

# Student Disciplinary and Positive Behaviour Management Procedures

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## 1. Purpose

The purpose of the Student Disciplinary/Positive Behaviour Management Procedure is as follows:

- to ensure student behaviour is managed positively in line with British Values in order that students achieve their learning goals successfully
- British values are:
  - Democracy, the rule of law, tolerance of those with different faiths and beliefs, mutual respect and individual liberty
- to ensure that students adopt reasonable behaviour and conduct whilst on Colleges premises
- to ensure that all students receive consistent and fair treatment when involved in student disciplinary procedures.

## 2. Scope

The procedure should be implemented by all staff and applies to all students attending courses at Warrington & Vale Royal College, whether full time or part time including students accessing learning in remote form. The procedure is underpinned by British Values and includes all aspects of college delivery including residentials, trips, field study, work placements and sporting/social activities organised by the College. This procedure also applies to any behaviour which occurs outside of College that has the potential to bring the College into disrepute. This procedure will also be used when an incident occurs between two or more students outside of college, where the College's safeguarding principles and duty to promote the welfare of students is required <sup>(1)(2)</sup>.

## 3. Responsibility

Monitoring the implementation of this procedure and its future development is the responsibility of the Vice Principal for Curriculum.

All College staff at all levels have an individual and collective responsibility to manage student discipline.

Members of the executive Leadership Team (ELT), Directors of Curriculum and Quality, Safeguarding and Inclusion managers, Duty Managers, Health and Safety Manager and the Director of Student Support & Inclusion have the right to suspend a student without prejudice pending an investigation. Parents/carers of all 16-18 year old students will be informed by the person/s who have authorised the suspension.

Curriculum Managers, Teachers, Safeguarding and Inclusion managers and Progress Coaches are responsible for student performance management.

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<sup>1</sup>The College has a statutory and moral duty to promote and safeguard the welfare of all our students under the age of 18 and Adults at risk receiving education and training at the college. This includes protecting them from situations where they are abused. (Warrington & Vale Royal College Safeguarding & Prevent Policy)

<sup>2</sup> Adults at risk are people aged over 18 who are affected by mental ill health, have a learning difficulty or disability, or a physical disability or impairment.

For 16-18 year olds the College has a responsibility to inform parents/carers when a disciplinary measure is implemented and at every stage of the process. This will be communicated by the curriculum team and recorded on ProMonitor to ensure details of each incident are captured and the procedure is followed.

#### 4. Use

- 4.1 The procedures should be read in conjunction with other relevant College policies and procedures. Depending on the circumstances of a particular matter, it may be appropriate to invoke other College policies/procedures for example, Safeguarding and Prevent Policy. In addition the College will also follow and make reference to statutory guidance, including Keeping Children Safe in Education (September 2023).
- 4.2 The protection of children and vulnerable adults at College is of paramount importance and the College may take disciplinary action in respect of any student who it reasonably considers poses a threat in this regard.
- 4.3 If a disciplinary allegation leads to the involvement of the police, the College may continue with disciplinary proceedings notwithstanding that police investigations may be on-going. Nothing in this procedure obliges the College to proceed, however, and in some cases it will be entirely appropriate to halt the College's internal proceedings.
- 4.4 Should police investigations conclude without criminal proceedings being brought against a student, or should a student be found not guilty of an alleged criminal offence, the College may still proceed with disciplinary proceedings.
- 4.5 Any stage of the procedure can be invoked without having undergone previous stages. Each case will be considered separately and the potential severity of the allegations will determine which stage of the procedure is invoked. This means that in serious cases, students can directly progress to Stage 3 (final written warning or exclusion).
- 4.6 Similarly, at any Stage, the College can decide to impose a lower sanction, e.g. if the procedure is invoked at Stage 3, a written warning could be issued rather than the final written warning.
- 4.7 This procedure may be used in circumstances where information regarding a student emerges that the College were not made aware of. This includes instances where a student has been involved in, or accused of, serious incidents outside of college, which could place themselves or other students at risk of confrontation, harassment or pose a safeguarding risk.

