

# **Student Behaviour and Intervention Policy & Procedure 2024-25 (incorporating the Student Code of Conduct)**

**Overall responsibility: Principal**  
**Implementation: Deputy Principal**  
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**Pat Brennan Barrett – Principal**





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## 1. Introduction

Responsible student behaviour is important for everybody who visits, works and studies at any of Northampton College's campuses at Booth Lane, Lower Mounts and Daventry, including their surrounding areas.

This policy sets out the College's expectations of attitudes and conduct of all students with the aim of promoting and encouraging positive behaviours in all parts of the college and across all activities associated with learning both on and off college sites. This promotes a safe, inclusive and positive culture for learning and personal development to support students to develop positive attitudes and behaviours for further learning and work.

The behaviour of the vast majority of our students is exemplary - they are responsible and considerate. Anti-social or criminal behaviour can adversely affect other people, other students, staff or local residents, and can create worry and distress for victims, some of whom are reluctant to raise it for fear of reprisal. To address these inappropriate behaviours the College has a behaviour, intervention and disciplinary process, the purpose of which is to protect the College and wider community and to deter those who interfere with its work and activities.

All students enrolled at the College sign up to the **College Code of Conduct and Expectations** which can be found below in this document and in the Student Guide given to students at induction.

## 2. Responsibility

The overall responsibility of this policy lies with the Principal and implementation with the Deputy Principal.

## 3. Scope

This policy and procedure covers all students enrolled at Northampton College including those enrolled and studying Further Education (FE), Higher Education (HE), Apprenticeship or work-based courses and programmes. We would expect any visiting students to adhere with this policy and for accompanying staff to ensure compliance, in cases of poor behaviour, the College will make representation to the appropriate representative of the visiting institution.

Students agree to abide by the College rules at the time they enrol, and these rules apply not just on campus but within our surrounding area, in any workplace related to their study programme or apprenticeship, on trips and visits and online as well. Students, visitors, parents, local residents, staff and employers all expect us to maintain a safe, orderly and harmonious environment - we take this very seriously.

## 4. Policy Statement

This policy is designed to ensure:

- Students are aware of the expectations of the College
- That students are encouraged to meet positive standards of conduct whilst studying at the College, whilst on College premises and when they are out and about in the local community on work placement or apprenticeship employment or on College visits and trips so as to represent the College as a positive learning environment.
- Fairness in the application of the behaviour, disciplinary and intervention process
- Consistent and fair treatment for all regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- Consideration and support of individual student's vulnerabilities, past experiences and needs are taken into account

- All facts and evidence are established and, where appropriate, matters fully investigated *before* disciplinary action is taken.

Students, staff, visitors, employers or general members of the public are encouraged to report at the earliest opportunity any alleged breaches of the student code of conduct or alleged anti-social or criminal behaviour or behaviour which brings the College into disrepute. Once reported, the College's staff (at an appropriate level depending on the nature of the offence) will take steps to investigate the alleged breach of the Code of Conduct. Students, staff, visitors, employers or general members of the public are also encouraged to submit reports of positive behaviours to celebrate these.

### 3. Principles

If there is an allegation that a student has breached or broken the Code of Conduct (defined in the next section), this Behaviour and Intervention Policy and Procedure will apply. The procedure applies to students enrolled as Further Education, Higher Education or Apprentices of the College. Each case will be investigated based on its individual circumstances.

Students under the age of 18 (up to age 25 for students with an EHCP with the consent of the student) will normally be accompanied to a disciplinary intervention, interview or meeting by a parent or person with parental responsibility or support worker. Students over the age of 18 are entitled to be accompanied at a meeting by another member of the student body (who is not themselves involved), parent, carer, relative, support worker or employer, at any disciplinary interview or meeting. Any student aged under 18 (up to age 25 for students with an EHCP with the consent of the student) whose parent or person with parental responsibility has confirmed to the College that they will not be attending may instead be accompanied by a representative from Student Services if appropriate. Where any student who is known to be a looked after child is subject to the College's Behaviour and Disciplinary policy, the Designated Person for Looked After Children will be informed prior to any action taking place

Under this procedure, the College has the authority to discipline students and to suspend or exclude any student for just cause, or to ban or exclude any student from any campus, specific buildings, or to ban their vehicle from entry to campus, even where the misconduct takes place outside of the teaching and learning environment.

The definition of misconduct is outlined in the Code of Conduct and relates to behaviour that:

- Contravenes College policies / values, or
- Damages the College or its reputation, and/or
- Constitutes a criminal offence.

The Behaviour and Intervention Procedure seeks to ensure that in all decisions and interventions regarding student behaviour and conduct, students are afforded a fair hearing and that penalties are proportionate and appropriate. At our college, we acknowledge that students' behaviour can be influenced by past trauma and experiences. While these factors may provide context for inappropriate conduct, they do not excuse such behaviour. Our intervention process is designed to identify the root causes of inappropriate conduct, with the aim of equipping students with the necessary strategies to meet College expectations. It is the responsibility of each student to engage with this process and apply the strategies provided to ensure their behaviour aligns with the standards of the College. By doing so, we uphold a positive and respectful learning environment for all.

In the event that gross misconduct or criminal behaviour is committed, a student can be suspended temporarily or excluded from College permanently, and the College may be required to inform the police or other appropriate authorities.

Where the need for a meeting or appointment is referenced in this document the College will, in most cases, seek to arrange the meetings face to face. The College recognises that in some cases digital meetings may be

appropriate and therefore retains the right to exercise its discretion. The College will endeavour to ensure that all students and their representatives at meetings are not disadvantaged in any way by meetings held digitally.

## 4. Code of Conduct and Expectations

The Student Code of Conduct explains how students are expected to behave whilst on College premises or where students are taking part in College-related activities, on and off site. By respecting these rules and interacting with others in a safe and appropriate way, we can ensure that all members of the College community are kept safe.

In signing up to attend a course at the College, all students agree to:

1. Behave safely at all times and comply with all health and safety requirements of the College.
2. Follow all instructions given by teachers, managers and other staff and abide by College policies.
3. Be respectful and considerate of each other and the College environment, avoiding causing nuisance, upset or harm to others. For example students should speak to one another and staff calmly and politely, avoiding words and actions that may be interpreted as abusive, offensive or threatening including swearing and discriminatory language.
4. Wear their lanyard and ID badge around their neck at all times where the photograph and name can easily be seen so that they can be identified as a Northampton College student. Students should show their College ID card if requested by a member of staff.
5. Only use their mobile phone and other devices when specifically directed to by a member of staff.
6. Attend all lessons and other learning activities including trips, visits and work experience and arrive for them in good time for the scheduled start.
7. Only smoke or vape in clearly designated areas.
8. Be properly prepared for classes, bringing the equipment they need including, where provided, their college laptop or Chromebook which should be fully charged, pen, notepad, calculator and any other equipment specified by teachers.
9. Complete all assignments and homework tasks within the timescale set by teachers and attend all examinations, practical and controlled assessments.
10. Remove caps, hats and hoods whenever in college and follow the College dress code - <https://www.northamptoncollege.ac.uk/student-life/dress-code>.

