



# **STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES**

**Agreed: September 2016 by Performance & Quality Group**

**To be reviewed: June 2017**

*It is intended that this procedure is 'fair to all'. Where any part could potentially lead to unequal outcomes, the procedure then justifies why this is a proportionate means of achieving a legitimate aim.*

## **1. Scope and Purpose**

At Wiltshire College we are committed to providing a learning environment in which students can fulfil their potential and participate freely in college activities.

The purpose of these procedures is to detail Wiltshire College's standards for behaviour and the College's expectations of all individuals registered or enrolled at the College in order to promote a safe and positive learning environment. These procedures document the disciplinary process that will apply if a student breaches the College's Code of Conduct or otherwise behaves in a manner that is, in the opinion of the College, detrimental to student discipline, welfare and/or College student/staff well-being.

The Student Disciplinary procedures apply to **all** students and trainees at all centres of the College, whether full-time or part-time, resident or non-resident, whether or not their course of study is validated by or associated with any other institution and at all times during the year, whether or not during College terms/semesters. In addition, any validating university for a higher education course may also have its own procedures which will be followed where appropriate.

The code covers the behaviour of students in the College's teaching and support areas, halls of residence, College social and sporting facilities and at the College generally.

The code also includes the behaviour of students away from the College campus where they are associated with the College and/or are travelling to or from College or involved in an incident that is of a serious nature and/or places the good name of the College into disrepute

Students on College approved industrial placements also fall within the scope of this code.

Classroom management is the responsibility of the member of staff leading the session.

## **2. Principles**

This student disciplinary procedure is designed to:

- ensure procedural fairness
- encourage all students to meet the standards of behaviour required by the college
- ensure consistent and just treatment for all regardless of disability, age, race, gender, religion and belief, sexual orientation, gender reassignment, pregnancy and maternity
- ensure that the facts are established and the matter is investigated fully before disciplinary action is taken
- ensure that students know what is expected of them
- ensure that students are given access to a fair hearing
- set out the stages of the College Disciplinary Procedure

- outline the sanctions which may be applied as part of the disciplinary procedure
- clarify the appeals procedure associated with any disciplinary actions

Each case is investigated on its own merits, and decisions are normally based on the balance of probability that an incident did or did not take place. The procedure applies to all individuals enrolled as a student of the College.

Students have the right to be accompanied by a parent/guardian/carer, person with parental responsibility or fellow Wiltshire College student/student rep or member of staff at stages 2 and above of the procedure, as a supporter. It is the student's responsibility to contact their supporter. The role of the supporter is to provide moral support and ensure students have understood the process and any questions being asked. It is not the role of the supporter to speak on the student's behalf. The procedure does not allow for legal representation on behalf of the student in disciplinary interviews.

### **3. Code of Conduct for Students**

The Code of Conduct at Appendix A explains how we expect students to behave whilst on College premises or taking part in College activities. We also reserve the right to investigate incidents which occur off-site if they are between two (or more) students, or student(s) and staff.

The Code of Conduct lists the college's general expectations in terms of:

- **A**ttendance and punctuality
- **B**ehaviour
- **C**ommitment to work/study performance

If students do not follow the Code of Conduct, disciplinary action may be taken.

### **4. Fitness to Study**

At all times members of staff need to consider whether the Fitness to Study procedures are more appropriate than the disciplinary process. These are available on STAFFROOM for staff and linked to the STUDENT HANDBOOK on the college website. If unsure, members of staff should consult their line manager; students' their Personal Tutor.

Reference should be made to the Additional Learning Support Team to identify whether any learning need has been identified which might influence student behaviour or hamper a full understanding of the procedures. See also section 14 Students with Additional Support Needs.

### **5. Gross misconduct**

Gross misconduct is generally seen as serious misconduct where the College considers that it is not possible to continue to allow students to study at College or be on College premises.

If proven, it would normally result in exclusion from the College. While it is not possible to compile a comprehensive list of offences which can be termed gross misconduct, examples are given at Appendix B.

