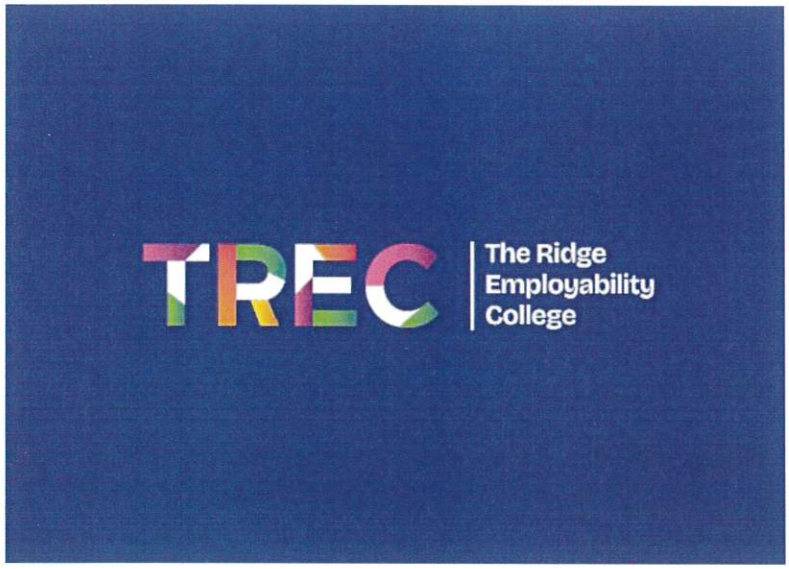


27 - Learner Disciplinary and Exclusion Arrangements Policy

Date ratified: 7th October 2026
Date policy to be reviewed: October 2027
Committee responsible for policy: The Board

Signed by M Atkin Director on behalf of Geraldine Kelly — Chair of the Board

Review No.	Date	Summary of Changes	Reviewer
1	24.09.2026	Added seclusion to the table of possible outcomes.	S. Brookes
2	28.09.2026	Added Appendix 2 Action Plan for stages 1 and 2.	S. Brookes

Contents

1. Introduction 3
2. Policy Statement 3
3. Scope and Purpose 3
4. General Principles 3
5. Disciplinary Offences 4
6. Gross Misconduct 5

This is not an exhaustive list and each incident will be reviewed individually. 5

7. Possible outcomes of a Disciplinary Hearing 5
10. Variations and Amendments 7

APPENDIX 1 - Exclusion Procedure 8

1. Exclusion Procedure 8
2. Reasons for Exclusion: 8
3. Temporary Fixed Term Exclusion: 8
4. Persistent or Cumulative Problems: 8
5. Single Incident: 8
6. Permanent Exclusion: 9
7. The Decision to Exclude: 9
8. Behaviour Outside College: 9
11. Managed Move: 10
12. Removal from college for other reasons: 10

1. Introduction

1.1 A learner who does not meet the required standards of behaviour makes him/herself liable to disciplinary action which may include suspension or exclusion sanctions in sufficiently serious cases.

1.2 Wherever disciplinary action under this procedure is undertaken, the procedure should be effected as speedily as possible, whilst allowing time for an investigation where necessary.

1.3 It is recognised that for minor breaches of discipline, a less formal arrangement should exist whereby a member of college staff will discuss the matter with the learner concerned in order to resolve the issue.

2. Policy Statement

2.1 The Ridge Employability College (TREC) is committed to a policy of high expectations of our learners as members of the College community. We expect and encourage good behaviour from all learners.

3. Scope and Purpose

3.1 This policy and procedure applies to all learners of the college when they are at the college, when they are travelling on college transport, or on a college organised trip, work placement or event. They also apply when behaviour outside of college has a detrimental impact on other members of the college community, e.g. cyber online bullying, or damages the college's name and reputation.

4. General Principles

4.1 All college staff are expected to challenge inappropriate behaviour. If the inappropriate behaviour persists, staff are expected to take the issue to the Head of college or SLT along with the information about the steps taken to address the behaviour. This can be done through completing a CPOMs entry.

