



## BEHAVIOUR & DISCIPLINE POLICY (Student)

### Purpose & Scope

The college seeks to promote high expectations and standards for behaviour of all members of the College community, in order to promote respect and to ensure a healthy, safe and secure learning environment in recognition of Safeguarding and Equality & Diversity throughout the college.

### Policy Statement

#### PRINCIPLES

- Students should respect and show consideration for all members of the College community and should be entitled to receive it in return from staff and other students alike.
- That respect includes care for their own and others' safety, property and wellbeing.
- Everyone shares the responsibility for maintaining a positive learning environment.

#### AIMS

We aim to provide:

- Good adult and peer role models
- Reinforcement of positive attitudes to expectations
- A positive climate for learning
- Celebration of achievement
- A common responsibility for maintaining and implementing the College's Code of Conduct and Anti-Bullying Policy
- Clear expectations that raise aspirations
- Support for students which takes into account their individual circumstances
- A consistent approach to the handling of behavioural or discipline issues

### CODE OF CONDUCT FOR STAFF AND STUDENTS

All students at College have the right to be educated to the best of their potential. It is important that everyone works together to facilitate this

It is expected that **all members of the college community** will:

- at all times, behave in a polite and considerate manner showing respect for themselves, each other and for the College itself
- not use inappropriate language
- Follow the reasonable instructions of any member of staff
- behave in a manner which supports the learning of others, and does not jeopardize the health and safety of any member of the College community
- will adhere to the anti-bullying and harassment policy and will at all times promote tolerance and respect with regards to disability, age, gender, religion or belief, sexual orientation and race
- be punctual and well prepared for the work involved

- meet the college target for attendance
- meet assignment deadlines relevant to their study programme
- not eat or drink (other than water) within any of the classrooms/workshops/learning zones etc. - no food or drink **at all** is permitted near computers.
- wear appropriate clothing and footwear which is suitable for both a learning environment and meets any relevant professional or vocational standards.
- Will follow the college guidelines on the use of mobile phones, only using mobile phones within the classroom/learning environment as a learning tool.
- only smoke within the designated shelter/area.

Students are **not** allowed to:

- use inappropriate or offensive language.
- wear workshop clothing in any College building other than the workshops.
- spit or drop litter in or around the College.
- deliberately or by gross negligence cause damage to any buildings, equipment, resources or any property belonging to others
- misuse any substances within the grounds and premises of the college or any site where college activity is taking place
- bully, harass or intimidate any member of the college community or visitors

### **GROSS MISCONDUCT**

To protect the learning environment and ensure everyone's safety, the college takes seriously any behaviour which may do significant harm. Gross Misconduct is likely to result in a significant sanction which may include permanent exclusion. The types of behaviour which may constitute could include:

- theft of any kind
- aggressive behaviour or assault including any form of sexual harassment or inappropriate sexual contact
- deliberate damage to property
- endangering the health and safety of others
- possession and/or use of alcohol in college or being unfit for college due to alcohol
- possession and/or use of illegal substances or being unfit in college because of such substances
- cheating, plagiarism, forgery in connection with college work or external assessments
- attempting to access inappropriate material using college IT resources

This is not an exhaustive list and each incident will be considered individually. Students are likely to be suspended pending a formal investigation.

Students who attend and behave well will be recognised through the College reward system with:

- ABC Award scheme
- Award ceremonies.
- Celebrations of success and achievement.

Students who do not manage to attend and behave in line with expectations will be dealt with through the College system of sanctions or interventions.

### [Temporary/Permanent Exclusion of a student – Guidance for Heads of Area](#)

#### Factors to take into account before deciding to exclude

DfE Guidance states that any decision to exclude must be rational, reasonable, fair and proportionate and should take account of wider legal duties including the European Convention of Human Rights and equality legislation

The College decision to exclude must be taken on the 'balance of probabilities'. This means that if it is more likely than not that the student did what they are accused of. This is not the same as the 'beyond reasonable doubt' standard required in a criminal case

#### Factors affecting the behaviour of students

Before deciding whether to exclude, the College should take account of factors that may have affected student behaviour. These might be:

1. Bullying
2. Mental health issues
3. Bereavement
4. Unidentified SEN.
5. Identified SEN

Exclusion is a sanction to be sparingly used and usually occurs after other sanctions have failed to have an impact. Students may be placed at any level on the discipline ladder according to the severity of a misdemeanour.