## 6. Criminal activity

The College reserves the right to report potentially criminal activity to the police, and/or to advise victims of such activity of their right to do so. If an incident is serious and of a criminal nature, we may defer disciplinary action pending the outcome of criminal proceedings. In exceptional circumstances we may also take the decision to suspend students until the outcome of the proceedings is known.

The Assistant Principal, to whom the misconduct is reported, will refer the matter to the police if the misconduct, if proved, constitutes a serious offence. (A serious offence is one, that in normal circumstances, is likely to attract an immediate custodial sentence if proved in a criminal court or one that can be tried as a criminal offence only at the Crown Court).

If the alleged misconduct does not constitute a serious offence it will be dealt with internally under the Disciplinary Procedure. Where misconduct is referred to the police, no internal disciplinary action other than suspension will normally be taken until either a prosecution has been completed or a decision not to prosecute has been taken. In this respect the College will risk assess the situation and may defer action until the police and courts have dealt with the matter. In the event of a successful prosecution the penalty imposed by the criminal court will be taken into account in deciding the penalty imposed through the Disciplinary Procedure.

In the event of an unsuccessful prosecution or decision not to prosecute, the College will take disciplinary action as it sees fit. Where a person who claims to be the victim of a serious offence committed by a student does not wish the police to be involved, the Assistant Principal may agree not to refer the matter to the police where he/she does not have a duty in this respect under child and vulnerable adult protection procedures. The Assistant Principal will liaise with the Designated Safe Guarding Lead. In these circumstances the College will normally proceed with internal disciplinary measures for the alleged misconduct.

## 7. Disciplinary Procedure (see overview at Appendix C)

**The Personal Tutor has the overview of their tutee's disciplinary position and MUST BE informed of any breaches of the code of conduct and agree the most appropriate action/stage of process to follow.**

### **ABC Contract**

This is a contract between the student and the College and can be used either **prior to or as part of any disciplinary stage**. It lists the issues and actions against the relevant headings and provides students with clear expectations and consequences. ABC Contracts are recorded in Pro-Monitor/Pro-Portal as an ABC Contract Meeting.

The following procedures will be used if a student breaches the Code of Conduct:

## 7.1 Informal stage

For non-serious or minor or first instances of misconduct, the Personal Tutor or other member of staff may deal with the incident by means of an informal verbal warning. In such instances students will be advised:

- of the College's Code of Conduct
- of the standards of behaviour expected (ABC's) and issued an ABC Contract if required
- that any further misconduct will be dealt with formally under the College's Disciplinary Procedures.

The College expects that members of staff will work with students and Personal Tutors to resolve poor performance or other minor issues informally before a formal disciplinary warning is considered. This expectation does not extend to conduct that could be considered to be Gross Misconduct or other serious breach of the Student/College Agreement; this will be dealt with moving directly to stages 3 or 4 of this Procedure.

## 7.2 Formal Stage

### 7.2.1 Information Gathering

Information will be gathered regarding the alleged misconduct before a disciplinary interview is held or disciplinary action taken. This is likely to involve interviewing and gaining information from staff and students who were involved or witnessed the alleged misconduct. Such information will be recorded in writing. Staff or students who were witnesses have the right to choose not to take part in the investigation. Students involved in the information gathering may be accompanied at interview by a supporter.

### 7.2.2 Suspension

In cases where the alleged misconduct is serious and/or it may be detrimental to the smooth running of the course and/or college for the student to remain on site, suspension may need to be considered while the case is being investigated.

In such cases the student will be informed of the reason for the suspension. This will be confirmed in writing, with a copy to your parent (or person with parental responsibility)/school/employer if you are under 18 at the start of your course.

**The suspension is not a punishment but is to allow us to investigate the alleged misconduct fully.** If two or more students are involved in the alleged offence and if suspension is considered, then normally all students will be suspended.

The period of suspension will be kept to a minimum.

