

Positive Behaviour Policy

Contents

1. Introduction.....	4
2. Purpose of this Policy	4
3. Scope 4	
4. Freedom of Speech	5
5. Definitions.....	5
6. Student Shared Commitments	6
7. Policy and Procedure Details	7
8. Roles and Responsibilities	7
9. Process	8
9.1 Restorative Practice at Every Stage	8
9.2 Verbal Warning	8
9.3 Stage 1 – Formal Written Warning	9
9.4 Stage 2 – Final Written Warning.....	9
9.5 Stage 3 – Positive Behaviour Panel (Possible Exclusion/Withdrawal).....	10
10. Suspending a Student	11
10.1 Types of suspension:.....	12
10.2 When students may attend during suspension:.....	12
10.3 Timeframes and communication:.....	12
10.4 During suspension, students will:	12
10.5 Safeguarding requirements:	13
11. Return to College:.....	13
12. Cross College Safeguarding Group (CCSG) meetings	13
13. Exclusion 13	
14. Physical Intervention.....	14
15. Other Sanctions/Conditions to be Met (Restorative Practice).....	14
16. Residential and Work-Based Students whilst in the Workplace.....	14
17. Associated Documents (Linked Policies)	15
18. References	15
19. Policy Review and Ownership.....	15
Appendix 1 – Ready, Respectful, Safe	16
Appendix 2 – Examples of Conduct Concerns	17
APPENDIX 3.....	21
Written Warning Template (Student).....	22
Written Warning Template (Parent/guardian for under 18 Students).....	25
Positive Behaviour Panel Invite Template (Student)	26
Positive Behaviour Panel Invite (Parent/guardian for under 18 Students)	28

Positive Behaviour Panel Outcome Template (Student).....	29
Positive Behaviour Panel Outcome Template (Parent/Guardian for under 18 Students) ..	31
Cooling Off/Suspension Template (Student).....	32
Cooling Off/Suspension Template (Parent/Guardian for under 18 Students)	34

1. Introduction

At Wiltshire College and University Centre (WCUC), we are committed to creating a safe, inclusive and respectful community where everyone can learn, develop and achieve to their full potential.

We believe that all students have the right to learn in an environment that is welcoming, supportive and free from disruption. We encourage students to take pride in their behaviour, actions and contributions to student life, treating others with kindness and respect.

We recognise and celebrate the positive choices students make every day and support students and apprentices to develop their personal, social, professional and employability skills needed for success in learning, the workplace and their future careers.

This policy sets out the standards of behaviour expected by all students and explains how we will support students to meet these expectations. Where concerns arise, they will be addressed fairly, consistently and with a focus on helping students reflect, learn and move forward positively.

We aim to:

- Promote positive behaviour, respect and attendance
- Create a safe, respectful and inclusive environment for all
- Encourage students to take responsibility for their actions and choices
- Support students to develop the skills and behaviours needed for life, learning and work
- Address concerns promptly, fairly and consistently
- Provide opportunities for students to repair relationships and make positive changes where difficulties occur

2. Purpose of this Policy

This policy is aligned to WCUC expectations, Ready, Respectful, Safe, as detailed below.

3. Scope

The Policy applies to all students enrolled on a WCUC programme, including apprentices. For apprentices, behaviour expectations apply in all learning environments, including the workplace, off the job training, online learning and any activity undertaken as part of their apprenticeship programme. Employers will be kept appropriately informed where concerns progress through the staged process. The Policy also applies to students in the immediate vicinity of WCUC including residential students, whilst on work experience, on trips or visits, and whilst representing WCUC within the community.

Appropriate action should be considered when students have not met the high expectations set by the college. This may include restorative approaches; targeted support, opportunities for reflection and improvement; and, where necessary, formal behaviour outcomes that are proportionate to the circumstances. Our priority is always to support students to understand the impact of their behaviour, make positive changes, and successfully re-engage with their learning and the college community.

Where appropriate and considering the age and circumstances of the student, the college will work in partnership with parents, carers, social workers and employers to provide coordinated support and help students make positive progress.

Please note, for cases of academic misconduct, individual examination board regulations can dictate specific actions for that exam board/Higher Education (HE) programme. In following this policy both this document and the relevant examination board/HE regulations should be referred to.

