

TITLE	REF	VERSION
Student Behaviour and Disciplinary Procedure	LS002	2.0
DEPARTMENT	Group Student Support Head of Campus, Student Experience Group Head of Admin	
DATE	11 May 2021	REVIEW DATE 11 May 2022

## STUDENT BEHAVIOUR AND DISCIPLINARY PROCEDURE

### Procedure Statement

The Activate Learning Student Behavioural and Disciplinary Procedures are written for staff, students and parents and indicate how to implement the Activate Learning Student Behaviour and Disciplinary Policy.

These procedures apply to all students enrolled at, attending or residing in accommodation at an Activate Learning college as well as offsite activities such as educational visits and work placements.

### Informal Disciplinary Procedure

#### When?

If student's behaviour is a cause for concern, such as:

- Low level disruption
- Inappropriate language
- Forgotten lanyard
- Not removing hats/hoods
- Attendance slipping
- Non submission of assignments
- eating or drink in class or study areas, apart from water
- Not having mobile devices on silent mode in study areas
- Smoking outside of designated areas
- Dropping litter
- Lack of respect and not upholding college values
- Lack of effort with academic performance
- Unintentional failure to wear the ID card and lanyard

#### Who?

Always involved

- The initiator – the teacher, tutor or progress coach<sup>1</sup>
- The student

May be involved

- A staff member who raises the issue to the teacher, tutor or progress coach
- Student Services
- Parents/Carers
- Faculty management, who keep an overview of student behaviour in the faculty

#### What?

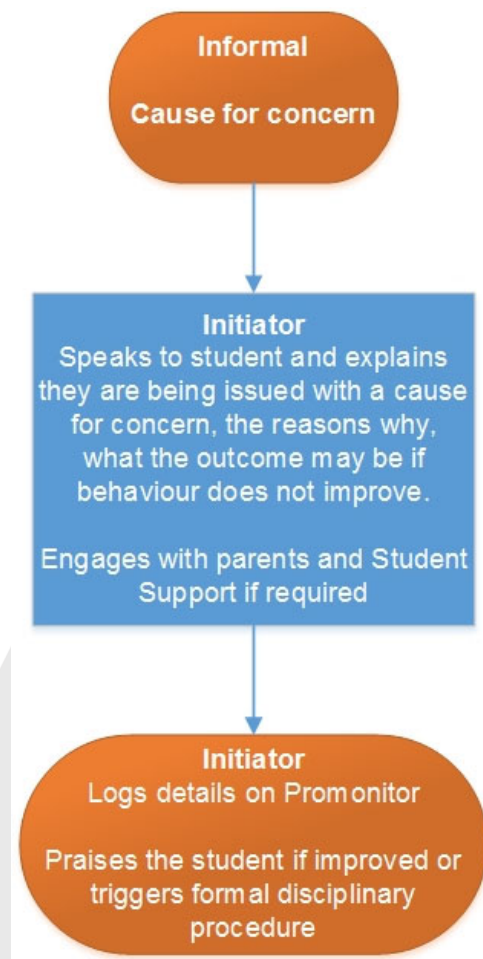
Step-by-step

1. The teacher clearly explains behavioural expectations, and the reasons for them, to the student at the start of the programme during the induction period and checks their understanding
2. The teacher monitors the student's behaviour and if there is any cause for concern, they address this immediately with the student
3. The teacher discusses the cause for concern, seeking to understand the motivations and agreeing action to address the issues. The agreed interventions could include involving Student Services

<sup>1</sup> The term teacher is used for the teacher, tutor or progress coach

and/or parents if this will support the student. If the student has additional needs, Student Services should always be involved.

4. The teacher logs the cause for concern and the resulting agreed interventions on ProMonitor
5. The student changes their behaviour within the set timescale
6. The teacher monitors the behaviour and there are two possible outcomes
  - a) If the student's behaviour has improved, the teacher praises the student and notes this on ProMonitor
  - b) If there is no improvement, they trigger the formal disciplinary procedure.



