



Disciplinary
Policy and Procedures

Date of approval by Governors: January 2015

Next review date: January 2016

This policy document and the content contained therein remains the responsibility of the Senior Leadership Team and the Trustees. No amendments can be made without their express instruction. The Senior Leadership Team remain the final arbiters in all matters relating to this policy

1. Introduction

Our job is to safeguard our young people. We seek to promote and support exemplary conduct, but also take seriously the need to educate our students in their conduct and make them aware of the relevant sanctions

1.1 Misconduct

Misconduct includes:

- Cheating and plagiarism
- Vandalism including graffiti
- Inappropriate use of college facilities, including ICT facilities
- Persistent failure to respond to strategies for success
- Inappropriate behaviour on a college trip or during an approved off site college activity
- Failure to comply with the smoking expectations
- Repeated failure to wear lanyard
- Repeated poor attendance in lessons (below 85%)
- Repeated lateness (any student arriving 5 or more mins late will be recorded as late)
- Repeated failure to comply with reasonable requests from staff

Note, this list is not exhaustive.

1.2 Investigation of misconduct

Where misconduct is alleged the Head of Year will inform the tutor and home. They will promptly carry out an investigation to establish the facts. All statements of those who witness an incident will be signed and kept as a written record. The college senior pastoral team will discuss the incident and make a decision as to whether to uphold the allegation. Depending on the severity, the incident will also be discussed with the Head of College. The incidents may be recorded on the college share point system.

1.3 Temporary suspension

If the alleged misconduct is upheld then the Head of Year will temporarily suspend the students until a disciplinary interview can be convened. This should take place as soon as possible, within 5 working days. A letter will be sent home with the student outlining the issues and asking them to contact college. The Head of Year will also ring the parent/carer immediately to ensure they know. The student will remain out of college until the parents contact the Head of Year.

1.4 Disciplinary interview

The interview will be attended by the students, parent(s) or guardian(s), the Head of Year and where appropriate the Head of College. The interview will also review the progress and conduct of the students since the start of the course. Appropriate

disciplinary action will be decided upon. This will be confirmed in writing. Copies will be given to the student, parent (s), guardian(s) and tutor.

1.5 Permanent exclusion

Permanent exclusions may be an outcome of the interview or at a later stage if problems persist.

1.6 Supportive actions

These may include support in the form of a contract for future conduct including a date for a review meeting, additional lessons or alternative learning opportunities.

1.7 Sanctions

These may include daily registration at 8:30 and 2:20, in college for directed time only, loss of right to use social areas and dining facilities, loss of computer access, community service, payment of examination fees, payment for cost incurred during incident, written/ verbal apology, loss of use of building aside from lessons, attend lessons then leave site only, attend college for examinations only.

(Note – 1.5, 1.6 are not exhaustive lists)

2. Gross Misconduct

Gross misconduct on the college site or on an approved college activity is serious enough to make any further working relationship or trust impossible. It could include

- Harassment and bullying;
- Physical or verbal abuse of other members of the college community, students or staff;
- Threatening behaviour towards staff or students;
- Use of alcohol, drugs/drugs paraphernalia on the college site (see policy);
- Theft;
- Large scale vandalism;
- Actions that bring the college into disrepute;
- Mischievous allegations against other students or members of staff.
- Misuse of the college ICT facilities (see code of conduct)

Note, this list is not exhaustive.

2.1 Investigation of gross misconduct and temporary suspension

Where gross misconduct is alleged to have taken place it will be investigated immediately by the Head of College. A written record will be kept of all statements made. These will be signed by the witnesses. The Head of College will suspend the student pending the outcomes of the investigation and send a letter to the student, parent(s), guardian(s) explaining the grounds for the suspension.

2.2 Disciplinary hearing

If the investigation confirms the allegations the student will be required to attend a disciplinary hearing conducted by the head of Year and Head of College. The student must be accompanied by parent(s) or guardian(s) and Head of Year. The results of the investigation will be presented and the student given the opportunity to respond.

2.3 Outcome

If the disciplinary hearing upholds the allegations then the student will be permanently excluded and written notification will be given.

2.4 Appeals

Where a student is permanently excluded, he/she may appeal against the decision to the board of governors. The appeal should be lodged in writing within 5 working days of the receipt of the letter considering the final decision. At the appeal hearing the student may be accompanied by his/her parent(s) or guardian(s).

The decision at appeal is final.

3. Guidelines

3.1 Confiscation of property

A member of staff may confiscate a student's property when on college/school premises or on a school activity as a punishment or if he/she has reason to suspect the property is dangerous, obscene, stolen, prohibited or illegal or if the student's use of such property threatens the good order of the college.

Confiscated property may be returned to the student or his/her parents unless it is a knife/ weapon or other item believed to be illegal. Parents and, in some cases, the Police will be informed if alcohol, illegal drugs or other potentially harmful substances are found. This may then lead to a disciplinary process.

3.2 Searching a student

A member of staff may search a student with his / her consent for any item banned by the college code of conduct.

A student may be searched without his/ her consent if there is reasonable ground to suspect that he/she is in possession of a prohibited item. In this circumstance a search may be carried out provided that:

- It has been authorised by the Head of College
- If it involves a search of clothing, it is outer clothing only
- It is carried out by a member of staff of the same sex as the student and in the presence of another member of staff

This includes the search of bags and lockers

Signed..... *Date*

Chair of Governors