In addition to the Code of Conduct students must not:

- ✗ consume alcohol or be in possession of alcohol whilst on College premises.
- ✗ discriminate against others in any shape or form. Students are expected to fully comply with the law on discrimination and with the College's Equality Policy. By way of examples (not exhaustive) bullying, racial or sexual harassment will not be tolerated.
- ✗ cheat in examinations or in course work.
- ✗ bring, use, be in possession of or deal illegal or \*controlled substances (drugs), legal highs or any other substance which may impair their performance on College premises. The College strictly operates a zero tolerance to illegal drugs. (NB \*Medicinal drugs that are on the [Home Office's Controlled Drugs List](#) which are prescribed by a Medical Practitioner must be previously and voluntarily disclosed by a student to a member of staff and where required, stored appropriately.)
- ✗ bring the reputation of the College into disrepute through anti-social behaviour either on or off College premises.
- ✗ display or circulate material which could cause offence or distress to others including using college resources to search or produce such items.
- ✗ use foul, inappropriate or abusive language.
- ✗ display violent, indecent, threatening or offensive behaviour towards staff, other students or visitors to the College.

- ✘ carry or bring to the College any offensive weapons or any objects which may be reasonably deemed as offensive by the College.
- ✘ make derogatory, obscene, distressing, malicious, or indecent remarks about the College, its staff or students, or employers linked to work placements or apprenticeships in any form including email, letter, phone, text message or on Social Networking sites (for example, Facebook)
- ✘ cause litter, deface, or damage College property in any way.
- ✘ impersonate other students or use their ID card to gain access to buildings, facilities or services or loan their ID card to enable other students to do this.

Behaviour that contravenes the Code of Conduct and the College's expectations of behaviour will be dealt with through this Student Behaviour and Intervention Policy.

## 5. Commitment to Study

All courses depend on a commitment and application to study and the completion of required work. This will include, but not be limited to:

- Attendance and punctuality (face to face or online as per timetable) at all parts of a study programme or apprenticeship, including Maths/English, digital skills, tutorials and Work Placement and any additional catch-up activity on timetables.
- Bringing the appropriate equipment to all classes including college laptops or Chromebook which should be fully charged, general stationery and specific course related equipment.
- Completion of homework and research set to aid learning.
- Engaging with in class / online activities.
- Completing assessments in a timely manner as part of the assessed Curriculum (submitted within required guidelines).
- Attendance at Exams and formal assessments.
- Meeting behaviour expectations

If a student isn't demonstrating commitment to their studies for example through non-attendance, being continually late to lessons, not completing work in class or not submitting assignments, teachers and other delivery staff will raise 'Cause for Concern' with the student and record this as a 'Cause for Concern' Comment on ProMonitor.

Students who have more than 3 'Cause for Concerns' relating to commitment to study in the first half term of the academic year or in a two week period, will be referred for a Stage 0 – Support and Intervention meeting with the Curriculum Manager or equivalent for the subject area or an appropriate member of the Student Support team.

Parents / carers / support workers / SAVS practitioner of under 18-year-old students (up to age 25 for students with an EHCP with the consent of the student) will be informed as will employers of apprentices. The Designated Person for Looked After Children will be informed of any student known to be looked after.

## 6. The Intervention and Disciplinary Procedure

The intervention and disciplinary procedure will be used where there are indications that any part of the Code of Conduct has been breached or where commitment to study is not being shown. This policy applies to all students and covers all:

- Buildings on any of the College campuses or on any part of the estate owned by Northampton College;
- Social and sporting activities;

- Activities both on and off campus (including work placement, College trips and activities) where an incident involves dangerous or antisocial behaviour or behaviour which may bring the College into disrepute.
- Online and social media activity that brings the College into disrepute or is considered bullying or harassment of another member of the College community.

There are 5 stages to the Intervention and Disciplinary Procedure as summarised below.

Stage	Cause	Possible outcome
Informal	Not demonstrating commitment to study or meeting expectations of behaviour. Recorded as 'Cause for Concern' in ProMonitor.	Improved commitment / meeting expectations, no further action. Tutor referral e.g. for learning or MHWB support. Commitment / meeting expectations not improved, referral to Stage 0
Stage 1 – Support & Intervention	Continuing lack of commitment to study or meeting expectations of behaviour – typically more than 3 'Cause for Concerns' in the first half term or the academic year or a 2 week period. Minor breaches of the Code of Conduct or College rules.	Improved commitment / meeting expectations, no further action. Support mechanisms put in place. Referral to Support & Fitness to Study Stage 1 warning and action plan with no further action if targets met and behaviours are not repeated. Sanctions as appropriate e.g. apologies for behaviour. Escalation to higher stages if behaviours/ lack of commitment continues.
Stage 2	Failure to achieve a stage 1 action plan – including ongoing lack of commitment to study. Breaches of the Code of Conduct or College rules e.g. minor damage to property or minor levels of aggression, bullying or harassment towards other students or staff.	Stage 2 warning and action plan with no further action if targets met and behaviours are not repeated. Sanctions as appropriate e.g. apologies for behaviour. Escalation to higher stages if behaviours/ lack of commitment continues.
Stage 3	Failure to achieve a stage 2 action plan – including ongoing lack of commitment to study. Breaches of the Code of Conduct or College rules e.g. incapacity under the influence of alcohol, illegal drugs or solvents, deliberate damage to property, refusal to follow staff instructions, inappropriate use of technology.	Stage 3 warning and action plan with no further action if targets met and behaviours are not repeated. Sanctions as appropriate. Recommendation for stage 4 meeting.
Stage 4	Failure to achieve a stage 3 action plan – including ongoing lack of commitment to study. Serious breaches of the Code of Conduct or College rules e.g. physical	Stage 4 warning and action plan with no further action if targets met and behaviours are not repeated. Exclusion



	or verbal assault, possession of any offensive weapon, all forms of harassment.	
Appeal	For Formal stages 1,2, 3 and 4	Submitted within 5 working days of receipt of outcome. Stages 1,2,3 – submitted to the Quality Office Stage 4 – submitted to the Principal

## 7. Informal Stage

Every effort will be made to avoid the use of formal disciplinary action where problems can be remedied informally. All College staff carry the responsibility for the informal disciplining of students and for ensuring that misconduct or lack of commitment to study on the part of students is consistently dealt with in accordance with this policy. It is expected that delivery staff, academic coaches or managers will contact parents (or person/s with parental responsibility) and / or support workers of under 18-year-old students (up to age 25 for students with an EHCP with the consent of the student), unless prevented by safeguarding issues, to ensure they are informed of (and involved in as appropriate) any support or disciplinary procedures from an early stage. If the student is an apprentice, the employer will also be notified. All actions taken under the informal stage will be recorded in ProMonitor as a ‘Cause for Concern.’ For students with an EHCP, their SAVS practitioner will be informed. Where any student who is known to be a looked after child is subject to the College’s Behaviour and Disciplinary policy, the Designated Person for Looked After Children will be informed prior to any action taking place.

