

# Student Disciplinary Policy

**Approved: April 2025 | Review Due: April 2026**

## **Policy Statement:**

### **Purpose**

The purpose of this policy is to promote a supportive and productive culture, enabling learners to enjoy their educational journey and successfully achieve their goals. It outlines a consistent approach to discipline and behaviour management, providing clear guidance for both staff and learners on handling disciplinary matters effectively.

Salt Training Limited is committed to fostering an inclusive learning environment built on principles of mutual respect and collaboration. This environment establishes the foundation for expected standards of behaviour and orderly conduct. Learners and staff are encouraged to contribute positively to the learning community, striving to achieve their full potential in a safe and cooperative atmosphere.

The Student Disciplinary Policy aims to:

- Define the boundaries of acceptable behaviour.
- Clarify reporting procedures for staff.
- Address instances of gross misconduct.
- Ensure fairness and consistency in handling disciplinary matters.
- Support learners in successfully completing their courses.
- Protect the safety and wellbeing of staff, learners, and stakeholders.
- Implement early intervention strategies and provide support to learners at risk of compromising their own or others' success.
- Develop and track individualized action plans to support learners via monitoring systems.
- Safeguard personal and organisational property.
- Facilitate the exclusion of learners whose behaviour is persistently unacceptable and/or disrupts others' ability to learn.
- Identify and address underlying causes of disciplinary situations, ensuring issues are recorded, reviewed, and improvements are made.
- Protect the reputation of Salt Training Limited.

**Policy Owner: Managing Director**

**Stage of Approval: Approved**

**Date of Review: April 2025**

## Application of the Policy

This policy is applicable when a learner fails to meet required standards. It must be interpreted with consideration for any relevant special circumstances (outlined below).

The policy applies to:

- All learners, full-time or part-time.
- Learners attending Salt Training Limited's sites or engaged in online learning.
- Apprentices attending Salt Training Limited locations.
- Learners throughout the year.
- Learner behaviour and conduct during affiliated activities off-site.

**Implementation of the Policy** The policy will be enforced in cases such as:

- Breaches of Salt Training Limited's policies and codes.
- Behaviour that may discredit Salt Training Limited, whether onsite, during affiliated activities (e.g., study visits, residential courses, work placements), or traveling to and from these activities.
- Situations requiring investigation of inappropriate behaviour to maintain a safe environment.

**Staff Guidelines** All staff are expected to address unacceptable behaviour promptly:

- Course Tutors and Trainers or designated staff have immediate authority over discipline during teaching sessions.
- All staff may take action to maintain discipline in common areas.
- Breaches of learner-agreed standards of behaviour should be reported as soon as practicable to the Student Success Mentor for action.
- Learners are required to visibly display evidence of enrolment through the use of a ID card and College Lanyard while on Salt Training Limited premises or during affiliated activities. Refusal to provide this information is considered a serious breach of policy. If enrolment cannot be verified, staff may request the individual to leave Salt Training Limited premises.
- Parents/carers of learners under 18 will be informed of disciplinary matters. Once a learner turns 18, they may request that their parent/carer is not notified.

**Special Circumstances** Consideration should be given to the following circumstances when addressing a learner's behaviour:

**1.0 Learners in Difficulty** Inappropriate behaviour may result from personal challenges. Learners must be treated respectfully and encouraged to disclose any difficulties so appropriate support can be provided.

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Examples of difficulties:

- Homelessness
- Being in or leaving care
- Substance abuse or self-harm
- Mental health issues
- Learning difficulties
- Pregnancy
- Caring responsibilities
- Health concerns
- Domestic violence or abuse
- Relationship issues
- Bullying or harassment
- Undisclosed or undiagnosed learning disabilities (e.g., dyslexia, ADHD)

Early warning signs:

- Persistent lateness
- Poor attendance
- Incomplete assignments/coursework
- Withdrawal or disruptive behaviour during lessons
- Suspected substance use
- Physical, mental, or emotional abuse evidence

**2.0 Vulnerable Learners** If a learner is identified as vulnerable—e.g., listed on the Vulnerable Risk Register—the Safeguarding team must be notified if action is taken under this policy. Examples of vulnerable learners include:

- Care leavers
- Learners involved in the youth offending system
- Teenage parents
- Young carers
- Looked-after children

Aligned with Kent County Council's policy, Salt Training Limited will use exclusion only as a last resort and always adhere to legal guidelines, aiming to reduce the rate of exclusions among looked-after children in the region.