Roles and Professional Commitments

All staff are role models for our students. Our professional commitments include:

- Greeting students when they arrive at their lessons.
- Using non-verbal cues and a calm voice to de-escalate situations.
- Deliberately noticing and rewarding positive behaviour.
- Applying expectations consistently.
- Addressing issues in private where possible to preserve dignity.
- Avoiding whole-group sanctions.
- Ensuring restorative conversations take place before sanctions wherever possible.

4. Freedom of Speech

This policy will be interpreted and applied in a manner compatible with the College's Code of Practice on Freedom of Speech (the "Code") The Code sets out the College's values relating to freedom of speech and academic freedom, the procedures to be followed by staff, students and members of the College when arranging events on College premises, the College's expectations regarding conduct at such events, and the criteria the College uses when considering event approval.

Any person or committee responsible for making decisions under this policy shall take into account the provisions of the Code and the duty on the College to take all reasonably practicable steps to secure freedom of speech and academic freedom within the law for staff, students and visiting speakers.

The College will ensure that no staff member or student exercising their right to free speech experiences any detriment, and will take action against anyone who tries to limit free speech within the College. In particular, no member of academic staff will be subject to disciplinary action as a consequence of exercising their right to freedom of speech or academic freedom within the law. Similarly, no staff member or student will be subject to any detriment for raising a complaint about freedom of speech issues in accordance with the procedure set out in the Code.

For the avoidance of doubt, if there is a conflict between this policy and the Code, the Code will prevail.

5. Definitions

For the purposes of this Policy, the following definitions will apply:

“Bullying” means unwanted behaviour from a person or group that is either (i) offensive, intimidating, malicious or insulting; or (ii) abuse or misuse of power that undermines, humiliates or causes physical or emotional harm to someone. In determining whether behaviour amounts to bullying, WCUC will take into account its duties to secure freedom of speech and academic freedom.

“Direct discrimination” means treating someone less favourably than others due to a protected characteristic.

“Harassment” means unwanted conduct related to a protected characteristic that (i) violates someone’s dignity; or (ii) creates an intimidating, hostile, degrading, humiliating or offensive environment for that person, where in the circumstances it is reasonable for the conduct to have that effect. In determining whether behaviour amounts to harassment, WCUC will have particular regard to, and place significant weight on the importance of freedom of speech within the law, academic freedom and tolerance for controversial views in an educational context and environment. In particular, WCUC will apply a rebuttable presumption to the effect that students being exposed to any of the following is unlikely to amount to harassment:

- (a) the content of higher education course materials, including but not limited to books, videos, sound recordings, and pictures;
- (b) statements made and views expressed by a person as part of teaching, research or discussions about any subject matter which is connected with the content of a higher education course.

“Indirect discrimination” means a provision, criterion or practice (such as a policy or procedure) that applies to everyone but puts someone with a protected characteristic at a particular disadvantage compared to people without that protected characteristic, and it cannot be shown that the provision, criterion or practice is a proportionate means of achieving a legitimate aim.

6. Student Shared Commitments

We expect all students to be:

Ready

- Be ready for learning by arriving on time with the appropriate equipment for learning.
- Inform the college if you are unable to attend for any reason.
- Do not have open food or drinks with you in learning spaces, only closed water bottles.
- Engage fully with any support recommended by the college to help with your development.

Respectful

- Show tolerance and kindness towards others, maintaining respectful relationships even where views differ.
- Wear clothing that is suitable for the course requirements.
- Do not use mobile phones in lessons, unless directed to by staff.

- Treat belongings and resources with care.

Safe

- Always wear lanyards when on college premises.
- Maintain communication with designated staff regarding absence from any session.
- Comply with all health and safety guidance, such as wearing personal protective equipment (PPE) and appropriate clothing, demonstrating safe working practices, completing suitable training for use of tools and equipment.

➤ **See Appendix 1 – Ready, Respectful, Safe**

7. Policy and Procedure Details

WCUC is a community that nurtures and supports every student and empowers every individual to achieve to their full potential. We are a place of safety where firm boundaries guide and support to ensure that we can keep everyone as safe as possible.

Expectations of positive behaviour, what students can expect from WCUC and what we expect of them are contained in our Student Shared Commitments. These commitments are explained to students at induction and reinforced throughout their studies by all staff in their everyday interactions. Examples of conduct concerns are included at Appendix 2.

Wherever possible, restorative interventions should take place prior to formal disciplinary action. Where appropriate, formal disciplinary processes can be used in conjunction with restorative practice.

