




LEARNER DISCIPLINARY PROCEDURE

POLICY LEAD (SMT Member)	Mrs. Julie Ritson
REVISION STATUS (Annual)	2 nd August 2021
VERSION STATUS (V)	<i>We reserve the right to update this policy if any changes in legislation or ESFA update deems it necessary, a numbered 'Version' would be used to ensure the up to date copy is issued.</i>
ANNUAL REVIEW DATE	1 st August 2022
APPROVED BY COMPANY DIRECTORS	Mrs. Julie Ritson and Mrs. Gail Dalton-Ayres 

BL TRAINING

LEARNER DISCIPLINARY PROCEDURE

If we feel you are not meeting your responsibilities or falling short of our standards you may be subject to a disciplinary procedure.

Under this procedure you may receive a series of warnings about your behaviour, performance, or attendance and if there is no improvement your contract may be terminated.

Investigation/Informal Discussion

You will be initially spoken to by your Educator or BL Academy Manager who will gather the facts then decide if an informal discussion or formal disciplinary action is required.

During an informal discussion, you will be given the opportunity to put your side of the story and agree where improvements are to be made.

Formal Disciplinary Action

- You will be treated fairly throughout the disciplinary procedure.
- The allegations against you will be given to you in writing.
- You will be asked in writing to attend a disciplinary hearing with the BL Manager.
- You may have a work colleague or a parent present at the hearing.
- You will be given opportunity to put your side of the story.
- A written account will be recorded, and a copy issued to you with the outcome of the hearing.
- If you are found to be at fault you will receive one of the following penalties. The level of the penalty will depend on the seriousness of the offence. Penalties will normally follow this order if improvements have not been made.
 1. Verbal Warning – on record for six months
 2. Written Warning – on record for six months
 3. Final Written Warning - on record for six months
 4. Termination of Training Contract.

APPEAL

You have the right to appeal if you disagree with the penalty issued, by writing to your BL Academy Manager within 5 working days from receiving the penalty, giving reasons for your appeal. An appeal will be heard by a Senior Manager and the outcome issued to you within 5 working days.