NWSLC

NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE

Student Conduct Expectations Policy 2025-2028(v2)

North Warwickshire & South Leicestershire College

Policy Author: Vice Principal: Student Services and Support

Lead Owner: Vice Principal: Student Services and Support

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Document History

Version Number	Amended By	Date of Revision	General Revision Description
2	APSS	30/05/2024	Two additional sections added - 17 and 18. Adaptation to section 15 to reflect updated Data Protection Impact Assessment. Additional Information added to Appendix 2 to provide more detail.
3	VPSSS	31/07/2025	Policy Review and Update Updated to show update to college staffing structures and lines of responsibility Procedural changes to ensure protected characteristics are considered throughout the process. Additional information included in sections 13, 15, 17 and Appendix 3. Additional Code of Conduct for Adults on Distance learning Programmes to recognise the different approach required for this provision.

Student Conduct Expectations Policy 2025-28(v2)

1. Introduction

1.1 The College is committed to helping and encouraging all members of the College community to create and maintain acceptable standards of behaviour and academic performance.

1.2 Every individual member of staff has a responsibility to help and ensure fair and consistent treatment of all students whilst discharging the College's duty of care.

1.3 The College publicises and promotes its Student Conduct Expectations Policy and is committed to directly challenging inappropriate conduct and behaviours.

1.4 The College is committed to taking a proactive approach in promoting and maintaining a high standard of behaviour in learning and social environments.

1.5 Students are encouraged through the Student Code of Conduct to **Be Ready, Respectful and Safe**.

1.6 Students enrolled in adult distance learning courses are also expected to follow the *Code of Conduct for Adult Distance Learning*, which aligns with this Policy and outlines additional expectations for remote and independent learning. Unwanted conduct will be managed in line with the *Managing Unwanted Student Conduct Procedure*.

1.7 For the purpose of this Policy the term student or learners includes:

i. Those enrolled on programmes at the college aged 14 years + on full-time, part-time, higher education, adult programmes, apprenticeships and those studying remotely undertaking online programme.

ii. Students sponsored by outside agencies including employers such as apprentices.

1.8 In all cases of misconduct, accurate records of all warnings given to students will be maintained and disciplinary outcomes shown on the Box as part of their Individualised Learning Plan.

1.9 For staff at the College there is a Managing Unwanted Student Conduct Procedure document to guide staff through the process to ensure consistency in the NWSLC approach

2. Definitions

2.1 The following are **examples** of misconduct and will be subject to disciplinary action being taken against students:

i. Any failure to follow the reasonable instructions of a member of staff.

ii. Persistent lateness or absence from classes.

iii. Any bullying, intimidation, taunting, verbal abuse or the use of any violence towards any person.

iv. Deliberately or by negligence, causing damage to any College buildings, equipment, books or furnishings or any property of others.

v. Any failure to comply with student identification protocol, to include the wearing of student identification, to not share personal identification with others, and not escort unauthorised visitors on to College sites.

vi. Any behaviour which has an adverse effect on the work of the College, including damaging or interfering with buildings, College vehicles or equipment.

vii. Any behaviour which is offensive be that of any nature to include showing prejudice towards protected characteristics.

viii. Any criminal or other dishonest acts.

ix. Any dangerous or inconsiderate driving, including speeding, on College premises.

x. Any behaviour which could bring the College into disrepute.

xi. Any unauthorised interference with software or data belonging to or used by the College.

xii. Disrupting any classes or any other College activity, whether involving staff or other students.

xiii. Smoking or vaping outside of designated areas.

xiv. Being under the influence of drink or drugs.

xv. Unacceptable behaviour that affects the neighbours of the College.

xvi. Any other behaviour which is unreasonable and offends another member of the College community.

xvii. An allegation against a student relating to safeguarding.

xviii. Gross misconduct - particularly serious cases of misconduct may be treated by the College as gross misconduct. For example, any misconduct involving violence or a serious threat of violence, deliberate damage to property, endangering the health and safety of others, or any criminal activities affecting the College or other students (or which could bring the College into disrepute) bringing drugs on to campus, are likely to be treated as gross misconduct.

2.2 It is emphasised that this is not an exhaustive list of the types of cases which the College may treat as gross misconduct.

3. Rationale

3.1 Every student has the right and responsibility to learn in an environment that is:

i. inclusive and supportive

ii. safe and secure

iii. free from bullying and harassment

3.2 This environment will be achieved through the delivery of consistent College-wide messages relating to and reinforcing appropriate student conduct underpinned by this Policy.

