



Behaviour Management Policy

Audience	STUDENT
Requirement	ESSENTIAL
Policy Owner	DP CQI
1st Delegation	TSCQ
Last Delegation	CORP
Review Cycle	Every 2 years
Last Review	Dec 19
Due for Review	Dec 21

Student Behaviour Management Policy

1 Purpose

- 1.1 The purpose of the policy is to positively manage behaviours of students at Fareham College. Fareham College's vision is, to deliver excellence in technical and professional further and higher education. Our purpose is to equip all our students and apprentices to be prepared for their 'next steps', through:
- Delivering inspiring, teaching, learning and assessment
 - Providing excellent customer service and student support
 - Consistently setting a culture of high expectations
 - Being accountable for students' progress and employers' future success

The purpose of this policy is to ensure we celebrate and manage behaviours of our students and apprentices, to ensure they are adequately equipped to progress and thrive in employment and wider society.

2 Scope

- 21 The policy applies to all students enrolled on a programme of study at Fareham College participating in any college related activity and covers both academic and non-academic misconduct.
- 22 This policy does not apply to school pupils attending courses within the College. If a student breaches the Student Disciplinary Code and is still on roll as a pupil at a secondary school, the 14-16 Learner Agreement and allied Code of Conduct is referred to and the matter should be referred to the student's school. The College will however, reserve the right to request that the student is withdrawn from their programme as required.

3 Behaviour management

The College strives to equip students for their next steps and does this by setting high expectations and reinforcing positive behaviours accordingly. The College's RESPECT Policy sets out the College's expectations of all stakeholders, as follows (see appendix 1):

R: Responsible
E: Equality
S: Safe
P: Professionalism
E: Effort
C: Consideration
T: Trust

These principles are shared with students on enrolment and induction and require positive reinforcement and challenge by all staff and other students within the College to ensure a culture of high expectations are set and aspired to throughout the students learning journey.

In order to positively encourage behaviour the following principles will be adhered to:

- All staff and other students must confidently challenge any behaviours that do not mirror those of the RESPECT policy
- Nominated staff will be rotated to facilitate 'meet and greet' sessions daily, to positively promote the RESPECT agenda with all students
- Recognition and reward will be an active part of facilitating the RESPECT policy, students will be recognised for their contribution, efforts and commitment
- All staff will be confident in challenging behaviour in a supportive and appropriate way

4. Reward

The College has high expectations of its students and believes all students have the potential to achieve great things. There are opportunities in year to celebrate the achievement of students and reward behaviours that reflect those set out in the Colleges RESPECT policy.

The following rewards will encourage positive behaviours and acknowledge individuals that are preparing themselves appropriately and adequately for their next steps in terms of employment.

1. Commendations on ProMonitor. These can be issued by all staff as recognition that students have exemplified positive behaviours in line with the RESPECT policy. These can be issued on ProMonitor by any staff member. Staff should be encouraged to use commendations as a form of encouragement and reward.
2. You're a Star Cards (Attendance): these cards will be issued to students that have achieved excellent attendance (95% and above) for each half term. The measure will be the half-termly attendance, giving students with lower attendance the opportunity to still be rewarded for improving attendance in-year. These cards will be issued via Student Support, with a comment logged on ProMonitor
3. You're a Star Cards (Staff reward): these cards will be issued to teaching and support staff (that come into regular contact with students). Staff can issue, 3 You're a star cards each week, to students they feel deserve recognition.
4. Student Reward System: Students will have the opportunity in-year, after each performance review (LPR) to receive recognition for them exemplifying the behaviours set out in the RESPECT campaign. Students' progress against these behaviour measures will be reviewed as an aspect of probation review (suitability) and performance review (learner progress reviews) and tutors/Success Coaches will award bronze, silver and gold criteria to students in year, to celebrate positive behaviours. (see appendix 2)
5. Annual Awards: the awards will achieve outstanding achievements of individuals in year. Nominations will be received from curriculum and support areas
6. Individual curriculum/College initiatives: As and when appropriate individual curriculum areas may implement rewards for students to celebrate their successes.

