



Cheshire County Football Association Policy for Removing Learners from Courses - Version 4 – October 2021

In very rare cases it may be necessary to remove a learner from a course for unacceptable behaviour. This may range from a single episode of improper conduct to continuous low-level disruption of the course.

Where there is a demonstration of inappropriate behaviour from a learner on the course the following stages should be followed by the tutors/assessors

Stage 1

The tutor/assessor should discuss the learners' behaviour direct with the individual, this ideally should be supported by a witness (this can be another learner aged over 18), and attempt to agree a change and way forward or a solution in their behaviour. Ideally a warning of potential course removal should be issued which should be documented with times/date etc.

Stage 2

If the inappropriate behaviour is continuous disruption and cannot be resolved to the satisfaction of tutor/assessor and if the tutor/assessor feels unable to deliver a session or sessions because of an unhealthy influence, it is acceptable for that person to be asked to leave the course.

It is important in carrying out this process that the tutor/assessor remains calm at all times and clearly explains the reasons for the expulsion in the presence of a witness. There is no need to be drawn into an argument.

Once the learner has been removed, at a suitable time the tutor/assessor should record the incident/actions and it should be submitted in writing using the Cheshire County Football Association Incident Form to Cheshire County Football Association Complaints Officer, James Self. The opportunity to also include witnesses' statements should be sought to confirm the inappropriate behaviour of the learner removed and their affirmation should be timed and dated.

Removing Learners who are Under Eighteen

In some cases the person removed maybe a minor. Whilst this does not affect the decision-making process in terms of deciding on ejection, there is clearly a safeguarding protocol that needs to be followed to ensure the person leaves the premises safely, has established a method of transport home, and that a parent or carer has been notified of their premature exit from the course. Using the course records, or information supplied by the learner, the parent or carer should be contacted, informed of the decision and the reasons underpinning it, and asked to arrange transport home. Again, this should be documented. If contact is impossible, or early transport cannot be arranged, then the person should stay on the premises but detached from other learners.

When courses are being delivered for Further Education establishments during their curriculum programme, using the course contact records the course organiser from the Further Education establishment should be notified immediately of the learner premature exit from the course and the reasons underpinning it.

Learner Incident Form should also be reported to the Cheshire FA Safeguarding Manager.



Learner Incident Form

Tutors/Assessors are required to complete this form to record the incident(s) and actions taken to remove a learner from the course and forward it to the Complaints Officer.

Tutors/Assessors Name	
Learner's Name	
Address	
Contact Number	
Date of Incident Report Submitted	
Date of course/assessment	
Venue of course/assessment	
Event Authorisation Number (EAN)	

Describe the nature of the Learner Incident/Behaviour as fully as possible:

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Describe the Actions taken:

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Please attach an additional sheet, if necessary

Tutor/Assessor Signature		Date	
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Witness description of the nature of the Learners behaviour, please describe as fully as possible:

Please attach an additional sheet, if necessary

Witness Signature		Date	
Witness Full name			

Please return this form to:

Complaints Officer
James Self, Cheshire County Football Association LTD, Hartford House, Hartford Moss Recreation
Centre, Winnington, Northwich CW8 4BG