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**Student Conduct and Behavioural Management Policy**

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| **Revision number** | V2 |
| **Effective** | September 2019 |
| **Owner** | Operations Manager: Learner Journey |
| **Review date** | July 2020 |

**Student Conduct and Behavioural Management Policy**

**Purpose**

The purpose of this policy is to encourage and motivate all students towards positive behaviours. To this end, the policy has been written to reinforce/reference the following:

* Buxton & Leek College sets high standards and has high expectations of our students’ behaviour
* We expect students to be ambassadors for their programme and the University/College, demonstrating the valuable skills and behaviours that they are learning/have learned
* Students are expected to demonstrate a high level of respect for their peers, staff, employers, the public and the wider community
* Students should demonstrate appropriate behaviour for the learning and work environments
* Students are expected to develop their understanding of their rights and responsibilities as a student, as an employee (where relevant), and as citizens and members of the community
* Buxton & Leek College sets clear guidance on the consequences of failing to meet those expectations
* The understanding that disruptive behaviour can be an indication of unmet social/emotional needs. Therefore, the response to concerns regarding a student’s behaviour will take into consideration other factors that may be influencing those behaviours. In such cases, early intervention is essential and a referral to the Learner Journey Team/Well-being Services is required.

The College understands that the first step to modelling good behaviour is to lead by example. This means that all staff, volunteers, visitors in the University/College must act respectfully, responsibly, professionally and with integrity. Through this policy the College is ensuring that behaviour is consistent across the College, sanctions are made clear to all and applied fairly, proportionally and without discrimination taking into account High Needs learners and any additional challenges that some vulnerable learners might face.

We endeavour to apply rules fairly, clearly and consistently. In the case of particularly serious incidents or persistent unacceptable behaviour, we will always endeavour to involve parents/carers of students under 18 (over 18 with the student’s agreement) in resolving the situation.

Appropriate behaviour is modelled by the teaching and non-teaching staff at Buxton & Leek College. We expect that this aim to model appropriate behaviour is supported by the parents/carers at Buxton & Leek College so that students are given clear and consistent guidance.

*The policy and procedure has been written to correspond with the BLC INVEST Code of Conduct.*

**Scope**

This policy will be applied to all learning programmes delivered by Buxton & Leek College within Further Education (FE) and Higher Education (HE), including Apprenticeships and other provision.

The Student Conduct and Behavioural Policy will be applied to all students in College as well as when their study extends to work placements, any voluntary work, enrichment activities and whilst students are travelling to and from University/College premises and on any transport arranged by the College/University (e.g. College buses).

**Principles and Approach**

The College will invest in all of its students so that they can strive to be the best that they can be, aim high and have a positive experience at BLC. The College will invest in learners through *Evolve*, which aims to develop a student’s skills, behaviours and attitudes, and is integral to their course, programme or Apprenticeship.

The College will also expect learners to invest in themselves and take advantage of the learning, opportunities and support that is available. The College has set clear expectations which is defined in the BLC INVEST code of conduct, which students are expected to adhere to.

**BLC INVEST- Behaviour for learning**

We aim to:

* Promote the values of the College and the good behaviour of students
* Establish a positive, friendly ethos based on mutual respect and trust
* Ensure students, parents/carers and staff understand and uphold the values and expectations of the College
* Celebrate success
* Enable students to realise their full potential in a safe and positive learning environment
* Ensure systems of recording and reporting support the effective implementation of the procedures for celebration and cautions.

Our principles are:

* The behaviour of students reflects the values upheld by the College community
* The fundamental British Values of democracy, the rule of law, mutual respect and individual liberty of students are demonstrated in their behaviour
* Students have clear guidance and consistent consequences
* The partnerships between home, College, work and the student is essential to promote positive behaviour
* All students feel and are safe.

**Celebrating success and achievement**

We aim to celebrate student success and recognise achievement and good behaviour through:

* Causes for celebration
* Awards events
* Digital badges and certificates - for example, for good attendance.

**Safeguarding**

If a member of staff considers that behaviour(s) constitutes a safeguarding concern, they should take action in accordance with the University’s safeguarding policy and procedure. Staff will need to report any such action to the designated safeguarding co-ordinators.