Any student who does not meet WCUC expectations of student behaviour will be supported to do so through the staged process outlined in this policy. Every attempt is made to support the student to behave in a positive manner, building their self-esteem and developing their self-discipline. A student who is consistently unable to meet these expectations or who displays conduct concerns may be subjected to sanctions which could include temporary or permanent exclusion from WCUC community.

It is very important that at each stage of the process the student is given every opportunity to explain their behaviour and to discuss any additional support needs that they may have. It is also very important that the tone of this whole procedure is one of support to change and improve behaviour that does not currently meet expectations. Sanctions are only used where support measures have failed.

8. Roles and Responsibilities

All staff are responsible for implementing this policy, consistently providing a personalised approach to specific behaviour needs of our students. Staff should always model positive behaviour and ensure that all conduct concerns are recorded on ProMonitor.

All staff should maintain a supportive environment by addressing any conduct concerns in communal areas of each building, including all college premises. Any behaviours addressed should be recorded on ProMonitor with a record of any actions that have been taken. Where a behaviour is not safely manageable the member of staff should report to the relevant Deputy Head (DH) and where needed call security for assistance and record on ProMonitor.

Heads of Faculty (HOFs), DHs and the College Leadership Team (CLT) are responsible for implementing the stages in this policy and they will be supported by Curriculum and Customer Service Advisors in sending out formal communications and record keeping.

9. Process

9.1 Restorative Practice at Every Stage

At every stage of this process staff will:

- Listen to the student's perspective and any factors affecting their behaviour.
- Help the student understand the impact of their behaviour on others and the wider college community.
- Identify any support needs or barriers to success.
- Agree actions to repair harm, improve behaviour and prevent recurrence.
- Record agreed actions on ProMonitor and review progress.
- Recognise and acknowledge positive improvements which will be recorded on ProMonitor.

Where appropriate, restorative discussions may involve employers or workplace supervisors to repair professional relationships and support successful continuation of the apprenticeship.

Progression to the next stage will only occur where concerns continue, the behaviour is sufficiently serious to warrant escalation, or agreed actions have not resulted in sustained improvement.

Examples of behaviour that would warrant progression include

- The behaviour continues despite restorative discussions and agreed actions
- The behaviour is sufficiently serious to warrant progression to a First Written Warning, Final Written Warning or other formal action
- The student does not engage meaningfully with the restorative process
- The student is unwilling or unable to acknowledge the impact of their actions or take reasonable responsibility for them
- Agreed restorative actions are not completed or do not result in sustained improvement

The behaviour presents an ongoing risk to the safety, wellbeing, learning of others

9.2 Verbal Warning

Purpose: To address emerging conduct concerns and support improvement before formal action is required.

Issued by: Any staff member with direct responsibility for the student.

Action:

- Hold a restorative conversation with the student.

- Agree clear expectations for improvement.
- Record the discussion and review date on ProMonitor. Ensure the appropriate badge is applied to the ILP.
- Review progress within two weeks.

Who should be present

- Relevant staff member
- Student

Outcome: Improvement achieved, continued monitoring or escalation to Stage 1, Formal Written Warning.

9.3 Stage 1 – Formal Written Warning

Purpose: To address persistent or significant conduct concerns where previous interventions have not been successful.

Chaired by: Relevant staff member, in partnership with DH/HoF/Accommodation Manager/Apprenticeship Quality & Performance Manager/HoD Inclusion & Support.

Action:

- Evidence gathering – Complete Positive Behaviour Management Evidence Collation Form with supporting documentation (e.g. attendance records, witness statements).
- Notice – Student receives written notification (minimum 3 College days' notice) with details, and evidence. Parents/carers informed if under 18. Letter templates Appendix 3.
- Employers will normally be informed of the process for apprenticeship students and invited to attend meeting if appropriate.
- Meeting – Attended by student, staff member and parent/advocate if applicable.
- Discussion – Student reflects on impact and agrees specific actions with support.
- Recording – Meeting logged on ProMonitor; copy sent to parents if under 18. This record should be completed as part of the stage 1 meeting and all outcomes shared and agreed. Ensure the appropriate badge is applied to the ILP.

Who Should be Present

- Relevant Staff member
- Student
- Parent/Carer or student advocate (always offered)
- Employer representative, where appropriate

Outcome: Written warning issued and monitored, or alternative support agreed.
 Outcome letter sent to student and parent/carers if appropriate.

➤ See APPENDIX 3 for letter templates.