## 5. Expected Behaviour

Students' commitment to us – we expect all students to uphold British Values and the College rules:

### Student Code of Conduct – ABC

All students are expected to adhere to ABC standards:

#### **Attendance:**

Attend all timetabled sessions including subject lessons, tutorial meetings, additional support sessions and support appointments

#### **Behaviour:**

Behave with respect and consideration for others, meeting our commitment to equality of opportunity and recognising the primary function of Warrington & Vale Royal College as a learning environment.

#### **Commitment:**

Participate fully in all lessons, online learning and support sessions, complete all pieces of work to agreed deadlines and to an appropriate standard and show commitment to the ethos of the college

### Attendance

- All students are expected to aim for 100% attendance with no unauthorised absences. They are expected to arrive on time to every lesson.
- Students who fail to attend any part of their programme of study may be subject to disciplinary measures, which may ultimately result in withdrawal from college.
- Students are expected to attend all 1-1 appointments with their Progress Coach and other College staff
- Students are required to inform the College in advance of any absences via the correct use of the absence reporting system- Absence Hotline.

### Behaviour

All students are expected to Attend, Behave and Commit (ABC)

- Fully uphold the published British Values (see Appendix A)
- Be considerate and **respect** the rights and interests of fellow students, staff and other College users
- Take care of the college environment, buildings and furnishings and **respect** other people's property, including computer-based information
- Treat everyone with **respect** and tolerance in a way that meets our commitment to equality, diversity and inclusion
- Use online communication systems (Facebook, Twitter, email, mobile telephones, air dropping etc.) in a responsible way ensuring no upset, harassment or offence occurs
- Use College IT systems appropriately adhering to all aspects of the College IT Policy
- Use your devices responsibly and appropriately whilst on college grounds and when interacting with fellow students. E.g. do not send, share or create inappropriate or illegal images or content. Do not make your device available to receive unsolicited images or messages (Airdrop).

- Co-operate with and respect staff and fellow students
- Report any bullying<sup>3</sup> or harassment<sup>4</sup> (face to face or online), sexual assault, sexual harassment or harmful sexual behaviours. The college is committed to zero-tolerance towards bullying and harassment, ensuring a culture of tolerance and respect is promoted
- Conform to the College requirement to wear ID badges and lanyards at all times and refrain from wearing coats and headwear in classes/workshops and general indoor areas of the College.
- Engage in online classrooms/virtual lessons in the same way you would if attending in person making sure you respect staff and other learners.

## Commitment

All students are expected to exemplify their individual liberty and:

- Accept that the responsibility for their learning rests with them by being active in the planning of their programme and the reviewing of their progress with their Progress Coach and all teachers
- Participate fully in all activities in all lessons and support sessions
- Complete assignments, meet deadlines and work to the best of their ability, discussing with their tutors any circumstances which may prevent this
- Be prepared for lessons with the appropriate equipment and uniform
- Make effective use of the study facilities
- Contribute positively to the college community, e.g. supporting the Student Council, and participating in extra-curricular events and activities.
- Abide by all College policies that apply to students

## 6. Guidance

All staff encountering student behaviour that does not yet meet expectations should address the student directly. In certain circumstances, the member of staff may wish to seek the support of colleagues (such as a college manager or college security staff) before challenging student behaviour. At no point should a member of staff put themselves in a situation where they are unsafe.

The following list gives examples of behaviour that does not meet expectations and standards required at College. It is not an exhaustive list:

- persistent unauthorised absence or lateness;
- repeated failure to submit work;
- spitting;

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<sup>3</sup> <https://www.acas.org.uk/handling-a-bullying-harassment-discrimination-complaint#Bullying>

Bullying can be described as unwanted behaviour from a person or group that is either: offensive, intimidating, malicious or insulting an abuse or misuse of power that undermines, humiliates, or causes physical or emotional harm to someone. ACAS

<sup>4</sup> <https://www.acas.org.uk/handling-a-bullying-harassment-discrimination-complaint#Bullying>

By law (Equality Act 2010), there are 3 types of harassment: sexual harassment, which is unwanted behaviour of a sexual nature harassment related to certain 'protected characteristics' under the Equality Act 2010 less favourable treatment as a result of harassment related to sex, sexual harassment or gender reassignment

- device being used in a learning environment when not authorised to do so;
- device being used inappropriately;
- damaging college property;
- plagiarism or cheating of any kind (including the use of Artificial Intelligence);
- failure to follow reasonable instructions of College staff;
- abusive or aggressive behaviour towards staff or students

### Assessment

If assessment work (including formative and summative assessment) is submitted late with no prior agreed extension then the disciplinary procedure may be used.