## 8. Formal Stage(s)

Where informal measures prove insufficient to establish a satisfactory standard of conduct, action may progress to the formal stages of the policy.

### 8.1 Stage 1 – Support and Intervention

Students who have more than 3 ‘Cause for Concerns’ (typically) relating to commitment to study in the first half term of the academic year or in a two week period, will be referred for a Stage 1 – Support and Intervention meeting led by the Curriculum Manager or equivalent for the subject area or an appropriate member of the Student Support team.

The aim of this meeting is to identify any support needs or concerns that may be impacting commitment to study and expectations. Where a student is known to have an Education Health & Care plan (EHCP), high needs, learning difficulty or disability which may affect the student advice and/or support should be considered during this meeting and before implementing formal action. The student’s SAVS practitioner will be kept informed and involved at all times. Where any student who is known to be a looked after child the Designated Person for Looked After Children will be informed prior to any action taking place. The parents (or person/s with parental responsibility) and / or support workers of under 18-year-old students (up to age 25 for students with an EHCP with the consent of the student), unless prevented by safeguarding issues, should be informed of meetings and of any outcomes arising as a result.

The outcome(s) of the meeting will be a combination of:

- Referral to appropriate support services
- Targets set with an action plan for improvement
- Recommendation to progress to the Support and Fitness to Study process

A stage 1 meeting may also be held where there have been minor breaches of the Code of Conduct or College rules. The outcome(s) of the meeting will be a combination of:

- Stage 1 warning and action plan with no further action if targets met and behaviours are not repeated.
- Sanctions as appropriate e.g. apologies for behaviour.
- Escalation to higher stages if behaviours/ lack of commitment continues.

### Investigation

Before a formal disciplinary meeting is scheduled, there should be an investigation of the facts leading to the request. Note that students can be placed on any stage of disciplinary without having undergone the previous stage, the principle here being that the level of disciplinary action is determined by the alleged misconduct.

Where a staff member believes a Stage 1 or above support or disciplinary meeting should take place, evidence should be presented to the Curriculum Manager or Apprenticeship Delivery Manager in the first instance to determine whether or not disciplinary action should be taken.

The manager responsible for the disciplinary meeting should ensure they have considered all of the relevant information and documentation related to the cause for the disciplinary meeting. As part of the investigation processes, the responsible manager will explore with the student and other appropriate parties, any issues related to previous experience that may have contributed to the issues being considered. While these will not be considered as excusing factors for inappropriate behaviour, they will be used to inform agreed actions and strategies for the student to implement to ensure their behaviour meets the College's expectations in future.

Where it is decided that an alleged incident is serious enough to enter the formal process at stages 3 or 4, the Curriculum Manager / Apprentice Delivery Manager (stage 3) or Assistant Principal / Director of Work Based Learning (stage 4) should liaise with the Assistant Principal for Teaching, Learning and Quality to agree the scope of the investigation and who should carry out the investigation or to confirm that an investigation has been carried out appropriately.

For students with an EHCP, their SAVS practitioner will be kept informed at all times. Where any student who is known to be a looked after child is subject to the College's Behaviour and Disciplinary policy, the Designated Person for Looked After Children will be informed prior to any action taking place. The parents (or person/s with parental responsibility) and / or support workers of under 18-year-old students (up to age 25 for students with an EHCP with the consent of the student), unless prevented by safeguarding issues will be informed of meetings and of any outcomes arising as a result.

In all investigations, all persons (students, staff, visitors etc) involved in the incident should be asked to provide a written statement, this must contain their full name, student number (if applicable) and be signed and dated. Any statements must be collated and reviewed before a formal meeting takes place and where possible as soon as a student is made aware of an allegation. If the student has any support needs including a learning difficulty or disability, specific vulnerability such as mental health concerns or anything identified through a previous Stage 0 Support and Intervention meeting, reasonable adjustment will be made with the agreement of appropriate support team members. The College reserves the right to engage an external (independent of the College) investigator where the risk to the College or student is deemed sufficient to warrant this action. Further detail on carrying out investigations for stages 3 or 4 can be found in Appendix 6.

**Please note: Before sending letters to parents, staff should be aware that students may have opted out of parental communication and therefore additional letters to parents should not be sent.**

## 10. Disciplinary Meetings

If it has been determined following an investigation that a formal disciplinary meeting should be held, a letter will be sent (electronically and by post) asking the student to attend a formal disciplinary meeting. For students with an EHCP, a copy of the letter will be sent to their SAVS practitioner. For a student who is known to be a looked after, the Designated Person for Looked After Children will be informed prior to any meeting taking place. A copy of the letter will be sent to employers where the student concerned is an apprentice. The

letter will set out sufficient detail for the student to understand the allegation to which they must respond to during the disciplinary meeting. The letter will:

- state the date/time/ of the meeting and whether it will take place face to face or online.
- set out with sufficient detail, the allegation to which the student must respond in the meeting, including the disciplinary stage that the meeting is based on.
- include a Guide to the Student Behaviour Policy & Procedure containing the Codes of Conduct.
- Explain that the student may invite a representative to support them. The role of the representative is to assist the student to understand the process but must not answer questions put to them by a panel member. The representative can support and help to clarify.
- The only people who can be representatives are one of the below. Note that the meeting lead can refuse attendance to specific individuals who are not appropriate.
  - A member of College staff
  - A fellow student (i.e. a friend).
  - Parents or the person/s with parental responsibility or an official support worker.
  - Employer

**Only where the student is under 18** (up to age 25 for students with an EHCP with the consent of the student) – the College will inform the student’s parents or person with parental responsibility in advance of the meeting so that they have the opportunity to participate with their child/young person being cared for, to the meeting.