5. Discipline:

In some instances, the College recognises that students may fail to engage and exemplify the Colleges RESPECT policy and in a small minority of cases, the disciplinary procedure will require execution. (See Appendix 3 for discipline procedure)

Procedure

5.1 Minor Misconduct

- 5.1.1 All staff have a role to play in student discipline in that any staff member can and should challenge a student or students they see acting in a way that is disruptive or which causes a nuisance to others.
- 5.1.2 The member of staff will request that the student cease whatever behaviour is causing the problem and, if necessary, ask the student to leave the immediate area.
- 5.1.3 If, having challenged a student, the staff member considers that further action is required, the student's name and course should be ascertained, and the matter referred to the relevant Course Leader/Success Coach
- 5.1.4 The Course Leader/Success Coach will meet with the student and caution against any further repetition of the offending behaviour (i.e. will deliver a verbal warning). The verbal warning will be recorded on Pro-Monitor as a disciplinary meeting and appropriate targets and deadlines set. Tutors must escalate repeated incidents of minor misconduct to the next stage by informing the Curriculum Area Lead.
- 5.1.5 Any member of teaching and/or support staff may issue a verbal warning but they must ensure that the student's Course Leader and/or Success Coach is notified.

5.2 Serious Misconduct and Gross Misconduct

- 5.2.1 In the case of a more serious breach of the Student Disciplinary Code, persistent repetition of minor acts where previous warnings have failed to improve the behavior, or refusal to accept a verbal warning, a more formal procedure will be implemented. Any member of staff who observes behaviour they believe to be serious misconduct must inform the student that the matter will be referred to their Director of Faculty / Apprenticeship Operations Manager
- 5.2.2 Responsibility for invoking the formal procedure, e.g. written and final written warning lies with the Director of Faculty / Apprenticeship Operations Manager
- 5.2.3 Upon receipt of information concerning an allegation of serious misconduct, the Course Leader/Success Coach will inform the Director of Faculty / Apprenticeship Operations Manager who will meet with the student at the earliest opportunity.
- 5.2.4 The Director of Faculty / Apprenticeship Operations Manager may consider a fixed period suspension as a penalty for their behaviour. This will allow the student time to reflect on their behaviour. In this instance, the student will be expected to access and complete course work via the VLE.
- 5.2.4 If an investigation is necessary; an Investigating Officer will be appointed.
- 5.2.5 If the behaviour in question applies to academic misconduct, the procedure in Section 5.8 will be followed.

5.3 Suspending a Student

- 5.3.1 In some instances, it will be necessary to suspend a student from the College pending an investigation. Suspension of a student requires the agreement of a member of the Senior Leadership Team. In the absence of a Senior Manager, a Director of Faculty / Apprenticeship Operations Manager may suspend a student if it is considered in the best interests or safety of that student or other students and staff.
- 5.3.2 If it is necessary to suspend a student, the student must be advised that an investigation will take place and that they will be invited in to attend a disciplinary hearing as soon as is practicably possible.
- 5.3.3 The letter confirming the suspension process (Appendix 5) should be sent within 24 hours of the suspension.
- 5.3.4 The suspension should remain in force until the disciplinary hearing. Suspension normally involves complete exclusion from the campus.
- 5.3.5 In order not to disadvantage the student while under suspension, every effort should be made to enable the student to continue his or her studies, either by means of the VLE or by notes, hand-outs and work activities being sent by post or email to the student. The student's CAL/Operations Manager and/or Success Coach is responsible for coordinating this and communicating with the student.
- 5.3.6 During any suspension, teachers should mark the student as absent for all lessons.

5.4 Investigation

- 5.4.1 Any investigation will be conducted within 5 working days of notification wherever possible.

- 5.4.2 The letter template 'Invitation to an Investigation Meeting' (Appendix 4) should be used when inviting a student or witness to an investigation meeting with the Investigating Officer.
- 5.4.3 The student or witness may be accompanied by a supporter of his or her choosing (other than a legal representative). Student Services can offer support to students involved in a disciplinary situation and, where possible, will provide a supporter/ representative to attend meetings with the student if requested by the student.
- 5.4.4 The Investigating Officer is responsible for collecting any relevant evidence such as college records, information from social media sites etc. which may be required by a Disciplinary Panel.
- 5.4.5 Throughout any investigation, all staff and students involved will be reminded that the proceedings are confidential, and that due care should be taken regarding information of a sensitive nature.
- 5.4.6 It may be necessary, as part of any investigation, to consult with any relevant person with information connected to the student's behaviour. These statements will be taken in the same way as any other witness statements and will be considered by the Hearing Officer.
- 5.4.7 When the investigation is complete or when enough evidence has been collected for a decision to be made, the evidence will be presented to the Hearing Officer who will decide whether further disciplinary action should be taken. A disciplinary hearing must be convened even if the decision is to permanently exclude the student.
- 5.4.8 If any statements gathered in the investigation indicate that attendance at a disciplinary hearing could be detrimental in any way to the health and wellbeing of the student concerned, the Hearing Officer will decide the most appropriate action to take.

