

WEA Unacceptable Learner Behaviour Procedure

At the WEA, we try to keep rules for learner conduct to a minimum. However, it is important that you know what we consider to be unacceptable behaviour and what happens when someone behaves unacceptably.

What we expect of learners is set out in:

- [WEA Learning Agreement](#)
- [WEA Computer and Digital Use Policy](#)
- [WEA Equality, Diversity, and Inclusion Policy](#)

There may also be local agreements that relate to specific classes or venues, e.g. where special health and safety or other rules apply. Your tutor will also agree some class "ground rules" with your class at the start of your course.

When you join a WEA course, you agree to abide by the [WEA Learning Agreement](#). This is introduced to you during induction. You may also verbally agree to local or class rules.

As an adult educational provider, we hope that agreement of the Learning Agreement is sufficient to ensure that they are kept to, to everyone's' benefit. However, there are some consequences if the Learning Agreement is broken.

Breaking the Learning Agreement

If your tutor feels that you are not adhering to the Learning Agreement, the following will happen.

1. Your tutor will first discuss the matter with you and agree with you how to tackle the problem. This may result in the tutor providing you with action plan highlighting areas that need improving within a set deadline.
2. If your tutor is not satisfied with the result, they will pass the matter on to their Course Manager who will discuss it with you and see if a resolution is possible, agreeing further action.
3. If there is no resolution or improvement, or you do not carry out suggested actions to help you improve, the Course Manager may then take disciplinary action. You may be given in the following order:
 - A verbal warning
 - A written warning.
4. If there is still no improvement in your conduct, or you do not carry out suggested actions to help you improve, the Course Manager will refer the matter to the Head of Learning Delivery. The

Course Manager will carry out further investigations and discuss it with you and with the Head of Learning Delivery. If there is no resolution, the Head of Learning Delivery may then issue a letter asking you to leave.

Some serious breaches of the Learning Agreement may result in immediate disciplinary action - usually you will be asked to leave the course straight away.

These include:

- Bullying towards other learners, WEA staff and volunteers
- Very seriously disrupting the learning of other class members
- Any form of abuse (i.e. sexual, verbal, or physical) towards other learners, tutors, WEA staff and volunteers
- Poor attendance
- Not taking part in required course assessments.
- Not submitting assignment deadlines on time
- Violence against other learners, WEA staff and volunteers
- Safeguarding and prevent related matters where you or others may be at risk of harm
- Written, online or verbal abuse or language that is racist, sexist, ageist, homophobic or offensive to people with a disability
- Serious substance abuse (e.g. alcohol or drugs) before or during class or on WEA-managed premises
- Contravening exam, accreditation, or assessment regulations
- Interfering with WEA computers
- Any other concerning matters

If you are employed, and your employer is contributing to your course and /or exam fees, your employer will be sent information about/copies of both verbal and written warnings. You will be given every opportunity to obtain a copy of any records relating to you and will be told how you can view the records held by the WEA.

You also have the right to appeal at any stage of the disciplinary procedure, using the complaints procedure, and have the right to be accompanied by a friend or helper when attending any meetings with WEA Course Managers or Head of Learning Delivery.

If you think the WEA has broken the Learning Agreement, please use the Complaints Procedure. You can also use the Complaints Procedure to raise a grievance if you feel that you have been unfairly treated at any stage.

This policy is part of a suite of Learner Support policies defining learner support entitlements. Most relevant policies are publicly available through the WEA's website at <https://www.wea.org.uk/about-us/policies>

Date of this Review	Date of next Review	Policy reviewed and updated by:	Policy approved by:
January 2025	July 2025	Head of Learner Attraction and Experience	Director of Learning