

POLICY STATEMENT

TITLE:
INTRODUCTION/ OVERVIEW:
POLICY STATEMENT:

Student Behaviour and Disciplinary Policy

The purpose of the policy is to promote positive behaviour as a way of supporting student progress towards reaching their potential. In cases where support for students is unsuccessful, and/or the student displays unacceptable behaviour, this might involve applying appropriate sanctions to protect the interests and learning of other students and staff.

All students have the right to learn and a responsibility to allow others to learn in a safe, secure and respectful environment.

Northampton College also has a responsibility to provide staff with a safe, secure and respectful environment in which to work.

The aim of this policy/procedure is to ensure the provision of such an environment, to support the learning process and to promote acceptable conduct at all times.

Wherever possible, the College will work constructively with students to resolve disciplinary issues but implicit in this policy is the recognition of the need to disapprove of, formally record and, in certain circumstances, punish unacceptable conduct which disrupts learning or shows disrespect.

Should actions undertaken by students outside of the College premises impact upon maintaining good order within the campus, then disciplinary action will also be considered.

QUALITY STATEMENTS:

- During induction the Student Disciplinary Policy and Procedure will be explained to all students.
- The Student Disciplinary Policy and Procedure is posted on the College website.
- Parents/carers/employers of students will be provided with details of how to access the policy and procedure.
- This policy and procedure will be explained to all new staff at induction and details of how to access it through the websites will also be explained.
- All students will be made aware of this policy through printed materials such as College and Course Handbooks.
- All students will be entitled to advocacy support when subjected to the disciplinary process.
- Any disciplinary action will follow the procedures laid down in the accompanying document(s).
- The student is the responsibility of their curriculum area, irrespective of where any alleged offence took place.
- The principle underlying the procedures is that the investigation (and subsequent judgment) determines the seriousness of any offence, if found, and therefore the level (or stage) of warning.
- Standard college letters will be used where appropriate. An adjusted letter will be used for students who have learning difficulties and or disabilities
- Disciplinary warnings will remain active for a twelve month period following a student completing or withdrawing from the College.

LINKED POLICIES/ PROCEDURES:

- Assessment Appeals Procedures
- Grievance Procedure
- Assessment Policy
- Substance Misuse Policy
- Safeguarding Children and Vulnerable Adults Policy
- Student Assessment Policy
- Complaints/Comments Policy *"Tell Us How We Are Doing"*
- Plagiarism Policy

MONITORING PROCEDURE:
DATE FOR REVIEW AND NEXT DIVERSITY IMPACT ASSESSMENT:
RESPONSIBILITY: Overall (Directorate/Dept): Implementation:

- All disciplinary action will be recorded on the approved college pro-forma and will be held on the student's digital file for inspection at any time.
- All formal disciplinary records will be logged on a central database.
- The Director of Student Services will present a summary report annually.

May 2015

Director of Student Services

ENDORSED BY SMT AND APPROVED BY CORPORATION: (Principal to sign)		(Signature)
	Principal	(Position)
		(Date)

Communications Plan

TITLE OF COLLEGE POLICY:	DATE APPROVED BY EMT/CORPORATION:
Student Behaviour and Disciplinary Policy	

AUDIENCE (select appropriate with ✓)			
Managers		Curriculum teams	Business Support teams
All staff	x	Suppliers	Partners
Other (please state)	x	Parents/Carers	

CHANNEL (select appropriate with ✓)					
Policy & Strategy Team (PST)	x	Quality Improvement Network (QIN)	x	Marketing team	x
Meeting		Meeting		NC Update	
Individual team	x	Suppliers		Partners	x
Team meeting		e.g. Letter or email Meeting		website	
College Management Team (CMT)	x				
Meeting					

COMMUNICATIONS PLAN ACTIVATED BY:		
Name:	Job title:	Date:

Definitions

Unacceptable Conduct

Any academic or non-academic conduct which adversely interferes with teaching and learning, is disrespectful to other members of the College community or property or breaches the Code of Conduct, which is:

- To not use a mobile phone in class unless directed by the teacher
- To engage with the College (e.g. through listen to learner forums) and be positive about it
- To be respectful and considerate of each other and the College environment, avoiding causing nuisance to others
- To speak to one another and staff calmly and politely, avoiding words and actions that may be interpreted as abusive, offensive or threatening
- To carry college identification cards at all times
- To assist security within the College by ensuring that caps or clothing do not obscure the face and hoods are not worn in College
- To be punctual and properly prepared for classes

Serious Misconduct

Any conduct that is a serious threat to the good management of the college or causes threat or harm to other members of the College community. Examples of such conduct, not exclusively, are:

- Physical or verbal assault on another student or member of staff or visitor, or threatening behaviour.
- The possession, use or dealing of any illegal substances including alcohol. (See Substance Misuse Policy)
- Incapacity caused by being, or appearing to be, under the influence of alcohol, illegal drugs or solvents (see Substance Misuse Policy)
- The possession of any offensive weapon(s).
- Theft, fraud, deliberate falsification of records.
- Deliberate damage to property owned by Northampton College, its staff, student or visitors.