Suspension may be subject to qualification, such as permission to take an examination or supported with distance learning

**7.2.3 Automatic Suspension** - When a student has committed Gross Misconduct, all members of the SMT, Assistant Principal or College Managers (where no member of the SMT is available) can immediately suspend a student. The matter will be dealt with from Stage 4 of the Disciplinary Procedures.

In line with our duty of care, in the case of all suspensions or exclusions of students under the age of 18 (or up to 25 for any with learning needs or disabilities) the parents or carers should be telephoned wherever possible to let them know that the student has been asked to leave the premises. The opportunity to give an early brief explanation of our reasoning may be useful at this stage and an outline of what will happen next.

If the student suspended is aged 14-16 then the school must be informed in the first instance. The school will either collect the student themselves and/or arrange for the parent(s)/guardians to collect the student from college. The student should not be asked to leave until they are in the care / supervision of parent / guardian / school representative.

If the student suspended is aged 16-18 then every reasonable attempt should be made to contact the parents(s) / guardian to inform them that their son/daughter has been asked to leave College premises.

#### **7.2.4 Outcome and action**

The following outcomes of the disciplinary information gathering are possible:

- no case to answer
- student offered counselling/support
- allegations appear to be substantiated and there is a case to answer

Where there is a case to answer, disciplinary action will be taken within the following **disciplinary framework**.

#### **7.2.5 Attendance and Lateness Triggers**

Where a student arrives late for class they should be challenged by the teacher asking them to explain their reasons for lateness. They should then be issued with a late card to complete. All completed late cards will be given to Curriculum Administrators (that day) who will record the reasons for lateness within Pro-Monitor.

Where lateness or absenteeism is becoming a concern the teacher should discuss the issue swiftly with the students' Personal Tutor after recording concerns within Pro-Monitor. The Personal tutor, using Pro-Monitor will explore patterns of lateness or absence with tutee and implement corrective action / support.

Emails will be automatically generated to parents / carers informing them of the number of lates / absences for their son / daughter in the previous week. 18+ students will be emailed. Letters will be sent by Curriculum Administrators if parent's email address is not known.

For further details see the Late Card and Attendance Procedures.

## **8. Disciplinary Framework**

### **8.1 Stage 1: Recorded Verbal Warning**

In cases too serious for informal action, or where misconduct persists despite an informal warning, students may be given a recorded verbal warning.

In such instances the member of staff will:

- Issue/signpost a copy of these Student Disciplinary (Misconduct) Procedures and Code of Conduct
- Hold a disciplinary interview with the student
- Inform the parent (or person with parental responsibility) if the student is under 18 at the start of the course, or school if under 16, or employer if an apprentice
- If appropriate, issue a verbal warning and/or ABC contract
- Provide firm advice on how to correct behaviour
- Advise that, if any further misconduct of any kind occurs, the student will be disciplined further
- Meeting and action/s taken will be recorded on Pro-Monitor

### **8.2 Stage 2: First written warning**

If further misconduct occurs or if behaviour does not improve after a recorded verbal warning, a first written warning may be given. Alternatively if the misconduct is deemed more serious, we may proceed directly to the first written warning stage.

In such instances the member of staff or Head of Department/Deputy Head of Department will:

- Issue/signpost a copy of these Student Disciplinary Procedures and Code of Conduct
- Hold a disciplinary interview with the student and issue written warning and/or ABC contract
- Inform the parent (or person with parental responsibility) if the student is under 18 at the start of the course, or school if under 16, or employer if apprentice
- Confirm the outcome in writing within 5 working days of the disciplinary interview, sending a copy to parent (or person with parental responsibility)/school/employer if appropriate
- Subject lecturers may help Personal Tutors/Curriculum Managers by shaping the details of the letter but it must go out from the Personal Tutor. If the Personal Tutor knows of extenuating circumstances which would make sending a letter inappropriate they should inform the subject lecturer(s) concerned. They should also work with their tutee to rectify the concerns
- Students or the Personal Tutor may request that parents/carers/employers be invited to College to help resolve the situation with the Personal Tutor and/or Curriculum Manager
- Personal Tutor will provide clear guidance as to what needs to be done to improve behaviour and a clear indication of what will happen if not
- There may be a clear referral to internal/external support agencies and/or a requirement for other sanctions/conditions(see section 9 below)
- Meeting and action/s taken will be recorded on Pro-Monitor. Outcomes will be documented in terms of agreed conditions or SMART target(s) for improvement.