9.4 Stage 2 – Final Written Warning

Purpose: To address serious or continuing conduct concerns and provide a final opportunity for improvement.

Chaired by: DH or CLT member.

Action:

- Review all previous interventions, support and evidence.
- Evidence gathering – Update Collation Form with all relevant documentation.
- Notice – Student receives letter with details and 3 College days' notice. Parents/carers informed if under 18. Letter templates Appendix 3.
- Employers will normally be informed of the process for apprenticeship students and invited to attend meeting if appropriate.
- Meeting – Attended by student, DH/CLT member, and parent/advocate if applicable. External agencies may be invited.
- Recording – Meeting logged on ProMonitor; copy sent to parents if under 18. This record should be completed as part of the stage 2 meeting and all outcomes shared and agreed. Ensure the appropriate badge is applied to the ILP.

Who Should be Present

- Relevant staff member
- Student
- People directly affected (where appropriate)
- Parent/Carer or student advocate, (mandatory if under 18)
- Employer representative, where appropriate

Outcome: Final written warning issued and monitored, or referral to Stage 3 if appropriate. Outcome letter sent to student and parent/carers if appropriate.

- See APPENDIX 3 for letter templates.

9.5 Stage 3 – Positive Behaviour Panel (Possible Exclusion/Withdrawal)

Purpose: To review serious or ongoing conduct concerns where previous interventions have not secured the required improvement, and to determine the most appropriate way forward for the student and the wider college community. A Positive Behaviour Panel may also be convened following a serious incident, that, after investigation, is considered sufficiently significant to warrant direct referral to a panel without progression through earlier stages.

Requested by: DH, authorised by CLT.

Chaired by: HoF

Action:

- Evidence gathering – collation Form with all documentation (e.g. witness statements, attendance data, interventions tried). Requests lacking evidence may be declined.
- Notice – student given at least 3 College days' notice. parents/carers informed if under 18. Letter templates Appendix 3.
- Employers will normally be informed of the process for apprenticeship students and invited to attend meeting if appropriate.
- Hearing – student, parent/advocate, relevant staff, and support agencies (where appropriate) attend.

- Discussion – evidence presented, student voice heard, mitigating circumstances considered.
- Recording – meeting logged on ProMonitor; copy sent to parents/carers if under 18. This record should be completed as part of the stage 3 meeting and all outcomes shared and agreed (subject to Cross College Safeguarding Group/annual EHCP review as relevant). Ensure the appropriate badge is applied to the ILP.

Who Should Attend

- Relevant staff member(s)
- Student
- External agencies where appropriate
- People directly affected (where appropriate)
- Parent/Carer or student advocate (mandatory if under 18)
- Employer representative (where appropriate)

Outcome options:

- Remain at WCUC (current programme, transfer, or remote learning)
- Continues with specific conditions or agreed behavioural targets
- Other sanctions outlined in this policy ie: final written warning
- Is referred to the Cross College Safeguarding Group with a recommendation for exclusion. Note: For students with an **EHCP** an annual review must be held before exclusion is considered. Evidence must show reasonable steps taken and that behaviour is not a direct result of disability

Outcome letter sent to student and parent/carers if appropriate.

- See APPENDIX 3 for letter templates.

Notes:

- A single serious incident may justify immediate Final Written Warning.
 - Examples are contained in Appendix 2 – Examples of Conduct Concerns
- Not every stage needs to be applied in sequence if justified.
- A First Written or Final Written Warning will remain on the student's record for the remainder of the academic year unless significant behavioural progress is made and this is reviewed and rescinded through the Performance and Progress Review.
- Through the process appropriate support referrals to be considered and actioned e.g. Wellbeing, Counselling, Safeguarding
- Where a student and/or parent/carers does not attend a Final Written Warning or Positive Behaviour Panel meeting, the meeting will be rearranged on one occasion. If the student and/or parent/carers fails to attend the rearranged meeting, the College reserves the right to proceed in their absence and determine an outcome based on the evidence available.

10. Suspending a Student

10.1 Types of suspension:

Cooling-off period - up to **48 hours**, issued by DH or CLT, for one-off incidents not posing ongoing risk.

Suspension - up to **5 College days**, agreed at CLT level. Can be extended (with Executive Director approval) if:

- there is a risk of harm to the student or others, or
- the student is awaiting a Positive Behaviour Panel hearing.

A letter to confirm a cooling-off period or suspension must be sent to the student and their parent/carer where appropriate within 24 hours of the verbal notification to students and parent/carers for students under the age of 18.