4. Related Policies and Documents

4.1 Managing Unwanted Student Conduct Procedures.

4.2 Bullying and Harassment Policy.

4.3 Comments, Compliments and Complaints Policy.

4.4 Safeguarding and Protecting Children and Vulnerable Adults Policy.

4.5 The Equality Scheme.

4.6 Health and Safety Policy.

4.7 Student Code of Conduct

4.8 Student Attendance and Punctuality Policy.

4.9 Other policies and documents may be identified from time to time as circumstances change and may be added to this list.

5. Equality Analysis

5.1 By virtue of the provisions of the Equality Act 2010, the College has a duty to have due regard to the need to:

i. eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct.

ii. advance equality of opportunity between people from different backgrounds and with different characteristics.

iii. foster good relations between individuals from diverse groups.

5.2 In implementing this Policy and associated procedures, the College will actively embed these principles into its decision-making process and will demonstrate how Equality considerations have been taken into account.

5.3 Where necessary a full equality impact assessment will be undertaken.

5.4 The college recognises that unacceptable be behaviour may sometimes be linked to underlying factors such as a learning difficulty, disability, social, emotional or mental health need, or experiences of trauma. In line with our commitment to inclusive practice, the College will:

i. Consider individual needs, including any identified or suspected SEND, before disciplinary action is taken.

ii. Take a trauma-informed approach when assessing the circumstances of an incident.

iii. Work collaboratively with support services, staff, and the student to understand and address underlying causes.

iv. Make reasonable adjustments in line with the Equality Act 2010 to ensure a fair and proportionate response.

6. Data Protection Impact Assessment

6.1 Data Protection Impact Assessments (DPIA) are an essential part of the College's accountability obligations under the UK GDPR. Conducting a DPIA is a legal requirement for any type of processing, including certain specified types of processing that are likely to result in a high risk to the rights and freedoms of individuals. Under UK GDPR, failure to carry out a DPIA when required may leave the College open to enforcement action.

6.2 Data Protection Impact Assessments (DPIA) are an essential part of the College's accountability obligations under the UK GDPR. Conducting a DPIA is a legal requirement for any type of processing, including certain specified types of processing that are likely to result in a high risk to the rights and freedoms of individuals. Under UK GDPR, failure to carry out a DPIA when required may leave the College open to enforcement action.

6.3 A DPIA, relating to any relevant areas within this Policy and Procedure, will therefore be undertaken to enable the systematic analysis, identification and minimisation of data protection risks and to demonstrate how the College complies with its data protect obligations.

7. Core Principles

7.1 When managing behaviour, staff should consider the impacts of emotional and poor mental health and adverse experiences, by looking beyond the challenging behaviour displayed and questioning what feelings and emotions might be driving the behaviour.

7.2 It is important to build positive protective factors for students, for some life outcomes are affected by a range of contexts and experiences, both negative and positive. Negative experiences ca be described as risk factors, and positive experiences as protective factors. Protective factors can be gained through positive experiences to counteract negative experiences and their impact.

7.3 Poor behaviour or conduct should be viewed within the context of important relationships rather than looking for causes that lie directly within the student.

7.4 When we interact with others, the context in which our actions take place can have a significant role in shaping our behaviour.

7.5 All behaviour has a communicative function, and it is important to look at the factors underpinning the behaviour. To stop and think, what is the student trying to communicate or tell us through their actions and behaviours. Students who present with challenging behaviour should be viewed as vulnerable rather than challenging. College staff are encouraged to respond to the feelings and emotions that drive certain behaviours, rather than the behaviour itself.

Behaviours are an indicator of emotion, and not all behaviours are therefore chosen. When trying to make sense of behaviour it is important that staff avoid any responses that might make the student feel 'shame' (such as public sanctions) and respond in an empathic and caring manner.

7.6 It is important to maintain clear boundaries and expectations around behaviour.

Changing how we respond to behaviour does not mean having no expectations, routines, or structure. In order to help students, feel safe, the College environment needs to be high in both nurture and structure.

Students need predictable routines, expectations, and responses to behaviour. These must be in place and modelled appropriately, within the context of a safe and caring environment. Natural rewards and consequences that can follow certain behaviours should be made explicit, without the need to enforce 'sanctions' that can shame and ostracise students from their peers, College community and family, leading to potentially more negative behaviour.