## Formal Disciplinary Procedure

### Stage One – Minor breach

#### When?

If a student has repeated causes for concern and does not make the behavioural changes agreed in the informal procedure, or the student has intentionally conducted a minor breach of the Code of Conduct, such as:

- Ongoing poor attendance
- Low level bullying and harassment
- Not adhering to health and safety regulations
- Continued non submission of assignments
- Not following IT regulations
- Damage the good reputation of Activate Learning through any bad behaviour on or off campus, including online behaviour
- Lack of respect to others and not upholding college values
- Continued lack of effort with academic performance
- Intentional failure to wear the ID card and lanyard
- Purposeful intention not keeping to agreed classroom rules
- Disrespect to the campus environment

#### Who?

Always involved

- The initiator – the teacher, tutor, progress coach or faculty manager
- The student
- The parent/carer
- Student Services if the student has an EHCP
- Group Administration who are responsible for logging the formal disciplinary and sending communications

May be involved

- Faculty Manager
- Faculty Operations Manager
- Faculty Director
- Faculty Co-ordinator
- A member of staff raising the issue
- Student Services
- Head of Accommodation Services

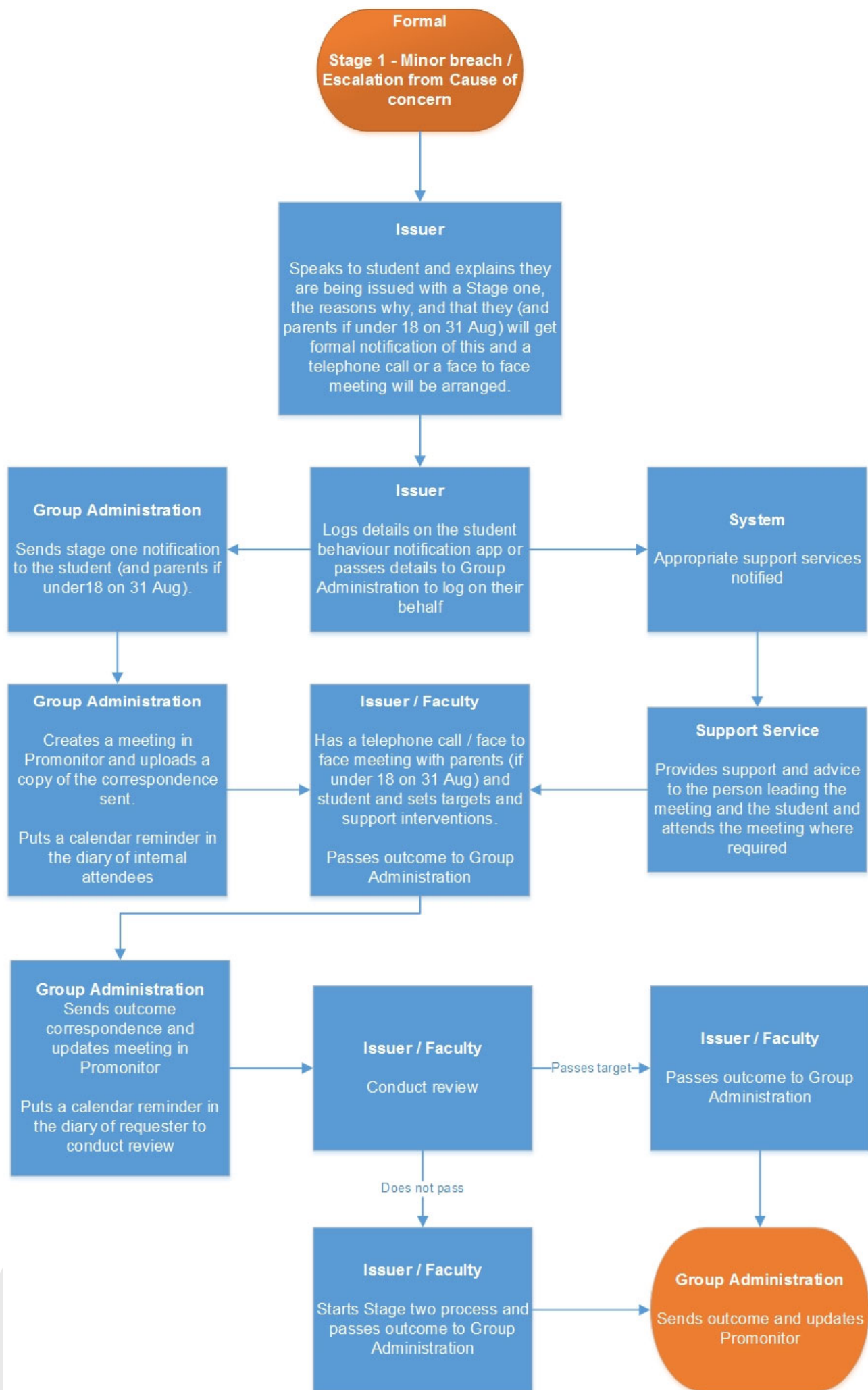
#### What?