If plagiarism has clearly taken place, including the use of unauthorised artificial intelligence platforms or software, the assessment must be returned to the learner unmarked with a prompt deadline for resubmission. The disciplinary procedure must be instigated. Awarding Organisation procedures must be followed (e.g. for Edexcel qualifications - no additional resubmissions should be granted).

## 7. Recording 'Causes for Concern' on ProMonitor

Minor instances of inappropriate behaviour are expected to be dealt with in line with the behaviour management skills of all staff, using a 'considered' approach to gain an understanding of the behaviour. Training and development is available to all staff to support these strategies

- 7.1 Where the behaviour is repeated or a more serious isolated incident, they can issue the student with a "Cause for Concern". This should be recorded in Meetings on ProMonitor using the meeting type "Disciplinary – **Cause for Concern**". Cause for Concerns should be addressed quickly, by the staff member issuing, to ensure the student understands they are exhibiting unacceptable behaviour and to help them to improve.
- 7.2 The member of staff issuing the Cause for Concern should record it, inform the **learner and parent** and follow it up. Progress Coaches/teachers will discuss any new Cause for Concerns with students in 1:1s and with parents/carers/external agencies where students fall into vulnerable or high risk categories and it is appropriate. When issuing a Cause for Concern the member of staff issuing the concern must consider any previous causes for concern and analyse any patterns in behaviour, highlighting this in escalation or team discussion. Three cause for concerns' will result in a Stage 1 Verbal Warning or Stage 2 Written Warning depending on the nature of the concerns. This will be escalated and monitored by Curriculum Managers.
- 7.3 Student behaviour remains the primary responsibility of the curriculum area and so wherever possible, teachers and Curriculum Managers with the support of Progress Coaches and Lead Progress Coaches should consider positive ways to respond to behaviours that do not yet meet expectations. This will be done with support from other departments such as the Teaching, Learning and Assessment team or the Additional Learning Support team.



## 8. Stage One – Verbal Warning

- 8.1 Where a student responds inappropriately to informal directions by staff, or repeats/continues the behaviour, or the behaviour is of a sufficiently serious nature, the incident must be reported to the student's Curriculum Manager and a verbal warning will be issued. If a learner has an EHCP plan then this needs to be discussed first with the Learning Support Officer.

The following situations will render the student liable to disciplinary action invoked at Stage 1 of the procedure: (note: this is not a definitive or exhaustive list)

- committing a series of different unsatisfactory actions within a short period of time;
  - failure to observe basic health and safety standards, policies and precautions;
  - preventing another student from pursuing their studies effectively;
  - damage to college property.
  - poor attendance and/or punctuality to college
  - minor or continued bouts of unsafe/poor behaviour
- 8.2 The Curriculum Manager will schedule a disciplinary meeting with the student, this meeting does not require the attendance of pastoral support staff and can be conducted without. They will speak to the student about the incident using appropriate sources of information/evidence, discuss what happened, agree actions to avoid repetition of the behaviour and agree sanctions proportionate to the inappropriate behaviour. This will all be recorded on ProMonitor in the meetings section as a verbal warning. Safeguarding and Inclusion manages and Lead Progress Coaches are also authorised to issue a verbal warning, for example for poor punctuality or non-attendance. The curriculum manager must still be informed.
- 8.2 Verbal warnings will be issued by Curriculum Managers, Safeguarding & Inclusion Managers and Lead Progress Coaches.
- 8.3 The person who issued the warning will inform parents/carers that a verbal warning has been issued via telephone. If telephone is not possible then this needs to be followed up via email or letter and recorded/uploaded to ProMonitor. ProMonitor will alert all staff of the disciplinary warnings issued to students on their courses.
- 8.4 In some circumstances, the member of staff issuing the warning may delegate the responsibility for communication to an appropriate member of the team.