8. Restorative Practice

8.1 Restorative practice is a term used to describe behaviours, interactions and approaches which help to build and maintain positive, healthy relationships, resolve difficulties and repair harm where there has been conflict.

8.2 Restorative approaches are built on values which separate the person from the behaviour. They **promote accountability and seek to repair any harm caused in a situation.**

8.3 Restorative meetings or conversations should be structured to include the following questions:

i. What has happened?

ii. Why do you feel you behaved that way?

iii. How do you feel about it now?

iv. Who has been affected by what happened and how?

v. What have each party thought since?

vi. What behaviours will each party show next time?

vii. Do you feel you need any support to help develop positive behaviour in the future?

viii. Reaffirm the commitment to building a trusting relationship.

9. Reasonable Adjustments

9.1 Where a student has a special educational need or disability, reasonable adjustments identified as being necessary will be made to the procedure.

9.2 Where a student of compulsory school age attending the college is involved in a disciplinary matter but not enrolled at the College, the disciplinary proceedings will be as agreed and stipulated in the terms of the contract/service level agreement between the College and the local authority / provider.

10. Conducting Interviews, Hearings and Meetings

10.1 Disciplinary and appeal interviews under this Policy will be conducted fairly by the member of staff conducting the interview, who will be accompanied by another member of staff to take notes where possible.

10.2 The member of staff conducting the interview may give instructions in relation to the conduct of the interview, including (without limitation) as to the length of time which any part of the interview should take. Such instructions must be fair, particularly in allowing the student to question the evidence and state their case.

10.3 The member of staff conducting the interview may exclude from the proceedings any person (including the student or the student's friend, representative or relative) who behaves unreasonably or who disregards the instructions of the member of staff with regard to the interview. If the student does not attend any interview, disciplinary action may nevertheless proceed.

10.4 Where possible, the member of staff conducting interviews or meetings will not have had prior involvement in any previous stage of the disciplinary process relating to the complaint.

10.5 Where a Head of Department is conducting a Stage 4 disciplinary hearing, they will adjourn the meeting to allow for private deliberation before determining the outcome. If, following deliberation, the recommendation is to permanently exclude the student, the case will be referred to a panel comprising 2 other managers; at least one must be an Assistant or Vice Principal. The final decision will be made jointly by the panel and the original hearing manager, and only then communicated to the student and relevant other parties. This process ensures that permanent exclusion is only used as a last resort, following a fair and thorough consideration of all available evidence and possible alternatives.

11. Time Limits

11.1 With the exception of the time to lodge appeals, time limits stated in the Policy are for guidance only and are not binding on the College. If actions cannot be completed within a given time scale, the student will be informed of this in writing.

11.2 Periods are expressed in working days and documents sent by first class post are deemed to be received within 48 hours of posting.

12. Payment of Bursaries, Grants and Discretionary Funding

12.1 Students who are in receipt of such funding may have their payments suspended or stopped as part of the disciplinary sanction.

13. Criminal Offences

13.1 Where any member of staff has reason to believe that a student may have committed a criminal offence, the College may refer the matter to the police, following College GDPR protocol, and may continue disciplinary proceedings under this procedure or suspend the student pending the outcome of police enquiries and any charges which may be brought against the student. Where the student has been suspended under this provision, when the results of those enquiries into any criminal

proceedings are known, the College reserves the right to recommence proceedings under this procedure in relation to the matter.

13.2 Any disciplinary action relating to alleged criminal offences will be based on the College's findings after a proper investigation and will not require a criminal conviction. It is emphasised that in relation to the application of this procedure the College is not bound by the results of any criminal proceedings against students.

13.3 Any witness statements must be completed using the recommended College template to ensure GDPR compliance. The investigating officer is responsible for ensuring that all statements have been signed by the witness, clearly showing their agreement for the statement to be shared as part of any further action.

13.4 Where an allegation of a safeguarding nature is received the College may refer the matter to the relevant external agency, including the Police, and may continue disciplinary proceedings under this procedure or suspend the student pending the outcome of these enquiries and any charges which may be brought against the student. When the results of those enquiries including criminal or local authority proceedings are known the College reserves the right to recommence proceedings under this section in relation to the matter. Any information to be shared with external agencies will always be done so in line with College GDPR policy.