#### Links to Policy

Our Behaviour & Discipline Policy states:

*'To protect the learning environment and ensure everyone's safety, the college takes seriously any behaviour which may do significant harm. Gross Misconduct is likely to result in a significant sanction which may include permanent exclusion. The types of behaviour which may constitute could include:*

- *theft of any kind*
- *aggressive behaviour or assault including any form of sexual harassment or inappropriate sexual contact*
- *deliberate damage to property*
- *endangering the health and safety of others*
- *possession and/or use of alcohol in college or being unfit for college due to alcohol*
- *possession and/or use of illegal substances or being unfit in college because of such substances*
- *cheating, plagiarism, forgery in connection with college work or external assessments*
- *attempting to access inappropriate material using college IT resources*

*This is not an exhaustive list and each incident will be considered individually. Students are likely to be suspended pending a formal investigation'.*

**Any decision to exclude a learner must be for one of the reasons outlined above or an incident of a similar nature.** Temporary exclusions allow an investigation to take place/evidence to be gathered as required.

#### Actions for Head of Area

- In all cases where a fixed term exclusion is required advice should be sought from the Director of Young People's Learning who has responsibility for matters of discipline.
- Appropriate policy must be followed at all times – see Behaviour & Discipline Policy 2017
- The temporary exclusion should not be for more than 10 working days
- If a learner is temporarily excluded, a letter must be sent home within 48 hours (for those under 18 addressed to parents) giving the reason for the exclusion, a copy of the Behaviour & Discipline Policy and the date of a review meeting.

- The detail of the situation must be recorded on Promonitor as a Discipline meeting.
- In cases of temporary exclusion appropriate work should be available to the learner so they are able to maintain their progress.
- A review meeting with the appropriate Head of Area, PPC/personal tutor, learner and parent (where applicable) and a college Director (SH or SMcA) should be held to consider the learners future at college.
- The outcome of the meeting must be communicated to the learner and/or parents in writing.
- Students returning to college should receive support to ensure they catch up with work missed and are not disadvantaged.
- Students who do not return to college and are permanently excluded should be referred to student services/external agencies such as Inspira who will provide support.

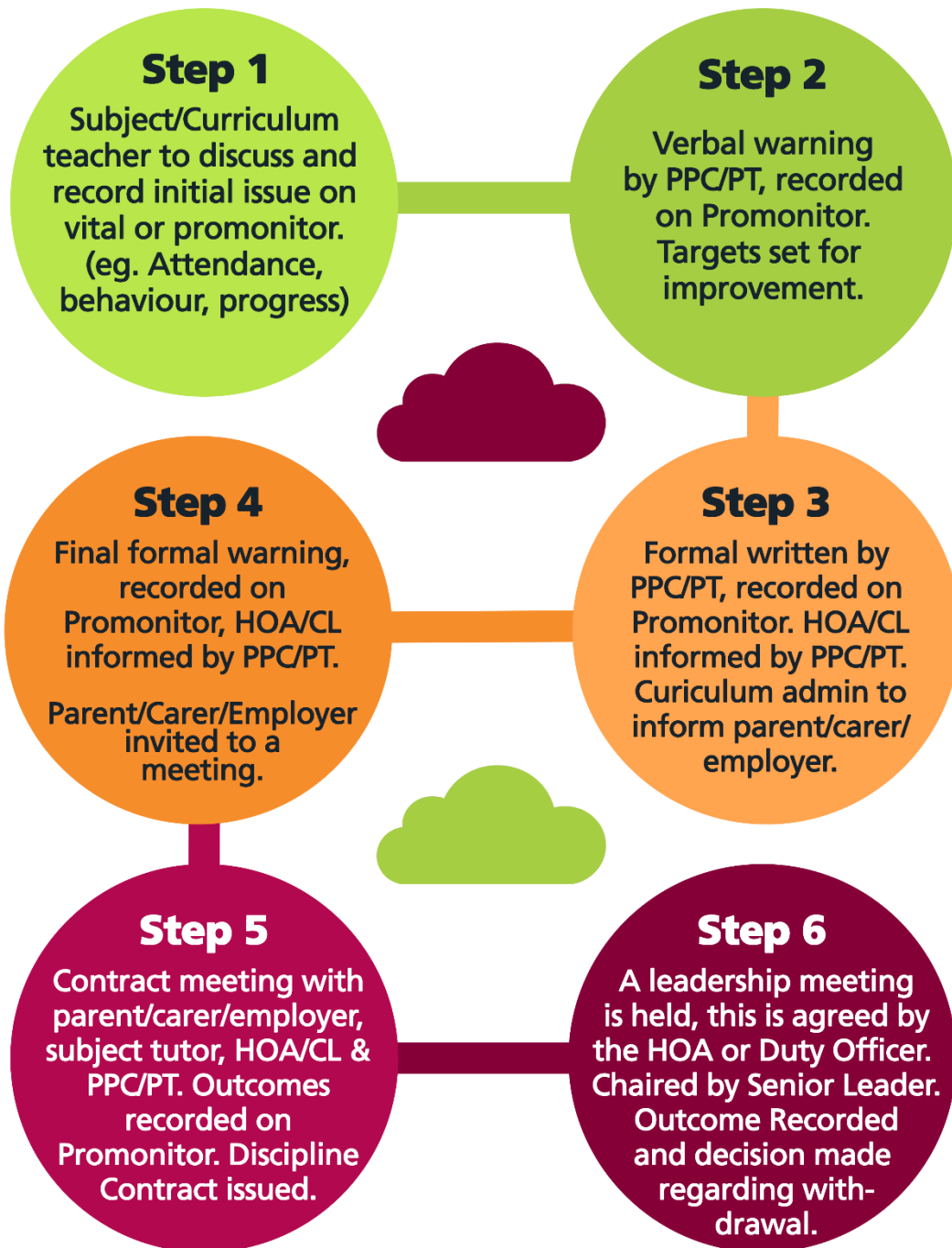
**This policy/procedure has been reviewed regarding the requirement for an Equality and Diversity Impact Assessment and a Privacy Impact Assessment.**

