

## **P823/809 Student Behaviour & Disciplinary Procedure**

Peterborough Regional College's Mission Statement:  
*'Raise Aspiration, realise potential and inspire success'*

### **1. INTRODUCTION**

Peterborough Regional College drives excellence in every respect, which demands that outstanding behaviour is common place. We therefore expect everyone to be responsible for their behaviours and work collaboratively to ensure this is the case. This policy supports an open and transparent partnership approach, which underpins our expectations and organisational values:

College Values –

- Student & Employer Centred
- Excellence
- Integrity
- Collaboration

### **2. PURPOSE**

The policy outlines positive and straightforward processes for all staff and students that recognise and appreciate behavioural norms. It underpins the partnership approaches that protect and promote self-esteem and self-discipline, it supports the implementation of positive interventions that serve to teach appropriate behaviour. It's aim is to support all students to progress and reach or exceed their potential.

### **3. SCOPE**

This policy and its drivers applies to all learners, staff and visitors who attend College premises, use College transport and those on off site visits and at other locations while undertaking work placement.

## Definitions

For the purposes of this procedure the following guiding definitions apply:

**Misconduct** - The violation of the Student Code of Conduct and Expectations, which after challenge by a member of College staff gives, in the judgement of that member of staff, cause for concern.

**Gross Misconduct** - Involvement in actions which are considered to be unlawful or which directly threaten the learning, rights, well-being, safety and/or security of persons rightfully using the College, or which threatens the well-being, safety and/or security of private or College property.

**Exclusion** - Exclusion means that the learner is not allowed to come into College or onto any College premises or use college transport. They are no longer a student of the College, which on review by a Head of Faculty at the end of the academic year it was issued within will consider the well-being and safety of staff and other learners when determining whether the exclusion should be lifted.

## 4. RELATED DOCUMENTS

P801 Policy for Dealing with Alcohol and Drugs Misuse  
P803 14-16 Year Old Learners  
P806 Anti Bullying and Harassment Policy  
P808 Student Attendance Reporting Policy  
P814 De-escalation and Restraint Policy  
P815 Policy and Guidelines on Student Searches  
P818 ALS and SEND Policy  
P103 Complaints and Dissatisfaction Resolution Procedure

## 5. RESPONSIBILITIES

### 5.1 All College staff will be consistent in ensuring they –

1. Allow positive and professional relationships to develop & ultimately flourish
2. Align ongoing support to our organisational values
3. Model the behaviours expected of all students
4. Plan, deliver and evaluate engaging, challenging and fully inclusive sessions
5. Revert to and regularly promote our expectations - Ready, Respectful, and Safe
6. Raise awareness, challenge positively and privately and refer to positive behaviours
7. Are always calm, don't confront and treat each incident with care

8. Always follow-up and never ignore behavioural issues
  9. Repair before report, triggering the partnership approach (**Disciplinary Process**) only after multiple interventions
  10. Managers will be visible, welcoming, positive, responsive and supportive
- 5.2 In the case of **misconduct** or lack of academic progress, the Head of Faculty is responsible for ensuring that the procedure is implemented (see 9.5). In the case of **gross misconduct**, the College Duty Principal is usually responsible for dealing with the incident initially, and thereafter the Assistant Principal - Curriculum or Executive Director (Student Services).
  - 5.3 The Assistant Principal – Curriculum or Executive Director (Student Services) is responsible for organising independent investigations into incidents of gross misconduct.
  - 5.4 The Duty Principal, Executive Director (Student Services), Assistant Principal – Quality or Assistant Principal - Curriculum may suspend a learner following an incident, particularly if it is felt that other learners may be at risk.
  - 5.5 Suspension and exclusion of learners is the responsibility of the Principal not the Corporation Board. This is in line with the requirements of the Further and Higher Education Act 1992. Within this procedure, the authority to suspend a learner is delegated to the Executive Director (Student Services), Assistant Principal – Curriculum, Assistant Principal – Quality or the College Duty Principal as determined by the situation. The authority to exclude a learner is fully delegated to the Executive Director (Student Services) or Assistant Principal – Curriculum.
  - 5.6 The Principal is responsible for hearing appeals from learners who feel they have been wrongly excluded through the application of this procedure. The Principal is responsible for convening a meeting within twenty-one college days of receipt of the notice of appeal.