13.5 In some instances, the College may be notified by the Police or another statutory agency that a student is under investigation for a criminal offence. In such cases, the College may need to act in accordance with any imposed bail conditions or safeguarding advice from those agencies. Where this applies, the College reserves the right to suspend the student and pause its internal disciplinary process until further direction is received. The College recognises that criminal proceedings and external investigations may impact the timing and progression of internal procedures, and in such circumstances, will be governed by the requirements and advice of the external agency involved.

13.6 Where a student is suspended under this provision, the College will follow the protocol outlined in Section 17: *Suspension Pending Disciplinary Hearing*, and will, where possible, make arrangements to support the student in completing formal external examinations and continuing their learning remotely.

14. Students under 18 or Sponsored Students

14.1 If a student under 18 years of age is the subject of proceedings under this Policy, wherever practicable a parent or guardian will be invited to attend any disciplinary or appeal interviews (in addition to any friend or student representative), unless, in the view of the member of staff conducting the interview, such attendance would be prejudicial to a fair and effective interview. If a student under the age of 18 is given a formal written warning or excluded or suspended from the College, a parent or guardian will be informed in writing.

14.2 A student who is being sponsored at the College by an employer is given a formal written warning or suspended, the employer will be informed.

15. Confidentiality Data

15.1 Data Protection Impact Assessments (DPIA) are an essential part of the College's accountability obligations under the UK GDPR. Conducting a DPIA is a legal requirement for any type of processing, including certain specified types of processing that are likely to result in a high risk to the rights and freedoms of individuals. Under UK GDPR, failure to carry out a DPIA when required may leave the College open to enforcement action.

15.2 A DPIA, relating to any relevant areas within this Policy and Procedure, will therefore be undertaken to enable the systematic analysis, identification and minimisation of data protection risks and to demonstrate how the College complies with its data protect obligations.

15.3 In accordance with UK GDPR and the College's Data Protection Policy, information relating to disciplinary matters will only be shared with parents/carers of students aged 17 and under, or 24 and under where the student has an Education, Health and Care Plan (EHCP). For students outside of these categories, consent will be sought from the student before any information is shared with their parent/carer.

15.4 Where a student is an apprentice, sponsored or their course is employer-funded, the College reserves the right to share relevant disciplinary information with the employer or sponsor. Other personal details will only be disclosed with the explicit consent of the student, unless there is a legal obligation or safeguarding concern that necessitates disclosure.

16. Use of Reasonable Force

16.1 The College has a duty to ensure all children and vulnerable adults are safe. This section of the Policy details the procedures and practices that will be carried out should it be necessary to use reasonable force to restrain a young person or vulnerable adult.

16.2 Staff should seek to utilise a range of strategies for positive and proactive responses to behaviour, however there may be occasional circumstances in which a young person or vulnerable adults' behaviour is so challenging that there is no alternative other than to use force.

16.3 Definitions:

i. Reasonable Force - the term 'reasonable force' covers a broad range of actions that may be used by College staff to control or restrain a person. This can range from guiding a student to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury. Reasonable force should never involve using more force than is necessary to regain control of a situation. Staff should always avoid acting in a way that might cause injury but in extreme cases it may not always be possible.

ii. Control - either passive physical contact such as standing between students or blocking a students' path or active physical contact such as leading a student by the arm out of a classroom.

iii. Restrain - to hold back physically or to bring a student under control. It is typically used in more extreme circumstances when two students are fighting and refuse to separate without physical intervention.

16.4 Reasonable force should only be used to prevent students from hurting themselves or others, from damaging property or from causing disorder. It should only be used as a last resort, should always be reasonable and proportionate and should always be in the best interests of the child or vulnerable adult.

16.5 Using reasonable force should only be used when all other options have been explored. There are situations in which there is no safer alternative, but staff can minimise the chance of these arising by creating and promoting calm, orderly and supportive environment, talking to the student in a calm manner, using non-threatening verbal and body language. Staff should always avoid touching or restraining a student in a way that could be interpreted as sexually inappropriate conduct.

16.6 Assessments of what is reasonable and when it is reasonable to use force are matters of judgement and depend upon the precise circumstances of individual cases. There is no legal definition. Prevention of injury, violence or aggression should be the primary aim, this is avoiding the need to use any force wherever possible.

16.7 The decision on whether or not reasonable force is necessary or not is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances. Wherever possible, the Duty Officer or Safeguarding Officer should be called to attend the incident.

