



**Glasgow  
Kelvin  
College**

# **Glasgow Kelvin College Student Disciplinary Procedure**

## **Document Control Information**

Reviewed by the Academic Board: April 2026

Reviewed by the SCM Quality Forum: April 2026

Date of Next review: April 2028

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## 1. Introduction

This Student Disciplinary Procedure outlines how behavioural sanctions may be applied should learner behaviour fall significantly below that expected within the Learner Behaviour Policy and [Student Charter](#). Examples of types of student misconduct are outlined in the Learner Behaviour Policy.

The Learner Behaviour Policy, and this supporting procedure, have been developed to ensure a consistent process across all campuses, to support staff in the maintenance of good classroom conduct, and to provide a fair and transparent system for dealing with any situation that may arise in the classroom or on campus.

Allegations will be handled sensitively and with due regard to confidentiality. If a matter investigated under this procedure raises concerns about the welfare of an individual, College staff may refer their concerns to the Student Support Services Team and/or any other appropriate professionals.

## 2. Student Disciplinary Procedure

The College expects staff and students to treat each other with courtesy and respect at all times. Staff must also exercise a duty of care to all learners on behalf of the College.

Where possible and appropriate, resolution to learner behaviour issues should be sought through informal means and the promotion of positive behaviours. This is delegated to all College staff and may include an informal reprimand at the time of the disciplinary issue. Such a reprimand will not normally be recorded.

In the event of a more serious breach of the Learner Behaviour Policy, formal steps will be considered. This would most likely be for more serious infringements, such as behaviour which threatens the health and safety and/or physical or mental wellbeing of other students or staff.

The College may investigate and take disciplinary action in response to any allegations of misconduct that occur, either on College owned or operated premises and facilities, or during College related activities, including those that occur away from the College or outside of academic hours and terms. This includes conduct related to online, social or digital media.

**The formal disciplinary process is initiated by sending a completed Disciplinary Incident Report Form to Amrit Bedi, [abedi@glasgowkelvin.ac.uk](mailto:abedi@glasgowkelvin.ac.uk)**

The following sections outline the potential stages of this process.



### 3. Precautionary Suspension

A precautionary temporary suspension, pending disciplinary investigation and hearing, may be applied with immediate effect only in exceptional circumstances where it is necessary to protect the individual, the health and safety of other learners, or the learning environment. This is delegated as appropriate to either the relevant CLD Manager, Curriculum Manager, Head of Sector, or Assistant Principal. Under these circumstances, an investigation should be launched immediately and a hearing normally arranged within five College days.

Youth Access staff may impose a temporary suspension of a learner's activities with the College for a persistent breach of the Learner Behaviour Policy, for a period of up to two weeks. The suspension will apply immediately but must be reviewed by a Curriculum Manager, Senior Curriculum Manager or Assistant Principal within 48 College hours.

In all other circumstances, a learner facing allegations may continue to attend College pending investigation and the arrangement of a disciplinary hearing, as outlined below.

### 4. Guidance on Conducting a Hearing

An appointed member of staff (delegated to CM, SCM, CLD Manager or Assistant Principal) should conduct an investigation, including assembling all relevant information (e.g. witness statements, CCTV footage, evidence of electronic communications etc as relevant).

A learner who is subject to a potential behavioural sanction has the right to a hearing before the application of that sanction (excluding precautionary suspension as above). The opportunity for the learner to be heard should be organised in a non-intimidating manner. The hearing should be convened as soon as possible, with the individual invited to the hearing by means of email and post.

Communication should indicate:

- the date, time and place of the hearing;
- the behavioural matter to be discussed;
- the right of the individual to be accompanied by a friend, colleague or member of the College Student Association Executive Committee.
- that any reasonable adjustments required for the hearing should be notified to the named person in the original correspondence at least two days before the hearing.

