

STUDENT DISCIPLINARY PROCEDURE

Part A: Summary of Roles and Responsibilities

Role	Responsibility
Student	<ul style="list-style-type: none"> • Follows the Student Charter as set out in Student Handbook. • Responds to reasonable direction from teachers and staff at Glenroy Neighbourhood Learning Centre. • If in breach of the Student Charter, meets with teacher(s) and the coordinator and makes reasonable efforts to resolve matters, issues or concerns. • Is open to identifying and/or considering solutions. • Is honest and truthful and cooperative with reasonable requests from staff involved under this Procedure.
All staff	<ul style="list-style-type: none"> • Ensures the safety of students and GNLC Users • Ensures orderly conduct of any GNLC associated activity both on and off-site. • Give reasonable directions to address breaches in the Student Charter and make reasonable attempts to resolve misconduct at the local level. • Listens and responds to concerns from students / other teachers or parents who raise matters / issues / concerns. • Raise serious breaches of the Student Charter with Coordinators and / or Managers
Coordinator	<ul style="list-style-type: none"> • Responds to and/or investigates student matters in a timely and appropriate manner in accordance with this Procedure. • Makes reasonable efforts to resolve the breaches at the local level. • Assists the Manager with any investigations of serious breaches of the Student Charter.
Manager	<ul style="list-style-type: none"> • Investigates serious breaches of the Student Charter • Facilitates Disciplinary Panel meetings
Support person	<ul style="list-style-type: none"> • Provides assistance and support to the student.

Part B – Overview of Procedure

GNLC promotes equity, fairness and respect. Any breaches in the Student Charter should be resolved at the local level where appropriate, ensuring a reasonable and proportionate response to matters.

Disciplinary Procedure – Complaint regarding Student Behaviour	
<p>Stage 1 – Local Level Resolution</p> <p>Attempt to resolve the issue at the local level</p>	<p>Any student, staff member, parent, Centre User or member of the public may raise a concern about Student behavior or a breach of the Student Charter.</p> <p>Any staff member at GNLC can receive a complaint. If a complaint or issue is raised, any staff member can give reasonable direction to a student. Reasonable direction will depend on the situation but at all times staff are expected to ensure safety of students and staff and GNLC property. Staff should provide an educative response which may include informing the student of the standards and behavior expected, reminding them of the Student Charter, asking them to desist from the action and advising the student of the consequences of continued inappropriate behavior.</p> <p>Staff involved in this stage must attempt to resolve the issue at the local level. Teachers can seek advice from Coordinators to assist in seeking a suitable resolution and support for students.</p>
<p>Stage 2</p> <p>Temporary removal</p>	<p>Temporary Removal</p> <p>As a general guide, serious breaches include, but are not limited to:</p> <ul style="list-style-type: none"> • Continued disruption of an activity • Vandalism or other anti-social behavior • Harassment, discrimination or bullying • Deliberate action that causes damage to the property of another student, staff member, public or GNLC property. • Academic misconduct (eg cheating or a breach in Authentication rules) <p>Staff may issue a temporary time out from class, depending on the breach. This should be no longer than 5 minutes and students must stay on-site for this time. Students must remain in an area where they can be supervised by the teacher or the coordinator.</p>
<p>Stage 3</p> <p>Investigation</p>	<p>An Investigation of an allegation of a more serious breach of the Student Charter should be conducted by the Coordinator and / or Manager. The Coordinator or Manager meets / communicates with parties involved to</p>



	<p>collect information regarding the misconduct. The investigation should take place as soon as practicable.</p> <p>The Coordinator should discuss findings with the Manager, who may choose to form a Disciplinary Panel.</p>
Stage 4 Disciplinary Panel	<p>Any referral to the Disciplinary Panel should set out:</p> <ul style="list-style-type: none">• The background to the alleged breach of Student Charter;• The specific type of misconduct that the student is alleged to have committed;• The names of any witnesses and their contact details;• Any supporting documentation that may be relevant to the investigation. Depending on the allegation such documentation may include witness statements, written complaints, copies of relevant communication (eg emails, screen shots of messages), the allegedly plagiarised work. <p>The Panel comprises of the Manager, the Coordinator and any other staff member the Manager may deem appropriate due to the nature of the breach.</p>
Stage 5 Decision	<p>The Manager informs the student in writing of the Panel's decision. Depending on the nature of the breach and the Panel's findings, there may be:</p> <ul style="list-style-type: none">• A referral to external support services• An educative response• A sanction

Relevant Procedures and Policies

- Student Disciplinary Policy
- Complaints and Resolution Policy
- Students Complaints and Resolution Procedure
- Discrimination, Harassment and Bullying Prevention and Management Policy
- Discrimination, Harassment and Bullying Prevention Management Procedure

Relevant Legislations

- Standards for Registered Training Organisations (RTOs) 2015 This Policy accords with the Australian/New Zealand Standard: Guidelines for complaints management in organizations ISO 10002:2014.
- Education and training Reform Act 2006 (VIC)
- Education and training Reform Regulations 2017
- AQTF Essential Conditions and Standards for Continuing Registration

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