

Student Disciplinary Procedure

Version Information

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Purpose

The purpose of this procedure is to ensure that all staff and students are aware of the occasions where disciplinary actions may be required and the actions and steps Goodstart Institute of Early Learning will take.

Scope

This procedure applies to all staff and students of Goodstart Institute of Early Learning when incidents where a disciplinary action to be taken.

Procedure

Staff and students of Goodstart Institute of Early Learning will be aware of the Student Obligations Policy and the rules and obligations outlined within that document. The following are examples of incidents where student disciplinary actions may be taken, these examples include but are not limited to:

- Acts of verbal abuse against another student or staff member
- Acts of physical abuse against another student or staff member
- Bullying, discrimination, and/or harassment (including sexual harassment) of another student or staff member
- Acts of fraud (providing false, misleading, or inaccurate information)
- Other behaviours that impact the safety and wellbeing of other students and staff

The table below outlines the Student Disciplinary procedure Goodstart Institute of Early Learning will following to address the above-mentioned issues. It's important to note that as students are Employees of Goodstart Early Learning and are obligated to follow Goodstart's Code of Conduct.

Step No	Overview	Description/Who is responsible
STEP 1a	Initial Disciplinary Action with Student (minor incidents)	The Lead Trainer responsible for the student will address directly with the student any actions or behaviours that are inappropriate and will lead to further disciplinary action. At this discussion the student's line manager will also be present and/or informed of the discussion if they are unavailable at the time.

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		<p>The Lead Trainer will discuss with the student their actions/behaviours and explain they are inappropriate and unacceptable. The student will be provided an opportunity to explain their actions and apologise to the individuals affected by their actions. For students who have committed a first-time minor incident this will end the disciplinary actions being taken against the student.</p> <p>NOTE: If the student disputes the claims of their inappropriate actions/behaviours the student may initiate complaints/appeals as outlined in the Complaints and Appeals Procedure.</p> <p>If the student is responsible for committing a major incident (such as physical injury / assault) further actions in this procedure will immediately apply – see step 2.</p>
<p>STEP 1b</p>	<p>Further Disciplinary Action with Student (minor incidents – second occurrence)</p>	<p>In circumstances where a student has committed a second incident of inappropriate and/or unacceptable actions/behaviours they will be asked to explain their actions to their Lead Trainer and their line manager.</p> <p>At this point Goodstart Institute of Early Learning will refer the student to the Goodstart Early Learning's disciplinary procedures. This may result in the student's enrolment being suspended, pending further investigations. All communication will be documents and provided to the student, their line manager, and the Lead Trainer.</p> <p>The student may choose to exit the course without penalty at this stage.</p> <p>NOTE: If the student disputes the claims of their inappropriate actions/behaviours the student may initiate complaints/appeals as outlined in the Complaints and Appeals Procedure.</p>
<p>STEP 2</p>	<p>Major Incident Disciplinary Action with Student</p>	<p>Where a student has committed a major incident (such as physical abuse/assault) the student's enrolment will automatically be suspended while evidence is being gathered.</p> <p>The student will be provided an opportunity to explain their actions and provide their account of the incident.</p> <p>All major incidents will be referred to Goodstart Early Learning's disciplinary procedure.</p>

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Step No	Overview	Description/Who is responsible
<p style="text-align: center;">STEP 3</p>	<p>Expulsion from course</p>	<p>After repeated occurrences or when a major incident has taken place, providing all other steps have been completed, the student's enrolment will be cancelled and the student will be issued a Statement of Attainment for the units completed to date.</p> <p>NOTE: If the student disputes the claims of their inappropriate actions/behaviours the student may initiate complaints/appeals as outlined in the Complaints and Appeals Procedure.</p>