At the meeting, the lead member of staff will:

- Introduce themselves and others present
- Explain the purpose of the meeting
- Confirm with the student that they have been sent a copy of the Student Behaviour Policy & Procedure and check that they understand the Code of Conduct
- State whether any others will be in attendance to give evidence about the alleged incident in person
- Explain that the panel intend to arrive at an outcome as quickly as possible
- State the specific details of the alleged incident for the benefit of the student and then give the student the opportunity to put forward their version of events.
- If appropriate, the lead member of staff will explore with the student and other appropriate parties, any issues identified during investigation related to previous experience that may have contributed to the issues being considered. While these will not be considered as excusing factors for inappropriate behaviour, they will be used to inform agreed actions and strategies for the student to implement to ensure their behaviour meets the College's expectations in future.
- Record key points (or have pre-arranged for a note taker to be present)
- Inform the student that a record will be made in ProMonitor, viewable by the student in ProPortal.

**The failure by a student to attend a formal intervention or disciplinary meeting may result in action being escalated to a higher stage or a decision being taken in that student’s absence.**

## 11. Communicating the Decision of a Disciplinary Meeting

Once a disciplinary meeting has ended, the panel will discuss the evidence from investigation and information presented by the student and anyone else involved during the meeting and make a decision on the outcome of the meeting, including the appropriate formal disciplinary stage. Meeting outcomes may include, but are not limited to:

- No evidence of misconduct, no sanctions applied
- A verbal warning, usually with an action plan for improvement
- A written warning (linked to disciplinary stage), usually with an action plan for improvement
- Exclusion
- The requirement to participate meaningfully in supportive or otherwise corrective activities to equip the student to meet the College's conduct expectations in the future.
- Other sanctions appropriate to the specific incident / misconduct e.g. making a formal apology to an injured party or limiting access to specific areas or resources

The outcome and any actions to be taken will be recorded on ProMonitor and the student will be issued with a formal outcome letter as soon as possible and usually within 5 working days of the disciplinary meeting.

Note: Where the student is under 18 (up to age 25 for students with an EHCP with the consent of the student), a copy of the letter will be sent to the student's parent/person with parental responsibility. For students with an EHCP, a copy of the letter will be sent to their SAVS practitioner. For any student who is known to be looked after, the Designated Person for Looked After Children will be provided with a copy of any correspondence.

## 12. Suspension

For the purposes of this policy the term suspension should not be confused with the term exclusion.

Suspension can be used during the investigative phase where it is considered it would be detrimental for a student to remain where the health, safety and welfare of themselves or others is compromised.

A period of suspension does not automatically presume guilt. A suspension should only be imposed where it is considered absolutely necessary, for example to enable an investigation to proceed unhindered where facts or evidence need to be gathered or where there is a safety consideration either for the student concerned or for others. Conditions may be attached to the period of suspension and if these are not adhered to, it is most likely to carry consequences for the student concerned if breached.

Any member of the College Management Team may suspend a student for a period not exceeding 24 hours. (To be used as a "Cool down" period only).

Only an Assistant Principal or member of EMT has the authority to approve a suspension greater than 24 hours. A period of suspension must be time-limited and should be for no more than 5 working days at the outset whilst an investigation takes place. The period must be kept under review by the person who approved the suspension. It can be extended (to a maximum of 10 working days) but should be lifted once it is clear whether disciplinary action is to be taken or not.

Where a request is made to extend a suspension beyond 10 working days, the Deputy Principal and the Assistant Principal of Student Services will review the request and either agree or refuse to extend the suspension. Where the suspension period is extended the length of time will be determined by the need for further investigation and reporting. For example, a longer period may be imposed if the matter is being investigated as a criminal offence by the Police or Enforcing Authority.

The suspended student must be kept informed and should be provided with a named contact at the College, this will be agreed by the member of staff suspending the student. The named contact should either be a person from Student Services, their Academic Coach or Curriculum Manager.

**If the student being suspended is under 18 at the start of their course (up to age 25 for students with an EHCP with the consent of the student), their parent/carer must be informed immediately of the suspension and the reasons for the suspension (unless the student has actively removed permission to contact). If a work based/placed learner is being suspended under this policy, the employer must be informed. For students with an EHCP, their SAVS practitioner should be kept informed at all times. Where any student who is known to be a looked after child is subject to the College's Behaviour and Disciplinary policy, the Designated Person for Looked After Children should be informed prior to any action taking place**

**Where an employer themselves suspends a student, the College will uphold the suspension in kind from College sites.**

### **13. Police Involvement**

Where any member of staff has reason to believe that a student may have committed a criminal offence the College may refer the matter to the police and may continue disciplinary proceedings under this procedure or suspend the student pending the outcome of police enquiries and any charges which may be brought against the student.

The Assistant Principal - Student Services will liaise with the police to confirm whether there is any reason why the disciplinary proceedings should not continue.

Where the student has been suspended under this provision, when the results of those enquiries and any criminal proceedings are known, the College reserves the right to recommence proceedings under this procedure in relation to the matter.

It is emphasised that in relation to the application of this procedure, the College is not bound by the results of any criminal proceedings against students.

### **14. Additional information**

There may be occasions when a student is deemed to be in a condition that renders them unsuitable for study. Examples include, but are not limited to, being under the influence of alcohol, stimulants such as energy drinks or illegal substances. The first priority is safety, and the student should be removed from the classroom / teaching situation as quickly as possible.

If a student under the age of 18 (up to age 25 for students with an EHCP with the consent of the student) is to be sent home this should only be done with the knowledge of the parent or person with parental responsibility and ideally, they should collect the student. In the case of older students, a view should be taken on whether it is safe to send them home alone.

The Curriculum Manager / Apprenticeship Delivery Manager will deal with the matter wherever possible, in their absence the Assistant Principal - Student Services. Such exclusions are deemed temporary and will not automatically lead to disciplinary action. The Curriculum Manager / Apprenticeship Delivery Manager will discuss with their Assistant Principal / Director of Work Based Learning & Assistant Principal Student Services the action that will be taken on the student's return to college. For students with an EHCP, their SAVS practitioner will be kept informed at all times. For a student known to be a looked after child, the Designated Person for Looked After Children will be kept informed at all times.

### **15. Formal Disciplinary Stages**

There are four formal disciplinary stages plus an appeal stage.

All information relating to disciplinary actions will be recorded in ProMonitor, for example Cause for Concern and disciplinary warnings and any letter. This enables staff to see whether any previous or current warnings have been issued and who issued them. This enables members of staff who are considering action to check whether any attempt has been made to correct previous misconduct and whether the previous warning/cause for concern should be taken into consideration.

Disciplinary warnings will remain active for a twelve-month period following a student completing or withdrawing from the College.