- Behaviour likely to be offensive to public decency (including swearing and offensive language).
- 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).
- 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.
- Behaviour prejudicial to the good name of the College, whether on or off the College premises.
- Inappropriate use of technology or any of the College's computer equipment or facilities (see ICT Acceptable Use Policy).
- Failure to pay any outstanding debts to the College e.g. for trips, course fees, examination fees.

Failure to meet Academic Standards

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

- Assignments as part of the assessed Curriculum (submitted within required guidelines)
- Homework and research set to aid learning
- In class activities

A student who fails to meet these requirements, without satisfactory explanation, will be regarded as neglecting their academic obligations. In the first instance this will be dealt with by the appropriate teacher / personal tutor who will record actions on the eILP.

Where breaches of discipline occur such as a failure to comply with the Code of Conduct or any incident of academic misconduct, the following procedure will be used.

Every effort will be made to avoid the use of formal disciplinary action where problems can be remedied informally. All staff carry the responsibility for the informal disciplining of students and for ensuring that misconduct or poor academic performance on the part of students is consistently dealt with in accordance with this policy.

Where informal measures prove insufficient to establish a satisfactory standard of conduct, a verbal warning may be given. If there is no improvement then four formal disciplinary stages may be invoked and may include the possibility of fixed period or permanent exclusion from the College.

Any disciplinary action must be logged electronically on the Disciplinary Database.

In all cases staff should be aware of any learning difficulty or disability which may affect the student and seek advice and support as appropriate and always before implementing formal action.

Every disciplinary hearing should be preceded by investigation of the facts leading to the request for a disciplinary hearing. Where a staff member believes a Stage 1 or above disciplinary should occur, evidence should be presented to the Curriculum Manager first to determine whether or not disciplinary action should be taken.

The manager responsible for the disciplinary hearing should ensure they have considered all relevant information and documentation related to the cause for the disciplinary hearing. Where it is decided that a formal investigation is appropriate, the Head of School/ Head of Cross College Programmes/Head of Teaching and Learning should liaise with the Director of Student Services to agree the terms of reference and agree who should carry out the investigation. If the student has a learning difficulty and/or any disability a reasonable adjustment will be made. 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.

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 (see appendix 1 for guidance).

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 will not be required.

Procedures (see Appendix 1)

Verbal Warning (F2) (see Appendix 2)

Can be issued to address first time or minor incidents of classroom management issues or behaviour concerns within College. This should be logged by the person issuing it on eILP within 24 hours, for Work Based (WB) or Work Placed (WP) Learners a record will be held in their personal file and a copy sent to their employer. Actions to be monitored by the person issuing the F2.

Stage 1

A formal hearing will be held between the Curriculum Manager/Employee Development Team Leader (EDTL) and the student normally within 5 working days. The hearing will be recorded on a Student Disciplinary Record form (SDR) and on the central database, a copy of the SDR will be sent to the parent/carer/employer (where appropriate).

The hearing will have 1 of 3 outcomes:

- Stage 1 confirmed
- Lower level confirmed
- No disciplinary given.

Where a disciplinary is confirmed the SDR will contain a course of action for improvement within an agreed timescale (2/3 weeks) and outline the consequences of further misconduct or poor academic performance.

A meeting to review progress against the action plan will be conducted usually within 20 working days of the student receiving the official warning. Outcomes from that meeting to be logged on the eILP.

Stage 2

A formal hearing will be held between the Curriculum Manager/Employer Skills Development Manager (ESDM) and the student normally within 5 working days. The hearing will be recorded on a Student Disciplinary Record form (SDR) and on the central database. Parents/carers/employers must be invited to attend the hearing (where student is under 19 at the start of their course and has not withdrawn permission).

The hearing will have 1 of 3 outcomes:

- Stage 2 confirmed
- Lower level confirmed
- No disciplinary given.

Where a disciplinary is confirmed the SDR will contain a course of action for improvement within an agreed timescale (2/3 weeks) and outline the consequences of further misconduct or poor academic performance.

