



**Student Code of Conduct
&
Disciplinary Procedure
Guidance for students**

2017/18

Our Values

1. The college is a professional environment and expects all members of its community to behave in a professional way. In return members of our community will be treated like a professional.
2. We establish a culture where positive behaviour is the norm. Respect for our college community, whether in person or online, is the expectation. Behaviour or conduct not in line with these expectations is dealt with swiftly and fairly.
3. All members of our community are encouraged to uphold the college values of respect, responsibility and professionalism and this code and disciplinary procedure has been drafted with that in mind.

What does being professional mean – what is our code of conduct?

4. As a professional community we expect the following behaviours from all who work and study with us, these are our 'non-negotiable rules':
 - a) To treat everyone and everything within our community with respect – in college, in the workplace and online.
 - b) To listen to and respect the views of others within our community and to raise concerns constructively and appropriately.
 - c) To take responsibility for our actions and for making a positive impact on our community through our actions.
 - d) To attend sessions on time and prepared to learn.
 - e) To take responsibility for our own learning by meeting assignment deadlines and completing work to the best of our ability.
 - f) To help keep our community clean and tidy – clear up after ourselves and not drop litter.
 - g) Act safely and sensibly and not do anything that puts the safety of ourselves or others at risk.
 - h) Use mobile phones responsibly and professionally – do not use them in a classroom or workshop unless instructed to do so by a member of staff.
 - i) Respect the college's no-smoking policy and don't smoke on campus.
 - j) Follow reasonable instructions from another member of our community.
 - k) Be aware of what it means to be part of a professional community and not use offensive language (including swearing) in college, in the workplace or online.
 - l) Be an active member of our community – take part in college life and do not disrupt the learning of others.
 - m) Ensure that we can be identified as a member of the college community by wearing a lanyard (around our neck) on campus at all times.
 - n) Uphold all of the college's policies and procedures.
 - o) Make sure that we meet the requirements of our learning agreement which is our formal contract with the college.

5. In return members of the college community can expect:
 - a) To be listened to, respected and have our opinions taken seriously.
 - b) To be supported to be an effective and successful member of our community.
 - c) To be provided with appropriate resources to enable effective learning.
 - d) To be provided with regular constructive feedback to help us improve.
 - e) To have our own individual needs taken into account and adjustments made where necessary.
 - f) To have our positive contribution to the college community rewarded.

What happens if I don't meet these expectations?

6. Minor or less serious issues will be dealt with by your tutor or any other member of staff, this may be an informal chat or targets agreed as part of your regular reviews. We will support you as much as possible to meet our expectations, before we take any more formal action.
7. More serious issues or a significant repetition of minor issues could mean that you go through a more formal disciplinary process. This could mean that you have a formal written warning placed on your file or as a last resort are asked to leave the college (excluded). The outcome of disciplinarys will depend on the seriousness of the incident and anything that might explain the incident in any way.
8. There are three stages to our formal process, with stage 3 being a panel hearing. You can only be asked to leave the college following a stage 3 panel hearing. More information about the stages to our process is included within appendix 1.
9. The types of behaviour that are likely to lead to this more formal disciplinary are listed below but this is not a complete list. There may be other things that don't meet our professional expectations that mean that you might be disciplined.
 - a) Not upholding agreed action plans as a result of previous disciplinary meetings.
 - b) Not upholding our expectations especially those in relation to respect and safety.
 - c) Physical violence towards any member of our college community.
 - d) Bullying, taunting, intimidation or abusiveness towards another member of our community in person or online.
 - e) Deliberately damaging college property or buildings.
 - f) Theft
 - g) Fraud e.g. forging signatures or providing misleading information on forms.
 - h) Behaviour or language that is offensive to others especially on the grounds of their sex, gender identity, sexual orientation, race, disability or age.
 - i) Unauthorised interference with data or software belonging to the college.
 - j) Accessing, distributing or downloading offensive material from college systems.
 - k) Possession of alcohol or non-prescribed drugs.
 - l) Being under the influence of or distributing alcohol or drugs to members of the college community
 - m) Sexting or the distribution of inappropriate images
 - n) Putting a young person or vulnerable adult at risk either sexually, emotionally or physically.
 - o) Being in possession of a weapon.
 - p) Plagiarism, copying or cheating.