## 9. Stage Two - Written Warning

A student may be referred to stage 2 of the disciplinary procedure if they have not complied with the actions outlined at Stage 1 or for a more serious incident of behaviour or misconduct. If a learner has an EHCP then this needs to be discussed first with the Learning Support Officer.

The following situations will render the student liable to disciplinary action invoked at Stage 2 of the procedure: (note: this is not a definitive or exhaustive list)

- Failure to comply with previous action plans
- Persistent poor punctuality and attendance
- Further persistent non submission of assessment work.
- Persistent lack of engagement, failure to meet deadlines, submit work, complete industry placement and enrichment
- Committing a series of different unsatisfactory actions of a more serious nature within a short period of time;
- Continuous failure to observe health and safety standards, policies and precautions;
- Dangerous driving on or around the college campus;
- Gross negligence;
- Further prevention of another student from pursuing their studies effectively
- Damage to college property including the college buses.

9.1 Directors will issue written warnings. If this cannot be arranged in a timely manner the written warning can be issued by the Curriculum Manager

9.2 A meeting with the Director and/or Curriculum Manager will be arranged and the Safeguarding and Inclusion Managers / Lead Progress Coach /Progress Coach, will attend as appropriate (although it is not essential for all to be represented) and parent/carers of students under 18 years of age will be invited and should attend. The Assistant Director and/or Curriculum Manager will discuss the inappropriate behaviour with the student and may refer to other sources of information or evidence and issue a written warning. An action plan and targets will be recorded on ProMonitor and on a Disciplinary and Actions form (DAF1) with the student's signature. These will be monitored by the Curriculum Manager with the support of the Progress Coach/ Safeguarding and Inclusion Managers. The Progress Coach/Safeguarding and Inclusion Managers will also post a meeting on ProMonitor to say a written warning has been issued.

9.3 Progress Coaches/Safeguarding and Inclusion Managers will inform parents/carers that a written warning has been issued via telephone and print report from ProMonitor.

9.4 A written warning will remain active on a student's record for 6 months and may impact any subsequent disciplinary decisions.

9.5 A written warning can bridge academic years. For example, a written warning issued towards the end of a course may still be active when a new course starts.

- 9.6 If parents/carers or the student fails to attend a written warning meeting without reason for a second time this will result in the meeting being held in their absence.

## 10. Stage Three – Final Written Warning or exclusion

If a student continues to consistently behave inappropriately the student's Director of Curriculum will review the situation and may decide to refer a student to stage 3. At this point, a Disciplinary Summary sheet (DAF2) will be completed by a Safeguarding and Inclusion Manager. If the Director feels there is a chance the hearing could result in exclusion the hearing should be chaired by the Vice Principal.

The following situations will render the student liable to disciplinary action at Stage 3 of the procedure: (note: this is not a definitive or exhaustive list)

- Failure to comply with previous action plans
- Continued disregard for college policies and procedures
- Persistent disruptive/unsafe behaviour
- Persistent poor punctuality and attendance
- Persistent lack of engagement, failure to meet deadlines, submit work, complete industry placement and enrichment

10.1 Curriculum Director can sanction final written warnings.

10.2 A hearing will be scheduled to include the appropriate Curriculum Director, Curriculum Manager, Director of Student Support & inclusion or Safeguarding and Inclusion Managers with the student. If under 18, parents/carers must be invited to the hearing and a covering letter sent (by the curriculum administrator) explaining the nature of the inappropriate behaviour. If over 18 the student can elect to bring a representative with them.

10.3 The inappropriate behaviour will be discussed and an action plan and targets will be recorded on ProMonitor and on a Disciplinary and Actions form (DAF3) with the student's signature. The Curriculum Manager/Safeguarding and Inclusion Managers will monitor the action plan. The Safeguarding and Inclusion Managers will post a Meeting on ProMonitor to record that a final written warning has been issued.

10.4 It should be made clear to students and parents/carers that non-compliance will result in a recommendation for exclusion.