These will be recorded in the student's eLP on ProMonitor and progress meetings will be scheduled with the Personal Tutor or Lecturer as appropriate

### **8.3 Stage 3: Final written warning**

If further misconduct occurs following the previous warnings, a final written warning may be given and/or ABC contract. Alternatively, where serious misconduct has occurred, students may be given an immediate final written warning.

This meeting will be chaired by an Assistant Principal and will include the student's Personal Tutor and/or lecturer.

In such instances the steps detailed for 'first written warning' will be carried out. Additionally you will be informed that further misconduct or failure to meet the conduct of behaviour and standards expected will result in a **Panel Hearing** at which, if the allegation is proven, there is the strong likelihood of suspension or exclusion from college.

**NOTE Reference to informing parents/guardians/school/employers:** For ALL stages 1,2,3 and 4, the student/parent/carer/employer will be informed. For stages 3 and 4 the student **MUST** be informed in writing, with copies to parents/carers/schools/employers if appropriate, that a meeting has been convened together with date and location. The involvement of parents/carers/school/employer may be deemed inappropriate by an Assistant Principal or Head of Department or if the student is 18 years or older and requests that parents not be informed.

### **8.4 Stage 4: Disciplinary Panel Hearings**

If misconduct persists despite the final written warning, or in instances of gross misconduct (see Annex B), students may be suspended from college. In such instances the steps detailed for a disciplinary panel hearing will be followed as outlined below:

The Stage 4 Disciplinary Panel will be chaired by the Assistant Principal. If he/she is unavailable, then another member of the Senior Management Team will chair the panel.

#### **8.4.1 A Stage 4 Student Disciplinary Panel will comprise, at a minimum:**

1. Assistant Principal (or other member of SMT) – Chair of Panel
2. A Head/Deputy Head of Department (or other investigating manager)
3. The Student Services and Tutorial Manager or other senior member of the student services team

A note taker will also be appointed to record the proceedings and outcomes.

Where possible a trained "Student Advocate" may also attend.

The student has the right to be accompanied by a maximum of two supporters eg. parents/carers, Wiltshire College student/rep or Personal Tutor. **Legal representation is not appropriate.**

#### **8.4.2 Stage 4 Disciplinary Panel Procedure guidelines:**

##### **On the day of the Panel:**

1. The student should arrive 15 minutes prior to the start of the panel to be met by a member of College staff in reception.
2. The panel will convene and the members and their roles at the panel made known to the students and their supporters.
3. The complaint/allegation will be read and the student asked for their statement relating to this.
4. The Chair of the Panel will review the evidence submitted.
5. All Panel members will be given the opportunity to ask questions they feel appropriate to the allegation or complaint.
6. The Chair will then review the allegation or complaint with a view to deciding on any sanction that may be appropriate. The student and their supporters may be asked to leave the meeting.
7. The panel will then reach a conclusion relating to the complaint or allegation and the Chair will apply a sanction as appropriate. Decision may be deferred if appropriate and may be made known to the Student at the time at the discretion of the Panel's Chair.
8. A written record of the Panel (notes of the meeting) will be kept by the note taker.
9. Following the meeting, the student will be notified of the decision and the right of appeal. This notification will also include information relating to whom any appeal should be addressed and the timeframe for lodging the appeal. Notification will also be forwarded in writing to the parents/carers of those under 18 unless the latter is deemed inappropriate by the Chair of the Panel.
10. If the student fails to attend the panel, or if their conduct (or that of their supporters) prior to or at the panel is deemed to be abusive or violent or otherwise inappropriate, the Panel's Chair may choose to suspend the Panel and reconvene at a later date and/or to continue the hearing in the absence of the student and their supporters and come to a decision in the student's absence. The student and parents/carers, where appropriate, will be informed by letter of decisions made by the Panel and given information about procedures for making an appeal.

