



Managing Student Behaviour Policy and Procedures

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Policy Statement

The behaviour of the vast majority of the College's students is exemplary - they are responsible and considerate. To deal with those who are not, the College applies its Managing Student Behaviour Policy that is primarily designed to support individuals to develop the skills they need to be successful in life and the workplace. Where necessary, the Policy enables the College to take the actions needed to safeguard other students, employees, and the wider community.

Guiding Principles

- The College will be explicit about its expectations regarding behaviour and apply the Managing Student Behaviour Policy fairly and consistently, taking account of individual circumstances.
- The College will endeavour to support students to develop the skills and attitudes they need to manage their behaviour independently and effectively.
- The College will work with parents, carers, employers, and other relevant individuals/agencies to maximise the support students need to develop self-supporting skills.
- The College will regard its relationship with students as private and confidential and only share information about behavioural matters with others on a need-to-know basis.
- The College maintains a zero tolerance approach to certain behaviours, particularly those that:
 - Pose a risk to the health and safety of students, staff, or visitors;
 - Contravene the rights of individuals under the Equality Act 2010;
 - Involve violent conduct, threats, harassment, or any form of abuse, whether physical, verbal, or online.

Student Professional Standards and Expectations

The College is committed to providing the best possible learning experience for all students, setting clear, high, and consistent standards of behaviour. The College is a welcoming, diverse, and supportive community.

We expect professional conduct from all students. Professional conduct involves being aware of your own behaviour, knowing what is acceptable and taking responsibility for your own actions. This ensures students and College staff can work in a purposeful, orderly, and supportive environment. Expectations include:

- Behaving in a socially and professionally responsible manner
- Not behaving in a way which might amount to harassment, sexual misconduct or discrimination
- Showing respect for others and treating others with dignity
- Abiding by the law
- Attending lessons punctually and regularly and engaging with your learning positively
- Having your College ID badge at all times while on campus
- Refraining from wearing hats and hoods while inside College buildings

Online Remote Learning

On rare occasions there may be the need for students to work or meet with staff online. It is important that all students conduct themselves during online lessons in accordance with the College's professional standards and expectations. Expectations include:

- Use chat functions in online classes appropriately
- Dress professionally
- Work in line with the College's [IT Security and Acceptable Usage Policy](#)
- Be responsible while online, stay safe and look out for others

Examples of inappropriate behaviour

Indicative examples of behavior in College, outside of College or online that may prompt sanctions include:

- Violent, indecent, disorderly bullying or threatening behaviour or causing harm to others
- Harassing, victimising or discriminating against any person on the grounds of age, disability, race, ethnic or national origin, religion or belief, sex, sexual orientation, gender identity or gender reassignment, including inciting violence or hate
- Possession of offensive weapons
- Sexual misconduct (this includes sexual harassment, sexual assault, sexual abuse, and any conduct of a sexual nature that is without consent (including conduct online/via social media or use of technology))

- Breach of any College policy, including the Health, Safety and Security Policy and the Equality, Diversity and Inclusion Policy
- Abusive or threatening language (verbal or written, including online)
- Possession of or being under the influence of legal substances, drugs or alcohol
- Theft or fraud
- Vandalism and damage
- Conduct which may also constitute a criminal offence
- Conviction of a criminal offence
- Actions which could bring the College into disrepute
- Disruption to the learning of others
- Smoking/vaping inside College buildings
- Failure to follow the reasonable instructions of College staff
- Poor punctuality, attendance and untimely submission of work
- Plagiarism or exam irregularities (improper use of AI)
- Misuse of technology including mobile devices
- Damage to College property or abuse of its facilities
- Conduct which interferes with the College's academic or administrative activities

Academic Freedom and Freedom of Speech

The College values academic freedom and freedom of speech and is committed to promoting and positively encouraging free debate, enquiry and protest. This means that it tolerates a wide range of views, political as well as academic, even when they are unpopular, controversial, or provocative. The College will, however, always take firm and decisive action against anyone demonstrating any form of discrimination or hate crime, including antisemitism and Islamophobia, in line with the College's Equality, Diversity and Inclusion Policy.

The Managing Student Behaviour Policy will be interpreted and applied in a manner compatible with the College's Code of Practice on Freedom of Speech (the "Code"). In particular, no student will be subject to disciplinary action as a consequence of exercising

their right to freedom of speech within the law. For the avoidance of doubt, if there is a conflict between this Policy and the Code, the Code will prevail.

The Code sets out the College's values relating to freedom of speech, the procedures to be followed by staff, students and members of the College when arranging events on College-controlled premises, the College's expectations regarding conduct at such meetings, and the criteria the College uses when considering event approval.

Legal Proceedings

The College is committed to safeguarding the welfare of all students and staff. Where a student is subject to legal proceedings, or to significant safeguarding concerns, the College will work collaboratively with external agencies to assess any associated risks. If there is a concern that the student's continued presence may compromise the safety of others or the College's ability to manage the circumstances reasonably, the College may temporarily or permanently remove the student from campus until the conclusion of any legal proceedings. Any such decision will be made in line with safeguarding protocols and in consultation with relevant authorities.

Where it is assessed that the College can support the young person to access education safely, a Risk Management Plan will be put in place. This will include agreed conditions and regular meetings with the student's Head of School to monitor progress and ensure continued suitability.

Suspension

In some cases it may be necessary to suspend a student where their continued access to the College creates a significant risk that there may be a recurrence of unacceptable conduct, or a risk of harm to staff, visitors or students. Suspension is a precautionary rather than punitive measure. Suspension will only be used where the risk level is high and where there are no alternative measures that could be put in place instead to mitigate the risk.

