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STUDENT DISCIPLINARY POLICY AND PROCEDURES

"Supporting student success and maintaining a healthy college culture"

Policy

Barton Peveril Sixth Form College is committed to ensuring that all in our College community are safe and feel safe. To this end, the Principal is responsible for maintaining discipline through this Policy and Procedures. Where there are specific violations of the Student Code of Conduct and other College policies, this Student Disciplinary Policy and Procedures dictates how situations will be managed. In particular, it spells out the rules and procedures approved by the Corporation for suspending or permanently excluding students on disciplinary grounds or on grounds of an unsatisfactory standard of work or other academic reason.

Barton Peveril will manage student behaviour in such a way that the College can achieve and maintain the high standards which are essential to providing an outstanding education. It will foster a culture based on mutual respect, trust and honesty in which learning can thrive for all.

When things go wrong for students, the College will embrace transparency and fairness in its response. If students feel there has been unfairness or errors in the way they have been treated at informal or more formal stages of the disciplinary process, this should be raised with an appropriately senior member of staff. If this occurs at a Stage 3 Hearing, they can lodge a formal appeal to the Principal.

Principles

a) The Disciplinary Policy applies to all students on all College activities, including work experience and volunteer placements and trips. In the case of misconduct or illegal acts outside of College where there is reason to believe this may affect the reputation of the College or the wellbeing of other students at the College, this is also covered by the Policy.

b) The Policy is supported by other College policies. **The Code of Conduct** outlines in more detail how students should behave in college providing them with a set of rules. These are available on the intranet. In addition, there are separate policies on the **Use of IT, Anti-bullying, Drugs and Alcohol, Plagiarism, Equality, Diversity and Inclusivity** etc. Contraventions of these policies will often lead to the Disciplinary Policy being followed. In some cases, these policies set out in more detail the likely sanctions that will result from action taken under this Disciplinary Policy if a student is found to have breached the policy concerned.

c) All members of staff have authority to identify and deal with less serious problems, e.g. behaviour in corridors, study areas, student centre etc. They can issue Code of Conduct Notices and these will be recorded on the student's intranet pages, under 'Notes'.

d) All stages of the formal procedure will be carried out promptly in the interests of both staff and students, although holiday periods/sickness may cause delay.

e) Disciplinary action will only be taken when there is sufficient concern or evidence to warrant such action.

f) Where Warnings might be issued, or other serious sanctions, students are entitled to a Hearing.

g) A 'friend' can accompany a student to a Stage 2 or Stage 3 Hearing. 'Friend' means a fellow student, another member of staff, brother, sister or parent/ guardian who can assist the student in making representations.

h) If a student receives a Warning for under-performance, the student will be allowed appropriate time and opportunity to improve his/her performance.

i) Staff must maintain a record of any sanctions or outcomes of Hearings on 'Notes'.

j) If the student fails to respond to a Warning then she/he may elect to withdraw from the College before any further action is taken. Any withdrawal from the College should be confirmed by the student and recorded on 'Notes'.

k) When we refer to parent(s) we mean the person with parental responsibilities eg parent/guardian etc.

l) When a sanction has been made, this applies for the full length of time that a student attends College.

The Procedure

Most issues to do with student work or behaviour are managed by teachers and tutors. One-to-one meetings will be held, a record kept, actions set, and then monitored. This is the informal stage of the disciplinary process. If the teacher/tutor fails to make progress with an issue, or if the matter is sufficiently important that it may bypass the tutor/teacher, then there will be a formal Hearing (see 4 below).

a) Underperformance with Academic Work

For important matters to do with student academic progress (e.g. poor attendance, poor punctuality, incomplete homework, poor quality work, failure to meet deadlines or submit work etc) the three stages of Hearing, and any sanctions which follow, usually operate in a sequential way (see 4 and 5 below).

b) Poor Behaviour or Conduct

Minor breaches of the College Code of Conduct are dealt with by any member of staff issuing the student with a Code of Conduct warning notice. If a student is issued with two such notices by any members of college staff, the second notice may trigger a Stage 1 Hearing or the direct issuing of a warning (see below).

In managing more serious poor behaviour or conduct, the College will take into account the nature and seriousness of the behaviour before determining which stage of Hearing to start with. Cases will be dealt with by more senior staff (as outlined below). The following lists are intended to be a guide and form a non-exhaustive set of examples. Suspected misconduct will lead to a Stage 1 Hearing or Stage 2 Hearing whilst alleged gross misconduct will trigger a Stage 3 Hearing. All Hearings will be conducted with due regard for trauma-informed approaches.

