



Learner Discipline, Sanctions and Plagiarism Policy

This document sets out the code of conduct to which learners are expected to adhere whilst undertaking training, teaching and learning with Medex. It sets out the procedure that should be followed where the code of conduct is breached.

Breach of the code of conduct may lead to disciplinary action being taken against a learner. Repeated breaches or a single serious breach may result in a learner being suspended or asked to leave their course.

This policy applies to **all** learners, and all Medex provision - including apprentices, accredited and non-accredited learning.

These procedures are not related to a learner's academic performance or capability
The underlying principle is to provide an impartial process for dealing with problems of learner discipline.

Introduction to the Policy

Medex has developed the learner discipline policy to make clear:

a. The types of behaviour that are unacceptable
b. The procedures that will be used to deal with unacceptable behaviour
c. The likely sanctions for unacceptable behaviour

This policy and attendant procedures are required to promote a healthy, safe and productive learning and working environment for all learners and staff.

No disciplinary action will be taken against a learner until the circumstances have been investigated, except when misbehaviour has been directly observed by a member of staff; then appropriate action should be taken immediately.

Misconduct

The following are examples of misconduct:

- ? threatening behaviour or assault.
- ? any bullying (including cyber bullying), intimidation, harassment, taunting (including any homophobic comments), verbal abuse or the use of any violence or threat of violence towards any person.
- ? discrimination of any kind (including racial, homophobic, age, religion, sex, gender reassignment and disability).
- ? Any behaviour that relates to the PREVENT agenda.
- ? cheating, plagiarism.
- ? inappropriate access to web material deemed unsuitable.

Date Published: 17/01/2022

Date Reviewed: 14/03/2024

Date Planned Review: 14/03/2025

Person Responsible: Vicki Chetwood

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- ❓ Foul and abusive language used toward any other learners, member of Medex staff, visitors, security staff.
- ❓ Harmful, sexual behaviour including peer-on-peer sexual harassment and sexual violence, including online, in your lives and the lives of your peers. This includes sending 'nudes' and consent.

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

Online principles

The following are examples of rules when attending online sessions:

- ❓ Consent for recording sessions online.
- ❓ No photos, screenshots or recordings on personal phones unless agreed content and for a specific purpose.
- ❓ Wearing of suitable clothing.
- ❓ Appropriate area, away from others and neutral backgrounds where possible.
- ❓ Use of appropriate language in online chats.
- ❓ Appropriate email address and names when logging in to online sessions.
- ❓ Do not subject anyone to harmful, sexual behaviour including peer-on-peer sexual harassment and sexual violence, including online, in your lives and the lives of your peers. This includes sending 'nudes' and consent.

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

Stages of the Disciplinary Process

Verbal Warning / Informal Concerns

- (a) A verbal warning can be issued by any member of staff where a learner has breached the Learner Code of Conduct. These should always be noted on the Expression-of-Concern-Form
- (b) It is important that all staff who have concerns about a learner record the concern on the Expression-of-Concern-Form (to allow the manager to follow up with the learner.)
- (c) The manager or appointed staff member will review the evidence and make arrangements to interview the learner to discuss staff concerns.



Formal Concerns

Stage 1 (Action Plan)	<p>Behaviour: any breach of the learner code of conduct including disrespectful behaviour towards staff or fellow learners.</p> <p>A member of staff will create an action plan with the learner to support them to work towards displaying conduct better suited for the learning environment at Medex.</p> <p>For Apprentices, this may involve their employer.</p>
Stage 2 (Formal)	<p>A Stage 2 formal warning is given if there has been a failure by the learner concerned to make satisfactory progress during Stage 1. A learner can also be issued directly with a Stage 2 formal warning for any serious breach of the Learner Code of Conduct without having to go through the first informal stage.</p>
Stage 3 (Final)	<p>Stage 3 (Final) represents the final stage of the disciplinary process. If there is no improvement in behaviour, then the Manager may permanently exclude the learner from Medex provision.</p> <p>Apprentices should be aware that employers will need to be informed, and this could impact on their employment situation.</p>

Please note:

- ❓ Medex understands that the first step to modelling good behaviour is leading by example. This means that all staff and visitors must act professionally, responsibly and with integrity. We work hard to ensure that discipline is consistent across Medex so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately and without discrimination.
- ❓ Medex shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership and the rehabilitation of offenders.
- ❓ Medex shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.
- ❓ Special consideration will be given to learners whose behaviour might be the consequence of a recognised learning difficulty or disability, where appropriate.

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