**Disciplinary procedure**

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| Cause for Concern | Any member of staff can issue a Cause for Concern. **See Appendix 1 for definition and examples.**  **Procedure:**   * Staff member to issue (Cause for Concern) note on *eTrackr/Smart Assessor*. In the description section write Cause for Concern and details * Change disciplinary status to ‘Cause for Concern’ from student home page * Notify Course Tutor and copy in the Progress Coach either through *eTrackr/Smart Assessor* or email * Within 1-2 days an informal meeting will be held between the student and Course Tutor to discuss the issues and agree actions * Revisit the BLC INVEST Code of Conduct and review what conditions have been breached * Course Tutor to update *eTrackr/Smart Assessor* and add the actions in the Action Plan Pastoral section   **Sanctions:**   * Course Tutor will monitor and review behaviour 2 weeks later and * If behaviour has improved, tutor to put a note on *eTrackr/Smart Assessor* and close the Cause for Concern * If not resolved, agree further action that may include escalation to Stage 1 Disciplinary   \* LAC issues must be raised with the College link advisor in the Learner Journey Team -  Katie Lawson (Leek) and Emma Kilbane (Buxton). |
| Stage 1 Disciplinary | A Stage 1 Disciplinary will be instigated if either: Actions from the Cause for Concern have not been met or the behaviour warrants a Stage 1 Disciplinary. **See Appendix 1 for definition and examples.**  The Course Tutor is to organise the Stage 1 Disciplinary meeting and invite the allocated Progress Coach and key person who instigated the concern, e.g. an English or Maths Tutor, ALS if relevant.  **Procedure:**   * A formal meeting will be held within 1-2 days to discuss any issues and agreed actions * Course Tutor to organise the Stage 1 Disciplinary meeting and invite the allocated Progress Coach and key person who instigated the concern e.g. an English or Maths tutor, ALS if relevant * Following the 1-1 meeting with the student, the Course Tutor must add a Stage 1 Disciplinary record on *eTrackr/Smart Assessor*. In the description section, write Stage 1 and the details of the concern * Change the disciplinary status to ‘Stage 1’ from the student home page * Agreed actions must be written in the Action Plan (Pastoral) section on *eTrackr/Smart Assessor* * Revisit the BLC INVEST Code of Conduct and review what conditions have been breached   **Sanctions**:   * Course tutor to monitor student and hold a review meeting within 2 weeks * If the actions have been met and behaviour has improved, then close the stage 1 down * If the concern persists agree further actions that may include escalating to Stage 2 Disciplinary * *eTrackr/SmartAssessor* will be updated by the Course Tutor and monitored at team meetings   \* LAC issues must be raised with the College link advisor in the Learner Journey Team -  Katie Lawson (Leek) and Emma Kilbane (Buxton). |
| Stage 2 Disciplinary | A Stage 2 Disciplinary will be instigated if either: Actions from Stage 1 have not been met (the Course Tutor to notify the Curriculum Leader) or the behaviour warrants a Stage 2 Disciplinary. **See Appendix 1 for definition and examples**.    Meeting organised by the Curriculum Leader, with invitations sent to either the Student Mentor for Leek or Student Support Officer for Buxton, the student, the student’s parent(s)/carer(s) and/or other representative.  **Procedure:**   * A formal meeting will be held within seven days’ notice period. The student will be informed of their right to bring a parent or other representative to the meeting (information will be given regarding the Union of Students). Use the standard letter for the invite * The Learner Journey Team and Security (if applicable) to gather relevant incident reports or witness statements. Information will be kept centrally on the One Drive * The Curriculum Leader arranges for an invitation letter(s) to be sent to the student, with a copy to the parent/carers if the student is under 18/SEN/LAC to inform them when the meeting is taking place (FE Curriculum Support will send out the completed letters) * The Student Mentor at Leek or Student Support Officer at Buxton will attend to advise on support services * The Curriculum Leader to record on *eTrackr/Smart Assessor* (at the time of concern) the date of the