At any point, the Panel Chair may suspend the panel and invite the student to attend at a future date. The Panel should be reconvened with its original members within 5 working days. The student's suspension will be extended until the new panel date. If the student fails to attend the reconvened Panel, the Panel may reach a conclusion in their absence.

##### **8.4.3 Outcomes open to the Disciplinary Panel are as follows:**

1. To readmit the student at Stage 3 with or without an ABC Contract
2. To exclude the student permanently: the Disciplinary Panel may consider the offence to be of such severity that the student is excluded from the College without leave to return.
3. To exclude for the remainder of the academic year. The student can re-apply to the relevant campus Assistant Principal for the following academic year. Any failed application may be subject to the Fair Access Panel (Admissions).
4. Exclusion for other periods together with other sanctions/conditions (see section 9 below) may be applied if appropriate to the issue or where mitigating circumstances exist.

5. To issue a final warning that if the student offends subsequently they will be excluded with immediate effect. The exclusion to be authorised and actioned by the Chair of the Disciplinary Panel or another member of SMT.

## **8.5 Exclusions**

If a student is excluded from College they will receive a letter stating the reason and conditions of the exclusion and details of any future return to College.

## **9. Other sanctions/conditions to be met**

The College will seek to use restorative justice measures when possible and appropriate, to help address conflict, build a student's understanding of the real impact of their actions and to take responsibility and make amends. In all cases a single option or combination of options can be imposed as appropriate.

The following may be appropriate to use within the above disciplinary framework stages 1 to 4:

**9.1 Compensation** - the student is required to pay a reasonable sum to the College or 3rd party by way of compensation for identified and quantified loss or damage.

**9.2 A Requirement to perform Unpaid Services:** the student is required to perform unpaid services for the College up to a maximum of 30 hours.

**9.3 Restorative justice** – if appropriate, the student will have one or more mediated sessions with any individuals who have experienced negative consequences as a result of the student's misconduct. This will provide the student with an opportunity to make reparation for harm caused. Mediated sessions will be arranged through the Student Services and Tutorial Manager.

**9.4 Loss of privileges:** a student may temporarily lose the right to access College Amenities (e.g. social events/common room/residential accommodation/use of bar/college car park) or be placed under a vehicle ban or withdrawal of financial assistance (16-18 Bursaries) or be required to step down from a position of responsibility.

## **10. Appeals**

Under the disciplinary framework, appeals are permitted at stages 3 and 4. Students must submit an appeal in writing, within 10 working days of receipt of the warning/exclusion letter. The letter will state to whom the appeal should be made. The manager conducting the appeal will conduct an appeal interview with you and notify you of the decision in writing within 5 working days.

Students may ONLY appeal if they believe that one of three grounds for appeal is satisfied.

- that they were not provided with a fair hearing
- that there is new evidence unavailable at the earlier hearing that would have affected the outcome
- that the penalty imposed is disproportionate to the misconduct

A request for appeal must identify the grounds of appeal. The Principal or Vice Principal will determine whether the grounds are sufficient to allow an appeal.

In the event of an appeal being allowed the Principal or Vice Principal, or their nominee, will constitute and chair an Appeal Panel that will include one senior manager who has not been previously involved in the case and one student supporter.

The date of the appeal hearing will be set to allow all parties sufficient time to collate and present evidence. The Appeal Panel will take evidence from the student and review the findings of the Panel Hearing.

