# Elysian Plagiarism Policy

**Providing Animal Assisted Therapy & Learning**

**Date Agreed: April 2025**

**Date of next review: April 2026**

*Elysian is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## Overview

Elysian is committed to fostering a culture of integrity, independence, and curiosity in all its learners. Whether engaging in learning through an Elysian School or participating in externally accredited courses via Elysian Training & Development, all learners are supported to develop their own voice, demonstrate understanding through their own work, and respect the intellectual property of others.

This policy outlines how we support learners in understanding plagiarism and copyright, and the steps we take to investigate concerns fairly, with a focus on education and intent rather than punitive measures. However, for externally accredited qualifications, we are required to follow the Joint Council for Qualifications (JCQ) policy on plagiarism where applicable, including potential reporting to examining bodies.

## Aims

- To educate learners about what constitutes plagiarism and copyright infringement.

- To support learners in developing skills in research, referencing, and originality.

- To implement a fair and thorough investigation process where concerns arise.

- To distinguish between intentional academic dishonesty and misunderstandings or developmental learning needs.

- To ensure compliance with JCQ guidance for all externally accredited qualifications.

- To reflect different expectations for school-aged pupils and adult learners.

## Defining Plagiarism

**Plagiarism is defined by JCQ as:**

"The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own."

**Examples may include:**

- Copying work from another learner or online source.

- Presenting copied material without citation.

- Submitting someone else's work, including AI-generated content, as your own.

## Educational Responsibility

At Elysian, we recognise that learning is a process. Many instances of plagiarism in younger learners stem from a lack of understanding rather than intention. As such, we:

- Provide age-appropriate guidance on plagiarism and referencing.

- Encourage collaboration while maintaining personal accountability for assessed work.

- Deliver training for adult learners in how to properly cite sources and develop original work.

- Support all learners to build their skills and confidence in producing authentic work.


**Roles and Responsibilities**

**Learners (School and Adult Courses)**

- Do their best to submit original work and seek help if unsure.

- Avoid sharing assessed work with others.

- Ask for clarification if they don't understand what constitutes plagiarism.

**Staff**

- Teach learners how to research, reference, and produce original work.

- Offer scaffolded support and exemplars to guide learners.

- Identify and address concerns sensitively and proportionately.

- Use a staged approach to investigation that considers the learner's developmental stage and intent.

**Parents/Carers (for school-aged learners)**

- Encourage children to complete their own work and ask for help if needed.

- Discuss academic honesty and praise independent effort.

- Work with staff if concerns arise, recognising the goal is always learning, not punishment.


**Investigation Procedure**

**In cases of suspected plagiarism, staff will follow a three-step approach:**

**Step 1: Investigation**

- Review the work and gather evidence.

- Consult with a senior team member to determine the need for further exploration.

**Step 2: Learner Conversation**

- Hold a confidential, supportive conversation with the learner (separately if others are involved).

- Listen to their explanation, exploring their understanding and intent.

- Present the concern and allow the learner space to reflect and respond.

**Step 3: Action and Support**

- For unintentional plagiarism (e.g. developmental misunderstanding), provide support, guidance, and an opportunity to redo the work with feedback.

- For deliberate academic dishonesty (e.g. work purchased or knowingly submitted as original), adult learners may face consequences in line with awarding body policy.

- For externally accredited qualifications, any plagiarism will be reported to the relevant board in line with JCQ guidance and may result in disqualification.

**Distinction Between Learner Types**

**School-Aged Pupils:**

- **Investigations are developmental and restorative.**

- **Focus on learning from the experience.**

- **A staged, educational response is used, often with opportunities to resubmit work.**

**Adult Learners:**

- **Expected to uphold academic integrity independently.**

- **Supported with initial training and clear expectations.**

- **Serious breaches (especially in externally accredited work) may lead to formal sanctions or removal from the programme, in line with awarding body policy.**

**Conclusion**

**Elysian is committed to fostering a learning environment rooted in integrity, trust, and support. We believe every learner can achieve success through effort, honesty, and growth. This policy ensures that mistakes become opportunities for learning while also maintaining the standards required by external accrediting bodies.**

**For the purposes of this policy, where the term Elysian is used, it refers to Elysian Animal Assisted Interventions Ltd and Elysian Training and Development Ltd.**