10.5 Final written warnings remain active for ten months and are then reviewed. Final written warnings will be kept on file for the duration of the course and may impact any subsequent disciplinary decision and may be used when providing internal admissions references. Final written warnings as with written warnings will bridge the academic calendar.

10.6 The Director chairing the meeting may decide that the incident needs referring to the Vice Principal for curriculum to determine the outcome, if this is the case the meeting will be adjourned and reconvened under section 10 Exclusion.

10.7 If parents/carers or the student fails to attend a final written warning meeting without reason for a second time this will result in the meeting being held in their absence.

### **11. Stage Three – Final Written Warning or exclusion following act of gross misconduct or suspension**

If a student is involved in an incident of gross misconduct, or following a suspension without prejudice, the student's Director will refer the student to stage 3. At this point, a Disciplinary Summary sheet (DAF2) will be completed by the Safeguarding and Inclusion Manager.

The following situations will render the student liable to disciplinary action invoked directly at Stage 3 of the procedure: (note: this is not a definitive or exhaustive list)

- theft;
- fraud or attempted fraud;
- bullying, harassment or making threats against people or property;
- verbal or physical aggression and abuse towards staff or students
- sexual harassment and assault;
- reckless or dangerous driving on or around site;
- Damage to college property including the college buses.
- misuse or deliberate interference with computerised information;
- handling, sharing, creating, viewing offensive, illegal, or inappropriate content on college or personal devices
- creating, sharing, uploading, viewing, images or recording of staff or students without their knowledge and consent, e.g Airdrop
- deliberately causing injury to others;
- accessing or making available to others pornographic or other offensive material;
- possession of non-prescription drugs and/or drug paraphernalia whilst on college premises, during college hours or on college business.
- consumption of alcohol/drugs on college premises or attending college whilst drunk or under the influence of drugs.
- use of obscene language or behaviour
- non adherence to previous actions set out in disciplinary meetings.

Of the above examples this includes actions or behaviours carried out on line.

11.1 The Vice Principal – Curriculum and any member of ELT can sanction final written warnings for gross misconduct and following suspension.

11.2 A hearing will be scheduled to include the appropriate Curriculum Director, Curriculum Manager, Director of Student Support & inclusion or Safeguarding and Inclusion Managers with the student. If under 18, parents/carers must be invited to the hearing and a covering letter sent (by the curriculum administrator)

explaining the nature of the inappropriate behaviour. If over 18 the student can elect to bring a representative with them.

- 11.3 The inappropriate behaviour will be discussed and an action plan and targets will be recorded on ProMonitor and on a Disciplinary and Actions form (DAF3) with the student's signature. The Curriculum Manager/ Safeguarding and Inclusion Managers will monitor the action plan. The Safeguarding and Inclusion Managers will post a Meeting on ProMonitor to say a final written warning has been issued.
- 11.4 It should be made clear to students and parents/carers that non-compliance will result in a recommendation for exclusion.
- 11.5 Final written warnings remain active for ten months and are then reviewed.
- 11.6 Final written warnings will be kept on file for the duration of the course and may impact any subsequent disciplinary decision and may be used when providing internal admissions references. Final written warnings as with written warnings will bridge the academic calendar.
- 11.7 If parents/carers or the student fails to attend a disciplinary meeting without reason for a second time this will result in the meeting being held in their absence.

## **12. Exclusion (Gross Misconduct and Summary Dismissal)**

- 12.1 In cases of gross misconduct or failure to meet actions laid out at previous disciplinary stages, a student may be subject to summary dismissal – immediate termination of attendance at college without notice. This can only be carried out by a member of the Executive Leadership Team.

Summary dismissal can result from a single occurrence of gross misconduct and does not require completion of the Disciplinary Procedure. The following are examples of circumstances which are considered serious enough to justify summary dismissal: All examples in the policy apply but act as guidelines only. The list is neither exclusive nor exhaustive.

- unauthorised possession of offensive weapons.
- conviction of a serious criminal charge.
- gross insubordination.
- deliberate contravention of health and safety regulations.
- conduct deliberately or knowingly endangering students, staff, visitors or the general public.
- supply, or possession with intent to supply illegal drugs.
- Bullying, harassment, assault (including online)
- Sexual harassment and assault (including online)

- 12.2 A letter explaining the reason for exclusion will be issued to the student and their parent/carer (if under the age of 18 years). The conditions relating to any future re-engagement with the College will be made clear (this will usually involve the

submission of a written request from the student to be reconsidered for future enrolment).