The Panel may determine one of three outcomes and their decision is final:-

- (1) that both the finding of guilt and the penalty imposed be upheld
- (2) that the finding of guilt is confirmed but that the penalty is re-determined
- (3) that the finding of guilt is overruled

## **11. Records of disciplinary action**

Details of written warnings, exclusions, suspensions and appeals will be held on Pro-Monitor. Where a student has been suspended or excluded from College a note will also be kept on the college MIS system (Pro-Solution) to ensure any new application is referred to the College's Fair Access Panel (Admissions).

## **12. Residential and Work Based Learners whilst in the workplace**

It should be noted that circumstances will occur where it may not be possible to employ the disciplinary framework as it is described within these procedures.

At Lackham or Salisbury Campus, where misconduct occurs it will depend upon the nature and severity of the misconduct and as to whether the Assistant Principal and/or the Accommodation Services Manager deals with the situation.

In the case of Work Based Learners/Apprentices, the initial referral will be to the Assessor, with further referral to the Head/Deputy Head of Department. If the student is 16-18 the parent and employer will be informed, if aged 19+ the employer only. The Head/Deputy Head of Department, in consultation with the employer, will decide the correct action to take in relation to these procedures and the employer's own policies/procedures.

## **13. Students with Additional Support Needs**

The expectation for standards of behaviour to be adhered to is the same for all students; however the College recognises that there may be some instances where students with additional learning support needs require additional consideration on a case by case basis (such as those with literacy difficulties; English as a second language; learning difficulties or disabilities; vulnerable young people or adults and those with mental ill health).

At every stage of the disciplinary process, all members of staff must be conscious of the needs of students who may be disadvantaged by a process which relies on written communication and formal interviews.

Members of staff must consider the individual needs of such students and adapt the process, with advice from the Additional Support Manager, in order to ensure that they are treated fairly and equitably. Adaptations may include:

- adapting the language in any written communication;
- providing any written communication in alternative formats or languages;
- providing additional advice to ensure that the student understands every stage of the process;
- providing interpretation services at any disciplinary interview or hearings;
- considering, in deciding what disciplinary action to take, the student's ability to understand the College code of conduct and the degree to which the student has been supported to understand and follow it. This may be particularly relevant in cases involving students with learning difficulties, who may in a minority of cases need support in ensuring that they are able to follow the College Code of Conduct.

At Stages 3 or above of the Disciplinary Procedure, members of staff should consider whether issues are better dealt with using the **Fitness to Study** procedures.

### **15. Associated Documents (Linked Policies)**

- Admissions Policy
- Safeguarding Policy (including Prevent Procedure)
- Health & Safety Policy
- Health & Wellbeing Policy
- Fitness to Study Procedures
- Late Card and Attendance Procedures

### **16. Monitoring, Review and Evaluation**

It is the responsibility of staff involved in these procedures to make recommendations for improvement to the process based on experience of using it and feedback from students. The procedure will be reviewed annually by the Performance & Quality Group.

## Appendix A Code of Conduct

# CODE OF CONDUCT

September 2016



1. Students must attend all lessons and be punctual.
2. Behaviour towards others must not be discriminatory and should always maintain the dignity of the individual. The bullying or harassment of individuals will not be tolerated.
3. Behaviour towards others must not be threatening, violent, aggressive, abusive, disruptive or obstructive to their learning. Inappropriate or offensive language will not be tolerated.
4. All individuals must respect the rights of others to a quiet, clean, orderly and professional working environment.
5. Individuals must not behave in ways that put their own or other peoples' health, safety or welfare at risk and must observe all instructions with regard to Health and Safety.
6. Individuals must not cheat in examinations or course work.
7. Individuals must attend all arrangements for assessment including Functional Skills examinations. Failure to do so will impact on your award of your overall qualification.
8. Individuals must abide by the attendance requirements of their College programme, including Maths and English GCSEs / Functional Skills / tutorial / Directed Self Study / work experience and Examinations.
9. Individuals must respect the property of other people and that of the College and its premises. Theft or wilful damage of college or other people's property is not tolerated.
10. Individuals must not possess, or be under the influence of, illegal substances or substances formerly known as 'Legal Highs' on College premises.
11. Individuals should not consume, or be under the influence of, alcohol on College premises. (The consumption of alcohol by over 18s is permitted in licensed areas and some areas within Halls of Residence).
12. Individuals must not carry illegal or offensive weapons on College premises or on College activities.
13. Individuals must not smoke or use e-cigarettes/vaporisers whilst on College premises except in designated areas.
14. Individuals must not bring the reputation of the College into disrepute through anti-social behaviour either on or off College premises or through the use of emails or social networking sites.