**At this stage it is felt that a full impact or privacy assessment is unnecessary as the college public duty has been discharged through a related policy/procedure or there is no current requirement.**

| Document Control |  | Linked Policies/Strategies | Linked Procedures |
|------------------|--|----------------------------|-------------------|
| Policy           | Behaviour & Discipline Policy                    |                            | Code of Conduct   |
| Responsibility   | Director of Curriculum - Young People's Learning |                            |                   |
| Approval Date    | June 2017  |                            |                   |
| Review Date      | June 2019  |                            |                   |
| Approval Group   | Quality Group                                    | SLT                        |                   |



# DISC Process At a Glance



## BEHAVIOUR & DISCIPLINARY PROCESS

| Stage   | Reason   | Person responsible  | Who will respond/how                               | How/what to record  | Outcome  |
|---|--|---|--|---|--|
| <b>STEP 1</b><br><i>INITIAL ISSUE</i>           | Attendance, punctuality, behaviour, completion or work, attitude to learning   | Subject / curriculum teacher speak to student and raise nature of concern   | PPC/Personal Tutor - acknowledging issue           | Record nature of problem on vital/pro monitor and action taken                          | PPC to review progress   |
| <b>STEP 2</b><br><i>VERBAL WARNING</i>          | Initial issue remains a cause for concern, little or no improvement seen.<br>PPC/PT judges the need for more formal intervention | PPC/personal Tutor  | PPC/Personal Tutors to record on vital/pro monitor | Update nature of the problem<br>Set targets for improvement                             | PPC/PT to review progress against set targets<br><br>Phone call to parent/carer/employer if PPC/PT deems appropriate |
| <b>STEP 3</b> <i>FORMAL WRITTEN WARNING</i>     | Initial issue or other issues remain cause for concern, targets not met from step 2  | PPC/Personal Tutor & HoA/Curriculum leader<br><br>Parent invited to meeting | PPC/Personal Tutors to record on vital/pro monitor | Update record to show lack of progress against targets previously set.                  | Curriculum admin to notify parent/carer/employer by letter   |
| <b>STEP 4</b><br><i>FINAL FORMAL WARNING</i>    | Student failure to make satisfactory progress towards targets for improvement<br>or<br>More serious incident of misconduct       | PPC/Personal Tutor/Curriculum leader & HoA                                  | PPC/Personal Tutor to record on vital/pro monitor  | Update record to show final formal warning issued                                       | Curriculum admin to invite parent/carer/employer by letter and send follow up letter of outcome                      |
| <b>STEP 5</b> <i>BEHAVIOUR CONTRACT MEETING</i> | Student failure to make satisfactory progress re final formal warning<br><b>Or</b><br>More serious incident of misconduct        | PPC/Personal Tutor/Curriculum leader & HoA                                  | PPC/Personal Tutor to record on vital/pro monitor  | Update record with contract<br><br>Ongoing monitoring of targets<br><br>Set review date | Copy of contract to be sent to parent/carer/employer   |

|   |   |   |   |  |   |
|---|---|---|---|--|---|
|   |   | Relevant subject/curriculum area staff may be invited<br>Parent |   |  |   |
| <b>STEP 6 LEADERSHIP DISCIPLINARY MEETING</b> | Student has not met the requirements of agreed contract<br><b>Or</b><br>More serious incident of misconduct | Allocated SLT member arranges panel meeting                     | Outcome to be recorded on vital/pro monitor by PPC/Personal Tutor | Nature of discussion<br>Outcome of the meeting | Expulsion<br>Final leadership contract<br>Or<br>Other acceptable sanction decided by SLT member |