- 12.3 The Director of Student Support & Inclusion will be notified of all exclusions to maintain a central record in order to update the College Management Team and Governors regarding suspensions and exclusions on a termly basis.
- 12.4 All outcomes will be recorded on Meetings on ProMonitor by the Safeguarding & Inclusion Manager.
- 12.5 If parents/carers or the student fails to attend a disciplinary meeting without reason for a second time this will result in the meeting being held in their absence.

### **13. Conduct at disciplinary meetings**

If at any stage of the disciplinary process the student, parent or carer become aggressive or threatening towards staff or other students, the college reserve the right to suspend the process and continue without either parent, carer or student present. This is clearly set out in the parent and carer charter.

### **14. Students with special educational needs and disabilities**

The college recognises that there are a number of students with special educational needs and disabilities (SEND). If the college has been made aware of the student's needs, if appropriate, we will make reasonable adjustments during the disciplinary process, recognising the student's usual way of working. Adjustments may include, smaller room with fewer attendees. If a student aged 16-18 or an adult at risk does not have a parent/carers present, a member of college staff will attend with the student and advocate on their behalf to ensure they understand the process.

### **15. Suspension**

15.1 Suspension without prejudice, will not be used as punishment but where:

- an allegation of serious misbehaviour has been made (e.g. a child protection allegation, alleged violence towards another student, sexual violence, bullying & harassment, Under the influence of alcohol or drugs, a serious breach of health and safety has been alleged)  
and/or
- suspension is necessary pending investigation (whether by the College or by external agencies such as police, Social Services etc.)

Suspensions require the student concerned to remain off the premises of the college for the stated period of time and until the date of the disciplinary hearing. The Vice/Assistant Principals, Directors of Curriculum, Director of Student Support & Inclusion, Safeguarding & Inclusion Managers, Duty Managers or the Health and Safety Manager have the right to suspend a student pending further investigation. A letter will be sent to the student and all parents of 16–18 year old students, for those over 18 the letter will be addressed to the student. The Director of Student Support &

Inclusion Director of Curriculum and Safeguarding & Inclusion Manager will be informed of all suspensions.

- 15.2 Consideration should be given regarding whether suspension is necessary, particularly if a student has admitted to the misbehaviour. However, it may still be necessary to ask the student to leave site on the day of the incident.
- 15.3 The Director of Student Support & Inclusion will be notified of all suspensions to maintain a central record in order to update the College Management Team.
- 15.4 Wherever appropriate, support will be given to enable the student to continue his/her studies remotely. Registers should be amended to show a C (Cancelled) against each session missed whilst the student is on suspension.
- 15.5 An investigation will be undertaken into all allegations of serious misbehaviour. The Director of Curriculum, with the support of the Curriculum Manager and Safeguarding & Inclusion Manager will normally act as the Investigating Officer.
- 15.6 An investigation is required to collate the facts and circumstances of the alleged incident and will consist of gathering all the facts possible through various means available including:
  - statements from the complainant or victim
  - statement from the student/s accused
  - statements from any witnesses, other students or staff present
  - Interviewing relevant students and staff if appropriate
  - using CCTV footage
  - Collection of on-line material, text messages, including screenshots, snap chats, WhatsApp, messenger, Facebook

This then needs to be collated and included with the Summary form (DAF 2) and presented by the Director of Curriculum, Curriculum Manager or Safeguarding & Inclusion Manager to the Director of Student Support.

The outcomes of the investigation will be used to inform any disciplinary meeting and subsequent decision which may be:

- the student being allowed to return to College, with no further action;
- the issue of a verbal, written or final written warning or
- Exclusion

- 15.7 All outcomes will be recorded on Meetings on ProMonitor by Safeguarding & Inclusion Manager

## 16. Appeals

- 16.1 The only sanctions against which a student may appeal are final written warnings or exclusion. Written notice of the appeal and grounds of the appeal must be given to the Principal within five working days of the disciplinary hearing.