15. Individuals must abide by reasonable instructions issued by a member of College staff.
16. Mobile phones must be turned off or silent in all areas where teaching and learning activities are taking place unless a member of staff gives a specific instruction to the contrary.
17. Individuals bringing vehicles onto the College premises must observe parking and speed restrictions and drive with care and consideration for others.
18. Individuals must abide by the ILT Acceptable Use Policy (AUP). This includes the use of social media, eStudy and the internet which must not be used for the purposes of downloading or viewing material that is deemed offensive, extremist or inciting violence, criminal or anti-social activity.

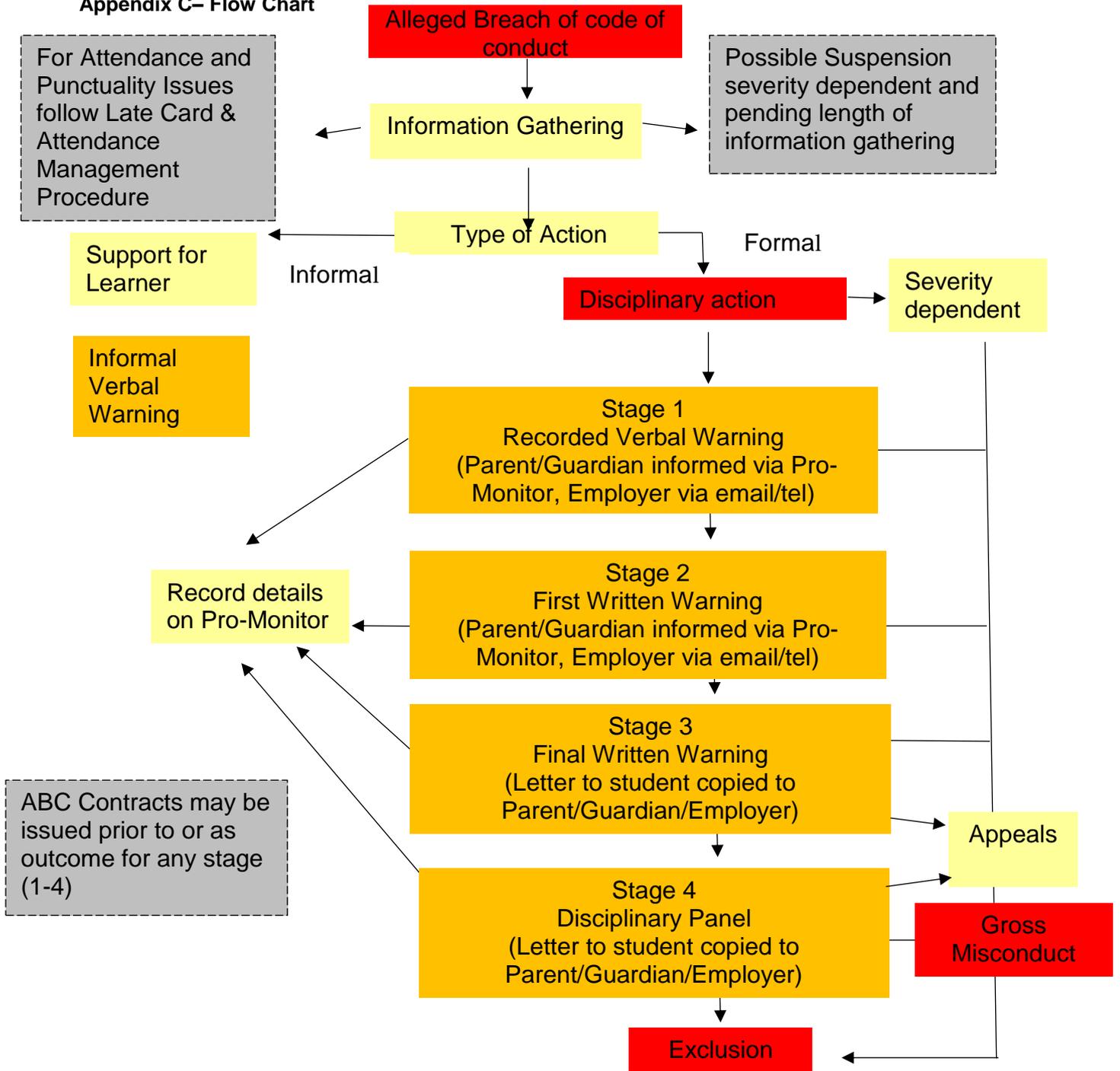
**Behaviour that contravenes the Code of Conduct will be dealt with through the Student Disciplinary Procedure. Where there is risk assessed evidence that a serious criminal offence has occurred, the matter will be referred to the police for investigation. Any conduct that constitutes a criminal offence will be regarded as a breach of the Code of Conduct.**