Step-by-step

1. The initiator meets the student and explains that their behaviour has triggered the formal disciplinary procedure, the reasons for this, and that they (and parents if under 18 on 31 August or has complex additional support needs) will get a formal notification of this and an invitation to have a telephone call or a face to face meeting.
  - If the student's behaviour causes concern for the safety of students and staff members, the Initiator will temporarily suspend the student meaning they will not be allowed on to campus, until the above telephone or face to face meeting has taken place. The Initiator will temporarily block the students lanyard via Advice and Admissions
2. The initiator will conduct an investigation if the student has intentionally breached the Code of Conduct. The investigation will include speaking with all students and staff members involved to

establish the facts and seek to understand the motivation for the breach.

3. The initiator logs the details of the stage one on the [student behaviour notification app](#) or informs Group Administration who will do this on their behalf.
4. The initiator, or Group Administration if logging on the teacher's behalf, checks whether the student has any additional support needs and if so notes this on the form submission.
5. Group Administration send a formal disciplinary meeting invite to the student and parent (if under 18 on 31 August or has additional complex support needs), plus the following parties as relevant:
  - Any additional attendees requested on the submission form such as Faculty Manager.
  - If the student has additional needs, the invitation is sent to the relevant support service
  - If the student is in residential accommodation, the invitation is sent to the contact provided on the form submission
  - If the offence relates to drugs, the invitation is sent to Student Support.
6. The student is able to bring an advocate and any evidence they may have to the meeting
7. Group Administration prepare a meeting pack for the teacher to include
  - An outcome template
  - Copy of the procedure
  - Any evidence
  - A copy of the student's attendance and comments from Promonitor (visible to the student in Promonitor)
  - A recorder
8. The relevant people attend the formal disciplinary meeting, discuss the student's behaviour, review any evidence and agree the outcomes. The possible outcomes are:
  - A. No case to answer and the student remains on the same programme
  - B. The student is given an adapted curriculum
  - C. Action plan with targets and an agreed review date. If the student has been suspended, a return to college plan is agreed.
9. The initiator records the outcome of the formal disciplinary meeting under the 'Disciplinary meeting' section of Promonitor.
10. The initiator informs Group Administration of the outcome via the outcome template in the disciplinary pack.
11. Group Administration send a formal outcome for the stage one to the student (and parents if under 18 on 31 Aug) and uploads a copy of the correspondence to the disciplinary meeting on Promonitor. If applicable:
  - Creates the disciplinary meeting on Promonitor and record the information available if not already been completed by the teacher.
  - If the outcome is an action plan with targets, adds a calendar reminder in the diary of the requester to carry out the review of targets set and to issue the outcome
12. If the outcome is an action plan with targets, initiator reviews the action plan by the agreed date and determines the outcome. Possible outcomes:
  - a) If the student's behaviour has improved, the teacher praises the student and notes this on ProMonitor and informs Group Administration to send a communication.
  - b) If there is no improvement, they trigger the Stage Two – Major breach procedure.



