



ESTAR

ELITE SKILLS, TRAINING
& RECRUITMENT

CP-022

**Learner Discipline and
Sanctions Policy**

REV: 00

Address: 4 Westway, Westway House, Blaydon on Tyne, NE21 4EE

Policy Owner: Board of Directors

Applies to: All learners and apprentices

Review Frequency: Annual

1. Purpose

ESTAR Education is committed to maintaining a **safe, respectful and professional learning environment**.

This policy sets out:

- expected standards of learner behaviour;
- how misconduct is managed;
- the sanctions that may be applied; and
- how fairness and consistency are ensured.

The aim is to:

- support learner success;
 - maintain safety;
 - promote accountability;
 - protect all individuals within the learning environment.
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2. Scope

This policy applies to all learners across:

- apprenticeships
- adult skills provision
- commercial training
- work placements

It covers behaviour:

- at ESTAR premises
 - in employer workplaces
 - during remote learning
 - online where related to ESTAR
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3. Expectations of Learners

Learners are expected to:

- behave respectfully towards others;
 - follow instructions from staff and employers;
 - attend and engage in learning;
 - comply with health and safety requirements;
 - maintain professional conduct in all environments;
 - use appropriate language and behaviour;
 - adhere to safeguarding expectations.
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4. Types of Misconduct

Misconduct may include (but is not limited to):

4.1 Minor Misconduct

- lateness
 - low-level disruption
 - failure to follow instructions
 - poor engagement
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4.2 Serious Misconduct

- bullying or harassment
 - repeated disruption
 - refusal to comply with instructions
 - inappropriate behaviour in the workplace
 - misuse of equipment or systems
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4.3 Gross Misconduct

- violence or threats
- safeguarding breaches
- discrimination or hate behaviour
- drug or alcohol misuse
- theft or damage to property
- serious breach of health and safety
- possession or sharing of inappropriate material

5. Disciplinary Process

ESTAR applies a **fair and staged approach**, proportionate to the severity of the behaviour.

Stage 1 – Informal Action

- verbal warning
 - guidance and support
 - recorded internally
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Stage 2 – Formal Warning

- formal discussion
 - written warning issued
 - action plan implemented
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Stage 3 – Final Warning

- serious concern or repeated behaviour
 - formal written warning
 - escalation to senior staff
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Stage 4 – Disciplinary Outcome

- temporary suspension
 - removal from programme
 - referral to employer (apprenticeships)
 - safeguarding referral (if applicable)
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6. Immediate Action

In cases of **serious or gross misconduct**, ESTAR may:

- bypass earlier stages;
 - suspend the learner pending investigation;
 - take immediate protective action.
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7. Investigations

All disciplinary matters will be:

- investigated fairly and promptly;
- evidence-based;
- documented appropriately.

Learners will have the opportunity to:

- explain their actions;
 - provide context;
 - respond to allegations.
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8. Safeguarding Considerations

Where behaviour indicates potential risk:

- the matter will be escalated under the **Safeguarding Policy**;
 - appropriate external agencies may be involved;
 - learner welfare remains a priority.
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9. Employer Involvement (Apprenticeships)

For apprentices:

- employers will be informed of serious concerns;
 - disciplinary decisions may be taken jointly;
 - workplace behaviour is treated equally seriously as centre-based behaviour.
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10. Support for Learners

ESTAR recognises that behaviour may be linked to underlying issues.

Support may include:

- additional guidance
 - wellbeing support
 - safeguarding support
 - reasonable adjustments
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11. Appeals Process

Learners have the right to appeal disciplinary decisions.

Appeals must be:

- submitted within 10 working days;
- reviewed by a senior member of staff not involved in the original decision.

Final decisions will be communicated clearly.

12. Communication to Learners

This policy is communicated through:

- induction
- learner handbook
- tutor discussions
- employer engagement
- ongoing reviews

Learners are made aware of:

- expected behaviour;
 - consequences of misconduct;
 - how to seek support.
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13. Monitoring and Review

ESTAR monitors:

- disciplinary trends
- learner behaviour patterns
- links to safeguarding or wellbeing

This policy is reviewed annually or following significant incidents.

Date of last Review	Print Name	Position
02/02/2026	Keiran Casey	Chief Executive Officer
	Darren Beach	Quality Manager

14. Related Policies

- Safeguarding Policy
- Bullying & Harassment Policy
- Health & Wellbeing Policy
- Complaints Policy
- Equality, Diversity & Inclusion Policy