The decision to suspend a student may be taken by a member of the College's Senior Management Team. The student will be notified verbally of the reasons for their suspension and will receive written confirmation of the reasons and an invitation to a meeting. Where the student is aged under 18 years the College will endeavour to advise parents/carers of the suspension at the time the decision is made, with the exception of incidents or concerns that meet the threshold of safeguarding where the College is not able to share information with parents and carers if doing so could put a child or others at further risk of harm, or could

compromise effective safeguarding arrangements, including police investigations.

The College will aim to support students to keep up to date with their learning during suspension and will consider their welfare throughout the process where appropriate.

NB. For higher education students, the relevant higher education institution will be informed of any suspension as appropriate and in line with any required policies.

Reporting and investigation

Any person who becomes aware that a student may have committed inappropriate behaviour should report it to any member of staff or the student support team.

On receipt of a report the college may carry out an investigation, which could include interviewing the student and any other relevant witnesses and seeking documentary evidence where appropriate.

Following the investigation, it may be decided that no further action should be taken, or that the matter should be referred to be dealt with by way of a positive intervention, meeting with the Head of School, or meeting with the Assistant Principal, as detailed below.

Meetings and Interventions

If it is determined that a student may have demonstrated behaviour that requires College intervention, a conversation or meeting will be held to discuss the concerns and where applicable parents/carers will be informed.

Positive Intervention

An initial discussion meeting with a relevant staff member to address concerns related to academic progress, attendance, or engagement, focused on:

- Supportive dialogue, aiming to help the student get back on track.
- Target-oriented, with clear steps agreed upon.
- The goal is to provide early, constructive support that encourages the student to re-engage positively with the College and their education.

Meeting with the Head of School

Meetings with the Head of School may take place either informally or formally, depending on

the nature and severity of the behaviour.

Informal discussions may occur without prior notice and are typically held in response to an issue arising in the moment. These conversations aim to address concerns promptly and constructively.

Formal meetings will be arranged when the student's behaviour presents more serious concerns or involves repeated incidents. These meetings provide an opportunity to review the situation in detail and agree on appropriate next steps. The following actions may be applied:

- Setting clear and measurable behaviour targets
- Implementing additional support interventions or restorative conversations
- Adjusting the student's timetable or group allocations, where appropriate
- Issuing written confirmation of agreed targets and expectations

Meeting with the Assistant Principal / Director

A meeting with the Assistant Principal / Director will be held when the student's behaviour presents very serious concerns or when the student presents a potential risk to others. In this instance, the following actions may be applied:

- Setting clear and measurable behaviour targets
- Implementing additional support interventions or restorative conversations
- Adjusting the student's timetable or group allocations
- Restricted access to the College
- Written warning
- Recommendation of permanent exclusion from the College

Procedure for meetings with the Head of School or Assistant Principal / Director

The College will endeavour to arrange meetings at mutually convenient dates and times wherever possible. The student will be given at least three working days' notice of the meeting, and will be notified of the details of the alleged inappropriate behaviour and relevant evidence.

The student may be accompanied at the meeting by a parent/carer, friend or a member of the College's Support Services. Students are not normally permitted to be represented by a legally qualified solicitor or barrister, but the College may allow legal representation in exceptional circumstances.

If a student fails to attend a scheduled meeting without prior notification, the meeting may proceed in their absence.

The College may choose to hold the meeting either in person or remotely online.

The purpose of the meeting is to discuss the evidence gathered and to provide the student with the opportunity to make representations. The Head of School or Assistant Principal / Director will then decide on the basis of the evidence and the student's representations whether the student is found to have committed inappropriate behaviour in breach of this Policy.

Following the meeting, written communication will be provided setting out the outcomes (including any sanctions imposed) and the reasons for the decision. The College maintains a record of the meeting outcomes and targets, which are reviewed with students as required.

All discussions, action plans, and sanctions will be recorded on student records for internal use only unless it is considered necessary to share with external individuals/agencies.

Where the Assistant Principal / Director has reached a decision to recommend that the student be permanently excluded from the College, the matter will be referred to the College's Principal. The Principal will consider the recommendation and will confirm the exclusion (or other sanction) within three working days.

Appeals

A student may appeal against a disciplinary sanction imposed by the Head of School or Assistant Principal / Director to the Principal

A student may appeal against a decision to permanently exclude them from the College to the Chief Executive Officer.

All appeals must be made in writing within ten working days of the sanction being applied and clearly set out the reasons why an appeal is being made.

The outcomes of the appeal will be communicated in writing within 14 working days of receipt of the appeal. The outcomes of an appeal may be that:

- The findings are upheld, and sanctions have been applied appropriately
- The findings are not upheld, and sanctions are amended accordingly

The decision taken at the appeal stage is final. If you are not satisfied with the outcome of this process and you are a higher education student, you may be able to bring a

complaint to the Office of the Independent Adjudicator*.

** The Office of the Independent Adjudicator (OIA) considers complaints from HE students. You will normally need a Completion of Procedures Letter, which the College will send you once you have completed its complaints or appeals procedures. This letter will set out the issues that have been considered, the College's final decision and the deadline for bringing a complaint to the OIA. In exceptional circumstances, the OIA may look at a complaint where the internal complaints or appeals procedures have not been completed.*

OIA Student pages: <https://www.oiahe.org.uk/students/>

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