## Formal Stage Two – Major breach

If a student does not make the behavioural changes agreed in the Stage One – Minor Breach procedure, or the student has intentionally conducted a major breach of the Code of Conduct, as listed below.

### When?

Examples:

- Escalation from Stage One – Minor breach
- High level bullying and harassment
- Fighting / physical violence
- Verbal abuse
- An incident which may be a criminal offence
- Cheating, copying or plagiarising in an assignment
- Not adhering to health and safety regulations causing risk of harm to themselves or others
- Giving false documentation or forging documents
- Intentionally setting off a fire alarm and/or extinguisher
- Anti-social behaviour
- Abusive on social media
- Repeated unauthorised absences
- Ongoing failure to complete work
- Possession or suspected possession of prohibited items
  - knives or weapons
  - alcohol
  - illegal drugs
  - stolen items
  - fireworks
  - pornographic imagery or article that the member of staff reasonably suspects has been, or is likely to be, used to; commit an offence, or to cause personal injury to, or damage to the property of, any person (including the learner).

### Who?

Always involved (but not necessarily required at the meeting)

- Faculty Delivery Director – has overall responsibility for stage two
- Tutor
- Teacher – member of staff initiating stage two or progress coach<sup>2</sup>
- Student
- Parent/Carer
- Group Administration
- Support services

May be involved:

- Faculty Manager
- Faculty Co-ordinator
- Faculty Operations Manager
- Head of Residential Accommodation

### What?

Step-by-step

1. The initiator, meets the student and explains that their behaviour has triggered the formal disciplinary procedure, the reasons for this, and that they (and parents if under 18 on 31 August or has complex additional support needs) will get a formal notification of this and an invitation to have a face to face meeting.
-



- If the student's behaviour causes concern for the safety of students and staff members, the initiator will temporarily suspend the student meaning they will not be allowed on to campus, until the above telephone or face to face meeting has taken place.
2. The initiator will conduct an investigation if the student has intentionally committed a major breach of the Code of Conduct. The investigation will include speaking with all students and staff members involved to establish the facts and seek to understand the motivation for the breach.

If the breach relates to substance misuse; Student Support must also be informed, and the teacher must refer to the substance misuse procedures.

3. The initiator logs the details of the stage two on the [student behaviour notification app](#) or informs Group Administration who will do this on their behalf.
4. The initiator or Group Administration if logging on the teachers behalf, checks whether the student has any additional support needs and if so notes this on the form submission.
5. Group Administration send a formal disciplinary meeting invite to the student and parent (if under 18 on 31 August or has additional complex support needs), plus the following parties as relevant
  - Any additional attendees requested on the submission form
  - If the student has additional needs, the invitation is sent to the relevant support service.
  - If the student is in residential accommodation, the invitation is sent to the Head of Accommodation.
  - If the offence relates to drugs, the invitation is sent to Student Support.
6. If the stage two is a result of a breach in behaviour within accommodation, The Head of Accommodation will need to ensure faculty are aware.
7. The student is able to bring an advocate and any evidence they may have to the meeting.
8. Group Administration prepare a meeting pack for the initiator to include
  - An outcome template
  - Copy of the procedure
  - Any evidence
  - A copy of the student's attendance and comments from Promonitor (visible to the student in Promonitor)
  - A recorder
9. The relevant people attend the formal disciplinary meeting, discuss the student's behaviour and review any evidence.
  - Group Learning Support and/or Lifeskills must attend all stage two meetings for any students with complex additional learning needs or an EHCP providing advice and guidance to the Faculty Director to jointly determine the outcome of the meeting
  - If drugs- related, Group Student Support must attend the meeting to provide advice and guidance to the Faculty Director to jointly determine the outcome of the meeting.
10. The outcome of the Stage Two is agreed at the meeting. The possible outcomes are
  - A. No case to answer
  - B. Action plan for improvement with targets, support interventions and a date to achieve these by, if applicable.
  - C. Withdrawn from Activate Learning
11. If withdrawn from Activate Learning:

- Students in residential accommodation will lose their place within accommodation. In the same way, students in accommodation that are withdrawn will also be withdrawn from their course
- EHCP students cannot legally be withdrawn from college without an emergency EHCP review meeting being held. Student Support will arrange for this meeting to take place in conjunction with the stage two meeting.