5.5 The Disciplinary Hearing

- 5.5.1 After completing the investigation, if a disciplinary hearing is deemed to be necessary, it will take place as quickly as possible. To avoid unnecessary delays, arrangements for the hearing can be made before the investigation is fully complete.
- 5.5.2 The student(s) will be advised in writing of the date and time of the hearing, details of the allegation(s) against them and their right to be accompanied to the hearing by a parent or another person of the student's choosing other than a member of the legal profession acting in a professional capacity. (Appendix 6)
- 5.5.3 Guidance for students required to attend a Disciplinary Hearing will be provided to the student. (Appendix 8 and 9)
- 5.5.4 Every effort will be made to arrange the hearing at a time suitable to all concerned. The initial date and time set will be re-arranged if the student provides evidence of a genuine reason to be unable to attend.
- 5.5.5 If the student does not respond and does not attend the hearing; it will be conducted in their absence.
- 5.5.6 The Investigating Officer will present the evidence gathered during the investigation to show where it supports the allegation.
- 5.5.7 The student (and/or his or her representative) will be given the opportunity to

respond to the evidence given and present his or her own version of events along with any other information they feel is relevant.

- 5.5.8 Members of the panel may question the student or their representative in order to seek further clarification if necessary.
- 5.5.9 The hearing may be adjourned and reconvened later if the panel concludes that further investigations should be carried out.
- 5.5.10 In cases where there is police involvement, the student will be informed that any evidence the College has, including statements the student makes at any hearing, may be given to the police if this is appropriate or required.
- 5.6.11 The written decision of the Hearing Officer will normally be sent to the student within 5 working days of the hearing.

5.6 Possible Outcomes following a Disciplinary Hearing

- 5.6.1 **Verbal Warning** – Recorded on Pro-Monitor with targeted actions
- 5.6.2 **Written Warning** – Recorded on Pro-Monitor with targeted actions and confirmed with a follow up letter.
- 5.6.3 **Final Written Warning** – Recorded on Pro-Monitor with targeted actions and confirmed with follow up letter
- 5.6.4 **Period of suspension** from the College during which time the student will be expected to continue their course work using the VLE and take time to reflect on their behaviour.
- 5.6.5 **Permanent Exclusion** - Student is withdrawn from their course. Recorded on Pro-Monitor and letter sent to student.

5.7 Compensation Orders

In some cases, where the breach of discipline involves causing damage to property, the student may be required, in addition to any disciplinary penalty, to reimburse the College for the cost of repairs. In addition, the College reserves the right to involve the Police in relation to the damage of property or any part of the campus or buildings.

5.8 Academic Misconduct

- 5.8.1 In cases where the misconduct relates directly to matters of an academic nature (for example plagiarism, cheating or collusion) the procedure to be followed differs in some respects from that detailed above.
- 5.8.2 If the student concerned is a Further Education student, the matter will normally be treated as an educational issue and the student will be given further advice and guidance regarding appropriate conduct in examinations and assessments.
- 5.8.3 If further repetitions of similar behaviour occur, the matter will be treated as any other disciplinary issue and the procedure above will be followed.
- 5.8.4 If the student concerned is a Higher Education student, the current published version of the College's Academic Misconduct Policy will be followed.
- 5.8.5 For the purposes of those regulations, the matter should be to the Head of Teaching and Quality.