16.8 All incidents where use of force has been deemed necessary should be reported to the Duty Officer and the Designated Safeguarding Lead and recorded on the College incident system. Parents and carers should be advised immediately where a student is under the age of 18 or a vulnerable adult.

16.9 Where there is a heightened risk relating to a student due to persistent issues around challenging behaviour, violence and aggression a risk assessment will be carried out by the Designated Safeguarding Lead or Deputy.

16.10 A post incident review will take place within 5 working days. In all instances where the use of reasonable force has been used the review will be led by the Vice Principal - Student Services and Support. The findings will be distributed as deemed appropriate, depending on actions taken.

16.11 Where a student feels that they have been unfairly treated, complaints can be made through the College Comments, Compliments and Complaints procedure.

16.12 The College will ensure that staff are appropriately trained and updated including young people and vulnerable adults who have been the subject of a risk assessment.

17. Suspension pending Disciplinary Hearing

17.1 When a College Manager believes that a student may have been guilty of misconduct or that, because of some other good or urgent cause, the continuing attendance of the student at the College cannot be permitted, they will recommend a suspension to the Assistant or Vice Principal who (or their nominee) may suspend the student pending the holding of a formal disciplinary hearing.

17.2 Suspension is not to be used as an additional disciplinary measure and should be used as a last resort. Should the decision be taken to suspend a student from attending, the college will:

i. Confirm the suspension in writing to the student immediately

ii. Inform the student in writing of the reasons for the suspension, the likely length of the suspension and the details of the disciplinary hearing

iii. Confirm how course work will be carried out during the suspension

iv. Inform internal support and parents/guardians/carers and employers as appropriate.

17.3 Where appropriate the College will appoint an investigating officer, normally a College Manager to undertake a thorough investigation into the evidence and accompanying facts.

17.4 Following the suspension, the student shall be notified in writing that they are required to attend a disciplinary hearing. Students should normally be given a minimum of 5 working days between receipt of the letter and the date of the hearing to enable them to prepare.

17.5 **Suspended or dismissed Students taking external examinations:** Suspended or dismissed students who need to take external examinations may be allowed to do so, provided that they are accompanied by a designated staff member as necessary and normally take the exam separately to other students.

18. Appealing a Decision - Formal Stages 2-4

18.1 At all stages in the procedure the student will have the right of appeal. A student who wishes to appeal against any of the formal stages 2-4 should inform the person specified in the outcome letter in writing within 5 working days of the date of the decision which forms the subject of the appeal.

18.2 The appeal will normally be heard by the appropriate person, as outlined in Appendix 2, specified within 10 working days of receipt of the letter of appeal, where possible.

18.3 There are 4 grounds for appeal as follows:

i. Maladministration of the process.

ii. Evidence has come to light since the original hearing which casts doubt over that decision.

iii. Undue severity of the penalty applied.

18.4 Inconsistency of the penalty applied.

18.5 The Reviewing Officer will not necessarily call a specific hearing, particularly if the case for appeal is clear. If, however it is felt helpful then a hearing will be arranged.

18.6 The purpose of the hearing is to look specifically at the grounds for appeal not to revisit the original hearing unless this is the subject of maladministration. The specific grounds for appeal must be specified in the letter requesting an appeal.

18.7 If there is a hearing of the appeal, the student will be given an opportunity to state their case and will be entitled to be accompanied by a parent/employer or other relevant representative of their choice.

18.8 An appeal hearing with the student will take place within 10 working days of the appeal being lodged. Students will receive at least 5 working days' notice of the time and date of the appeal hearing (unless an earlier date has been mutually agreed).

18.9 At the appeal, the disciplinary penalty imposed will be reviewed, but it cannot be increased. The decision of the person hearing the appeal will be notified to the student in writing within 5 working days of the appeal hearing and will be final and binding.

18.10 The outcome of the appeal hearing will be final and binding.

19. Implementation, Monitoring and Review

19.1 The Principal will ensure that procedures are in place to provide effective management of the disciplinary processes

19.2 Information relating to the management of this Policy will be monitored by the Senior Management Team, the Executive, and the Corporation.

19.3 The Policy and associated documentation will be reviewed on a three yearly basis or as required by changes in law, regulation or as directed by the Principal.