12. The initiator records the outcome of the formal disciplinary meeting under the 'Disciplinary meeting' section of Promonitor.

13. The initiator informs Group Administration of the outcome via the outcome template in the disciplinary pack.

14. Group Administration send a formal outcome for the stage two to the student (and parents if under 18 on 31 Aug) and uploads a copy of the correspondence to the disciplinary meeting on Promonitor. If applicable:

- Create the disciplinary meeting on Promonitor and record the information available if not already been completed by the initiator.
- If the outcome is an action plan with targets, adds a calendar reminder in the diary of the requester to carry out the review of targets set and to issue the outcome

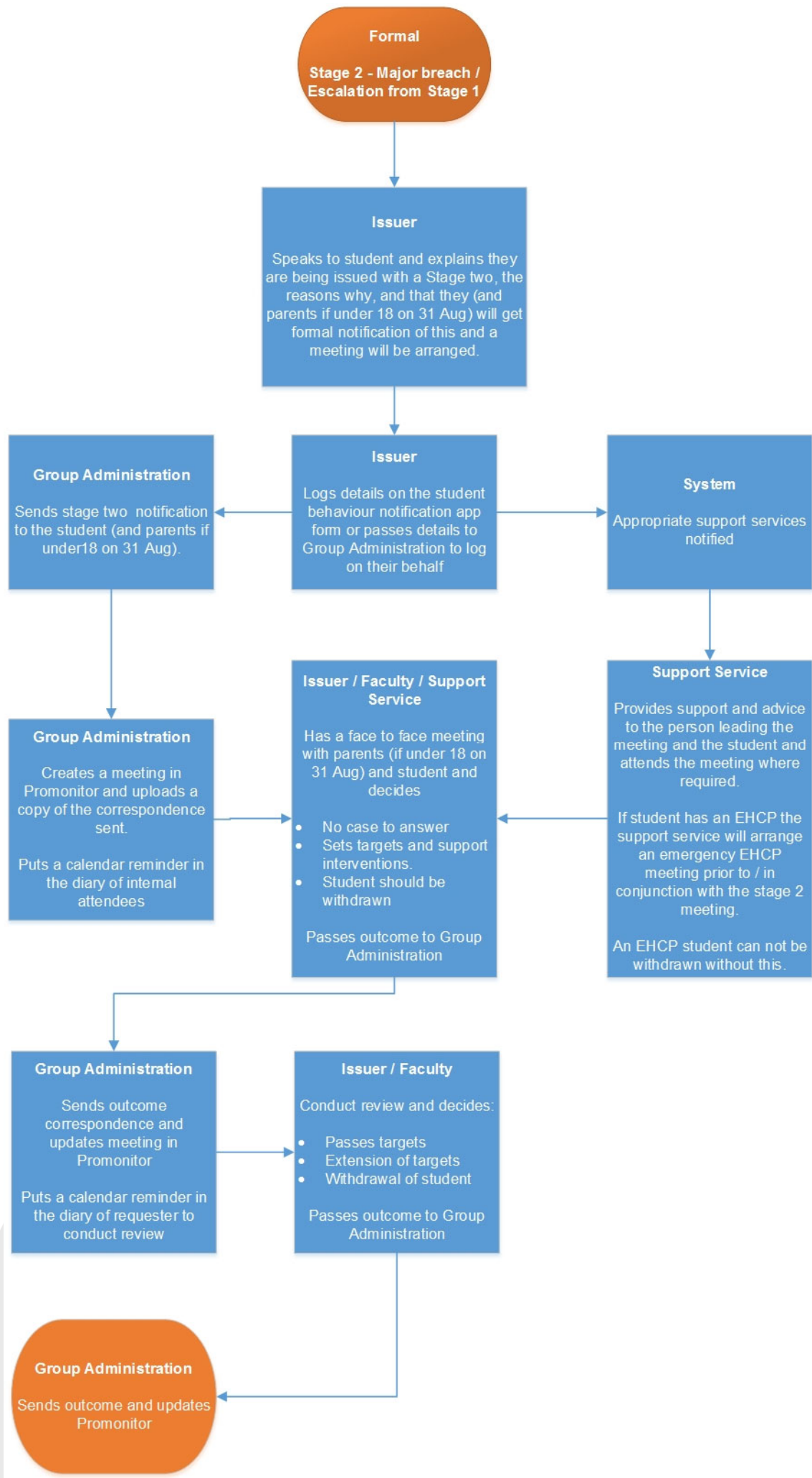
15. If action plan for improvement, faculty and Student Support will monitor the student to ensure they are achieving and engaging with the objectives. On the agreed review date, the initiator decides the outcome, the possible outcomes are:

- a) If the student's behaviour has improved, the initiator praises the student and notes this on ProMonitor and informs Group Administration to send a communication.
- b) Extension of targets and sets a new review date
- c) Student to be withdrawn from Activate Learning


16. If withdrawn from Activate Learning:

- Students in residential accommodation will lose their place within accommodation. In the same way, Students in accommodation that are withdrawn will also be withdrawn from their course
- EHCP students cannot legally be withdrawn from college without an emergency EHCP review meeting being held. Student support will arrange for this meeting to take place in conjunction with the stage two meeting.
- Students can appeal against the decision to withdraw using the Student Disciplinary Appeals Procedure.



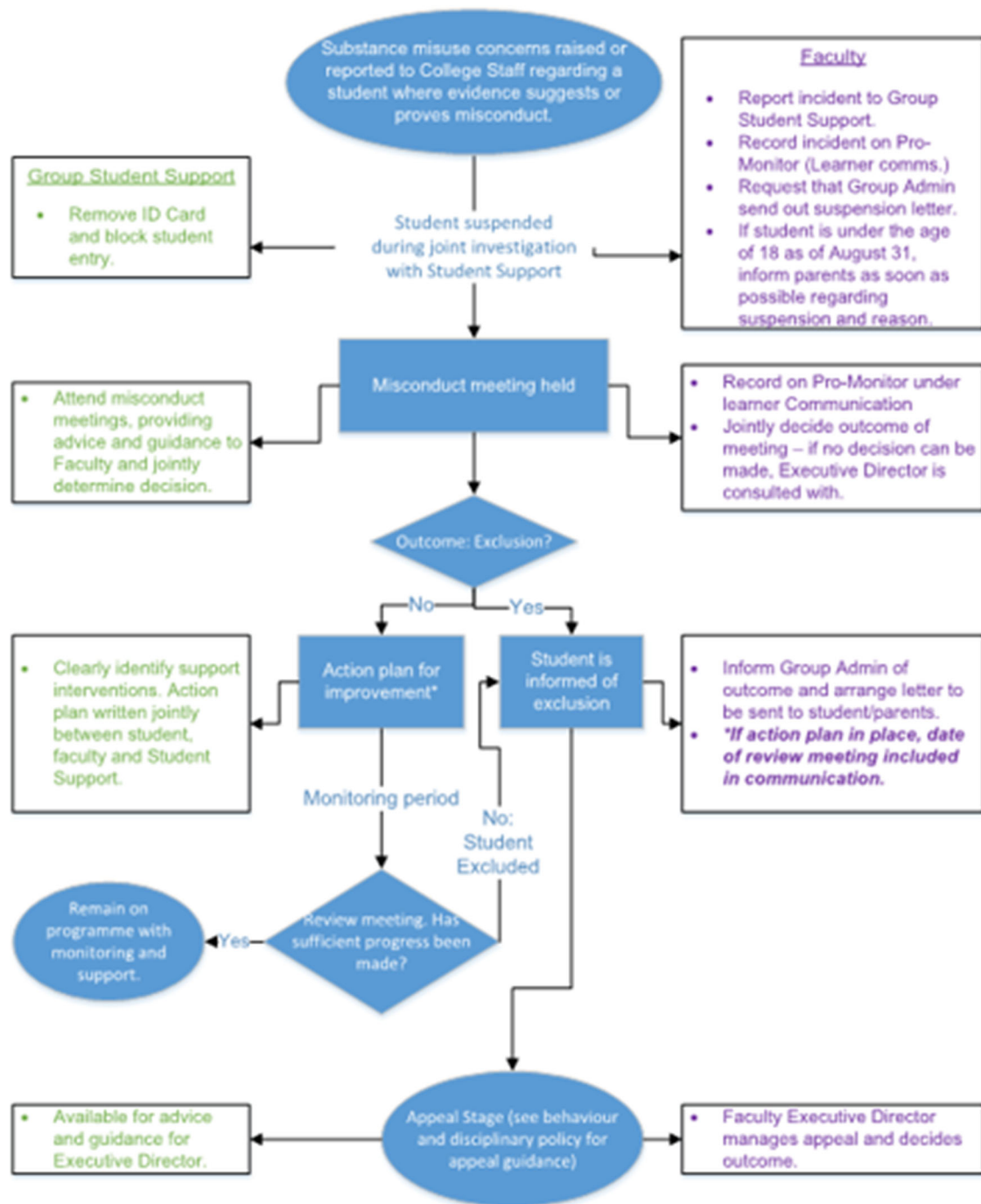


## References

- Activate Learning Student behaviour and disciplinary policy
  - Education Act 1996
  - Article 8 of the European Convention on Human Rights
  - Search Procedure
  - Health and Wellbeing Policy
  - Student Disciplinary Appeal Procedure
  - Bullying and Harassment Procedure
  - Substance Misuse Procedure
  - Admissions Policy
  - Criminal Convictions Procedure
  - Use of Force and Restraint Procedure
  - Incident and Investigation procedure
  - Safeguarding and Child Protection Policy
  - 14 to 16/EHE Behaviour and Disciplinary Procedure
  - Activate Learning Standards of Behaviour
  - Activate Learning Student Code of Conduct
- 

## Appendices

### Substance misuse procedure



## Student Code of Conduct

As an enrolled learner, you have agreed to keep to the rules. These are in place to keep our campuses safe and supportive places in which to learn. We expect you to keep to these rules and if you do not, you will face disciplinary action and may be permanently excluded.