## 6. **RISK ANALYSIS**

Failure to have a clear disciplinary policy or not following the policy may result in the inconsistent or unfair handling of discipline of learners. This could lead to complaints and appeals of unfair treatment. Following the correct procedure mitigates the risk of a complaint being upheld.

## 7. **EQUAL OPPORTUNITIES IMPACT ASSESSMENT**

This policy has had Stage 1 Impact Assessment completed

## 8. STUDENT CODE OF CONDUCT AND EXPECTATIONS

Our Expectations	
Ready	<ul style="list-style-type: none"> <li>• Attend all timetabled classes punctually and inform the tutor as soon as possible of any absence or late arrival.</li> <li>• Maintain attendance at or above the college target of 90%.</li> <li>• Complete work to the best of your ability and meeting deadlines. If a deadline cannot be reached, speak to your tutor as soon as possible.</li> <li>• Always dress appropriately.</li> <li>• Be prepared for lessons with the correct equipment.</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>• Treat college staff, learners and visitors with courtesy and respect at all times.</li> <li>• Mobile phones to be on silent in lessons and not visible (<i>unless being used as a learning tool</i>)</li> <li>• Food and drink should not be consumed in the classroom.</li> <li>• Taking care of the environment, both on the college site and outside (including college transport).</li> <li>• Dispose your litter in the bins provided.</li> <li>• Only smoke in designated areas - this includes E-Cigarettes and Vapes.</li> <li>• Work collaboratively with employers and comply with reasonable requests they put forward.</li> <li>• Communicate positively and appropriately.</li> <li>• Respect college property and that of others.</li> <li>• Refrain from using any rude, derogatory, racist or defamatory language that may be upsetting or offensive to others.</li> </ul>
Safe	<ul style="list-style-type: none"> <li>• Wear your college I.D and lanyard at all times and show it when requested by a member of staff.</li> <li>• Listen and follow any Health and Safety or reasonable instruction given by a member of staff.</li> <li>• Smoke in designated areas only- this includes cigarettes, E-Cigarettes and Vapes.</li> <li>• Refrain from consuming or supplying alcohol, paraphernalia or illegal substances while on the college premises.</li> <li>• When using car parks, arrive with care, adhere to speed limits and only park in designated areas.</li> <li>• Wear appropriate PPE as required.</li> <li>• Refrain from carrying or using an illegal or offensive weapon, including knives and sharp objects while attending college.</li> <li>• Comply with any reasonable request given to by a member of staff.</li> <li>• Choose not to invite anyone who is not member of the college onto the premises or allow anyone else to use your ID badge.</li> <li>• Refrain from what might be deemed to be violent, aggressive or intimidating behaviour against any member of the college community.</li> </ul>

**8.1** Where students are a cause for concern at the recruitment or interview stage because of previous behaviour, poor references or their responses at interview, they should be placed on a contract as a pre-condition of enrolment and the commencement of their course.

**8.2** During induction, the Student Code of Conduct and Expectations and Student Behaviour and Disciplinary Procedure will be explained to all students and is a fundamental part of the Student Charter and Handbook.

## **8.2 Misconduct**

The College feels the member of delivery staff is the first line for most academic related student discipline issues, supported where feasible and necessary by the Achievement Support Leader through effective and supportive pastoral care.

The Duty Principal will refer issues to the respective Head of Faculty where necessary and will then delegate accordingly.

### **Examples of Misconduct -**

- 3 absences for the same session in consecutive weeks (Including English and maths)
- Persistent lateness or absences
- Rude or unruly behaviour
- Disrespectful attitudes and behaviours towards others
- Inappropriate language
- Persistent lateness in submitting work or non-completion
- Persistent failure to engage and complete work
- Persistent use of non-work software/web pages in class
- Preventing others from learning
- Anti-social behaviours or attitudes
- Disrespectful towards the college facilities and environment e.g. leaving litter, not leaving social spaces tidy

## **8.3 Gross Misconduct**

Where a case of Gross Misconduct is potentially evident it will be referred to the College Duty Principal. The Duty Principal will interview the student(s) and complete an Incident Report Form, the student will then be suspended. The Executive Director (Student Services) or Assistant Principal - Curriculum are responsible for organising independent investigations into incidents of gross misconduct.

