Action	Timescale
Target 1:		
Target 2:		
Target 3:		
Target 4:		
Target 5:		

Next Review Meeting

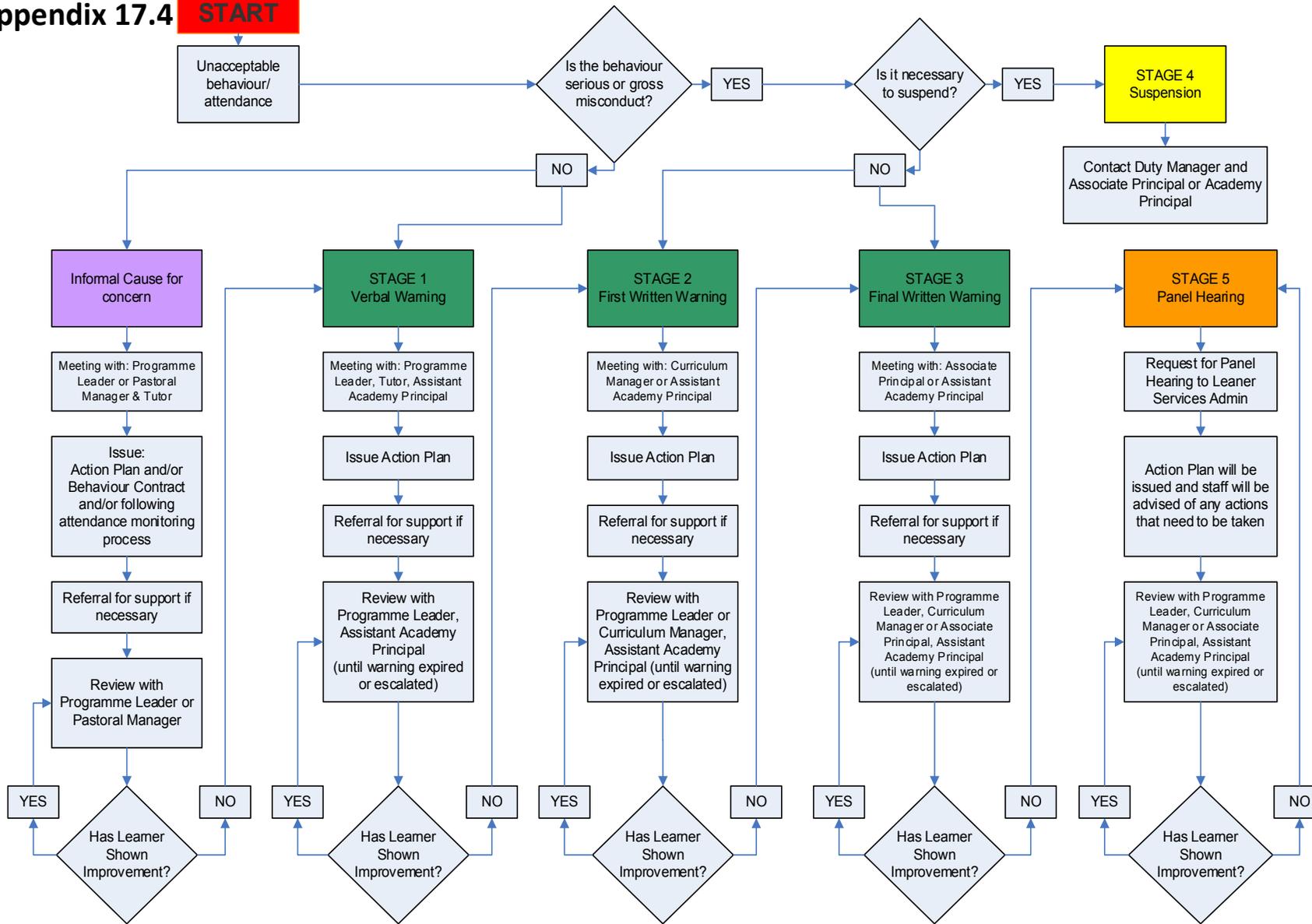
Date:		Time:		Location:		Reviewer:	
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Signed by

Learner:		Staff:		Dated:	
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Copy to: learner at the end of the meeting, Learner Services Administrator and upload to ProMonitor

Appendix 17.4 **START**



Appendix 17.5: Guidance on possible sanctions:

When suspending learners, staff should assess the severity of the case and consider any mitigating circumstances. The scope of an incident may warrant different actions. The examples provided below are not an exhaustive list and should be used for guidance.

<u>Learners MUST be suspended in alleged cases of:</u>	<u>Learners MAY* be suspended, dependent on severity, in alleged cases of:</u>
<p>Deliberate acts that result in severe damage to college property</p> <p>Deliberate acts of violence/Fighting</p> <p>Sexual assault</p> <p>Being in possession of, use of, under the influence of, or supplying drugs or alcohol on college premises+</p> <p>Being in possession of an offensive weapon</p> <p>Acts which endanger the Health and Safety of others</p> <p>Extreme offensive behaviour, such as racism and severe bullying</p>	<p>Minor damage to college property</p> <p>Aggressive/confrontational behaviour</p> <p>Acts of low level bullying/harassment/intimidation</p> <p>Minor involvement in an incident</p> <p>*Learners may also be sent home for a cooling off period and/or immediately issued with a formal warning</p>

Dependent on the severity of the incident, learners may be excluded from the Grimsby Institute

+Any learner suspected of being under the influence of drugs or alcohol should be removed from site for their own safety and the safety of others and must not, under any circumstances, be allowed to attend classes or workshops where tools and/or equipment are being used. Staff should liaise with parents (if under 18) and, wherever possible, arrange for learners to be collected. Where it is not possible to send a learner home, staff should use discretion or seek advice on the best course of action. Safeguarding of the learner is paramount. Any incident of this nature should also be logged on ProMonitor.

When issuing formal warnings, staff should assess the severity of the case and consider any mitigating circumstances. The scope of an incident may warrant different actions. The examples provided below are not an exhaustive list and should be used for guidance. **Depending on the severity of the incident, Learner's may be excluded from the Grimsby Institute.**

<u>Verbal Warning</u>	<u>First Written Warning</u>	<u>Final Written Warning</u>
Poor attendance/punctuality	Escalation from a verbal warning	Escalation from a first written warning
Failure to complete assignments	Confrontational behaviour/language	Acts of violence and/or aggressive and confrontational behaviour*
Poor attitude towards work	Verbal abuse, defamation of character or threat of violence towards any person	Sexual assault/harassment*
Disruptive behaviour and/or inappropriate language	Any misuse of, or unauthorised access to college technology, including (but not limited to) computers, software and the internet	Possessing, using or supplying illegal drugs or alcohol on college premises*
Failing to follow instructions	Causing damage to college property or property of staff/students/visitors	Bullying and/or harassment (including through social media)*
Smoking outside of designated areas	Being under the influence of any illegal drugs or alcohol whilst on college premises	Accessing pornography or other inappropriate content on college computers/internet*
3 rd re-issue of ID badge	Behaviour which could bring the college into disrepute	Acts which endanger the Health and Safety of others*
	Cheating/plagiarism on informal assessments	Theft or deliberate damage to college property or property of staff/students/visitors*
	4 th re-issue of ID badge	Any criminal acts affecting the college or other learners*
		Possession of an offensive weapon*
		Cheating/plagiarism in exams/formal assessments*
		5 th re-issue of ID badge
		*See suspension guidance



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