A meeting to review progress against the action plan will be conducted normally within 20 working days of the student receiving the official warning. Outcomes from that meeting to be logged on the eILP.

Stage 3

A report will be prepared detailing the reasons for a stage 3 by the Curriculum Manager or investigating officer, this report will be presented to Head of School.

Parents/carers/employers must be invited to attend the hearing (where student is under 19 at the start of their course and has not withdrawn permission), normally within 5 working days of the report being concluded.

A Head of School, Head of Cross College Programmes or Head of teaching and Learning or the ESDM will convene a panel hearing.

The panel will consist of the Head of School/ESDM to which the student belongs and another Head of School or the Head of Cross College Programmes or the Head of Teaching and Learning or a Senior Manager (member of SMT).

The hearing will have 1 of 4 outcomes:

- Stage 3 confirmed
- Lower level confirmed
- No disciplinary given
- Recommendation for stage 4 hearing

Where a disciplinary is confirmed the SDR will contain a course of action for improvement within an agreed timescale (2/3 weeks) and outline the consequences of further misconduct or poor academic performance.

A meeting to review progress against the action plan will be conducted usually within 20 working days of the student receiving the official warning. Outcomes from that meeting to be logged on the eILP.

Stage 4

A report will be prepared detailing the reasons for a stage 4 by the Head of School/ESDM. This report will be presented to the Deputy Principal or the Director of Finance and Corporate Affairs.

The Deputy Principal/DFCA will convene a hearing. Parents/carers/employers must be invited to attend the hearing (where student is under 19 at the start of their course

and has not withdrawn permission), normally within 5 working days of the report being concluded.

The hearing will have 1 of 3 outcomes:

- Exclusion confirmed
- Lower level confirmed
- No disciplinary given

Notification of Disciplinary Hearings

For stages 2 – 4 inclusive, students will be given at least 5 working days' written notice to attend the hearing which will include the nature of the alleged misconduct.

Students will be advised that they may be accompanied by a parent/carer/relative/employer/fellow student if they wish. Students may request advocacy support from their Personal Tutor, Learning Mentor or Student Services for any disciplinary hearing which may involve support to make a written statement of their version of events which may be subsequently used as evidence in any future hearings. Legal representation is not acceptable and will not be permitted.

Parents/carers/employers will be informed of the outcome of Stage 1 hearings and invited to attend stage 2, 3 and 4 hearings if they wish.

Suspension

Suspension may occur for a single incident without recourse to the early stages of the student disciplinary procedure. Northampton College suspends without prejudice and makes no presumption of guilt.

The following staff can suspend students:

Any Head of School, Head of Teaching and Learning, Head of Cross College Programmes and the Employer Skills Development Manager may suspend a student for a period not exceeding 5 working days.

Any member of the College Senior Management Team can suspend a student for a period not exceeding 10 working days.

Where a request is made to extend a suspension beyond 10 working days, the Deputy Principal and the Director of Student Services will review the request and agree to either extend the suspension 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.

If the student being suspended is under 18 at the start of their course, 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 their sponsor must be informed.

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 Director of 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.

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 Director of Student Services within 5 working days of their hearing. The DoSS will hear the appeal usually within 10 working days.

For an appeal against exclusion, the student should submit their appeal, in writing, to the Principal within 5 working days of their hearing. The Principal will hear the appeal usually within 10 working days.

This procedure lays down timeframes to which the College will seek to adhere to. However, there may be occasions where the time limits will slip. In that eventuality, the College will keep the student fully informed of the reasons for this and when the hearings will take place.