5.9 Appeals Procedure

- 5.9.1 A student may appeal against any disciplinary action (including compensation orders) taken against them by a disciplinary panel. Appeals will normally only be considered on the following grounds:
- That evidence is produced that there was material administrative error in conducting the disciplinary procedure or that it was not conducted in accordance with the published procedure.
 - That evidence is produced that some other material irregularity has occurred.
 - That new evidence is available that was not available at the time of the hearing that could materially affect the hearing panel's decision
- 5.9.2 An appeal letter will need to detail the grounds for the appeal under one or more of the headings listed above. Appeals should be submitted to the Principal within 10 working days of the date on which the written confirmation of the hearing was sent.
- 5.9.3 The Principal, or their nominee, will review all documentation and witness statements and may consult with relevant parties as appropriate, including the student and each member of the disciplinary hearing panel.
- 5.9.4 The decision of the Principal will be final and the student will have no further right of appeal within the College.
- 5.9.5 If the case relates to Academic Misconduct and the student is a Higher Education student, they may still have the right of appeal within the Academic Misconduct Policy and Procedure. Details of who to contact in this instance will be included in the formal response from the Principal.
- 5.9.6 The Principal will arrange for the student to be informed of the outcome of the appeal in writing as soon as possible and normally within 5 working days of the appeal being received.



Give Respect. Gain Respect

R

RESPONSIBLE

- Be independent
- Make appropriate decisions
- Take responsibility for your actions
- Be your best self

E

EQUALITY

- Be inclusive and kind
- Show appreciation to others

S

SAFE

- Take responsibility for the safety of yourself and others, in and around the environment

P

PROFESSIONALISM

- Be here and be on time
- Demonstrate a positive, 'can do' attitude
- Wear your ID

E

EFFORT

- Solve problems
- Get involved
- Be determined
- Aim high

C

CONSIDERATION

- Share ideas
- Show understanding
- Be proud of your environment
- Value others contributions

T

TRUST

- Be honest
- Work together
- Seek help and support from others

CEMAST CETC BUSINESS PLUS

OUTSTANDING



Appendix 2

Reward Policy

- At the student's 2 performance reviews and exit review, measures against the RESPECT policy will be reviewed. Upon measure and reporting on student progress the Course Leader/Success Coach can agree that the criteria has been met.
- The student has 3 terms to work toward achieving the gold reward criteria
- If a student's performance in year decreases the reward will not automatically be taken away, it will mean that further awards will not be issued. Clearly in extreme instances of poor performance or behaviour the disciplinary process would need to be invoked, resulting in sanctions.
- Progressing students will remain at their reward status in the subsequent year. For those students who obtained Gold status in their previous year, they will be offered a project to undertake e.g. mentoring of new students to help them achieve and sustain a 'Excellence' status in the College.

Respect & Reward Campaign		
Bronze (Personal)	Silver (College)	Gold (Community)
Attendance to meet target	Attendance to meet target	Attendance to meet target
Excellent Punctuality	Excellent Punctuality	Excellent Punctuality
Progress against targets	Progress against targets	Progress against targets
Engaged in extra-curricular to support career progression (e.g.; Enrichment, Work Experience, DIS etc.)	Actively involved in campaigns (e.g.; Events, Charity work – such as a cake sale, sponsored walk etc.)	Taking on a challenge (e.g.; in or out of college, DoE, NCS)
Personal growth & significant improvement (e.g.; becoming more confident)	Supporting & encouraging peers (e.g.; being a positive role model to peers)	Positive contribution to the College's reputation by successes (e.g.; in or out of College, winning an award for a club they may be part of etc.)
	Volunteering (e.g.; Student Rep, Student Ambassador)	Support/Commitment to others (e.g. mentoring others)
Reward	Reward	Reward
Certificate upon completion on gaining Bronze	Certificate upon completion on gaining Silver	Certificate upon completion on gaining Gold
Letter home if under 18	Letter home if under 18	Letter home if under 18
Bronze badge for their lanyard	Silver badge for their lanyard	Gold badge for their lanyard
		Trip of their choice (within reason, and others in the group need to agree with final decision)