16.2 Appeals can be considered on one or more of the following grounds:

- the decision was irrational;
- the sanction was disproportionately severe;
- there have been procedural irregularities in the handling of the matter; and
- evidence which was not available at the time of the original decision has come to light.

16.3 Appeals relating to final written warnings and exclusion will be heard by convening an Appeals Panel. This is comprised of a member of ELT and a Director of Curriculum, both of whom were not associated with the original disciplinary hearing. The panel will make a recommendation to the Principal. The Principals decision will be final.

16.4 The appeal must be received within 5 working days of the disciplinary hearing

16.5 The appeal will be heard within 10 working days of the receipt of the appeal and the student is entitled to five working days' notice of the date, time and venue of the appeal hearing, unless an earlier date has been mutually agreed. The Appeals Panel has access to all the reports and statements used in the hearing.

16.6 At the appeal hearing, the student and his/her representative will be given the opportunity to set out their representations.

16.7 The decision will be communicated to the student in writing, as soon as practicable. The decision is final.

16.8 If the appeal is upheld, Higher Education complainants are entitled to request a Completion of Procedures letter, under OIA rules, within one month following receipt of the complaint response.

16.9 If the appeal is not upheld, Higher Education complainants will receive a Completion of Procedures letter, which will be issued within 28 days after completion of the internal processes

16.10 Higher Education complaints can be pursued with the Office for the Independent Adjudicator (OIA) <http://www.oiahe.org.uk> who will identify if the complaint is eligible for their review. Escalation to the OIA must be made within 12 months from the date of the Completion of Procedures letter

## 17. Appendices

Appendix A: British Values

Appendix B: Written Warning

Appendix C: Disciplinary Summary Sheet

Appendix D: Final Written Warning

Appendix E: Notice of Suspension pending an Investigation

Appendix F: Notice of Exclusion letter

Appendix G: Student Disciplinary and Positive Behaviour Management procedures



## Appendix A

### **Individual Liberty**

Individual liberty is the free exercise of rights generally seen as outside Government control. In college we promote the importance of individual liberty through such things as provision of extra curricula (enrichment activities), individualised study programmes and modes of study.

### **Mutual Respect**

The proper regard for an individual's dignity, which is reciprocated. In college we promote the importance of mutual respect through such things as classroom codes of conduct, equal opportunities and Student Positive Behaviour policy.

### **Tolerance of Those with other different faiths and beliefs**

A fair, objective, and permissive attitude to those whose faith and beliefs may differ from one's own. This is celebrated through the College's Equality and Diversity weeks.

### **Democracy**

Democracy can be seen as equality of rights and privileges. It can also refer to our nation's electoral systems. Democracy occurs at College through activities such as the student leadership team.

### **Rule of Law**

It is expected that while different people may hold different views about what is 'right' and 'wrong', all people living in England are subject to its law. This is evident around college through the Health and Safety procedures and regulations as well as the data protection of student record.

# Student Disciplinary and Positive Behaviour Management

## Appendix B

### STUDENT DISCIPLINARY FORM (DAF1)

#### STAGE TWO WRITTEN WARNING

To be completed by Director and/or Curriculum Manager

Student name	
Course	

Reason for written warning			
British Value Contravened			
Any SEN arrangements?	Y	N	Details:

Agreed actions for improvement	Timescales	Review
This written warning is active for 6 months until:		

CD/CM signature	
Student signature	
Date	

Copies to: Parent/Guardian (if appropriate)  
Progress Coach/Safeguarding & Inclusion Manager

# Student Disciplinary and Positive Behaviour Management

## Appendix C:

### Disciplinary summary sheet (DAF 2)

To be completed by Director of Student Support or Safeguarding & Inclusion Manager prior to stage 3 hearing.