Under normal circumstances, such a suspension may be for no longer than ten college days. Students under 16, at the time of suspension, should not be sent home unaccompanied. The Duty Principal should contact the student's parent/guardian, or, if appropriate, the school to see if the student can be collected.

## Examples of Gross Misconduct:

- Bullying, harassment or intimidating behaviour – including text/cyber bullying.
- Abuse of the College’s computer network including inappropriate use of the internet.
- Breaches of the Equality & Diversity policies and practices of the College e.g. racist, homophobic or sexist comments.
- Bringing the College into disrepute either on or off premises.
- Plagiarism.
- Malpractice (academic cheating) – see Academic Assessment and Malpractice Policy.
- Stealing/theft.
- Damage to property.
- Violence or threats of violence or criminal activities.
- Serious breaches of the Health and Safety requirements of the College.
- Possession of a weapon.
- Possession, use or dealing of any illegal substances including alcohol.
- Incapacity caused by being, or appearing to be, under the influence of alcohol, illegal drugs or solvents.

## 9. PROCEDURES

**9.1** There are four stages in the disciplinary procedure. Normally, to ensure fairness, each stage will be taken before moving to the next one. In cases of serious breach of conduct however, managers have the discretion to go directly to further stages. However, supporting documentation and a clear basis on which this is to be moved forward is required.

The four stages of the disciplinary procedure are:

<b>Stage 1</b>	Informal warning <b>1</b> (cause for concern) Informal warning <b>2</b> (escalated cause for concern)	Delivery Staff Duty Principal
<b>Stage 2</b>	1 <sup>st</sup> Formal Warning (recorded on Promonitor – Learner meetings)	Curriculum Leader Apprenticeship Academy Manager Duty Principal
<b>Stage 3</b>	Written Warning (recorded on Promonitor – Learner meetings)	Head of Faculty Duty Principal Apprenticeships Operations Director
<b>Stage 4</b>	Disciplinary hearing (which could lead to permanent exclusion)	Executive Director (Student Services), Assistant Principal - Curriculum

## 9.2 Vulnerable and SEND Learners:

- The Safeguarding Practitioner should be informed around ALL stages of the process for learners with safeguarding concerns.
- The appropriate ALS and SEND team members should be informed and invited where necessary from Stage 2. See flowchart.
- All students with an EHCP must have an emergency review with the Local Authority undertaken before permanent exclusion or withdrawal takes place. This will be coordinated by the SEN Coordinator.
- External agency professionals should be invited at relevant stages of the process as appropriate, in liaison with the relevant internal SEND and Wellbeing team member.
- The Wellbeing and Career Progression Manager and Welfare Officer should be advised at Stage 2 of the process for any learner who is looked after (LAC), is a care leaver, young carer or has a known social worker.
- If a student is under the age of 18 at enrolment, their parents/carer/guardian should be kept informed of any concerns. In the event of a second informal warning they will be informed by letter and this will be recorded on Promonitor.

## 9.3 Stage 1- Informal Warning

Delivery staff should use appropriate supportive sanctions and plan in follow-up support measures including appropriate targets, ensuring all are recorded on ProMonitor. Staff should meet with the student and inform them of the potential consequences if the targets set are not met. No more than two of these recorded meetings should be held between delivery staff and the student before the formal process is initiated.

Where English and maths colleagues are unable to hold these meetings due to student non-attendance, the Curriculum Leader should liaise with the appropriate Core Curriculum Leader or Apprenticeship Academy Manager to action. Where cross-college issues are raised by the Duty Principal, delegation to the relevant Apprenticeship Academy Manager or Curriculum Lead is required.



## 9.4 Stage 2 – Formal Warning (1<sup>st</sup> Formal)

If a student is not making the academic progress expected of them due to improper conduct, behaving disruptively or is guilty of misconduct then a 1<sup>st</sup> formal warning (**recorded on ProMonitor in Learner Meetings**) and a Behaviour Contract should be issued. This should happen within 1 working week and the contract reviewed after 2 weeks.