STAGE	PROCESS	OUTCOMES / SANCTIONS	MISCONDUCT LEVEL	APPEAL
<p><b>Stage 1:</b> <b>Support and Intervention</b></p> <p>Lead: Curriculum Manager, Apprentice Delivery Manager or equivalent. Member of Student Services</p>	<p>A Curriculum Manager/ Apprentice Delivery Manager, will conduct the meeting, following investigation or review of Cause for Concerns, with the student within 7 working days.</p> <p>Details of the meeting, including the outcome and consequences of future misconduct, will be recorded on ProMonitor.</p> <p>Parents/carers/employers will be informed of action.</p> <p>A meeting to review progress against the action plan and SMART targets will usually take place within 20 working days of the student getting the outcome of the initial meeting.</p> <p>For students with an EHCP, their SAVS practitioner will be kept informed at all times. For a student known to be a looked after child, the Designated Person for Looked After Children will be kept informed at all times.</p>	<ul style="list-style-type: none"> <li>Improved commitment / meeting expectations, no further action.</li> <li>Support mechanisms put in place.</li> <li>Referral to Support &amp; Fitness to Study</li> <li>Stage 1 warning and action plan issued with appropriate SMART targets to be completed within 2/3 weeks.</li> <li>Additional sanctions appropriate to the incident (e.g. limited access to IT, apologies to any inconvenienced individuals).</li> <li>No disciplinary action taken</li> </ul> <p>Note: students should be reminded of the consequences of further misconduct or failure to improve.</p> <p>Class Tutors to comment on positive and negative behaviours on ProMonitor during the action plan period. Personal tutors/Academic Coaches / EDEs to monitor.</p> <p>This stage can be repeated once if appropriate but then escalation to stage 2 is required</p>	<p>Continuing lack of commitment to study or meeting expectations of behaviour -- typically more than 3 'Cause for Concerns' in the first half term or the academic year or a 2 week period.</p> <p>Issues such as continuous/repeated:</p> <ul style="list-style-type: none"> <li>disrespect towards staff or visitors</li> <li>disruptive behaviour/unacceptable language</li> <li>non-application to work in class</li> <li>initial instance of bullying</li> <li>unjustified absenteeism or lateness</li> <li>poor attitude to completing work</li> <li>regularly unprepared for lessons</li> <li>minor breaches of College rules or the code of conduct – e.g. smoking in non-designated areas</li> <li>inappropriate parking</li> </ul>	<p>In writing to the Quality Office within 5 working days. Appeal will be heard within 10 working days by the Assistant Principal for the school the student belongs.</p>
<p><b>Stage 2</b></p> <p>Lead: Curriculum Manager, Apprentice Delivery</p>	<p>A Curriculum Manager/ Apprentice Delivery Manager will conduct the meeting, following investigation, with the student within 7 working days.</p>	<ul style="list-style-type: none"> <li>Stage 2 warning and action plan issued with appropriate SMART targets to be completed within 2/3 weeks</li> <li>Other sanctions appropriate to the incident (e.g. apologies to anyone involved, replacement of damaged equipment)</li> </ul>	<p>Failure to achieve a stage 1 action plan.</p> <p>Issues such as the following should come straight to this level:</p> <ul style="list-style-type: none"> <li>minor damage to property</li> </ul>	<p>In writing to the Quality Office within 5 working days. Appeal will be heard within 10 working days by the Assistant Principal for the school the student belongs.</p>

<p>Manager or Equivalent</p>	<p>Parents/carers must be invited to attend the meeting (where student is under 18 at the start of their course and has not withdrawn permission, aged 25 for students with an EHCP with the consent of the student). Employers of Apprentices should be invited as should support workers where it is appropriate.</p> <p>Details of the meeting, including the outcome and consequences of future misconduct, will be recorded on ProMonitor.</p> <p>For students with an EHCP, their SAVS practitioner will be kept informed at all times. For a student known to be a looked after child, the Designated Person for Looked After Children will be kept informed at all times.</p>	<ul style="list-style-type: none"> <li>• Lower level sanction confirmed (e.g. stage 1)</li> </ul> <p>Note: students should be reminded of the consequences of further misconduct or failure to improve.</p> <p>Class Tutors should comment on positive and negative behaviours on ProMonitor during the action plan period. Personal tutors /Academic Coaches will monitor progress.</p> <p>This stage can be repeated once if appropriate but then escalation to stage 3 is required</p>	<ul style="list-style-type: none"> <li>• minor levels of aggression/bullying/harassment towards other students or staff</li> <li>• minor health and safety infringements</li> <li>• discriminatory behaviour/comments of any kind</li> <li>• abuse of any college facilities</li> <li>• unacceptable behaviour towards College neighbours or their property</li> <li>• plagiarism</li> </ul>	
<p><b>Stage 3</b></p> <p>Lead: Assistant Principal, Director of Work Based Learning or equivalent</p>	<p>Report prepared for reasons for stage 3 by Curriculum Manager/ Apprentice Delivery Manager/ investigating officer, presented to Assistant Principal / Director of Work Based Learning</p> <p>Referral for failure to meet targets agreed at stage 2.</p> <p>Assistant Principal will arrange a panel meeting, the panel will consist of the Assistant Principal to which the student belongs / Director of Work Based Learning</p>	<ul style="list-style-type: none"> <li>• No disciplinary action taken</li> <li>• Stage 3 warning and action plan issued with appropriate SMART targets to be completed within 2/3 weeks</li> <li>• Lower level sanction confirmed</li> <li>• Recommendation for stage 4 meeting.</li> <li>• Other sanctions appropriate to the incident.</li> </ul> <p>Note: students should be reminded of the consequences of further misconduct or failure to improve.</p> <p>Class teachers to comment on positive and negative behaviours on eLP during the</p>	<p>Failure to achieve a stage 2 action plan.</p> <p>Issues such as the following should come straight to this level:</p> <ul style="list-style-type: none"> <li>• Failure to engage in all parts of a study programme including, Maths, English and Work Placement (where relevant)</li> <li>• Incapacity caused by being, or appearing to be, under the influence of alcohol, illegal drugs, or</li> </ul>	<p>In writing to the Quality Office within 5 working days. Appeal will be heard within 10 working days by the Assistant Principal for Teaching, Learning and Quality</p>