**3.0 Learners with Education, Health, and Care Plans (EHCPs)** When learners with EHCPs are subject to disciplinary procedures, Salt Training Limited will ensure reasonable adjustments are made to support and retain the learner in their program of study. The curriculum team must inform the ALS Coordinator if a learner with an EHCP is involved in disciplinary action, ensuring their progress is closely monitored.

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Should reasonable adjustments be exhausted or the learner's behaviour escalate to warrant exclusion, the ALS Coordinator will collaborate with the appropriate local authority to ensure procedures are followed for facilitating a change of placement.

If a learner with an EHCP is excluded, the curriculum team must ensure ongoing arrangements to support the learner until the change of placement is finalised, and the learner is officially removed from the register. For detailed guidance, refer to the **Procedure for Placing and Supporting Learners with EHCPs**.

## **1.0 Disciplinary Procedure**

**1.1 Recorded Verbal Warnings** Salt Training Limited expects staff to address learner behaviour and conduct that does not align with agreed standards. Teaching and support staff should report disciplinary issues through the learner's electronic record on Microsoft Forms. For further details, please refer to the appendix containing the detailed disciplinary procedure.

Prior to initiating the Formal Disciplinary stage, Course Tutors with the support of Student Success Mentors are expected to attempt informal resolutions. Such cases will be logged as verbal warnings within the learner's comments on their electronic record.

**Examples of unacceptable conduct warranting a recorded verbal warning include:**

- Disruptive behaviour (e.g., talking over staff or peers, distracting others, improper use of mobile phones).
- Noisy or unruly conduct (e.g., shouting, unnecessary loudness, interrupting others).
- Smoking in non-designated areas.
- Failure to comply with staff instructions.
- Behaviour that could damage Salt Training Limited property.
- Conduct breaching health and safety guidelines.
- Repeated issues with attendance and punctuality.
- Missed coursework deadlines.
- Refusal to display an ID badge.

**Subject to Action Plan:** Verbal warnings may result in the learner being placed on an action plan for a specified period. Course Tutors will monitor and document the learner's progress against agreed strategies via the correct systems.

Staff should use their discretion and judgment in determining the frequency of verbal warnings, considering factors such as age and vulnerability. If the learner meets behavioural targets, their efforts will be acknowledged. Learners progress must be reviewed in termly tutorials and parents/ Carers informed with regular communication for learners under the age of 18. However, if no improvement occurs and all strategies have been exhausted, a meeting of relevant staff—led by the Course Tutor will determine next steps, which may include moving to **Stage 1 of the Formal Disciplinary Process**.

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Learners may bypass the verbal warning stage and proceed directly to Stage 1 of the Formal Disciplinary Procedure for severe breaches of Salt Training Limited's standards or policies.

## **2.0 Formal Disciplinary Procedure**

No disciplinary action will be taken until the circumstances of the learner's behaviour are fully investigated. All stages of the procedure will be recorded on the learner's electronic record.

The process includes three stages:

- **Stage 1:** Formal Written Warning – breach.
- **Stage 2:** Final Written Warning – serious breach.
- **Stage 3:** Exclusion Hearing – gross misconduct.

### **Process:**

- At each stage, the learner will be informed of the complaint and given an opportunity to present their case before a decision is made.
- Learners will have access to relevant documents outlining the case and may bring a parent/guardian, friend, or representative for support during formal stages.
- Sponsors or financial benefactors supporting the learner will be notified, unless exceptional circumstances apply.

### **Types of Breaches:**

**Breach:** Examples include:

- Failure to improve under the verbal warning stage.
- Repeated disregard for rules (e.g., smoking outside designated areas, not wearing ID, antisocial parking).
- Minor property damage.
- Offensive behaviour (e.g., abusive language, gestures).
- Persistent attendance and punctuality issues despite intervention.