Appendix 3

Disciplinary procedure at a glance

Stage	Responsibility to Raise	Responsibility to Follow up (SMART targets set & reviewed)	Parents Involved	Logged
Negative behaviour comment (Minor Misconduct)	Any staff member	Tutor/Success Coach in 1;1 tutorial (SMART targets set & reviewed)	Include in performance reviews	ProMonitor Reason for comment A clear action plan with SMART targets with a clear review date
Verbal (Persistent minor misconduct)	Any staff member	Tutor/Success Coach in 1;1 tutorial (SMART targets set & reviewed)	Include in performance reviews	ProMonitor Reason for comment A clear action plan with SMART targets with a clear review date
Written Warning (Persistent minor misconduct/serious misconduct, gross misconduct)	CAL, Operations Manager & CAL for English and Maths	CAL/Ops Manager conducts written warning meeting (SMART targets set & reviewed)	Written Copy raised on ProMonitor	ProMonitor Performance Reviews Letter sent to parents if under the age of 18 or vulnerable adult (Attendance Officer)
Final Written Warning (Persistent minor misconduct/serious misconduct, gross misconduct)	DoF	DoF in conjunction with Tutor/Success Coach conducts final written warning (SMART targets set & reviewed)	Written Copy raised on ProMonitor Meeting arranged with parents/student to follow up	ProMonitor Performance Reviews Letter sent to parents if under the age of 18 or vulnerable adult (Attendance Officer)
Suspension (Persistent minor misconduct/serious misconduct, gross misconduct)	SLT: can devolve to MT in absence of SLT	AP Students and Improvement	Meeting arranged with parents/student to hear the case	ProMonitor Performance Reviews Letter sent to parents if under the age of 18 or vulnerable adult (Exec PA)

Appendix 4

Guidance on Categories of Misconduct

Minor Misconduct

Minor misconduct includes behaviour which is persistently disruptive; which causes a disturbance or nuisance to others. The following examples of minor misconduct are for illustration only – the list is not prescriptive or exhaustive.

- Unauthorised use of mobile phones or other devices in classrooms or work environments.
- Failure to display wear student ID lanyard.
- Non-compliance with regulations regarding study areas (e.g. eating or drinking in unauthorised areas).
- Addressing staff or fellow students in an impolite, inappropriate or offensive manner.
- Poor attendance and/or punctuality and/or unauthorised attendance.
- Misuse or unauthorised use of College facilities or property (this could also be serious misconduct, depending on the offence).
- Obstruction or disruption of College processes and procedures.
- Failure to follow a reasonable instruction from a member of staff.

Serious Misconduct

Serious misconduct includes threatening behaviour and bullying or harassment of staff or students. The following examples of serious misconduct are for illustration only – the list is not prescriptive or exhaustive.

- Abusive, threatening or bullying behaviour towards staff and students via any means including phone, text, emails or on internet blogs, forums, Facebook, Twitter or any other social media.
- Intentional or reckless damage or defacement of College property or the property of other members of the College community.
- Repeated failure to wear student ID lanyard.
- Fraud, deceit or dishonesty in relation to the College or its staff.
- False or malicious allegations against College staff e.g. fabricated complaints that may have been raised initially as part of the College Complaints Procedure.
- Non-compliance with penalties imposed for minor misconduct.
- Failure to comply with College policies or procedures.

Gross Misconduct

Gross misconduct is behaviour which calls into question a student's status as a student of the College. The following examples of gross misconduct are for illustration only – the list is not prescriptive or exhaustive.

- Bringing the College into disrepute.
- Dealing in, possessing or using illegal substances.
- Physical assault, or threat of physical assault, on a member of staff or a student.
- Use or threaten to use a weapon.
- Racial hatred or abusive actions
- Criminal conviction for any of the above and for offences against the person of a violent or sexual nature.
- Fraud, deceit or dishonesty in relation to the College or its staff.
- Theft of College property.
- Non-compliance with penalties imposed for serious misconduct.

Appendix 4

Confirmation of Written Warning

Dear (insert student name)

Confirmation of Written Warning

This letter confirms the **written warning** that was issued to you at the meeting held on (insert date) for (insert cause).

This warning has been recorded on your student record and you have been set targets for improvement. This matter will be reviewed on (insert review date) to ensure that you have met the targets as agreed.

If you are found to be in further breach of the Student Disciplinary Code, this warning will be considered, and the matter will be dealt with at a more serious level within the Student Disciplinary Procedure.