If improvements are evident a 2<sup>nd</sup> review after a further 4 weeks will result in the student being placed on an 'amber at risk' register.

If improvement is not evident (student not making academic or behavioural progress) then after reviewing what support has been put in place the next stage of the process should be instigated.



### 9.5 **Stage 3 - Written Warning (2<sup>nd</sup> Formal)**

If the student ignores the previous warnings or fails to benefit from the varying forms of support offered, then a 2<sup>nd</sup> formal warning (**recorded on Promonitor in Learner Meetings**) and an amended Behaviour Contract should be issued. This should happen within 1 working week and the contract reviewed after 2 weeks. If improvements are evident a 2<sup>nd</sup> review after a further 4 weeks will result in the student being placed on a 'red at risk' register.

**If any misconduct is English or maths related the Head of Faculty or Apprenticeship Operations Director and Academic Director for English & maths will liaise. The warning and respective Behaviour Contract can then be formulated collaboratively and implemented/recorded on Promonitor by the Head of Faculty or Apprenticeship Operations Director.**



### 9.6 **Stage 4 – Disciplinary Hearing**

If the student still fails to make academic progress or improve behaviour, support measures have been exhausted and there is little prospect of sustained progress, then the Assistant Principal – Curriculum or Executive Director (Student Services) must be given all documentary evidence to consider exclusion.

Pending the decision, the student may be suspended if their continued presence is seen to be potentially disruptive or harmful to others. Assistant Principal – Curriculum or Executive Director (Student Services) will meet with the student. Failure to attend the hearing will not delay the process and exclusion will be notified in writing outlining the reasons for the action.

**9.7** Where the Duty Principal suspects that a criminal act may have been committed then the police will be informed. In cases of assault, the victim will make the decision to inform the police and we can support them throughout the process.

**9.8** In gross misconduct cases where the evidence is not in dispute, the Executive Director (Student Services) or Assistant Principal – Curriculum will task the Head of Faculty for the respected area to deal with the case/ incident as Investigating Officer.

**9.9** The appointed Investigating Officer will arrange to interview the students(s) concerned and submit the report within ten college days (under normal circumstances). At the interview the students(s) may be accompanied by a friend, who does not act as a representative. A witness to the meeting must be present and a record of the proceedings should be made. The student(s) will be given the opportunity to comment on any allegations made.

Where a student does not have sufficient understanding of the English language or if they or a friend so requests, an interpreter should be arranged by the Executive Director (Student Services). It should be understood that such a necessity will cause the procedure to run outside the time limits set in this standing instruction.

**9.10** If a student is given the opportunity but does not attend the meeting, the Investigating Officer may proceed with the necessary action to complete the investigation.

**9.11** The Investigating Officer will consult with the Human Resources Section where individual members of staff may be implicated in personal allegations.

**9.12** When the investigation has been completed all information on the incident will be passed to the Executive Director (Student Services) or Assistant Principal - Curriculum. Under normal circumstances this will be done within FIVE College days of the interview. It is acknowledged that some part-time students only attend one day in the week.

**9.13** The Assistant Principal – Curriculum or Executive Director (Student Services) will make the decision on the action to be taken within FIVE College days of receiving full details of the investigation. One of the following courses of action will be taken: -

- (1) Take no further action
- (2) Issue a verbal or written warning
- (3) Set condition for conditional re-entry to the College
- (4) Exclude the learner

Actions (2) and/or (3) above may be delegated to the Head of Faculty within which the student is located. In the case of action (4) the Executive Director (Student Services) and/or Assistant Principal – Curriculum will meet with the student.

**9.14** In the case of exclusion, the student(s) either accepts the decision or has twelve college days (from the date of being informed of the decision) in which to appeal to the Principal.

**9.15 Appeal against Decision**

In the case of an appeal against the decision, the Principal shall convene a meeting in order to hear the appeal. The parties concerned if they so wish, may make additional submissions and should be present at the hearing, or may be required to attend, and may be accompanied by a friend. Any documentary evidence should be sent to the Principal at least three college days prior to the hearing.