Examples of Behaviour which might trigger a Code of Conduct Warning Notice

- Minor breaches of the Code of Conduct
- Poor behaviour in class
- Smoking or vaping outside of the smoking/vaping area and / or approved times
- Parking vehicles on site without a permit
- Littering
- Repeatedly blocking circulation spaces or not responding willingly when asked to move
- Failing to follow rules about food and drink

Examples of Misconduct - Stage 1 or Stage 2 Hearing

- Repeated minor misconduct (such as poor behaviour in class, failure to complete (or partial completion of) work and/or homework, non-attendance or lateness to lessons, smoking/vaping outside the approved areas and times)
- Breach of the Code of Conduct
- Failure to disclose identity when reasonably requested for it or giving

incorrect information
- Swearing or verbal abuse directed at students
- Failure to comply with Health and Safety regulations
- Repeated parking of vehicles on-site without a permit
- Driving without due care and attention on College premises
- Contravention of the Acceptable Use of IT Policy
- Plagiarism of small amount of internal college work or homework
- Failure to attend an exam paid for by the College

Examples of Gross Misconduct – Stage 3 Hearing

- Failure to meet the conditions of a Level 2 Warning
- Failure to comply with a direct instruction by a member of staff
- Repeated misconduct
- Illegal acts
- Physical abuse or threat of physical abuse
- Bullying, harassment or discriminatory behaviour
- Swearing or verbal abuse directed at members of staff or members of the local community
- Sexual harm
- Victimisation and criminal activity
- Breach of the Drugs and Alcohol Policy
- Deliberate damage to College property
- Serious violation of the College's rules and procedures concerning Health and Safety
- Damaging the reputation of the College
- Repeated failure to comply with College rules, policies, warnings or code of conduct
- Serious violations of the Acceptable use of IT policy
- Serious cases of plagiarism
- Serious breaches of Health and Safety
- Repeated failure to attend exams paid for by the College

Three Stages of Hearing

Stage 1 Hearing: This involves the Director of Curriculum (DoC)**,** Student Progress Adviser (SPA), the Director of Students and Progress or occasionally a member of the Senior Leadership Team (SLT), discussing a matter with the student. This may trigger a Level 1 Warning and, when it does, parent(s) are informed.

Stage 2 Hearing: Parents are invited to a meeting with the Student Progress Adviser (or the Director of Students and Progress or occasionally a member of the Senior Leadership Team) and the meeting may trigger a Level 2 Warning. A letter and/or an email summarising the outcome is sent home, a copy of which is visible on Notes.

Stage 3 Hearing: The student and parent(s) are invited to a hearing with a Vice Principal or the Director of Students and Progress. The Student Progress Adviser or other relevant member of staff will present the issue and the student and parent/friend may provide their responses. This stage can lead to a Final Warning or Permanent Exclusion. A letter and/or an email summarising the outcome is sent home, a copy of which is visible on Notes.

(If a Final Warning is issued and the terms apparently not met there will be a further Stage 3 Hearing. If the student is judged to have broken the terms of the Final Warning the sanction is likely to result in Permanent Exclusion.)

Sanctions

1. **Code of Conduct notice** — Can be issued by any member of staff
2. **Repeated Code of Conduct Notice** — Triggers a Stage 1 Hearing
3. **Director's Warning** — Can be issued by DoC
4. **Level 1 Warning** — Can be issued by SPA or SLT
5. **Level 2 Warning** — Can be issued by SPA, DoS&P or SLT
6. **Level 3 Warning** — Can be issued by DoS&P or SLT
7. **Final Warning** — Can be issued by DoS&P or SLT
8. **Suspension** — Can be carried out by SPA, DoS&P or SLT

   Suspension is usually used by the College to emphasise the potential seriousness of the situation and/or as a period of time in which the College can investigate an incident properly and consider the possible courses of action it should take. It is not a disciplinary sanction. Suspension may therefore be followed by a Hearing and disciplinary sanction. Parents will be informed.

9. **Permanent Exclusion** — Can be carried out by a member of SLT or DoS&P

Appeals

(Must be heard by a member of SLT chosen by the Principal and not involved in the Stage 3 Hearing or its outcome).

A student has a right of appeal against the outcome or conduct of a Stage 3 Hearing. The reason for the appeal must be submitted in writing to the Principal and the student must register his/her wish to appeal within ten working days of the disciplinary interview/decision.

An appeal will be considered by a member of the Senior Leadership Team appointed by the Principal who has not been involved in the Stage 3 Hearing or its outcome. A review of the process and outcome will be carried out as soon as is reasonably practical given the availability of those involved, a decision reached and communicated in writing to the appellant. The appointed member of the Senior Leadership Team's decision is final.