Yours sincerely

(insert name)

Curriculum Area Lead

cc Tutor (insert name)

Appendix 5

Invitation to an Investigation Meeting

Dear (insert student name)

I have been asked to investigate an alleged breach of the Student Disciplinary Code. I would like to meet with you to discuss this in more detail and to obtain from you a statement of your account of the matter. I hope you will be able to meet me on (_____insert date) at (_____insert time). Please report to Main Reception and I will come and collect you. You are welcome to bring a friend as informal support in this meeting if you wish to do so. My investigation will inform the decision as to whether a formal Disciplinary Hearing will be required.

Please let me know, by contacting me on the number or email below, whether you will be able to attend.

I look forward to hearing from you.

Yours sincerely

(insert name)

Investigating Officer

Phone: (insert direct dial telephone number) Email:

(insert email address)

Appendix 6

Suspension During an Investigation

From the Director/Assistant principal when a student is to be suspended while an investigation is underway.

Dear (insert student name)

Suspension from College during a Disciplinary Investigation

I am writing to inform you that an investigation is being conducted into a recent incident in which it is alleged that you committed a serious breach of the Student Disciplinary Code. Details of the allegation are (insert details).

I have decided that you should be suspended from College while this investigation is underway. While you are under suspension, you will not be permitted access to College premises, but your lecturers will be asked to provide you with notes, handouts and/or work activities in order for you to continue your studies at home during this period. Your Head of Department will co-ordinate this and will inform you of any arrangements that can be made in this respect.

The suspension will remain in force until a disciplinary hearing takes place and you will be allowed back onto the premises for the purpose of attending this hearing. You will be informed by letter of the date and time of the hearing and you will be provided with full details and guidance to help you through the process.

I regret that we have been forced to take this action but if you have any questions about the process, please contact

Yours sincerely

(insert name)

Director

Direct Line Number: (insert phone number)

cc Head of Department (insert name)

Appendix 7

Invitation to a Hearing

Dear (insert student name)

Disciplinary Hearing

A Disciplinary Hearing has been arranged in order to consider allegations against you that on (insert date) you did (insert details). The hearing will take place:

On:
At:
In:

Please contactto let us know whether you can attend on that date. When you arrive, please report to Main Reception within C-Building.

The hearing will give you the opportunity to state your own case and to provide witness statements on your own behalf should you wish to do so. Witness statements gathered during the investigation will be considered by the Hearing Officer. I have attached some further guidance about the process and what you should expect to happen.

[Omit this paragraph if the details are not known at the time of writing]

The Disciplinary Panel will be Chaired by (_____insert name) and other members of the panel will be:
(list other members of the panel)

If you have any questions about the process, please contact Student Services.

Yours sincerely

Appendix 8

Outcome of Hearing

[Letter from the Hearing Officer, normally the Director/Assistant Principal, informing the student of the outcome of the Hearing]

Dear (insert student name)

Outcome of Disciplinary Hearing held on (_____insert date) Following

the Disciplinary Hearing noted above in which it was alleged that you _____(insert details), I am now able to inform you of the decision of the panel.

The decision is (_____insert decision).

[If the decision is any kind of warning, include information about how long the warning will remain on record, as agreed at the Disciplinary Hearing (normally 6 months for verbal warning, 12 months for written warning and 2 years for final written warning)]

[If the decision is Final Written Warning, state the reasons for the FWW and include details of any previous Warnings considered. Add a statement 'If any further breach of discipline occurs, you may be withdrawn from your course of study.']

[If the decision is dismissal from College insert the detail of when this is effective from, note: Effective date must be after the time allowed for appeal i.e. 15 working days from the date of the letter]

This decision was reached by a panel consisting of (list names of panel) in the presence of (list anyone else attending). The procedure being followed was explained to you and you were given the opportunity to make your own case.

You have the right to appeal against this decision. If you wish to do so, please write to the Principal stating your grounds for appeal, within 10 working days of the date of this letter.

Yours sincerely

Director
cc Head of Department (insert name)
[Plus, in the case of Withdrawal only] cc
Relevant Employer/Managing Agency

Appendix 9

Guidance for Students Required to Attend a Disciplinary Hearing

What Happens at a Disciplinary Hearing?