➤ See APPENDIX 3 for letter templates.

Any extension to a suspension must be recorded on ProMonitor and communicated to the student and their parent/carer if they are under 18.

10.2 When students may attend during suspension:

- Only for specific, pre-arranged meetings linked to the investigation or support.
- Exams or other formal education assessments in agreement with the DH. Where this is required, the student must sign in and out at reception and be met by a member of staff and be always escorted while on college campus.
- May be asked to attend reintegration meeting with DH at the end of the suspension.

Otherwise, the student must not be on campus.

10.3 Timeframes and communication:

Student and parents/carers (if under 18) must be informed by **phone before the student leaves site**. A record of the conversation must be recorded on ProMonitor.

Written confirmation must be sent within **2 College days** if suspension extends beyond a cooling-off period.

Wherever possible investigations must be concluded and hearings held within **10 College days** of the incident or suspension start. Where this is not possible the Executive Director can extend the timeframe eg: where there is a live criminal investigation.

10.4 During suspension, students will:

- Complete and submit work remotely (where possible).
- Avoid contact with other students/staff involved in the investigation.
- Be offered online learning materials to minimise disruption.

10.5 Safeguarding requirements:

- HoD Inclusion & Support and/or Director of Safeguarding and Student Services must be consulted before suspending vulnerable students (e.g. EHCP, CLA, Care Leavers, Young Parents/Carers).
- All suspensions must be recorded on ProMonitor (student comments) and copied to relevant staff.
- For EHCP students, reasons must be documented and linked to reasonable adjustments already attempted.

11. Return to College:

- Reintegration meeting with DH must take place before the student resumes full attendance.
- Support needs and behaviour expectations reviewed; restorative approach used where possible.

12. Cross College Safeguarding Group (CCSG) meetings

When a student has been issued with an exclusion, they may apply to study at WCUC at a later date. Before their application is processed, it will be referred to the CCSG to assess the suitability and readiness of the student to continue their education with us. The student will be asked to say what steps they have taken since their exclusion to ensure that they are 'college-ready' and that they will be able to become a positive member of WCUC community.

Where a student has been subject to an exclusion and WCUC has evidence of further misdemeanour either at WCUC or elsewhere, this information will be considered when making its decision as to whether we can accept the application. At this point the application can be refused.

13. Exclusion

This Policy and Restorative Practice is underpinned by the shared commitment of all members of WCUC to achieve the following aims:

- To ensure the safety and wellbeing of all members of WCUC community, and to maintain an appropriate educational environment in which all can learn and succeed.
- To realise the aim of reducing the need to use exclusion as a sanction.
- The decision to exclude a student will be taken in the following circumstances:
 - In response to a serious breach of WCUC Positive Behaviour Policy.
 - If allowing a student to remain at WCUC would seriously harm the education or welfare of another student or others in the WCUC community.
- For apprentices, exclusion from WCUC may have implications for continuation of the apprenticeship programme. Decision will be made in consultation with the employer and in accordance with apprenticeship funding and contractual requirements.

14. Physical Intervention

Staff are not expected to physically restrain students, but physical intervention or restraint can be used as a last resort in extreme circumstances and when all other methods have been deployed where a member of staff is confident, comfortable and safe to do so. Staff should never use more force than is necessary. The reason for the use of physical intervention or restraint is to keep people safe:

- to prevent a student from injuring themselves, other students or staff
- to prevent serious damage to property

15. Other Sanctions/Conditions to be Met (Restorative Practice)

WCUC will seek to use Restorative Practice 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:

- **Compensation** – the student is required to pay a reasonable sum to the College or third party by way of compensation for identified and quantified loss or damage.
- **Where appropriate, students may be asked to take reasonable steps to repair or put right damage they have caused, where this is safe and appropriate;**
- **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 with an appropriate mediator.
- **Loss of privileges** – a student may temporarily lose the right to access WCUC amenities (e.g. social events/common room/residential accommodation/use of bar/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.

16. Residential and Work-Based Students whilst in the Workplace

It should be noted that circumstances (such as offsite trips) will occur where it may not be possible to fully employ the disciplinary framework as it is described within these procedures and staff will be expected to use their judgement to stay as close as is possible to the process.

At the Lackham or Salisbury Campus, where misconduct occurs, it will depend upon the nature and severity of the misconduct as to whether the Executive Director, Lackham and Chippenham, Head of Land Based or the Residential Accommodation Manager deals with the situation.