The Hearing:

- The hearing will be chaired by a relevant staff member (delegated to Curriculum Manager, CLD Manager, Head of Sector or Assistant Principal). This should not be the same person who carried out the initial investigation. The hearing chair should introduce everybody present and explain their roles. At least two members of college staff, including the chair, will be present at the hearing to ensure procedural integrity.
- The chair will explain the purpose of the hearing, outline the process to be followed, and clearly set out the behavioural matter to be discussed.
- The allegations will be presented clearly to the learner, with explanation of the reasons why the learner's behaviour was unacceptable.
- The learner will be given a full and fair opportunity to respond to the allegations, present their account of events, and provide any relevant explanation or mitigation.
- The chair may ask questions of either party, but cross questioning will not be allowed
- The chair will conclude the hearing by advising the learner that they will be informed of the outcome in writing.



The learner may be accompanied by someone (such as a parent, legal guardian, carer, support worker, advocate, member of the Student Executive Committee, representative of the National Union of Students or friend). This person may be given the opportunity to speak during the hearing but cannot answer questions instead of the learner. Exceptions may be made on behalf of vulnerable learners and those who have additional support needs.

If the learner fails to appear at the hearing without making contact or providing a reasonable explanation, the hearing may proceed and a decision made in the learner's absence.

Reasonable adjustments to the hearing will be made where there are grounds for such support. These should normally be agreed with the manager conducting the hearing a minimum of two College days prior to the hearing. Grounds could include, for example, a specific communication difficulty or medical condition.

Decisions on the outcome of an investigation will be made on the balance of probabilities, meaning that the Chair will determine whether it is more likely than not that the alleged behaviour occurred, based on the evidence presented.

## **5. Formal Sanctions**

Based on the evidence considered at the hearing, one or more of the following behavioural sanctions may be implemented:

a) A behavioural sanction or warning in writing. This is delegated to Curriculum Manager, CLD Manager, Head of Sector, or Assistant Principal.

b) Suspension from attendance at the College or College activities. This is delegated to the Head of Sector or Assistant Principal.

- Full-time learners may be suspended for up to 10 normal class days (10 days when they would usually be timetabled to attend classes).
- Learners studying in any other mode (for example part-time, evening or block-release) can be suspended for up to 20 scheduled attendances (the next 20 occasions on which they would normally be expected to attend College).

c) Temporary Exclusion from the College. This should only be considered in relation to serious breaches of the Learner Behaviour Policy and is delegated to an Assistant Principal or higher. Temporary exclusion will be for a defined period, such as the remainder of the academic year, or for a specified period not normally exceeding three academic years. After this, the learner may be eligible to re-apply for admission, subject to College procedures.

d) Permanent Exclusion from the College. This should only be considered in relation to extremely serious breaches of the Learner Behaviour Policy and is delegated to a Vice Principal, Principal or Board Member.

e) No sanction applied

At all stages, the learner will be informed in writing, with a record of any formal behavioural sanction maintained of the by College Administration and overseen by the appropriate Assistant Principal. All documentation will be securely retained by College administration staff, and details of the sanction will be recorded on the learner's Unit-e record. No records relating to these matters will be kept by any other members of College staff.



The College will retain student disciplinary records for a maximum of six years after the conclusion of the disciplinary process. This period reflects the College's legitimate need to retain information only for as long as necessary, in line with the UK GDPR storage limitation principles, which require that personal data must not be kept longer than needed for its purpose. Where safeguarding, legal, or regulatory obligations require a longer retention period, the College will retain records only for the minimum period necessary to meet those obligations. At the end of the applicable retention period, all records will be securely destroyed in accordance with the College's Data Retention Schedule and UK GDPR requirements for safe and compliant data disposal

Where appropriate, the College may inform the learner's parent/ legal guardian (if they are under the age of 18), employer or other sponsoring agency (if they pay the learner's fees) of disciplinary sanctions applied, and the reasons for that action.

In circumstances where there is a potential breach of the law, the College should inform the police in addition to carrying out its own investigation. Separately, the College may take lawful civil action to recover the cost of any damage that has been wilfully and deliberately caused to College property. In such cases, recovery may be sought from the learner or, where appropriate, their legal guardian. At the discretion of the College, and where there is a clear risk to health and safety, it may suspend the learner and delay its own investigation until the case is no longer considered a police or legal matter.

Following a serious behavioural incident, the College will take proportionate and time-limited steps to manage ongoing risk and support the learning environment. This may include temporary adjustments such as additional staff deployment, changes to class arrangements, or the provision of personal safety measures. Any such actions will be informed by a risk assessment and kept under review, with the aim of safeguarding staff and learners while maintaining continuity of learning.