These points will be made clear in the Principal's invitation to attend the appeal, which will include a copy of this Disciplinary Procedure for the student. The appeal shall be heard not more than twenty-one college days after the receipt of the notice. Refusal of a party to attend shall not invalidate the proceedings. The Principal may invite other Senior Managers to be present at the hearing to provide balance. The decision of the Principal is final.

**10. Records**

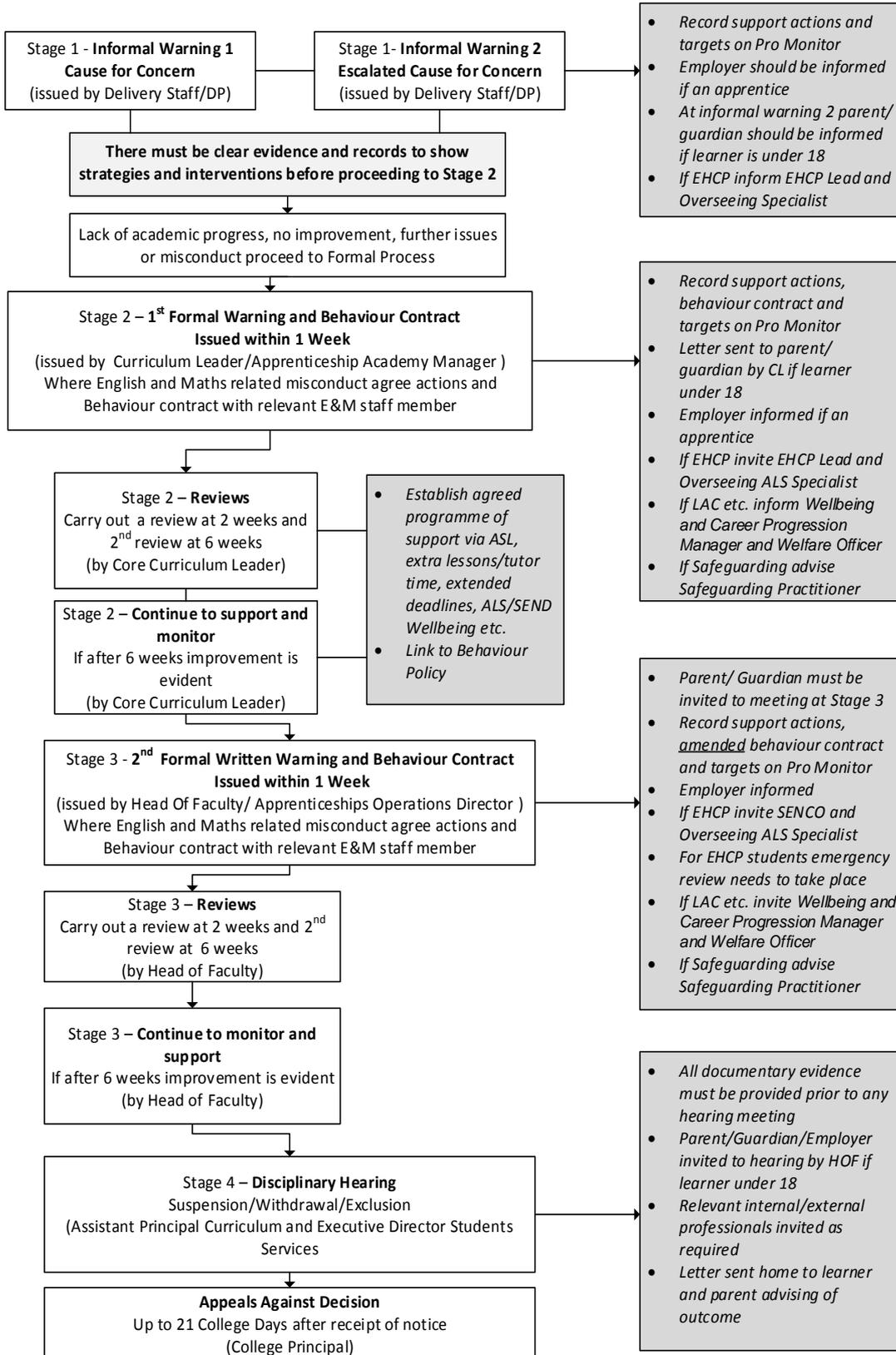
**10.1** The appropriate Faculty area will place a copy of any formal warnings or exclusion letter on Promonitor will remain on record.