appendix 1

STAGE	PROCESS	SANCTIONS	MISCONDUCT LEVEL	APPEAL
Verbal Warning	Course Teacher/EDTL will issue verbal warning to student and log interaction on eILP	None other than advised that if behaviour is repeated it may lead to disciplinary	Incidents of classroom management issues such as those listed below at Stage 1 plus any additional behaviour concerns witnessed throughout the College	None
Stage 1	<p>A Head of School, Head of Cross College Programmes, Head of Teaching and Learning or the EDTL will conduct the hearing, following investigation, with the student within 5 working days.</p> <p>Parents/carers/employers will be informed of action.¹</p> <p>Outcome will be logged on central systems</p>	<p>Stage 1 warning and action plan issued with appropriate SMART targets to be completed within 2/3 weeks.</p> <p>Additional sanctions and reparation as appropriate (e.g. limited access to IT, apologies to any inconvenienced individuals).</p> <p>Class teachers to comment on positive and negative behaviours on eILP during the action plan period. Personal tutors to monitor.</p> <p>This stage can be repeated once only if appropriate but then escalation to stage 2 is required</p>	<p>Issues such as continuous/repeated:</p> <ul style="list-style-type: none"> • disrespect towards staff or visitors • disruptive behaviour/unacceptable language • non-application to work in class • initial instance of bullying • unjustified absenteeism or lateness • poor attitude to completing work • regularly unprepared for lessons • minor breaches of College rules or the code of conduct – eg smoking, inappropriate use of IT • inappropriate parking 	In writing to the Director of Student Services (DoSS) within 5 working days. Appeal will be heard within 10 working days.
Stage 2	<p>A Head of School, Head of Cross College Programmes, Head of Teaching and Learning, Curriculum Manager or ESDM will conduct the hearing, following investigation, with the student within 5 working days</p> <p>Parents/carers/employers will be</p>	<p>Stage 2 warning and action plan issued with appropriate SMART targets to be completed within 2/3 weeks</p> <p>Other sanctions and reparations as appropriate</p>	<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"> • minor damage to property • minor levels of aggression/bullying/harassment 	In writing to the Director of Student Services (DoSS) within 5 working days. Appeal will be heard within 10 working days.

¹ Where the student is under 19 at the start of their programme or is a Work Based Learner. (subject to having informed consent to involve third parties)

	<p>informed of action and invited to any formal meetings.</p>	<p>Class teachers to comment on positive and negative behaviours on eLP during the action plan period. Personal tutors to monitor.</p> <p>This stage can be repeated once only if appropriate but then escalation to stage 3 is required</p>	<p>towards other students or staff</p> <ul style="list-style-type: none"> • minor health and safety infringements • discriminatory behaviour/comments of any kind • abuse of any college facilities • unacceptable behaviour towards College neighbours or their property • plagiarism 	
Stage 3	<p>Investigation for incidents of serious misconduct (in agreement with DoSS), (may be external investigator if deemed appropriate).</p> <p>referral for failure to meet targets agreed at stage 2</p> <p>Report prepared for reasons for stage 3 by CM/investigating officer, presented to Head of School/ ESDM.</p> <p>A Head of School, Head of Cross College Programmes, Head of Teaching and Learning or ESDM will convene a panel hearing.</p> <p>The panel will consist of the Head of School to which the student belongs and another head/ ESDM or senior manager (member of SMT).</p> <p>Parents/carers/employers will be informed of action and invited to any formal meetings.</p>	<p>Stage 3 warning and action plan issued or recommendation for permanent exclusion.</p> <p>Other sanctions and reparations as appropriate.</p> <p>Class teachers to comment on positive and negative behaviours on eLP during the action plan period. Personal tutors to monitor.</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"> • Physical or verbal assault on another student or member of staff or visitor, or threatening behaviour. • The possession, use or dealing of any illegal substances including alcohol. (See Substance Misuse Policy) • Incapacity caused by being, or appearing to be, under the influence of alcohol, illegal drugs or solvents (see Substance Misuse Policy) • The possession of any offensive weapon(s). • Theft, fraud, deliberate falsification of records. • Deliberate damage to property owned by Northampton College, its staff, student or visitors. • Behaviour likely to be offensive to public decency (including 	<p>In writing to the Director of Student Services (DoSS) within 5 working days. Appeal will be heard within 10 working days.</p>

			<p>swearing and offensive language).</p> <ul style="list-style-type: none"> • 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). • 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. • Behaviour prejudicial to the good name of the College, whether on or off the College premises. • Inappropriate use of technology or any of the College's computer equipment or facilities (see ICT Acceptable Use Policy). • Failure to pay any outstanding debts to the College e.g. for trips, course fees, examination fees. 	
Stage 4	<p>Following a recommendation for exclusion, the Deputy Principal will meet with the student to consider exclusion.</p> <p>Parents/carers/employers will be informed of action and invited to any formal meetings.</p>	<p>Stage 4 warning and action plan issued or exclusion confirmed.</p>	<p>Will normally be preceded by a stage 3 hearing, however where the incident is deemed extremely serious a stage 4 hearing can be requested directly.</p>	<p>Appeal in writing to the Principal within 5 working days, appeal will be heard within 10 working days.</p>

STUDENT 'ON REPORT' PROCEDURES

Student Report Card

Personal Details of Student Name: Id: Personal Tutor:
Reason for Disciplinary Action Poor attendance and missed deadlines with work. Date:
Period of time for enforcement and Agreed Actions

Staff Member issuing F2.....