4.2 The Head of College / SLT will support the process with a range of potential sanctions. No disciplinary action will be taken against a learner until the circumstances have been investigated. In the case of alleged gross misconduct it may be appropriate for learners to be asked not to attend College until an incident has been investigated further (for their own or others' safety or to ensure a fair investigation). If this is the case then the Senior Leadership Team must ensure that parents/guardians are informed. If appropriate, the Head of College or a member of the Senior Leadership Team may ask a learner not to attend college whilst the investigation is carried out. The Governor of the Board must be informed if a learner is suspended, pending investigation.

4.3 Although minor behaviour can be dealt with, it is recognised that persistent minor behaviour issues can have a detrimental effect on not only the learner but the rest of the group. This is why it is important for staff to follow the procedure and use the tutorial process to try and change behaviour prior to using sanctions. The Head of college or a member of the Senior Leadership team will speak to the learner and look at the best way of moving forward, it might be decided that the discussion is enough and no further disciplinary action is needed. Major behaviour incidents should be reported directly to the Head of College or Curriculum

Manager, in most cases these types of incidents would be as a result of actions that have been intended to threaten or harm learners or staff. The continuation of persistent minor misbehaviour that is having a negative effect on the group should also be referred to the Senior Leadership Team. At every stage, a learner has the right to be advised of the reason for disciplinary meetings, to hear the evidence against him/her and to state his/her case.

4.4 If a learner does not attend a disciplinary meeting which he/she has been instructed to attend, the meeting can take place and a decision made in his/her absence.

4.5 Where any member of staff has reason to believe that a learner is at risk of significant harm e.g. sexual abuse, grooming, radicalisation or sexual exploitation, the member of staff should alert the Designated Safeguarding Lead, so that appropriate safeguarding and protection action can be taken. The staff member will still continue disciplinary proceedings under this procedure.

4.6 If the learner is 16 – 18 or considered to be vulnerable they have the right to have a parent/guardian accompany them to the meeting. In the absence of a parent or carer a member of support services may accompany the learner.

5. Disciplinary Offences

5.1 The following are some examples of misconduct. **This is not an exhaustive list and each incident will be reviewed individually.**

- Any breach of health and safety or other procedures of the College, as outlined at Induction;
- Any bullying (including cyber bullying), intimidation, taunting (including any racist or homophobic comments), verbal abuse or the use of any violence or threat of violence towards any person;
- Any failure to follow the reasonable instructions of a member of staff;
- deliberately or by gross negligence causing damage to any College buildings, equipment, books or furnishings or any property of others;
- any misuse of substances as defined by the Drug and Alcohol Misuse Policy, any interference with hardware, software or data belonging to or used by the College or other learners;
- Any smoking within College buildings; or any centres used for College activities;
- Any cheating, plagiarism or copying of the work of other learners;
- Any unduly noisy or any unruly behaviour or the use of foul or abusive language;
- disrupting any class or any other College activity, whether or not involving staff or other learners;
- Any behaviour which is socially or sexually offensive;
- any behaviour which is racist, sexist, or discriminatory against others on grounds of their disability, religion, sexual orientation, transgender identity, age;
- Any behaviour which could bring the College into disrepute; (e.g. posting inappropriate messages on social media about staff or other learners, committing a criminal offence);
- A significant drop in attendance has a negative effect upon academic performance.

6. Gross Misconduct

6.1 To protect the learning environment, the college takes seriously any breaches of college policies and will follow the college's Learner Disciplinary Procedure should this happen. Furthermore, this Disciplinary Procedure will be used in cases where learners are involved in:

- Theft of any kind;
- Threatening behaviour or assault;
- Discrimination of any kind (including racial, homophobic and disability);
- Bullying or harassment including cyber bullying;
- Deliberate damage to property (college and personal property);
- endangering the health and safety of others;
- Any potentially criminal activities affecting the college or other learners;
- Possession and/or use of alcohol;
- Possession and/or use of illegal substances;
- Cheating, plagiarism, forgery and gambling;
- Inappropriate access to web material deemed unsuitable;
- Inappropriate use of college e-mail;
- committing a criminal offence.