## **Appendix B Examples of Gross Misconduct**

- Promotion of or recruitment to an organisation which is linked to violent extremist behaviour
- Theft or unauthorised possession of any property or facilities belonging to the college or any member of staff or student
- Serious damage deliberately sustained to the property of the college, students, staff or members of the public including graffiti or vandalism on/away from College property
- Dangerous driving in College car parks and access roads
- Persistent actions which prevent other members of the College community from working or studying
- Deliberate falsification of college documentation, records and course work
- Serious negligence which causes unacceptable loss, damage or injury
- Violent, dangerous, abusive or intimidatory conduct including carrying or use of weapons towards staff, visitors, fellow students or members of the public
- Deliberate violation of the college's rules and procedures concerning health and safety
- Incapacity owing to the consumption of alcohol or misuse of drugs (Any prescribed medical treatment or condition will be taken into account when determining what action is appropriate)
- Gambling on College premises
- Serious misuse of college property or equipment, including use of photocopiers, phones, faxes and other IT equipment for personal purposes without prior agreement
- Bullying or Harassment, victimisation or discrimination against another student or staff member or visitor on any grounds, including age, disability, ethnic origin, gender, sexual orientation, marital status, religion or belief
- A criminal offence which may adversely affect the college's reputation or the student's suitability to continue on the course, e.g. the supply or purchase of illegal substances
- Repeated breaches of the Code of Conduct.
- Any actions, such as criminal behaviour, in or out of College which according to the Senior Management Team may bring the College into disrepute.

**This is not a complete list but is included as illustration of behaviours or actions that fall within the definition**

**Appendix C– Flow Chart**



Additional Notes (Please see full details in the Student Code of Conduct and Disciplinary Procedures)

- Minor/ first incidents may be dealt with at informal stage and ABC contracts used prior to or as outcome to any stage 1-4
- Disciplinary interview meetings required for stages 1-4 and/or ABC contracts must be recorded along with the outcomes on Pro-Monitor
- Students may be suspended depending on the serious nature of the breach and time taken to gather further evidence
- ALS support and Fitness to Study Procedures to be considered at outset of initial information gathering
- Criminal Activity to be reported by Assistant Principal to Police (further College procedures may/may not be followed pending on police actions taken)
- The Personal Tutor is central to the process and MUST be informed of any breach of the code of conduct
- ALL letters/contact to go via the Personal Tutor (note for ALL stages parents/carers/schools/employers to be informed)
- All full time students with patterns of poor attendance/punctuality will follow the Late Card and Attendance Procedure
- There may be a clear referral to internal/external support agencies and/or a requirement for other sanctions/conditions(see section 9 of the procedures)

