

Policies & Procedures

Managing Student Behaviour

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 Student Code of Conduct

West Herts College is committed to providing the best possible learning experience for all students at the College; setting clear, high and consistent standards of behaviour. These standards are based on the values and ethos of the College to ensure that:

- Students and employees are able to work in a purposeful, orderly and supportive environment
- The health, security and safety of everybody in the College is given the highest priority
- Inconsiderate behaviour does not affect students' chances of success

College Expectations of Students

- Students are expected to attend lessons and engage with their learning positively
- Students are expected to wear their College ID Card at all times
- Students are expected to refrain from wearing hats and hoods while inside College buildings
- Students are expected to behave in a manner that is socially and professionally responsible

Examples of inappropriate behaviour

Indicative examples of Behaviour that may prompt sanctions include:

- Poor punctuality
- Poor attendance
- Untimely submission of work
- Disruption to the learning of others
- Offensive language
- Smoking in non-designated areas
- Failure to follow reasonable instructions
- Litter-dropping
- Using mobile devices inappropriately during lessons
- Vandalism and damage
- Threatening behaviour
- Bullying and Harassment
- Being under the influence of, or in possession of, drugs or alcohol
- Bringing the College into disrepute
- Misuse of technology
- Breach of College Health, Safety and Security
- Plagiarism or exam irregularities
- Violence or causing harm to others
- Theft
- Possession of Offensive Weapons

Management of Meetings

If it is determined that a student has demonstrated inappropriate behaviour that requires College intervention, a meeting will be held to discuss the concerns under the following Stages of the Managing Student Behaviour Procedures:

- Stage 1: Meeting with Teacher
- Stage 2: Meeting with Teacher and/or Co-ordinator
- Stage 3: Panel Hearing with Head of School
- Stage 4: Panel Hearing with College Director

Members of the College's Student Support Team will be available to attend meetings at all stages as required. Parents/carers and representatives from relevant agencies will also be invited to attend Stage 3 and 4 meetings as appropriate.

The College will maintain records of meetings held to discuss behaviour concerns and agreed actions will be discussed with students and shared with other College employees as necessary e.g. Student Support.

Students required to attend meetings at stages 3 and 4 will receive written notification of the meeting giving a minimum of 5 days' notice.

Support and Sanctions

The severity of inappropriate behaviour will determine the level of support and /or sanction the College applies to improve it.

The majority of behaviour issues are resolved through meetings with teachers at stages 1 and 2. Indicative outcomes of meetings held at Stages 1 and 2 are:

- Action-planning
- Verbal Warning
- Written Warning

When behaviour is considered to present more serious concerns students are required to attend meetings at Stage 3. In these instances, the following sanctions may be applied:

- Action-planning
- Written Warning
- Suspension

Meetings held at Stage 4 are the result of behaviour that constitutes gross-misconduct or when the on-going attendance of a student presents risks to others. In this instance, the following sanctions may be applied:

- Action-planning
- Written Warning
- Suspension
- Exclusion from College

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. All sanctions will be time-specific as appropriate.

Sanctions may remain on record between 1 month and the full duration of a student's course depending on the severity of the concerns.

Suspensions

The decision to suspend a student may be taken by a Head of School or a College Director. In these instances and 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. The student will be notified verbally of the reasons for their suspension and receive written confirmation of the reasons within 3 working days. Wherever possible, suspension from the College should not exceed 10 working days unless there are specific circumstances that require the period to be extended. The College will aim to support students to keep up to date with their learning during suspension.

Exclusions

The decision to exclude a student from College may be taken by the College's Deputy Principal or Senior Postholder.

Appeals

Students may appeal against sanctions, suspensions and exclusions. Appeals should be made as follows:

- Appeals against sanctions issued at Stages 1 and 2 should be made to a Head of School
- Appeals against sanctions issued at Stage 3 should be made to a College Director
- Appeals against sanctions issued at Stage 4 should be made to the College Principal

All appeals must be made in writing within 10 working days of the sanctions being applied and clearly set out the reasons why an appeal is being made. The outcomes of an Appeal will be communicated in writing within fourteen 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

Date of Issue	Authorised by	Impact Assessed
April 2014	CLG	April 2014