

STUDENT BEHAVIOUR POLICY

1. Introduction

The mature and positive behaviour of the College's students is paramount to the maintenance of an outstanding learning environment with an atmosphere of mutual respect. The staff and trustees of the College place the utmost importance on ensuring that all students share a common understanding of behavioural expectations and that failure to comply with these expectations will result in sanction. As such, this policy is designed to be as simple as possible to ensure clear comprehension by all and to uphold paragraph 7 of Schedule 1 to the Education Regulations 2010; to safeguard and promote the welfare of children.

2. Aim

- 2.1 The behaviour of students at Callywith College is integral to maintaining an outstanding learning environment. Therefore, the expectation is that all students uphold the Student Code of Conduct at all times. Failure to comply with this code will result in application of the College's Disciplinary procedure.

- 2.2 The guidelines contained in this policy are intended to maintain an environment conducive to the very highest levels of learning. As such, the College tries to keep its rules and regulations to a minimum. Everyone in the college community is expected to behave in a mature manner, showing the utmost care and respect for the welfare of others and the fabric of the college itself. Students are expected to work hard and take responsibility for their own learning, with each student being accountable for their own behaviour.

3. Student Code of Conduct

All students should:

- Attend lectures and other programmed events regularly and punctually.
- Inform their tutor and lecturer as soon as practicable if for any reason they are unable to attend a lecture or other programmed event.
- Approach all college related tasks with an appropriate high level of enthusiasm, dedication and application, to include independent, self-directed study in accordance with course recommendations.
- Use college facilities and behave generally in a way which respects the needs and aspirations of others to learn, teach, work and live within the community of the College.

- Familiarise themselves with the College's Health and Safety Policy and other regulations, complying with them and acting at all times with due regard for their own safety and the safety of others.
- Respect the property of the College, and its staff, students and visitors.
- Support staff and other students in maintaining a clean and tidy environment throughout the College.
- Adhere to the College's rules on smoking, alcohol and illegal substances, where smoking must only occur in designated areas and the use or possession of alcohol and illegal substances is prohibited for all college related activity.
- Follow the reasonable instructions of members of the college staff at all times.

4. Applying the Code of Conduct

- 4.1 The Student Code of Conduct will be made explicit to students through the process of induction tutorials, during which, all students will be required to sign a declaration of compliance with the code. Copies of the policy and code will be posted online and embedded into the student planner.
- 4.2 All staff will be responsible for holding students behaviour to account and ensuring that the conditions of the Code of Conduct are met at all times. Classroom management training and development will be available as part of the annual appraisal cycle and staff development programmes.
- 4.3 Any student failing to comply with the Code of Conduct will be subjected to the student disciplinary procedure and may therefore receive formal sanction accompanied by notification of parent/carers.
- 4.4 Students breaking the Code of Conduct will be referred for additional support via Student Services and its affiliated agencies where appropriate.
- 4.5 Where any infringement of the code has any potential legal implications, the matter will be immediately referred to the police.

5. Student Misconduct

All students failing to comply with the Student Code of Conduct or behaving with misconduct will be referred to the Student Disciplinary Procedure.

5.1 Misconduct

The following are **examples** of misconduct which may result in disciplinary action being taken against students:

- Breach of the Students' Code of Conduct as set out in the publications indicated above.
- Damage to, or theft of, the property of others.
- Smoking, or using an imitation smoking device ('vaping') on or around the College campus, except in designated smoking areas.
- Noisy, disruptive or unruly behaviour or the use of unacceptable language on or around campus.
- Uninvited interruption to any college class or activity.

- Intimidation or harassment of another person.
- Behaving in a manner in public which brings the College into disrepute.

5.2 Gross Misconduct

Any particularly serious cases of misconduct may be treated by the College as Gross Misconduct. For example, possession or being under the influence of any behaviour changing substance, including, but not limited to, controlled drugs, alcohol, aerosol or substance vapour or the excessive intake of caffeine or high energy drinks with prescribed medication. Deliberate damage or violence will be treated as gross misconduct.

Where any person is reasonably believed to be acting illegally, the College will inform the police and require the person to leave the premises immediately.

5.3 Recording incidences of Misconduct/Gross Misconduct

In all cases, incidences of Misconduct and Gross Misconduct will be logged and recorded. Recordings will be made in...