- You will have been informed by letter of the date, time and venue of the hearing.
- The meeting will last between 30 minutes and one hour. You may bring a friend or a supporter with you if you wish, however your friend or supporter cannot be a member of the legal profession acting in a professional capacity.
- When you arrive, you will be asked to wait at Main Reception, and someone will come and take you to the room where the hearing is being held.
- You will be introduced to the Hearing Officer and other members of the panel at the beginning of the hearing. There will be a member of staff present to take notes.
- The allegations will also have been included in your letter, but these will be outlined again at the beginning of the hearing. The listing of allegations does not mean that a judgement has been made regarding your involvement in an incident. That is why a hearing is being held – to make sure all the facts are brought out into the open.
- The process and the possible outcomes will also be explained to you.
- You will be asked to explain what happened in your own words and to provide any statements from witnesses in your support.
- You can ask questions and the panel will ask you questions. The panel want to work out what happened so will try to put you at ease and will not 'interrogate' you.
- You will not be told the outcome on the day of the hearing because the panel will have to meet in private to consider all the evidence and reach a decision.
- You will be informed of the outcome and any penalty (if that is the decision of the panel) by letter as soon as possible after the hearing.

Frequently Asked Questions

Do I have to attend? Yes. You are required to attend a disciplinary hearing when requested to do so. Even if you feel that you have not done anything wrong or there has been a misunderstanding, it is important that you attend so that your own account can be heard. If you do not attend the matter will be considered in your absence, unless you have made arrangements to reschedule the meeting.

What should I do if I can't attend at the date and time stated? Details of who to contact in this situation will be given in the letter. You must present a valid reason for not attending and provide evidence to support this.

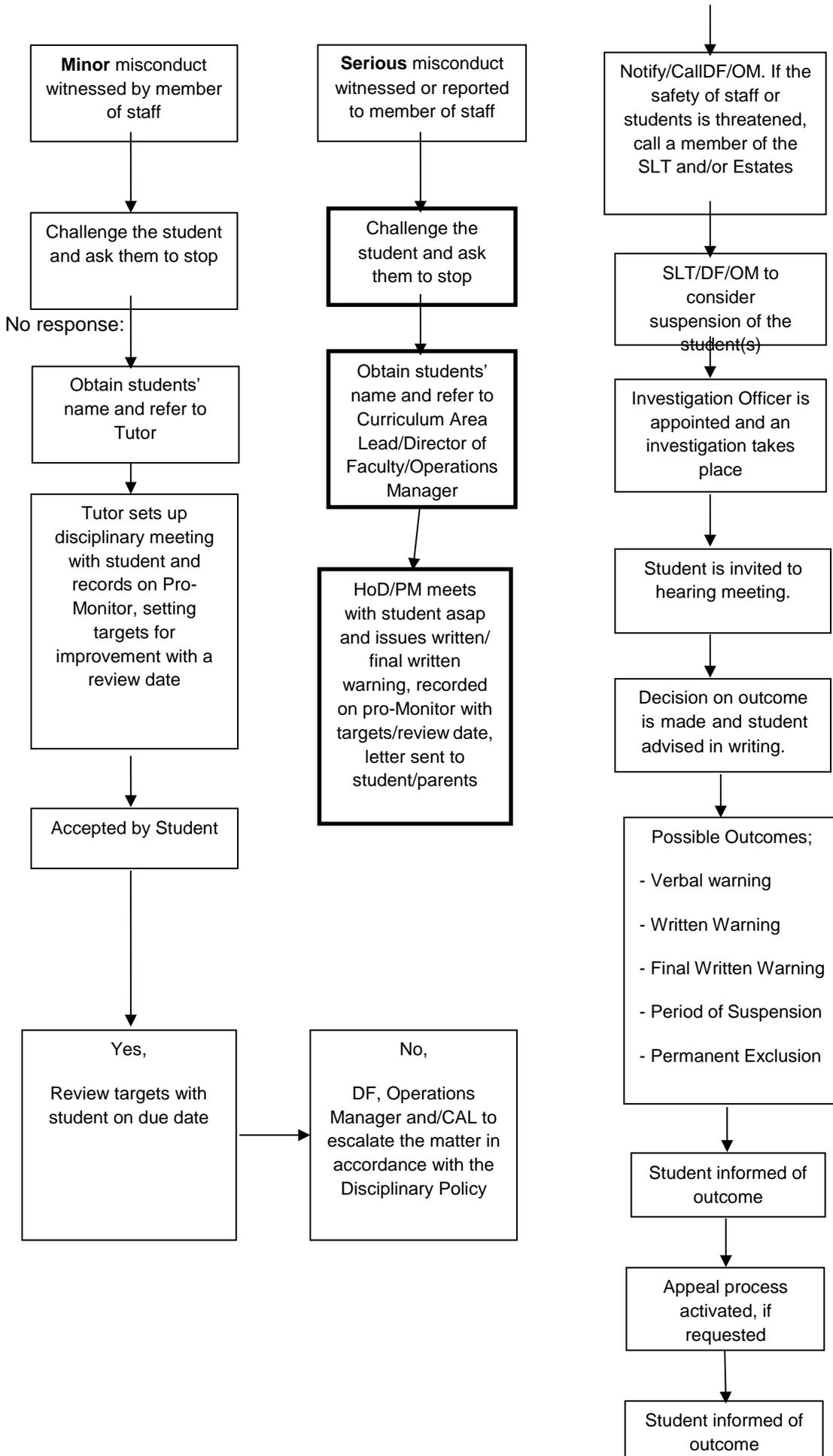
What should I do to prepare for a hearing? Familiarise yourself with the process and collate any evidence (e.g. witness statements) in support of your own account of what happened. Take time to consider what you want to say.