## **6. Right of Appeal**

Learners will have the right of appeal against any formal behavioural sanction applied against them, with an appeal hearing granted in cases where there are relevant grounds.

An appeal will not normally reconsider the original matter in full but will focus on whether the decision-making process was fair, reasonable, and properly applied.

The learner's right to appeal is satisfied by the College's consideration of the written appeal. For an appeal hearing to be granted, the written appeal must include one or more of the following valid grounds:

- New or additional evidence or information not available, or that could not reasonably have been provided, during the initial hearing
- Evidence that the disciplinary process was not properly applied and that this may have materially affected the outcome
- Evidence of bias, lack of impartiality or conflict of interest in the initial hearing that could have affected the initial outcome
- Evidence of a failure to consider reasonable adjustments for learners with additional needs.

The Head of Enhancement & Assurance will be responsible for evaluating the presented grounds for appeal.



An appeal must be made formally in writing within five College days of the learner being informed of the original decision, and must clearly state which of the above grounds are being cited.

In such cases, the appeal will normally be heard by the next senior manager within twenty-one College days, but this may vary according to circumstances. Unless there are extenuating circumstances, the original sanction will remain in place pending the outcome of the appeal hearing.

An appeal panel will consist of two College managers not previously involved in the case. These would normally be Assistant Principal or Heads of Sector. Should the appeal be related to a permanent exclusion, the hearing should be chaired by a Vice Principal, Principal or Board Member.

The learner shall be invited to attend by email and post informing them of the date, time and place of the hearing and the behavioural matter to be considered. Conditions of the appeal hearing in terms of notification of non-attendance, right to accompaniment and hearing format will be as per the original hearing (outlined in Section 5 above). Both the College and the learner may call witnesses and produce written evidence. It is the responsibility of the learner to arrange the attendance of any witnesses they wish to call in support of their case.

Should the learner wish to be accompanied by an external advocate not listed above, the College should be notified five working days prior to the hearing. The panel may in such cases decide to have appropriate additional representation.

The appeal panel shall have the right to:

- uphold the original sanction
- set aside the original decision to apply a sanction
- amend the original sanction (e.g. decrease or increase a period of suspension or exclusion, decrease from a more serious sanction to a written warning or vice versa)

### **The appeal decision is final**

The decision of the appeal panel will be final, and will be communicated to the learner in writing by email and post. There shall be no further right of appeal within the College.

## **7. Learners Attending School or Otherwise in the Care of a Local Authority**

All decisions relating to learners of school age, attending local secondary schools or otherwise in the care of a local authority, are notified to the appropriate head of service. This will be the Director of Education or the Director of Social Work respectively.

It is the responsibility of Assistant Principals to raise any concern of this nature and notify the appropriate head of service. This notification will normally be sent by post and email within five College days.

It is particularly important that where the College makes a decision to exclude a school age learner from any College activity during school hours, that the learner is returned to their school or care setting. Appropriate arrangements will be made to escort such learners to their school or care setting.



The College reserves the right in specific circumstances to terminate a school age learner's placement with the College. This will be communicated in advance to either the Director of Education or the Director of Social Work. Copies of correspondence will also normally be sent to the learner's school or care setting.

## **8. Learning and Teaching Committee**

Members of the Learning and Teaching Committee will be informed of all permanent exclusions and the reasons for such action. Normally papers related to such decisions considered at the Learning and Teaching Committee will not be lodged, for reasons of confidentiality, in the public domain. Similarly, minutes of any decision discussed will not identify the individuals concerned.

Files relating to such decisions will be available on a confidential basis, to members other than those with a potential conflict of interest (notably learner and staff representatives).

## **9. Review**

This Student Disciplinary Procedure will be reviewed every two years

## **10. Related College Documents**

The following College documents support implementation of this procedure:

- Learner Behaviour Policy (subject to approval – link to follow)
- [Student Charter](#)
- [GKC - Equality Diversity & Inclusion Policy](#)
- [GKC - Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure](#)
- [GKC - Dignity and Respect Policy and Procedure](#)
- [GKC - Health and Safety Policy](#)