<b>Name:</b>	<b>Course:</b>
<b>Student Number:</b>	<b>Safeguarding &amp; Inclusion Manager:</b>
<b>DOB:</b>	<b>Director of Curriculum:</b>
<b>Reason for stage 3 hearing request:</b>	

Key Information		Comment
Attendance (Details of engagement with remote learning if applicable)	%	
Number of English sessions attended to date	/	
Number of maths sessions attended to date	/	
Number of tutorial sessions attended	/	
Looked after Child	Y/N	
Care Leaver	Y/N	
Young Offender	Y/N	
SEN	Y/N	
EHCP	Y/N	
High Cost	Y/N	
On at risk report?	Y/N	What number and why?
In receipt of learning Support	Y/N	
Offered welfare support either internally or externally	Y/N	
Local authority informed	Y/N	
Existing disciplinary action	Y/N	Provide detail
Interventions in place	Y/N	Provide detail
Participated in work placement	Y/N	
Participated in all aspects of PoS, enrichment etc...	Y/N	

# Student Disciplinary and Positive Behaviour Management

## Appendix D

### STUDENT DISCIPLINARY FORM (DAF 3) STAGE THREE FINAL WRITTEN WARNING

To be completed by Chair (Director of Curriculum, Vice Principal Curriculum or member of ELT)

Student name	
Course	

Reason for final written warning
British Value Contravened

Any SEN arrangements?	Y	N	Details:
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Actions	Timescale	Review

This final written warning is active for 10 months until:
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**It has been made clear that any further lapse in behaviour may result in exclusion.**

Chair signature	
Student signature	
Date	

Copies to: Progress Coach/Safeguarding & Inclusion Manager  
Parent/Guardian (if appropriate)

## Appendix E

Name

Address

Date

Dear

### **NOTICE OF SUSPENSION FROM COLLEGE PENDING AN INVESTIGATION**

Further to the incident/s you were involved in, *the college is committed to exemplifying the British Values and as such, disciplinary matters are taken very seriously.* I therefore find it necessary to suspend you from College pending an investigation into your actions relating to (*..... insert brief description.....*).

Please note you must not enter the College premises during this period.

You are required to attend College for a meeting to receive the findings of the investigation on (*insert date, time and location of meeting*).

At this meeting, you will have the opportunity to comment on the incident and ask questions on the report findings. If disciplinary action is to be taken, you will be informed of this at the meeting.

***(Insert "This letter is also being sent to your parents/carers who are invited to attend this meeting with you." If under 18 years)***

Yours sincerely

[Relevant Senior Post holder]

Copies to: Parent/Guardian [if appropriate]

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**Appendix F**

Name

Address

Date

Dear

**NOTICE OF EXCLUSION**

Further to the meeting of [DATE], I now write to confirm your exclusion from College, which takes effect immediately. The reason for your exclusion is [INSERT].

If you wish to apply for re-admission to College in the next academic year, you will need to write to the Principal. In any future application to recommence studying at the College, we will take into consideration any evidence you are able to provide which indicates you have improved your behaviour and are able to conduct yourself responsibly in the college environment.

You may wish to appeal against this decision. If so you must write to me within 5 working days advising me of your appeal using the disciplinary procedures drawn to your attention at the meeting.

Yours sincerely

[Relevant Senior post holder]

Enc            Student Disciplinary Procedures

Copies to:    Parent/Guardian [if appropriate]

Appendix G

Equality/Safeguarding Impact Assessment of:

Student Disciplinary and Positive Behaviour Management  
Procedures

**Who are the Key Stakeholders:**

College staff, learners

**Identify source of stakeholder views:**

Staff, student and external bodies stakeholder meetings

Learner comments from the On Programme and Exit Survey

**Summarise key messages from stakeholders:**

Students did comment in general that they feel they are treated equally and fairly

**What is the impact on the following:**

**Have any additional safeguarding risks been identified?**

Key characteristics	Comments
Age	No significant impact
Disability	No significant impact
Gender	No significant impact
Racial group	No significant impact
Religion or belief	No significant impact



Sexual orientation	No significant impact
Gender re-assignment	No significant impact
Pregnancy and maternity	No significant impact

Is a separate Safeguarding Risk Assessment required No

If yes please complete form SR1 Record of Safeguarding Risk Assessment

No major change needed: **NO**

Adjustment required: **NO**

Stop and remove: **NO**

**Actions to be addressed:**

**Validated by the Equality & Diversity Management Group**