	<p>and another Assistant Principal or college manager as appropriate.</p> <p>Parents/carers must be invited to attend the meeting (where student is under 18 at the start of their course and has not withdrawn permission, aged 25 for students with an EHCP with the consent of the student). Employers of Apprentices should be invited as should support workers where it is appropriate.</p> <p>Details of the meeting, including the outcome and consequences of future misconduct, will be recorded on ProMonitor.</p> <p>For students with an EHCP, their SAVS practitioner will be kept informed at all times. For a student known to be a looked after child, the Designated Person for Looked After Children will be kept informed at all times.</p>	<p>action plan period. Personal tutors to monitor.</p>	<p>solvents (see Substance Misuse Policy)</p> <ul style="list-style-type: none"> <li>• Theft, fraud, deliberate falsification of records.</li> <li>• Deliberate damage to property owned by Northampton College, its staff, student, or visitors.</li> <li>• Behaviour likely to be offensive to public decency (including swearing and offensive language).</li> <li>• Refusal to follow any instruction of College staff (or emergency services staff) relating to health and safety, or the orderly management of the College’s business and its environment.</li> <li>• Behaviour prejudicial to the good name of the College, whether on or off the College premises.</li> <li>• Inappropriate use of technology or any of the College’s computer equipment or facilities (see ICT Acceptable Use Policy).</li> </ul>	
<p><b>Stage 4 :</b></p> <p>Lead: Appropriate EMT Member</p>	<p>Report prepared detailing the reasons for stage 4 by Assistant Principal / Director of Work Based Learning / investigating officer, presented to Assistant Principal / Director of Work Based Learning. The final report will be reviewed by the Executive and / or Quality Office before presentation to the disciplinary meeting.</p>	<ul style="list-style-type: none"> <li>• No disciplinary action taken</li> <li>• Stage 4 warning and action plan issued with appropriate SMART targets to be completed within 2/3 weeks</li> <li>• Lower level sanction confirmed</li> <li>• Other sanctions appropriate to the incident.</li> <li>• Exclusion</li> </ul>	<p>These meeting will normally be preceded by a stage 3 meeting, however where the incident is deemed extremely serious a stage 4 meeting can be requested directly. Examples of serious behaviours include:</p> <ul style="list-style-type: none"> <li>• Physical or verbal assault on another student or</li> </ul>	<p>Appeal in writing to the Principal within 5 working days, appeal will be heard within 10 working days by the Principal or their Deputy.</p>



	<p>Note: for investigation of incidents of extremely serious misconduct – the Assistant Principal for Teaching, Learning and Quality should agree the investigation plan. An external investigator may be identified if deemed appropriate.</p> <p>Referral for failure to meet targets agreed at stage 3.</p> <p>A member of EMT will arrange a meeting normally within 5 working days of the report being completed. Parents/carers must be invited to attend the meeting (where student is under 18 at the start of their course and has not withdrawn permission, aged 25 for students with an EHCP with the consent of the student). Employers of Apprentices should be invited as should support workers where it is appropriate.</p> <p>Details of the meeting, including the outcome and consequences of future misconduct, will be recorded on ProMonitor.</p> <p>For students with an EHCP, their SAVS practitioner will be kept informed at all times. For a student known to be a looked after child, the Designated Person for Looked After Children will be kept informed at all times.</p>	<p>Note: students should be reminded of the consequences of further misconduct or failure to improve.</p> <p>Class teachers to comment on positive and negative behaviours on eLP during the action plan period. Personal tutors to monitor.</p>	<p>member of staff or visitor, or threatening behaviour.</p> <ul style="list-style-type: none"> <li>• The possession, use or dealing of any illegal substances including alcohol.</li> <li>• The possession of any offensive weapon(s).</li> <li>• All forms of harassment whatever they are based upon (for example whether based on sex, race, sexual orientation, disability, age, health, appearance, background, personal or political beliefs or religion or any protected characteristic).</li> <li>• Any actions that break health and safety rules or place any member of the College community or general public at risk</li> </ul>	
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## 15. Appeals

There is a right of appeal at all stages of the formal procedure. For stages 1, 2 & 3 the student should submit their appeal, in writing, to the Quality Office ([qualityteam@northamptoncollege.ac.uk](mailto:qualityteam@northamptoncollege.ac.uk)) within 5 working days of the formal receipt of the outcome of their meeting. The Assistant Principal for the area of study / Director of Work Based Learning will hear the appeal at stages 1 and 2 and the Assistant Principal for Teaching, Learning and Quality will hear all appeals at stage 3, usually within 10 working days of receipt of the appeal.

For an appeal against a stage 4 decision or an exclusion, the student should submit their appeal, in writing, to the Principal within 5 working days of receiving the outcome of the stage 4 disciplinary meeting. The Principal or their Deputy will hear the appeal usually within 10 working days of receipt of the appeal.

This procedure lays down timeframes to which the College will try to meet. However, there may be occasions where the time limits cannot be met for various reasons. If this is the case, the College will keep the student fully informed of the reasons for this and when the appeal meetings will take place.

There can be no further internal appeal against the decision of the Appeal made to the Principal.

If a student remains unsatisfied with the result of any interventions that have been made to address concerns about behaviour or conduct, then they can complain using the College's complaints procedure. For further details of this process, please see the College's **Compliments, Concerns and Complaints Policy**.

## 16. Linked Policies / Procedures

- Assessment Appeals Procedures
- Safeguarding Children and Vulnerable Adults Policy
- Student Assessment Policy
- Compliments, Complaints and Comments Policy
- Malpractice, Maladministration and Plagiarism Policy

## 17. Monitoring Procedure

All disciplinary action will be recorded on ProMonitor and will be held on the student's digital file for inspection at any time.

The Assistant Principal for Teaching, Learning and Quality will present a summary report annually.

## **Appendix 1: Guidance for the formal investigation of serious incidents that could lead to stage 3 or stage 4 disciplinary action being taken against a student.**

Investigations should always be carried out by a member of the College Management Team (CMT). For potential stage 3 action this will usually be the Curriculum Manager / Apprentice Delivery manager of the area to which the student belongs unless they are directly connected to the cause for the request for the disciplinary action. For potential stage 4 action this will usually be the Assistant Principal of the school to which the student belongs unless they are directly connected to the cause for the request for the disciplinary action. If it is not appropriate for the Curriculum Manager / Apprentice Delivery Manager (stage 3) or Assistant Principal of the School / Director of Work Based Learning (stage 4) to carry out the investigation, the Assistant Principal for Teaching, Learning and Quality will appoint an investigating officer. In the absence of the Assistant Principal for Teaching, Learning and Quality a member of the EMT will assume this role. Note that for students with an EHCP, their SAVS practitioner should be kept informed at all times. Note that for a student known to be a looked after child, the Designated Person for Looked After Children should be kept informed at all times.