**10.2** Record keeping will comply with the requirements of the General Data Protection Regulations 2018.

**10.3** In the case of exclusion the Executive Director (Student Services) and Assistant Principal – Curriculum will notify Management Information Services of a withdrawal.

**10.4** Exclusions will be reported to the Local Authority under the withdrawal reporting protocol.

# Stages of Student Disciplinary Procedure



**1<sup>st</sup> Formal stage letter template to be sent to student.**

Ref: P123456789

Student  
Peterborough Regional College  
Peterborough  
PE1 4DZ

9th January 2019

Dear Student,

**1st Formal Disciplinary Meeting**

I am writing to highlight that due to a disciplinary related matter we would like to meet with you to discuss this issue and your progress here with us at Peterborough Regional College so far this academic year.

This meeting will be in line with the 1st formal stage of our college disciplinary process, and is an opportunity for us to support you to move forward through the clear direction we intend to offer.

We will agree a series of targets set out within a Behaviour Contract and dates that we can review this with you over the next 6 weeks if deemed appropriate. It is essential that you attend this meeting and are clear with what is expected to ensure we can support you fully.

Your meeting will be on \_\_\_\_\_ at \_\_\_\_\_ in room \_\_\_\_\_ with \_\_\_\_\_.

Please confirm that you will be in attendance by contacting \_\_\_\_\_ on \_\_\_\_\_ or \_\_\_\_\_.

I look forward to meeting with you on \_\_\_\_\_, and hope that we are able to support you in line with our Student Behaviour and Disciplinary Policy.

Yours sincerely

(Signature)

Curriculum Leader (Area)

**1st Formal stage letter template to be sent to parent/guardian.**

Ref: P123456789

Parent/Guardian  
Peterborough Regional College  
Peterborough  
PE1 4DZ

9th January 2019

Dear Parent/Guardian,

### **1st Formal Disciplinary Meeting**

I am writing to highlight that due to a disciplinary related matter we would like to meet (**Student Forename**) to discuss this issue and (**his/her**) progress here with us at Peterborough Regional College so far this academic year.

This meeting will be in line with the 1st formal stage of our college disciplinary process, and is an opportunity for us to support (**Student Forename**) to move forward through the clear direction we intend to offer.

We will agree a series of targets set out within a Behaviour Contract and dates that we can review this over the next 6 weeks if deemed appropriate. It is essential that (**Student Forename**) is accompanied to this meeting so your support will be very much appreciated.

The meeting will be on \_\_\_\_\_ at \_\_\_\_\_ in room \_\_\_\_\_ with \_\_\_\_\_.

Please confirm that you will be in attendance by contacting \_\_\_\_\_ on \_\_\_\_\_ or \_\_\_\_\_.

I look forward to meeting with you on \_\_\_\_\_, and hope that we are able to resolve this issue in line with our Student Behaviour and Disciplinary Policy.

Yours sincerely

(Signature)

Curriculum Leader (Area)

**2<sup>nd</sup> Formal stage letter template to be sent to student.**

Ref: P123456789

Student  
Peterborough Regional College  
Peterborough  
PE1 4DZ

9th January 2019

Dear Student,

**2nd Formal Disciplinary Meeting**

I am writing to highlight that due to a disciplinary related matter we would like to meet with you to discuss this issue and your progress here with us at Peterborough Regional College so far this academic year.

This meeting will be in line with the 2nd formal stage of our college disciplinary process, and is an opportunity for us to support you to move forward through the clear direction we intend to offer.

We will agree a series of targets set out within a Behaviour Contract and dates that we can review this with you over the next 6 weeks if deemed appropriate. It is essential that you attend this meeting and are clear with what is expected to ensure we can support you fully.

I must highlight that we have almost exhausted the stages of our Behaviour and Disciplinary Policy. It is therefore vital that you meet the expectations that will be set out during this meeting or risk potentially losing your place here with us at college, which would be very unfortunate.