Appendix 1

Student Code of Conduct

The North Warwickshire and South Leicestershire College Student Code of Conduct is based on the premise of the "NWSLC Way" to **Be Ready, Respectful and Safe** with the following specific expectations:

- **Be Ready**
  - Arrive in time for all timetabled lessons and activity
  - Bring all required equipment
  - Wear appropriate clothing including protective wear when needed
- **Be Respectful**
  - Attend every session
  - Allow others to work or study without disruption
  - Focus on and participate in lesson and enrichment activities
  - Look after the facilities, equipment, and environment
  - Be polite and kind
  - Treat everyone as you would wish to be treated yourself, respecting the fundamental British Values.
- **Be Safe**
  - Wear College ID badges and lanyards so that they can be seen
  - Be in the right place at the right time
  - Follow departmental and college health and safety rules
  - If you do smoke or vape do so in the designated spaces only
  - Avoid physical contact with other people and their possessions
  - Drugs and alcohol are not permitted on campus
  - Conduct yourself safely and responsibly online

With a reminder to all that College staff will listen, understand and have empathy but will not tolerate poor student conduct and unwanted behaviour.

NB: Students will acknowledge receipt of this Code of Conduct and Expectations in the Box on the learner eILP.

Appendix 2

NWSLC Code of Conduct for Adult Distance Learning

Welcome to North Warwickshire and South Leicestershire College. As a distance learning student enrolled in a knowledge-based qualification, you are expected to uphold the values of integrity, responsibility, and respect and to follow the Ready, Respectful, Safe student conduct standards.

his Code of Conduct outlines the expectations for academic honesty, respectful communication, engagement, and digital responsibility. All distance learning students are subject to the principles and procedures set out in the *Student Conduct Expectations Policy*, including how unwanted conduct will be managed.

1. Academic Integrity

- All submitted work **must be your own**.
- You must not copy, plagiarise, or submit work completed by others, including the use of AI, online sources, or other learners' work without proper acknowledgment.
- If collaboration is permitted, your assessor will provide clear guidance. Otherwise, assume all work is individual.
- Misrepresentation of your work may result in disciplinary action or removal from the course in line with the Academic and Assessment Misconduct Procedure.

2. Respectful Communication

- Engage respectfully with assessors, support staff, and peers across all platforms (email, phone calls, video calls, text messages etc.).
- Use appropriate language and tone in all communications.
- Be open to constructive feedback and engage professionally in discussions.
- Notify the college of any changes to circumstances that might affect your progress.

3. Participation and Engagement

- Actively participate in course activities, discussions, and assessments.
- Submit work at least every four weeks.
- Use examples of your own experiences to evidence your understanding.

4. Time Management and Independence

- Manage your time effectively to meet deadlines and stay on track with your studies.
- Seek help when needed support is available, but self-motivation is essential for success in distance learning.

5. Digital Responsibility

- Respect copyright and intellectual property laws when accessing or sharing content.
- Do not share course materials or login credentials with others.
- Use College systems and platforms responsibly and for educational purposes only.

6. Supportive Learning Environment

- Contribute to creating a safe and inclusive learning environment.
- Report any inappropriate behaviour, academic dishonesty, or technical issues to college staff promptly.
- Any student who has concerns regarding bullying or harassment should report this to the safeguarding team by emailing safe@nwslc.ac.uk.

Appendix 2

Student Acknowledgement

By enrolling in this course, you agree to adhere to this Code of Conduct and overarching Student Conduct Expectations Policy. Any concerns or breeches will be managed in accordance with the colleges policies and procedures. Your commitment ensures a fair, respectful, and high-quality learning experience for yourself and others.