This is not an exhaustive list and each incident will be reviewed individually.

7. Possible outcomes of a Disciplinary Hearing

7.1 Stage 1 disciplinary outcomes include verbal warnings and a first action plan, seclusion to allow the class to continue making progress. Verbal warnings will be disregarded after one full term. Seclusions will remain on file to allow for data tracking.

7.2 Stage 2 disciplinary outcomes include first written warnings and a second action plan, seclusion to allow the class to continue making peogress. Written warnings will be disregarded after 1 academic year, final written warnings after 2 academic years, and records of seclusions and exclusions will be kept indefinitely.

7.3 Stage 3 disciplinary outcomes include suspension or expulsion from College.

7.4 Depending on the seriousness of a learner's actions, or the persistent disregard for College procedures, a learner can be disciplined through this procedure at the stage which the College considers to be the most appropriate. In extreme circumstances for example, Gross Misconduct, a learner can be taken straight to stage 3, without having to go through stages 1 and 2.

7.5 Stage 3 (gross misconduct) of the disciplinary process is for serious and gross misconduct and for when learners have failed to meet the terms of the action plan at stage

7.6 2. Learners must be informed there are at stage 3 of the process. The Head of college will hold the disciplinary hearing within 7 working days of suspension or the incident. A member of the Senior Leadership Team will explain the process to the learner and the parent/guardian and present the conduct issue. The learner will be given the opportunity to present their statement. The learner may be accompanied by their parent or guardian. Possible outcomes of the meeting are 1. No Action or 2. A Final Warning with a third action plan to improve or 3. Exclusion. If exclusion is an outcome this will be confirmed with the learner and their parent or guardian as appropriate within three working days of the hearing. The outcome will be recorded on the individual learner record. The learner may appeal in writing within five working days of the meeting to the Head of college.

7.7 Note 1: At any time during the operation of this procedure either side has the right to request an adjournment, the adjournment request will be considered by the Head of college, if considered reasonable, it will be granted.

8. Format and procedures for learner disciplinary cases and appeals against warnings Disciplinary Cases

8.1 The disciplinary procedure may be exercised by any member of staff who has appropriate authority. This includes the Head of college and members of the Senior Leadership Team.

8.2 Stage 1 (Inappropriate behaviour) of the disciplinary procedure may be dealt with by way of an investigation and disciplinary interview. The member of staff conducting the interview reserves the right to seclude or exclude the learner if the Behaviour Policy is breached. If the learner does not attend any interview, disciplinary action may proceed. This is the initial stage of the disciplinary process. A formal meeting with the learner will explain the inappropriate behaviour. The learner must be informed they are in stage 1 of the disciplinary process. The meeting should be conducted as soon as possible after the incident has been identified and within one week. The Head of college or a member of the Senior Leadership Team can chair the meeting. The learner may be accompanied by their parent or guardian. Possible outcomes of the meeting are 1. No Action or 2. A Verbal Warning with an action plan to improve and parent/guardian informed. The meeting will be recorded on the individual learner record. The learner may appeal in writing within five working days of the meeting to the Head of college.

8.3 Stage 2 (serious and repeated misbehaviour) will be dealt with by way of an investigation and a disciplinary hearing. The learner may be suspended. The disciplinary hearing will be conducted fairly by the Head of college or a member of the Senior Leadership Team. The second stage of the disciplinary process is for persistent inappropriate behaviour, failing to meet stage 1 action plan or for more serious allegations. Learners must be informed they are at stage 2 of the process. The meeting should be conducted as soon as possible after the incident has been identified and within one week. The learner will be presented with their conduct and then invited to present their statement. The learner may be accompanied by their parent or guardian. Possible outcomes of the meeting are 1. No Action or 2. A second Written Warning with a second action plan to improve and parent/guardian informed. The meeting will be recorded on the individual learner record. The learner may appeal in writing within five working days of the meeting to the Head of college.