**Serious Breach:** May escalate to gross misconduct. Examples include:

- Intoxication or drug use on premises.
- Possession of drug paraphernalia.
- Possession of an offensive weapon.
- Physical altercations or assault.
- Persistent behaviour harming Salt Training Limited's reputation.
- Misuse of technology resources or networks.
- Threatening actions or speech.

**Suspension and Cooling-Off Period:** Salt Training Limited reserves the right to suspend a learner during investigations. Suspension allows for impartial review and does not imply wrongdoing. In urgent situations, The ALS Coordinator may initiate a 24-hour "cooling-off" period, during which the learner is asked to leave campus and reflect on their behaviour.

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Parents/carers will be informed if the learner is under 18. After this period, senior staff will decide whether suspension is warranted.

Where evidence of criminal activity exists, cases may be referred to the police. Disciplinary action may be deferred pending legal outcomes.

**Gross Misconduct** Gross misconduct refers to breaches so severe that immediate suspension by a member of the Senior Management Team is deemed necessary. Such breaches could lead to exclusion, invoking Stage 2 and/or Stage 3 of the disciplinary procedure.

**Examples of gross misconduct include:**

- **Possession of illegal drugs** (automatic exclusion).
- **Serious health and safety violations** that endanger self or others
- **Harassment or bullying**, including discrimination based on sex, disability, age, religion/belief, sexual orientation, appearance, or personal circumstances.
- **Cyberbullying**, including instances occurring on social media outside Salt Training Limited's premises.
- **Theft.**
- **Violence** towards individuals or property.
- **Supply or use of illegal drugs** and/or unauthorized supply/use of prescription medications.
- **Bringing alcohol onto the premises** and/or distributing it to others.
- **Possession of offensive weapons or substances** (automatic exclusion).
- **Threatening behaviour**, including intimidation or blackmail.
- **Fighting or assault.**
- **Soliciting sexual services.**
- **Cheating in examinations or assessments**, including plagiarism.
- **Persistent disruptive behaviour** affecting Salt Training Limited's reputation.
- **Possession of pornographic, homophobic, or racist materials** on-site, or using Salt Training Limited's resources to distribute or access them.
- **Upskirting.**
- **Serious anti-social behaviour**, including acts of indecency.
- **Deliberate damage to property.**
- **Criminal activities** impacting Salt Training Limited, staff, students, or stakeholders.
- **Hacking or breaches** of the student IT use policy.

Learners found with illegal drugs, under the influence of Drugs or in possession of offensive weapons will face **immediate exclusion**, though they retain the right to appeal.

**Exclusion** In cases of gross misconduct, Stage 3 of the disciplinary procedure may be implemented, potentially resulting in exclusion. Exclusion is reserved for extreme instances of unacceptable behaviour or repeated violations following a Final Written Warning. Prior to exclusion, consideration will be given to whether a managed transfer to another institution might be a suitable alternative.

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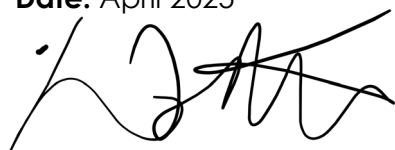
## Appeal Process

- Learners may request a review of disciplinary actions within **14 calendar days** of the disciplinary meeting, at any formal stage of the procedure. Appeals will be heard promptly by the Principal and Managing Director as per the published guidelines.
- **Appeal against exclusion:** Learners may request a review of exclusion within **14 calendar days**. This will be conducted by the Principal and Managing Director, whose decision will be final.

**Documentation** Records of disciplinary incidents will be stored by the learner's department and uploaded to their online file. Copies must be provided to the learner, and if under 18, their parent/guardian, while a copy is retained in the individual student file.

Formal written warnings at Stage 2 or higher will remain on record for the duration of the learner's time at Salt Training Limited or up to **2 years**, after which they will be considered "spent" and excluded from references (subject to legal obligations).

**Approved by:** Kurt Salter  
**Position:** Managing Director  
**Date:** April 2025



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