What is zero tolerance?

10. We have a zero tolerance to some forms of behaviour. This means that we feel that is a very serious issue that significantly goes against our values as a community. In reality this means that if you engage in any behaviour for which we have a zero tolerance for, and it is proven, you will be asked to leave the college.
11. We have a zero tolerance for the following:
 - a) Significant acts of physical violence.
 - b) Bullying, taunting, harassment, intimidation or abusiveness to another member of our community in person or online.
 - c) Behaviour or language that is offensive to others especially on the grounds of their sex, gender identity, sexual orientation, race, disability or age.
 - d) Putting a young person or vulnerable adult at risk either sexually, emotionally or physically.
12. Behaviour like this will immediately be taken to a stage 3 panel.

Cooling off periods and suspensions

13. You could be asked to leave college for up to two days to 'cool off' a head of school can ask you to leave college for this amount of time after an allegation is made about your behaviour.
14. You can also be suspended whilst an investigation takes place and a stage 3 panel is called. The suspension will be for the length of time this takes and work will be sent home. A suspension is not an assumption of the final outcome. A head of school or a duty head can do this with the authorisation of a member of the senior management team.

What if I don't agree with the disciplinary?

15. At stage 1 you can raise concerns with a head of school. At stage 2 you need to raise your concerns to the Director of Learning Innovation and at stage 3 you need to raise your concerns with the Deputy Principal. Further information is provided within appendix 1.

Where can I get more information?

Louise Knott – Vice Principal: Communications, Engagement and Student Experience
Paul Rana – Head of Student Support
Julian Smith – Director of Learning Innovation
Amanda Jogela – Director of Quality and Performance
Your Head of School
The duty head for the day at college.

Appendices

1. Disciplinary process
2. Preparing for a stage 2 or 3 meeting.

Appendix 1 – the disciplinary process

Stage	Who deals with it?	How is it dealt with?	How am I notified?	What can happen?	What if I'm not happy?
Informal	Tutors or any other member of staff	Informally in class, in 1-1 reviews or in common areas across the college.	As and when issues arise	Informal warning or progress to formal stage of the process.	Speak to the curriculum manager or duty head
Formal Stage 1	Curriculum Manager	In a meeting – you can bring a parent/carer or friend to the meeting	In person or by email/letter	Formal warning and behaviour plan. This will be monitored on a weekly basis and for as long as is agreed at the meeting.	Speak to or contact the Head of School
Formal stage 2	Head of School	In a meeting - you can bring a parent/carer or friend to the meeting	By letter – you will be given 5 working days' notice	Formal written warning and a behaviour management plan which is monitored for a period agreed at the meeting.	Write to the Director of Learning Innovation within 5 working days of the meeting.
Formal stage 3	A disciplinary panel not related to your school.	In a panel hearing. The panel will be chaired by either the Vice Principal: Communications, Engagement and Student Experience or Head of Student Support. There will be two other members of staff in attendance. You can bring a parent/carer or friend to the meeting	By letter – you will be given 5 working days' notice.	No further action OR Final Written Warning OR Exclusion	Write to the Deputy Principal within 10 working days.

Appendix 2

Preparing for your disciplinary meeting

Being asked to attend a disciplinary meeting or a panel can be quite frightening. You will be asked to say something to either explain or defend your behaviour. It would be worth thinking about what you want to say in advance. You might want to consider:

- What has your attendance and effort been like on your course to date?
- What is happening at college or outside of college that may have led to the incident?
- What have you learned from the incident?
- What could you have done differently?

What you say at a disciplinary meeting could make a real difference to the outcome so please do take the opportunity to put your side of events forward.

If someone does come to the meeting with you they will also be able to ask questions and put forward information to support you.

If you need support preparing, contact the students' union, the student support coach team or your personal/progress tutor.