When **learning**, you have agreed to:

1. Attend all lessons and exams, unless the absence is authorised
2. Arrive on time and with the right equipment
3. Complete assignments on time, without cheating, copying or plagiarising
4. Remove hats in class or study areas
5. Not eat or drink in class or study areas, apart from water, and keep mobile devices on silent mode in those areas.
6. Not use headphones or audio devices during a taught learning session without permission.
7. Adhere to the health and safety regulations

**About campus**, you have agreed to:

8. Carry out all reasonable instructions from any member of staff
9. Wear your ID card visibly at all times
10. Not carry or use illegal drugs, equipment for drug use, weapons or alcohol, or ask anyone else to do this
11. Pay attention to your own and other's health and safety
12. If a smoker, use the designated smoking areas, including for e-cigarettes
13. Not litter or spit
14. Treat the campus with care and respect
15. Keep hoods down
16. Not film or make an image of another person without their explicit consent

In your **general behaviour**, you have agreed to:

1. Behave in a thoughtful, considerate and responsible manner
2. Not use bad language
3. Not bully, harass or offend anyone in person or online
4. Not damage the good reputation of Activate Learning through any bad behaviour on or off campus, including online behaviour.
5. Follow the learner IT regulations
6. Not give false information or forge documents

# ACTIVATE LEARNING STANDARDS OF BEHAVIOUR

for all students and all staff

---