Your meeting will be on \_\_\_\_\_ at \_\_\_\_\_ in room \_\_\_\_\_ with \_\_\_\_\_.

Please confirm that you will be in attendance by contacting \_\_\_\_\_ on \_\_\_\_\_ or \_\_\_\_\_.

I look forward to meeting with you on \_\_\_\_\_, and hope that we are able to support you in line with our Student Behaviour and Disciplinary Policy.

Yours sincerely

(Signature)

Head of Faculty (Area)

**2nd Formal stage letter template to be sent to parent/guardian.**

Ref: P123456789

Parent/Guardian  
Peterborough Regional College  
Peterborough  
PE1 4DZ

9th January 2019

Dear Parent/Guardian,

**2nd Formal Disciplinary Meeting**

I am writing to highlight that due to a disciplinary related matter we would like to meet (**Student Forename**) to discuss this issue and (**his/her**) progress here with us at Peterborough Regional College so far this academic year.

This meeting will be in line with the 2nd formal stage of our college disciplinary process, and is an opportunity for us to support (**Student Forename**) to move forward through the clear direction we intend to offer.

We will agree a series of targets set out within a Behaviour Contract and dates that we can review this over the next 6 weeks if deemed appropriate. It is requested that (**Student Forename**) is accompanied to this meeting, we have almost exhausted the stages of our Behaviour and Disciplinary Policy so your support at this vital stage will be critical and very much appreciated.

We anticipate that (**Student Forename**) will meet the expectations set out during this meeting or risk potentially losing (**his/her**) place here with us at college, which would be very unfortunate.

The meeting will be on \_\_\_\_\_ at \_\_\_\_\_ in room \_\_\_\_\_ with \_\_\_\_\_.

Please confirm that you will be in attendance to support (Student Forename) by contacting \_\_\_\_\_ on \_\_\_\_\_ or \_\_\_\_\_.

I look forward to meeting with you on \_\_\_\_\_, and hope that we are able to resolve this issue in line with our Student Behaviour and Disciplinary Policy.

Yours sincerely

(Signature)

Head of Faculty (Area)

### Behaviour Contract

Contract between (Student name)  
and Peterborough Regional College (Date)

I, **(Student name)**, understand and agree to the expectations set out in this behaviour contract and give the following undertaking: **(Add/remove to suit, drop into grid on page 17)**

- *I agree to attend all my classes and to phone the faculty administrator before 9 a.m. on my first day of absence if I am sick and unable to attend.*
- *I agree to make up any time lost through my being absent or late at given opportunities set by my tutor/achievement support leader.*
- *I agree to pay appropriate attention in the classroom environment and not engage in any form of disruption that will have a detrimental impact on my own, or any other students learning.*
- *I agree that all of the work submitted will be authentic and understand that if this is deemed to not be the case a suitable level of scrutiny and challenge will be apparent.*
- *I agree that I will not use any inappropriate, discriminatory language or be guilty of any noisy or unruly behaviour.*
- *I agree that I will not be party to any kind of behaviour that could damage the reputation of the college.*
- *I agree that I will not misuse the IT resources afforded me the use of.*
- *I agree that I will not use my mobile phone in learning environments when not asked to do so.*
- *I agree that any area of the college I inhabit will be left in the same tidy fashion I found it in.*
- *I agree to hand in assigned work within the negotiated & agreed deadlines set.*

I understand that this contract will be kept on my records for a period of (\_\_\_ weeks)

I understand this contract and know that failure to follow it will lead to further disciplinary action, which may result in my exclusion from college.

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Student signature: .....

Date: .....

In the presence of:

Curriculum Leader/Head of Faculty: .....

Date: .....

**Action plan**

**Students name:** .....

**Programme:** .....

**Name of member of staff:** Curriculum Leader/Head of Faculty

**Date:** .....

Expectation (Above)	Objective(s)	Action(s)	Review Date	Monitoring comments
I agree to attend all my classes and to phone the faculty administrator before 9 a.m. on my first day of absence if I am sick and unable to attend.	You will have improved your overall attendance from <b>81%</b> to <b>85%</b> over the next term.	I will attend all of my timetabled slots on time all of the time for the remaining 6 weeks.	2 Weeks (Date)  6 weeks (Date)	