meeting to be held * Change the disciplinary status to ‘Stage 2’ from the student home page * Actions agreed at the meeting are written on *eTrackr/Smart Assessor* by the Curriculum Leader or Course Tutor through updating any actions in the Action Plan Section on *eTrackr/Smart Assessor* (Pastoral Support) * Actions also added to the Stage 2 Disciplinary form, signed by students and given at the meeting to the student and parent(s) * The Curriculum Leader will liaise with Curriculum Support and send a letter confirming the decision to the student. If the student is under 18, a copy will be sent to the parent(s)/carer(s) * If a student does not attend the meeting, a second meeting is arranged. If the second is not attended without good cause, the student moves directly to a Stage 3 Disciplinary   **Sanctions:**   * Curriculum Leader/Course Tutor to monitor the student and hold a review meeting within 2 weeks * If the actions have been met and behaviour has improved, then close the stage 2 down * If the concern persists agree further actions that may include escalating to Stage 3 Disciplinary * *eTrackr* /*Smart Assessor* will be updated by the Course Tutor.   \* LAC issues must be raised with the College link advisor in the Learner Journey Team -  Katie Lawson (Leek) and Emma Kilbane (Buxton). |
| Stage 3 Disciplinary | A Stage 3 Disciplinary will be instigated if either: Actions from Stage 2 have not been met or the behaviour warrants a Stage 3 Disciplinary. The Curriculum Leader to notify SLT. **See Appendix 1 for definition and examples**.  **Procedure:**   * Evidence is gathered by the Curriculum Leader for a Stage 3 Disciplinary and evidence is kept on TBC * A member of SLT and the Curriculum Leader to review the evidence – a decision is made regarding dealing with the case at local level or whether to refer it directly to University level.   **LOCAL LEVEL**   * A formal meeting will be held within seven days’ notice period. Students who are subject to these procedures are encouraged to take advantage of the advice and support available to them from the Union of Students. At all points of the procedures a student has the right to be accompanied by a member of the Union of Students and in addition, if the student is under 18 years of age/SEN/LAC, by a parent/carer * Meeting appointments are made through the College Support Officer * The invitation is sent to the student and to the student’s parent(s)/carer(s) and/or other representative if under 18/SEN/LAC * Prior to the meeting, the student is provided with \***evidence that will be discussed at the meeting in order to be able to respond** (\*appropriate evidence taking into account individual safeguarding or witness statements) * Disciplinary meetings will be held in order to consider evidence, hear witnesses and decide whether the alleged behaviour is unacceptable and if so, to determine the appropriate course of action * In most serious cases, the Operational Manager will refer the case through to the Assistant Principal who will refer to University level * All cases are to be logged centrally on TBC. Details recorded on *eTrackr*/*Smart* *Assesso*r with the action required * A letter confirming the decision will be sent to the student. If the student is under 18, a copy will be sent to the parent(s)/carer(s) * Notification to be sent from the Course Tutor/Curriculum Leader to the Learner Journey Team for placing appropriate support and referrals   **Sanctions:**   * Curriculum Leader to monitor the student and hold a review meeting within 2 weeks and invite a member of SLT if relevant. * If the actions have been met and behaviour has improved, then close the stage 3 down * If the concern persists, the Curriculum Leader/SLT to agree actions which may include escalating to University level. * *eTrackr*/*Smart Assessor* will be updated by the Curriculum Leader. It could impact upon placements and continuation on the course. A referral might be made to ‘Fitness to participate in University life’.   **UNIVERSITY LEVEL**   * The Assistant Principal will put a case forward to the Principal though the College Panel (Melanie Jones - Complaints and Appeals Manager, Derby) * College panel 3Rs * Students (parents/carer(s)) will be given 21 days’ notice of the panel meeting (reduced with agreement from student/parent(s)/carer(s)).   The University Panel can impose exclusion. |

