



Empowering Futures

Sanctions Policy

Version: 1.0

Date of Issue: 22 May 2025

Next Review Date: 22 May 2026

Approved by: Rhean White, Centre Manager

1. Purpose

The purpose of this Sanctions Policy is to outline the procedures and measures that Empowering Futures may apply when learners, staff, or other stakeholders breach expected standards of conduct, assessment integrity, or operational procedures. This policy ensures transparency, consistency, and fairness.

2. Scope

This policy applies to all learners, employees, contractors, and third parties associated with Empowering Futures. It is relevant to behaviour, assessment conduct, malpractice, attendance, and any breach of policies or procedures.

3. Objectives

- To promote a safe, respectful, and compliant learning environment.
- To address breaches of conduct, policies, or procedures in a fair and proportionate manner.

- To maintain the integrity and reputation of Empowering Futures and its programmes.
- To comply with awarding organisation and regulatory body requirements.

4. Grounds for Sanctions

Sanctions may be applied for, but are not limited to:

- Academic misconduct (e.g., plagiarism, cheating)
- Breach of behaviour policy or code of conduct
- Repeated non-attendance or lateness
- Failure to follow health & safety or safeguarding protocols
- Verbal or physical abuse
- Misuse of equipment or facilities

5. Types of Sanctions

The type and severity of sanctions will depend on the nature of the breach. Sanctions may include:

- Verbal warning
- Written warning
- Temporary suspension from activities or site
- Requirement to repeat work or attend additional sessions
- Restriction of access to specific resources or equipment
- Termination of placement or exclusion from the programme
- Referral to external agencies or authorities where required

6. Procedure for Applying Sanctions

Sanctions will be applied following a fair process:

- Incident or concern is reported in writing.
- Investigation is conducted by a senior staff member.
- Individuals involved are given an opportunity to present their account.
- Findings are reviewed and an appropriate sanction determined.
- Outcomes are recorded and communicated in writing.
- An appeal process is available via the centre's Complaints and Appeals Policy.

7. Record Keeping

All sanctions will be documented and securely stored in the individual's record. These records may be shared with awarding organisations or external authorities where appropriate and will be retained for a minimum of three years.

8. Roles and Responsibilities

Centre Manager:

- Ensures fairness and consistency in sanction decisions.

Staff:

- Report concerns and support implementation of agreed sanctions.

Learners and Stakeholders:

- Expected to comply with rules and engage respectfully with any investigation process.

9. Review and Continuous Improvement

This policy will be reviewed annually or in response to legislative or awarding organisation changes. Feedback from staff and learners may also inform revisions.

Signed: R. White

Name: Rhean White

Role: Centre Manager

Date: 22 May 2025