8.4 Stage 3 (Gross misconduct) of the disciplinary process is for serious and gross misconduct and for when learners have failed to meet the terms of the action plan at stage 2.

8.5 Learners must be informed they are at stage 3 of the process. The Head of College will hold a disciplinary hearing within 7 working days of suspension or the incident. A member of the Senior Leadership Team will explain the process to the learner and the parent/guardian and present the conduct issue. The learner will be given the opportunity to present their statement. The learner may be accompanied by their parent or guardian. Possible outcomes of the meeting are:

1. No action

2. A final warning / A final warning with a third action plan to improve or

3. Exclusion.

If exclusion is an outcome, this will be confirmed with the learner and their parent/guardian as appropriate, within 3 working days of the hearing. The outcome will be recorded on the individual learner record. The learner may appeal in writing within 5 working days of the meeting to The Head of College.

Note 1. At any time during the operation of this procedure, either side has the right to request an adjournment, the adjournment request will be considered by the Head of College, if considered reasonable, it will be granted.

9. Breaching a suspension

9.1 Breaching a suspension will be regarded as a further serious breach of the disciplinary code, and subject to further disciplinary action.

10. Variations and Amendments

10.1 Looked After Children/Children in Care and care leavers:
The Safeguarding Lead and the Chair of the Board must be informed of the suspension of any such learners, or any disciplinary action which may result in a looked after child being excluded from College.

Criminal Offences:

Where any member of staff has reason to believe that a learner may have committed a criminal offence, the College may refer the matter to the police and may continue disciplinary proceedings under this procedure or suspend the learner pending outcome with the police. The college reserves the right to recommence proceedings under the disciplinary procedures once any criminal proceedings are known.

10.2 Amendments:
It may be necessary to change some procedural aspects of this code. The College may make such changes as it sees fit subject to informing the learner concerned and subject to consideration of fairness. Without limitation, such changes may include disciplinary or appeals interviews being conducted by different persons due to absence, or if the person who would otherwise be conducting the interview had previously had close personal involvement in the matter to be considered. The college may amend this code from time to time.

Making an Appeal

11.1 Learners who wish to make an appeal must do so in writing, within five working days from the outcome of the meeting.

11.2 An appeal hearing will be held with a member of the Board of Directors

11.3 Any appeal must state the grounds for appeal. The grounds for appeal are:

- The punishment is too severe for the offence
- The learner is not guilty of the behaviour of which he or she is being accused.
- The Procedures have not been followed

11.4 An appeal hearing will be arranged within 10 working days of the notice of an appeal being lodged.

11.5 An appeal hearing will be arranged which will follow the same format as a disciplinary hearing as detailed above, save that the learner or Parent/Guardian will start the hearing by explaining the grounds for his/her appeal.

11.6 The final decision of the appeal panel will be communicated in writing to the learner and parent/guardian within 2 working days of the appeal panel interview. The decision will be final.

APPENDIX 1 - Exclusion Procedure

This appendix is to be read in conjunction with our Learner Disciplinary Policy

1. Exclusion Procedure

A decision to exclude a learner, either for a fixed period or permanently is seen as a last resort. The college is responsible for communicating to learners, parents/carers and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct.

1.2 No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

2. Reasons for Exclusion:

- Serious breach of the college's rules or policies
- Risk of harm to the education or welfare of learners or others in the college

2.1 Any exclusion will be at the recommendation of the Head of college and at the discretion of the Board.

3. Temporary Fixed Term Exclusion:

A temporary exclusion should be for the shortest time necessary. Ofsted evidence suggests that 1-3 days is usually enough to secure benefits without adverse educational consequences.