**Implications**

Both the student and parent(s)/carer(s) should be aware that a student’s behaviour record may be taken into account when considering the student’s future programme options within the College or when requested for references.

**Dealing with Critical/Serious Incidents**



**Reasons for Temporary Suspension:**

* Use of illegal substances, possession and or providing them to others
* Possession of an offensive weapon
* Use or threatened use of an offensive weapon
* Theft from individuals or the University
* Threatening or actual violent behaviour
* The student’s presence on Campus presents a Safeguarding risk to themselves or others.

**Length of Suspension**

The length of suspension will depend on the nature of the incident and what safeguarding arrangements need to be made. However, on most occasions students will be advised not to come back until the disciplinary hearing.

Curriculum teams need to ensure that work is set so that students can continue their studies independently until the disciplinary hearing.

**Appendix 1**

**Examples and classification of levels of misbehaviour**

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| **Cause for Concern** |
| These examples are indicative only and are not exhaustive. Offences that can be dealt with under local procedures can include:   1. Low disruptive behaviour 2. Unexplained absences or lateness 3. Talking in class when not appropriate 4. Late submission of course work 5. Not taking proper care of equipment or facilities 6. Dropping litter, not disposing of litter appropriately 7. Being inappropriately noisy or inconsiderate 8. Contravening parking regulations 9. Failure to observe instructions from staff in relation to safety or the use of facilities or resources 10. Verbally abusive behaviour and/or inappropriate language 11. Smoking in a non-smoking area 12. Activities likely to disrupt teaching, learning for other students, study or research or any other activity of the College/University or obstructing any member of staff or visitor to the College/University in the performance of her/his duties. 13. Not adhering to rules and regulations at work |
| **Stage 1 Disciplinary** |
| Continuation of offences in Cause for Concern and/or straight to Stage 1 if:   1. Activities likely to disrupt teaching, learning for other students, study or research or any other activity of the College/University or obstructing any member of staff or visitor to the University in the performance of her/his duties 2. Wilful disregard of Health and Safety Regulations, including driving too fast on campus or in the work place, tampering with fire extinguishers, fire alarms or electronic equipment, misuse of or altering electrical fittings or unauthorised use of electrical appliances 3. Attendance and punctuality has not improved in College/Placement or Apprenticeship. |
| **Stage 2 Disciplinary** |
| Continuation of offences in Stage 1 Disciplinary and/or straight to Stage 2 if:   1. Refusing to give their name, address or course, or giving false information to a member of the University staff 2. Damage or defacement of equipment, facility or property belonging to an individual or the College/University 3. Contravention of the University's Equal Opportunities Policies, including behaviour which is perceived as intimidating or harassing or which interferes with the personal and academic wellbeing of others 4. Wilful removal of any equipment or property belonging to an individual or the University 5. Verbally bullying and harassment or through social media channels. |

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| **Stage 3 Disciplinary** |
| 1. Wilful contravention of the University's Equal Opportunities Policies, Codes of Conduct or other Regulations 2. Behaviour which has a direct and damaging effect on the health and safety of others 3. Advice of a criminal offence post-enrolment, which requires consideration of the potential impact on the University community 4. Use of illegal substances, possession and or providing them to others 5. Possession of an offensive weapon 6. Use or threatened use of an offensive weapon 7. Theft from individuals or the University 8. Threatening or actual violent behaviour 9. Failure to disclose a criminal conviction obtained after registration with the University 10. Referrals from the University Academic Offence procedures and the DSRL disciplinary process 11. Any further or repeat incident as exemplified in the previous section.   **Temporary suspension:** Does the student’s presence on the course/site present a safeguarding risk to the University community or to themselves? If yes, see Temporary Suspension guidelines. |

Forms and letters available on the One Drive:

* Stage 2 - meeting notification - student and parents/carers if under 18
* Stage 2 – Disciplinary Form
* Stage 3 - meeting notification - student and parents/carers if under 18
* Stage 3 - Investigator’s Report
* Stage 3 - Outcome – Proven
* Stage 3 - Outcome – exonerated
* Temporary Suspension Form
* Witness statement template

Policies and procedures to be read alongside this policy: Check these

* Fitness to participate in University life
* Post-16 Young People in Care and Care Leavers agreement
* Safeguarding Policy
* Absence and Attendance
* Social Media Policy
* Anti-Bullying Policy