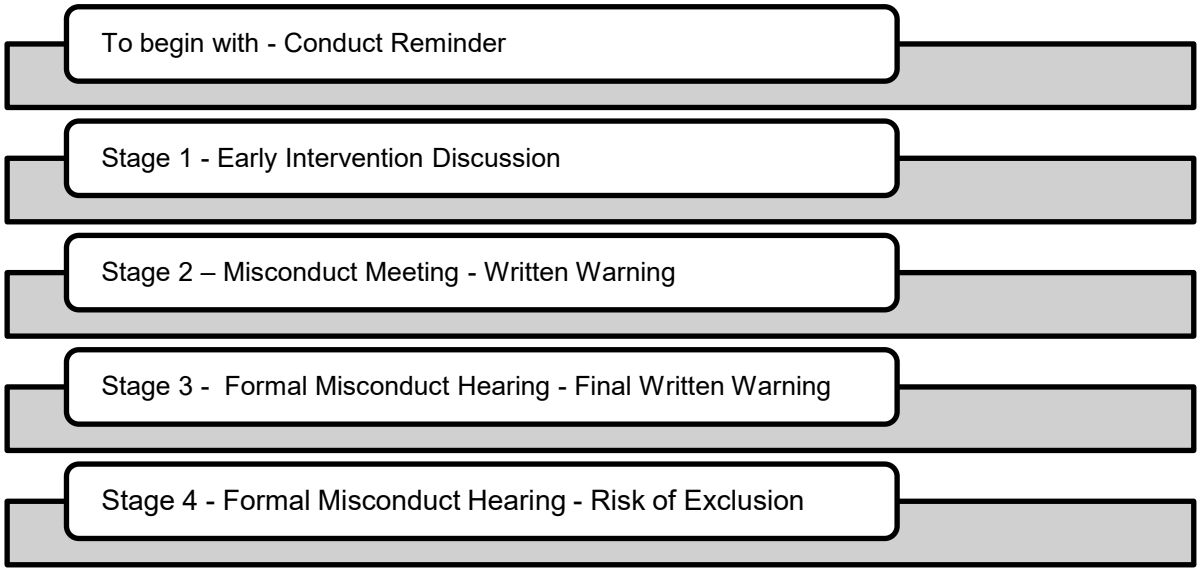
Signed: ……

Date: …….

Appendix 3

Process Flow Chart To Show Interventions and Stages.

All stages will be recorded in the Box and individual students eILP.



Stages 2-4 Formal Stages

1. Stages 2-4 are formal stages and require a meeting with the relevant staff member in the College and additional parties should be included as appropriate, where the student is under the age of 18 parents/carers/guardians will be notified, where the student is 18-24 and is considered vulnerable or has an education and health care plan, then parents/carers/guardians will be notified. When the student is an employed apprentice, the employer should also be notified and where appropriate included in the meetings.
2. If the student is in receipt of support from a Key Worker for learning support or a Link Worker for pastoral support the support staff member will be included or relevant managers to ensure that the students' needs are being met and support needs considered.
3. Formal Stages will be invoked when there is clear evidence that the Early Interventions Stage is not having the required impact and we see repetitive poor conduct, or the conduct witnessed or reported is such that warrants escalation to the formal stages with immediate effect.
4. Formal Stages must follow an investigation and include a disciplinary hearing meeting. Information gathered during the investigation must form part of the hearing notes and shared as appropriate with all parties.
5. At all stages of the formal procedure students will have the right to a fair and impartial hearing which includes:
    - Formal notification in writing of the meeting and the details of the potential disciplinary matter including any evidence.
    - Notice of the meeting that is at least 5 working days.
    - To be accompanied, by either a parent/guardian or carer or a student representative as above.
    - The opportunity to present their views, provide a response, and ask questions during the meeting.
    - Reasonable adjustments to be made, where required, to support full participation by all parties involved.
    - Full consideration of any mitigating circumstances, contributory factors, individual needs (including SEND), or equality and inclusion issues that may be relevant to the incident or its context.
    - To be part of writing the Conduct Improvement Action Plan and agreeing to the Action Plan steps.

Appendix 3

- To receive notification of the outcome in writing.
- To be notified of the appeal process and their right to appeal.
- To have the Action Plan and sanction reviewed.

The following people must be included in the meeting:

Formal Stages Meeting Structure - Internal and External People Required					
		Accompanying Parties for the Student / Apprentice	**College Lead for Meeting**	**Additional Staff to be invited (where appropriate)**	**Staff member hearing Appeal**
Stage 2	Student / Apprentice	Fellow Student / Apprentice/ Support Staff Member and /or Parent / guardian / carer* Employer where an apprentice	Academic Co-ordinator or Lead Tuto r/ Assessor	Key Worker or Link Worker	Curriculum Area Leader
Stage 3	Student / Apprentice	Fellow Student / Apprentice / Support Staff Member and / or Parent/guardian/carer* Employer where an apprentice	Curriculum Area Leader	Team Leader for Learning Support or Team Leader Pastoral Support	Head of Department
Stage 4	Student / Apprentice	Fellow Student / Apprentice / Support Staff Member and /or Parent / guardian / carer* Employer where an apprentice	Head of Department	Curriculum Area leader, Head of Inclusion and High Needs, Head of Student Services	Assistant or Vice Principal