

MISCONDUCT AND DISCIPLINARY ACTION POLICY

1. PURPOSE

- 1.1. Students of International Child Care College Pty Ltd (**ICCC**) are expected to conduct themselves in a respectful and appropriate manner while engaged in ICCC Training and Assessment related activities. This Policy is designed to provide guidance on common types of misconduct or non-engagement.

2. SCOPE

- 2.1. In this Policy, “**College**” or “**ICCC**” refers to International Child Care College Pty Ltd.
- 2.2. This Policy applies to all students enrolled into a course at the College; collectively referred to as [**‘students’**].
- 2.3. This Policy may apply or relate to employees of the College, collectively referred to as [**‘staff’**] or [**‘employees’**].

3. DEFINITIONS

- 3.1. **Disrepute** is the state of being held in low esteem by the public. To bring the College into disrepute would be to damage the reputation of the College.
- 3.2. **Misconduct** is any kind of unacceptable, unethical or improper behaviour or illegal activity

4. MISCONDUCT

- 4.1. Students are required to conduct themselves in a professional manner at all times and refrain from misconduct and/or actions that may bring the College into disrepute. Examples of such behaviours include (this list is not exhaustive):
 - Breaching the ECA Code of Ethics and/or the ICCC Code of Conduct for students;
 - Failing to engage in ICCC Training and Assessment related activities as directed;
 - Non-attendance to scheduled meetings;
 - Being under the influence of drugs/and or alcohol;
 - Use of abusive language;
 - Inappropriate dress (contrary to the Dress Code);
 - Treating others in a discriminatory manner;
 - Bullying or intimidating others;
 - Acting in a dishonest or deceptive manner including plagiarism; or
 - Acting in a way that puts children at risk of harm.
- 4.2. The College reserves the right to impose discipline for student misconduct, up to and including termination of active training contracts.
- 4.3. Discourteous or unseemly conduct may result in a scheduled event being cancelled or postponed. Persistent misconduct on the part of a student may subject a student to further disciplinary action.

5. STAFF RESPONSIBILITIES

- 5.1. ICCC staff are responsible for:
 - Informing students of expectations related to behaviour and explaining what constitutes behaviour misconduct.

- Responding immediately to observed misconduct to maintain a safe environment for staff and students and to protect the rights of individuals or groups.
- If the observed behaviour misconduct is serious in nature, the staff member may suspend the student students continued participation in ICCC Training and Assessment related activities (training sessions, assessment, learner support sessions etc).
- Record ((Trainer Review) behaviour misconduct when it is observed, and actions taken in the immediate response.

5.2. If the staff member observing the misconduct considers that the student may be violent or is likely to cause harm to other students and /or staff, or damage property at the RTO, the Police must be contacted and requested to respond to control the situation.

6. STUDENT RESPONSIBILITIES

6.1. Students are responsible for:

- Being informed of their rights and obligations and comply with Commonwealth or State law;
- Behaving in a way that supports the freedom of other persons (students) to pursue their studies and participate in the activities of ICCC Training and Assessment.
- Identifying themselves and ICCC Training and Assessment related activities truthfully;
- Behaving in a way that supports the safety or health of any other person;
- Treating ICCC property with respect and prevent damage or destruction of property;
- Behaving in a way that supports the appropriate conduct of official RTO meetings, ceremony, activity, or assessment.
- Treating others with respect and not discriminate based on gender, race, age, sexual preference or religious belief.
- Being free from (not under the influence of) prohibited drugs and/or substances including alcohol during attendance at ICCC or any ECEC workplace.

7. DISCIPLINARY ACTION

7.1. Where a student is found to be in breach of this Policy, disciplinary action may be taken. The following is a non-exhaustive list of potential consequences for misconduct and violations of the Student Code of Conduct. Depending upon the misconduct or violation, more than one sanction may be required.

- Disciplinary warning - written and/or verbal notice to a student for non-engagement, misconduct, or a violation of the Student Code of Conduct.
- Disciplinary limitations - in some cases a violation of the Student Code of Conduct could result in a student being restricted from participating in certain events.
- Disciplinary probation - a student is placed on disciplinary probation for a specified amount of time.
- Disciplinary dismissal - a disciplinary dismissal results in the permanent separation of a student from the College.
- Restitution - reimbursement for actual damage or loss caused by violations to the Student Code of Conduct.

7.2. A student subject to any disciplinary action shall be given an opportunity to appeal this decision.

8. REVISION HISTORY

Rev	Date	Revision Description	Name
V1	27/08/2024	Initial Policy	KC