4. Persistent or Cumulative Problems:

Exclusion for a period of time from half a day to 15 days for persistent or cumulative problems would be imposed only when the college had already offered and implemented a range of support and management strategies. These could include:

- Discussion with the learner
- Mentoring
- Monitoring Report
- Discussions with parents/carers
- Target setting
- Checking on any possible provocation
- Mediation
- Counselling
- Internal exclusion

Exclusion will not be used for minor incidents (e.g. lateness, or poor academic performance.

5. Single Incident:

Temporary exclusion may be used in response to a serious breach of rules and policies or a disciplinary offence. In such cases, the Head of college, or in the Head of College's absence, a member of the Senior Leadership Team, will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the college's policies. The learner will be encouraged to give his/her version of events and the Head of college will check whether the incident may have been provoked, for example by bullying or racial harassment.

The decision to exclude a learner rests solely with the Head of college or in the Head of college's absence, a member of the Senior Leadership Team.

6. Permanent Exclusion:

A permanent exclusion is a very serious decision and the Board will consider the Head of college's decision to exclude before enforcing it. As with a temporary exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of College rules and policies or a disciplinary offence such as:

- Serious actual or threatened violence against another learner or a member of staff
- Possession or use of an illegal drug on the premises
- Carrying an offensive weapon
- Persistent bullying
- Racial harassment
- Theft from college or a work placement setting.

7. The Decision to Exclude:

If the Head of college decides to permanently exclude a learner, he/she will:

- ensure that the approved exclusion procedure is followed
- ensure that there is sufficient recorded evidence to support the decision
- explain the decision to the learner
- contact parents/carers, explain the decision and ask that their child or young person be collected
- send a letter to the parents/carers confirming the reasons for the exclusion, whether it is a permanent or temporary exclusion, the length of the exclusion and any terms or conditions agreed for the learner's return
- plan how to address the learner's needs on his/her return
- plan a meeting with parents/carers and learner on his/her return

Exclusion should not be enforced if doing so may put the safety of the learner at risk. In cases where parents/carers will not comply, for example, refusing to collect their child or young person, the learner's welfare is the priority.

8. Behaviour Outside College:

Learners' behaviour outside college on College business e.g. trips or work placement, is subject to the college's Behaviour Policy. Unacceptable behaviour in such circumstances will be dealt with as if it had taken place in college.

For behaviour outside college, not on college business, the Head of college may exclude a learner if there is a clear link between that behaviour and maintaining good behaviour and discipline among the college body as a whole, or if it is deemed to be damaging to the reputation of the college.

10. Marking Attendance Registers Following Exclusion:
When a learner is excluded temporarily, he/she should be marked as absent using Code E.

11. **Managed Move:**

In cases where the Head of college and parents/carers agree that the progress of the learner has been unsatisfactory and the learner is unwilling or unable to profit from the educational opportunities offered. This is not exclusion and in such cases, the Head of college along with the Local Authority will assist the parent/carer in placing the learner in another educational setting.

12. **Removal from college for other reasons:**

The Head of college may send a learner home, after consultation with that learner's parents/carers and a health professional as appropriate, if the learner poses an immediate and serious risk to the health and safety of other learners and staff, for example because of a diagnosed illness such as a notifiable disease. This is not an exclusion and should be for the shortest possible time.

13. **Procedure for Appeal:**

Please refer to section 11 of the main policy.

14. Appendix 2 to TREC Disciplinary Policy

Disciplinary Action Plan

DISCIPLINARY ACTION PLAN LEARNER NAME:	
Date of birth: Date plan starts: Date of next review:	Action plan sequence: (please circle) 1 2 Medical conditions/needs: Staff working with the learner:
Challenging behavior	**Targets**
Strategies for positive behaviour	**Early warning signs**
Reactive strategies	**Support after an incident**
Agreement: Learner name : Learner signature : Date :	 Staff name : Staff signature : Date :

DISCIPLINARY ACTION PLAN
LEARNER NAME:

Skills and Talents	Achievements

Likes	Dislikes

Log of incidents:

Date	Description of behaviour	Trigger for incident	Action taken

Evaluation and next steps: