

The Sherwood Psychotherapy Training Institute  
**Student Disciplinary Procedure**

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This procedure seeks to ensure that student disciplinary matters are dealt with fairly and promptly at the appropriate level.

## 1. Scope

**1.1** The procedures apply to all students who are in training at SPTI, including those whose course of study is suspended for whatever reason.

**1.2** The purpose of this procedure is to ensure that student behaviour complies with the standards set out in the **SPTI Code of Professional Conduct and Fitness to Practice**.

This is published in the Student Handbook and all students subscribe to this at the start of each year of training.

**1.3** Any alleged breaches of the Code of Conduct should be reported within 15 days of the incident, or the last in a series of incidents. Allegations will only be considered outside of this timeframe in exceptional circumstances.

## 2. Procedure

**2.1** In the event of an alleged breach of the Code of Conduct by one or more students, the relevant Programme Leader is the authorised person responsible for investigating and collecting the appropriate evidence.

**2.2** The complainant will be asked to formalise the complaint by putting it in writing.

**2.3** The Programme Leader will make the investigation process clear to the complainant. The complainant will confirm whether or not they are happy for their name to be made known to the person/s being complained about. The complaint cannot be taken any further if any request to remain anonymous would unfairly restrict the investigation of the complaint.

**2.4** The Programme Leader will as soon as is reasonably practicable investigate the alleged breach of the Code of Conduct and invite the student/s to a meeting to inform them of the allegation. The student/s will be given the opportunity to give their account of events and to admit or deny the offence.

**2.5** Where the student/s admits responsibility there will be no right of appeal.

**2.6** Where a student denies the alleged breach of the Code of Conduct, the information gathered will be reviewed and considered by the Programme Leader.

**2.7** Where an offence is admitted, or the Programme Leader is satisfied that there been an act of misconduct carried out by that student, the Programme Leader consults with the Director of Training in order to determine the appropriate course of action. Information relating to any previous relevant criminal convictions/misconduct may also be considered at this stage.

**2.8** In all instances students will receive a written statement from the Head of Training outlining:

**2.8.1.** The nature of the alleged breach

**2.8.2.** The conclusions of the investigation into the alleged breach

**2.8.3.** The course of action being taken

The complainant will also get a written statement

**2.9** Where a student has failed to conduct themselves in a professional and courteous manner under paragraphs 3 and 7 of the Code, they will be invited to a meeting with the Programme Leader and / or the Director of Training to reflect on and discuss their behaviour. In addition, they will be required to restate their commitment to the Code in writing within 5 working days and to reflect on their personal learning in

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relation to the breach of the Code of Conduct in their end of year Personal Development Profile. A record will be kept of this meeting and its outcomes.

**2.10** Where the student's breach of the Code(s) of Conduct listed above has involved behaviour considered to be more serious, including for example dishonesty, indecency, harassment, bullying, violence, abuse of drugs or alcohol, (see paragraph 2 of the Code) they will be invited to a meeting with the Director of Training and their Programme Leader to discuss their conduct.

Potential outcomes from this meeting include:

**2.10.1.** The issuing of a written warning

**2.10.2.** A requirement of the student to restate their commitment to the Code of Conduct

**2.10.3.** A requirement of the student to make amends where the breach has involved another person

**2.10.4.** Permanent exclusion from the course of study.

**2.11** Where a student already has a written warning on file, or where permanent exclusion from the course of study is proposed, the details and outcome of the case must be referred to the Directors.

**2.12** The student will be notified in writing, to their SPTI email address, of the outcome of the investigation, normally within 10 working days of the meeting.

### **3. Appeal**

**3.1** Any student wishing to appeal against the decision must do so within 10 working days of receipt of the email notifying them of the outcome.

**3.2** The appeal should be made in writing to the team of Directors

**3.3** Grounds for the appeal may be one or more of the following:

**3.3.1.** The review of the evidence carried out by the Programme Leader and Director of Training did not take into account all relevant facts before the decision was taken. In this case, fresh evidence must be introduced in support of any appeal at the time the request is lodged; no appeal shall be heard if all the evidence submitted has already been considered at the earlier stage. This fresh evidence will only be considered if it had not been available at the time of the original decision.

**3.3.2** The procedures were not followed correctly prior to decisions being taken.

**3.3.3.** Where the result of the disciplinary action was permanent exclusion, the student shall have the right of appeal on the additional grounds that the nature of the breach of Code of Conduct does not justify exclusion.

**3.4** If the Directors are satisfied that a prima facie case exists, they can consider the appeal. Under these circumstances, the Directors may:

**3.4.1.** Uphold the original decision and sanction

**3.4.2.** Uphold the original decision and impose a different sanction

**3.4.3.** Find that there is no case for the student to answer.

**3.5** The decision of the team of Directors will be final, no further appeal under this procedure will be permitted and a completion of processes letter will be sent to the student.