The procedures for carrying out an investigation are as follows:

- The investigating officer will be provided with a preliminary statement of the facts leading to the call for investigation as soon as is reasonably practicable.
- The investigating officer will be provided with names, addresses and contact details of the student(s) and any other relevant parties involved at the same time. Parents / carers of under 18 students should be made aware of the reasons for the investigation as should employers of apprentices and any appropriate support workers.
- If appropriate (e.g. in the case of serious incident) the investigating officer will agree terms of reference for investigation with the Assistant Principal Teaching, Learning and Quality.
- The investigating officer will arrange appointments with the person(s) involved within 5 working days of receiving the above information although this should be sooner wherever practicable. Written statements of any interviews should be made and stored on ProMonitor; these should be agreed by the parties present. It is not appropriate for any such interview to be recorded.
- Note that at all stages of the process, the student(s) will be advised of their right to have representation/ advocacy at any meeting.
- A written report should be sent to the organiser of the disciplinary meeting (generally Assistant Principal for stage 3 and Executive Office for stage 4) to confirm that a disciplinary meeting will take place. This report should include a summary of investigation activity undertaken along with appropriate evidence e.g. attendance records, incident reports etc. Note that it is not in the remit of the investigating officer to offer an opinion or recommendation regarding the outcome of any disciplinary action that may follow, that responsibility lies with the manager responsible for the disciplinary hearing. It is the investigating officer's responsibility to state what, on the balance of probabilities, actually happened and who was responsible.
- The recommended timescale for the completion of the process is 10 working days from the date of incident or cause for disciplinary action although this should be sooner wherever practicable.
- Investigating officers should retain their notes of any meetings as per the Data Retention Guidelines (currently current academic year plus six years).

## Appendix 2: The rules of natural justice

The following are guidelines of natural justice. If a member of staff is in any doubt as to the procedure, he/she is proposing to adopt he/she should take advice from the Assistant Principal of Student Services.

The rules of natural justice consist of the following elements:

- The right to a fair hearing; and
- The rule against bias

### **The Right to a Fair Hearing**

The right to a fair hearing requires that individuals shall not be penalised by a decision affecting their rights or legitimate expectations unless they have been given prior notice of the case against them, a fair opportunity to answer it and the opportunity to present their own case.

Each individual must have the opportunity to present their version of the facts and to make submissions on the relevant principles of the Code of Conduct and the allegations against them.

The right to a fair hearing involves the following:

#### **Prior notice of the hearing**

Natural justice generally requires that the person charged should be given adequate notice of the allegations against them and of the procedure for determining the alleged breaches of the Code of Conduct so that they may be in a position to make representations on their own behalf, to appear at the hearing, to effectively prepare their own case and to answer the case against them.

The time and location of the hearing must be notified to the person charged.

#### **The opportunity to be heard**

The person charged has a right to attend the hearing and be allowed to present their case.

#### **The conduct of the hearing**

The conduct of the hearing is a matter to be determined by the member of staff responsible for the conduct of the hearing. The overriding objective that should be borne in mind when deciding how the hearing should be conducted is that the person charged has a proper opportunity to consider, challenge or contradict any evidence, is fully aware of the nature of the allegations against them and has a proper opportunity to present their own case.

#### **The right to representation**

The person who is the subject of the hearing has an absolute right to be accompanied by a person of their choosing at all stages of the process. (Legal representation is not appropriate and is not permitted.)

Students under the age of 18 will normally be accompanied to a disciplinary interview or meeting by a parent or person with parental responsibility. Students over the age of 18 are entitled to be accompanied at a meeting by another member of the student body (who is not themselves involved) at any disciplinary interview or meeting. Any student aged under 18 whose parent or person with parental responsibility has confirmed to the College that they will not be attending may instead be accompanied by a representative from Student Services if appropriate

#### ***The decision and the reasons for it***

The member of staff responsible for the decision should give reasons for the decision and the sanctions being imposed.

#### ***The rule against bias***

The two main aspects of this rule are that a person adjudicating on a dispute must have no pecuniary or proprietary interest in the outcome of the proceedings and must not reasonably be suspected, or show a real likelihood, of bias.

At all times, the member of staff responsible for conducting the hearing must be able to show that, having instigated the investigation, they have conducted a full enquiry into the circumstances involved before making their decision as to whether a breach of the Code of Conduct has occurred and, if so, what sanction should be imposed.

There should be no suggestion in the conduct of the hearing that prior to its commencement the member of staff has irrevocably decided the outcome.

## **Appendix 3: Work based students**

### **Work based student attendance**

Work based students in some sectors attend college 1 day per week, some attend one week in six and others do not attend college at any time during their apprenticeship as all delivery occurs in the workplace. If a student is absent from college which includes Functional Skills lessons without justification, or they miss one appointment in the workplace the assessor will speak to the employer to make them aware of this. If this occurs on a second consecutive occasion, then the Course Leader will speak to the student and employer. If this occurs again then a Stage 0 Support and Intervention meeting will be held. This will be carried out in College by the Apprentice Delivery Manager. If the student fails to respond to the letter or attend the meeting, it will be held in their absence and a decision will be sent to the student and employer. Records of these interventions will be kept on ProMonitor.

### **Completion of Work for Assessment**

If a Work Based student fails to complete a piece of work by the deadline given without a reasonable explanation, then the assessor will speak to the employer, and this will be noted on the visit report. If this occurs for a second time, then the Course Leader will intervene and speak to the student and employer. The Course Leader will then monitor this weekly with the assessor and if this is still a cause for concern it will be reported to the Team Leader. The Team Leader can then instigate a Stage 0 Support and Intervention meeting which can be carried out in the workplace if the student and employer prefer. If the student fails to respond to the letter or attend the meeting, then it will be held in their absence and a decision will be sent to the student and employer. Records of these interventions will be kept on ProMonitor.

### **Attendance at Scheduled Exams**

Work Based students are notified of an exam by letter and text and it is discussed during their sessions in college or the workplace. If a student fails to attend an exam without justification, then the assessor will report this to their employer. A second date will be set, and notification will be given as soon as possible, however in some cases the student may have to wait until the exam is scheduled to take place again. The college reserves the right to charge the student for exams that have been missed without reasonable justification.

Any other incidents that give cause for concern will be addressed through the Student Behaviour and Disciplinary Policy.

## **Appendix 4: Student Behaviour Policy and Procedure 2024/25: Guidance for Recording Meetings**

### **Introduction**

All stages of disciplinary action should be recorded in ProMonitor, starting with informal cause for concerns being recorded using 'Student Comments,' through to all stages of Disciplinary Meetings recorded as 'Student Meetings.'

## Informal

- Logged on ProMonitor using:
  - o Appropriate comment type e.g., behaviour, punctuality, attendance
  - o Comment reason – 'Cause for Concern'
  - o SMART targets set as appropriate

## Stage 0: Support and Intervention

- NOTE: if under 18 and student has not withdrawn permission, parents/carers should be notified of any meetings and outcomes.
- NOTE: For students with an EHCP, their SAVS practitioner should be kept informed at all times.
- NOTE: For a student known to be a looked after child, the Designated Person for Looked After Children should be kept informed at all times.
- NOTE: if an apprentice, a copy of actions will be provided to the employer.
  