Can I bring someone with me to the hearing? Yes. You can bring a friend or family member, but not a member of the legal profession acting in a professional capacity. You can also discuss it with your Tutor. You can bring a witness who can support your account of the incident or you can ask them to provide a statement and bring it with you for the panel to consider.

Will I be issued with a penalty? If the panel decide that misconduct has not occurred, you will not be issued with a penalty. If the panel decide that misconduct has occurred, you will be issued with a penalty. At the start of the hearing, possible penalties will be described to you. These can also be found in the Student Disciplinary Procedure.

Can I appeal against a decision? Yes. You can appeal against any penalty which is issued provided you have grounds for appeal. Details of how to appeal will be in the letter giving you the panel's decision. The grounds for appeal are listed in the Student Disciplinary Procedure.

Flow Chart



Appendix A: COVID-19 Protective Measures & Expectations

The college behaviour Policy remains in place for students during any instance requiring protective measures including, but not exclusively, COVID-19.

SANITISATION

Students must ensure that they always adhere to all Protective Measures that the College have put in place, including handwashing and the use of sanitisation products, including hand sanitiser.

SOCIAL DISTANCING

Students must ensure that they always adhere to Social Distancing whilst they are on-site, regardless of whether under the direct supervision of College staff or otherwise. Students must only arrive on College site for their designated learning session, Students are only permitted to interact with students within their designated bubble. Students who attempt to interact with students outside of their designated learning group will be reminded of the Social Distancing guidance.

COUGHING/SPITTING

Students must ensure that they follow the Government's guidelines on ensuring that they prevent the spread of any infection, by taking appropriate steps to contain any sneezes or coughs by using a tissue, disposing of the tissue and then washing their hands. Whilst we appreciate that students will cough, we must be mindful of the fact that this will cause worry and anxiety for many members of the College community. Students using the fear and anxiety around COVID-19 in a manner that the College deems to be threatening will be regarded as having committed a serious breach of the College behaviour policy and will be dealt with in the most serious terms. This includes:

- ✂ Incidents of spitting, whether on the ground, at another student, a member of staff, or their belongings;
- ✂ Coughing at a member of staff or student, or onto their belongings;
- ✂ Use of threatening, aggressive language and behaviours towards staff from either students or families related to COVID-19.

This is in line with the Criminal Prosecution Service guidance who have made it clear that any person using coughing or spitting to spread COVID-19, or incite fear of the virus in others, can be charged with Common Assault.

REMOTE LEARNING

Staff and pupils will continue to implement the expectations of safe internet usage. Use of inappropriate language by students within any remote learning or communication with College staff may result in the withdrawal of the facility. Use of threatening, aggressive language and behaviours within remote learning and communications towards staff from either students or families will result in immediate access being denied. Any use of racist, homophobic, discriminatory, or bullying language/behaviour within remote learning and communications with staff will result in access being removed immediately.