- a) Student Tracking
Brief details of the incident, the name of the Investigating Officer and any sanction imposed (in accordance with the Disciplinary Procedure) will be logged on the student's MIS tracking page by the investigating officer. This information will be visible to staff with immediate responsibility for that student.
- b) Central database for Misconduct/Gross Misconduct
On completion of an investigation into incidences of Misconduct/Gross Misconduct, the Investigating officer will present a report to the Assistant Principal for Student Experience. The report will be reviewed by the Assistant Principal for Student Experience and collated in a central database for Misconduct/Gross Misconduct. The database will be periodically reviewed by SMT to plan intervention, education or training needs.

6 Disciplinary Procedure

a. Oral Warning

Most instances of behavioural misconduct, poor attendance or academic underperformance will be identified and dealt with quickly and informally by an appropriate member of the College staff. The student will be seen by their Personal Tutor, Course Leader or member of the Leadership Team. The student will be reminded of his/her responsibilities and warned about the consequences of a repeated breach of the code. A brief file note will be entered on Student Tracking.

b. Official Warning

Where the misconduct is repeated, or considered to warrant more formal treatment, an Official Warning may be issued. The student will be invited to attend a meeting with parents/carers and be given the opportunity to explain the misconduct. This will be taken into account before any warning is given. An

Official Warning will include the reasons for the warning and the consequences of further misconduct. This will be carried out by a member of the Management Team. The emphasis should be on establishing practical measures to avoid recurrence. A file note stating the required standards set to continue will be entered on Student Tracking.

c. First Stage Disciplinary Interview

Where the misconduct is of a more serious nature or where similar conduct has been repeated after one or more Official Warnings, the student may be referred to attend a formal Disciplinary Interview. The interview will usually be with a member of the Senior Management Team. The parent/carers of students aged under 18 will be notified in writing, five days in advance of the interview and invited to attend.

The letter will detail the reason for the interview and any previous actions taken.

After hearing the student's case, the member of SMT conducting the interview may decide to issue any of the above sanctions, a Formal Written Warning, Final Written Warning, or may decide that no further disciplinary sanction would be appropriate. The student will be notified in writing of the decision within five working days of the interview. Any conditions set to continue education at Callywith College will be clearly stated.

d. Formal Written Warning or Final Written Warning

Any Formal Written or Final Written Warning will be issued within five days of the interview. The Formal Written Warning will give the reasons for the decision and will state that any further repeated or similar misconduct by the student may result in the student's exclusion from Callywith College.

A Final Written Warning will advise that any repeated misconduct will result in exclusion. In circumstances where the misconduct is unequivocal, this will be without further reference to the Disciplinary Procedure.

A copy of the written warning will be sent to the parents of students aged under 18 years.

e. Gross Misconduct - Suspension Pending Interview

Where a member of staff has good reasons to believe that a student has committed an act of gross misconduct, the student may be suspended immediately by a member of the Management Team. Such a suspension will be confirmed in writing within four days and the student will be invited, within seven days of the suspension, to attend a Second Stage Disciplinary Interview with a member of the Senior Management Team.

f. Second Stage Disciplinary Interview

Where gross misconduct is believed to have occurred, or further misconduct is complained of after a Formal or Final Written Warning has been issued, the student will be invited to attend a second stage interview with a member of the Senior Management Team. The student (and the parent/carers of an under 18 year old) will be given five days' notice of the interview. The notice will state the

nature of the misconduct and the student's entitlement to accompaniment by a member of the family or designated carer/support worker. It will state the fact that the interview may result in the recommendation that they be formally expelled from Callywith College. The senior member of staff who conducts the interview shall be accompanied by a PTL or DTL and another member of staff who will make notes. The student will be given the opportunity to challenge evidence or allegations, to raise any mitigating circumstances or identify sources of evidence which might support his/her case.

g. Recommendation for Exclusion after a Second Stage Interview

After the completion of the interview and having taken into account the balance of information and any mitigating circumstances, the senior member of staff will make a disciplinary recommendation to the Principal. The student will be given written notification of the recommendation within five days of the interview. The notification will state the reasons for the recommendation and details of the right of appeal. If there is no appeal within the time allowed, the recommendation will be implemented.

h. Appeal against Recommendation for Exclusion

In the case of exclusion, the student will have the right of appeal to the Principal. The appeal must be in writing and lodged with the Principal's Secretary within five days of the date of receipt of the letter of recommendation. It should state the grounds and particulars of the substance of the appeal. If an appeal is lodged within the time allowed, the Principal will review the process and consider the available evidence. An interview with the Principal may be required. The student will be given at least five days' notice of the date, place and time of any interview and of his/her right to accompaniment by a parent/carer or appropriate support worker.

The decision by the Principal will be final and confirmed in writing to the student within fourteen days of the Appeal.