- Formal meeting recorded on ProMonitor using:
  - o Meeting category – 'Support and Intervention'
  - o Meeting type – 'Support'
  - o Reason for Meeting – 'Stage 0'
  - o In the meeting notes, include:
    - Meeting attendees
    - General notes
    - The outcome of the meeting e.g., support mechanisms agreed. Include details of the consequences of further misconduct or poor academic performance.
    - Actions required e.g. around attendance, punctuality, completion of work, behaviour
    - SMART targets with a review date of around 2 or 3 weeks
  - o Around 20 working days after the initial meeting – set a review meeting up in ProMonitor. Outcomes to be recorded at meeting.

## Stage 1

- NOTE: if under 18 and student has not withdrawn permission, parents/carers should be notified of any meetings and outcomes.
- NOTE: For students with an EHCP, their SAVS practitioner should be kept informed at all times.
- NOTE: For a student known to be a looked after child, the Designated Person for Looked After Children should be kept informed at all times.
- NOTE: if an apprentice, a copy of actions will be provided to the employer.
  
- Formal meeting recorded on ProMonitor using:
  - o Meeting category – 'Disciplinary'
  - o Meeting type – 'Disciplinary'
  - o Reason for Meeting – 'Stage 1'
  - o In the meeting notes, include:
    - Meeting attendees

- General notes
- The outcome of the meeting e.g., Stage 1 warning issued, informal / verbal warning issues, no action taken. Include details of the consequences of further misconduct or poor academic performance.
- Actions required e.g. around attendance, punctuality, completion of work, behaviour
- SMART targets with a review date of around 2 or 3 weeks
- Around 20 working days after the initial meeting – set a review meeting up in ProMonitor. Outcomes to be recorded at meeting.

## Stage 2

- NOTE: if under 18 and student has not withdrawn permission, parents/carers should be notified of any meetings and outcomes.
- NOTE: For students with an EHCP, their SAVS practitioner should be kept informed at all times.
- NOTE: For a student known to be a looked after child, the Designated Person for Looked After Children should be kept informed at all times.
- NOTE: if an apprentice, a copy of actions will be provided to the employer.
- Formal meeting recorded on ProMonitor using:
  - Meeting category – ‘Disciplinary’
  - Meeting type – ‘Disciplinary’
  - Reason for Meeting – ‘Stage 2’
  - In the meeting notes, include:
    - Meeting attendees
    - General notes
    - The outcome of the meeting e.g. Stage 2 warning issued, lower level sanction issued, no action taken. Include details of the consequences of further misconduct or poor academic performance.
    - Actions required e.g. around attendance, punctuality, completion of work, behaviour
    - SMART targets with a review date of around 2 or 3 weeks
  - Around 20 working days after the initial meeting – set a review meeting up in ProMonitor. Outcomes to be recorded at meeting.

## Stage 3

- Terms of investigation should be agreed with the Assistant Principal Teaching, Learning & Quality
- A report will be prepared by the Curriculum Manager / Apprentice Delivery Manager or investigating officer. The final report should be agreed with the Assistant Principal for Teaching, Learning and Assessment before presentation to the disciplinary meeting.
- The report will then be presented to the appropriate Assistant Principal / Director of Work Based Learning.
- NOTE: if under 18 and student has not withdrawn permission, parents/carers should be notified of any meetings and outcomes.
- NOTE: For students with an EHCP, their SAVS practitioner should be kept informed at all times.
- NOTE: For a student known to be a looked after child, the Designated Person for Looked After Children should be kept informed at all times.
- NOTE: if an apprentice, a copy of actions will be provided to the employer.
- Formal meeting recorded on ProMonitor using:



- Meeting category – ‘Disciplinary’
- Meeting type – ‘Disciplinary’
- Reason for Meeting – ‘Stage 3’
- In the meeting notes, include:
  - Meeting attendees
  - General notes
  - The outcome of the meeting e.g. Stage 3 warning issued, lower-level sanction issued, recommendation for stage 4 hearing, no action taken. Include details of the consequences of further misconduct or poor academic performance.
  - Actions required e.g. around attendance, punctuality, completion of work, behaviour
  - SMART targets with a review date of around 2 or 3 weeks
- Around 20 working days after the initial meeting – set a review meeting up in ProMonitor. Outcomes to be recorded at meeting.

## Stage 4

- Terms of investigation should be agreed with the Assistant Principal Teaching, Learning & Quality
- Assistant Principal for School / Director of Work Based Learning prepares the report including appropriate statements (signed and dated) and evidence and submits to the Executive Office and the Assistant Principal Teaching, Learning & Quality for sign off.
- Executive Office arranges the meeting (led by member of EMT)
  
- NOTE: if under 18 and student has not withdrawn permission, parents/carers should be notified of any meetings and outcomes.
- NOTE: For students with an EHCP, their SAVS practitioner should be kept informed at all times.
- NOTE: For a student known to be a looked after child, the Designated Person for Looked After Children should be kept informed at all times.
- NOTE: if an apprentice, a copy of actions will be provided to the employer.
  
- Formal meeting recorded on ProMonitor using:
  - Meeting category – ‘Disciplinary’
  - Meeting type – ‘Disciplinary’
  - Reason for Meeting – ‘Stage 4’
  - In the meeting notes, include:
    - Meeting attendees
    - General notes
    - The outcome of the meeting e.g. exclusion of the student, lower-level sanction issued 4 weeks by Assistant Principal or Curriculum Manager, no action taken. Include details of the consequences of further misconduct or poor academic performance.
    - Actions required linked to the outcome
    - SMART targets with a review date of around 2 or 3 weeks
  - A formal letter detailing the outcome will be sent from the Executive Office.
  - Around 20 working days after the initial meeting or as set as a meeting outcome, a review meeting should be set up in ProMonitor. Outcomes to be recorded at meeting.

## Appeal

- Stages 1,2,3: Submitted to the Quality Office
  - o Stages 1,2 – heard by Assistant Principal for the area of study / Director of Work Based Learning
  - o Stage 3 – heard by the Assistant Principal TLQ
- Stage 4 including exclusion: Submitted to the Principal
  
- When an appeal is received, a student meeting should be set up in ProMonitor:
  - o Meeting category – ‘Disciplinary’
  - o Meeting type – ‘Disciplinary’
  - o Reason for Meeting – ‘Appeal’
- Details of the appeal hearing will be recorded in this meeting, including:
  - o Meeting attendees
  - o General notes
  - o The outcome of the meeting e.g. appeal upheld, sanctions remain. Include details of the consequences of further misconduct or poor academic performance.
  - o Actions required linked to the outcome
  - o If appropriate, SMART targets with a review date of around 2 or 3 weeks
  
- A formal letter detailing the outcome will be sent from the person hearing the appeal.