In the case of Work-Based Students/Apprentices, the initial referral will be to the Assessor,

with further referral to the HoF/DH. If the student is 16-18 the parent and employer will be informed, if aged 19+ the employer only. The HoF/DH, in consultation with the employer, will decide the correct action to take in relation to these procedures and the employer's own policies/procedures.

17. Associated Documents (Linked Policies)

- Admissions Policy
- Safeguarding Policy (including Prevent Procedure)
- Acceptable Use Policy
- Anti-Bullying Procedure
- Health & Safety Policy
- Information Systems Acceptable Use Policy (Student)
- Attendance and Punctuality Policy
- Equality Diversity Policy and Procedure
- Fitness to Study and Reside Procedure
- Search Screen Confiscate Policy
- Substance Misuse Policy and Procedure (Student)
- Apprenticeship Handbook

18. References

Dix, P. (2017). *When the Adults Change, Everything Changes: Seismic Shifts in School Behaviour*. Carmarthen: Crown House Publishing.

19. Policy Review and Ownership

This policy will be reviewed and amended as least annually by the policy owner – Vice Principal, Quality and Student Experience. The document is managed by the Curriculum and Customer Support Team Leader.

Appendix 1 - Ready, Respectful, Safe



We Are Ready, Respectful and Safe

Ready

- Be ready for learning by arriving on time with the appropriate equipment for learning.
- Inform the college if you are unable to attend for any reason.
- Do not have open food or drinks with you in learning spaces, only closed water bottles.
- Engage fully with any support recommended by the college to help with your development.

Respectful

- Show tolerance, respect and kindness towards others, maintaining positive and respectful relationships even where views differ.
- Wear clothing that is suitable for the course requirements, without explicit content or showing images that could cause offence.
- Do not use mobile phones in lessons, unless directed to by staff.
- Treat belongings and resources with care.

Safe

- Always wear lanyards when on college premises.
- Maintain communication with designated staff regarding absence from any session.
- Comply with all health and safety guidance, such as wearing PPE and appropriate clothing, demonstrating safe working practices, completing suitable training for use of tools and equipment.

Appendix 2 - Examples of Conduct Concerns

Examples (but not limited to) of Conduct Concerns;

Informal Stage
Low level bullying or harassment including cyber-bullying Use of inappropriate language that is discriminatory in its nature, including racist or antisemitic comments, where the severity and impact do not warrant escalation at a higher stage Minor instances of inappropriate or disruptive behaviour which affect the learning of others (behaviour which solely affects a students' own learning will be managed through the College's Student Performance policy) Smoking in a non-smoking area Dangerous driving in college car parks and on access roads Encouraging others to misbehave Rudeness and non-co-operation with any member of staff Laying hands on another student/ minor aggressive outburst Sustained inappropriate behaviour which affects the learning of others Unacceptable disruption of others' learning Failure to comply with expectations of the course Inappropriate use of artificial intelligence (AI) tools that do not meet the threshold for academic misconduct or formal disciplinary action Sharing, creating or distributing inappropriate digital content, including edited, manipulated or AI-generated images, videos or audio. Repeated misuse of mobile phones, wearable technology or personal devices in learning environments. This list is not exhaustive and is intended to provide examples only. Context and nature of the student profile will be considered.
Formal Stage
Sustained bullying or harassment including cyber-bullying Behaviour or language which is deemed as a serious threat of harm Serious discriminatory incidents, including racial slurs, antisemitic abuse, hate speech, harassment or behaviour that creates an intimidating, hostile, degrading humiliating or offensive environment for others Failure to comply with expectations of the course Vandalism or damage to College property Blatant refusal to follow instructions from a member of staff and/ or refusal to show their ID Allegation of being in possession of cannabis or similar Suspicion of being under the influence of drink or drugs Assault Gambling on College premises Health and Safety breaches that impact on the safety of others The use, possession, exchange or selling of controlled drugs, solvent abuse or legal highs on any part of the campus Reckless or dangerous behaviour including whilst in control of a vehicle Theft Plagiarism or cheating

Creation, sharing or distribution of harmful, discriminatory or sexually explicit content, including AI-generated, manipulated or deepfake images, videos or audio.

Online harassment, intimidation, stalking, coercion or targeted abuse of another member of the College community.

Recording, sharing or publishing images, video or audio of staff, students or visitors without consent where this causes distress or harm.

Misuse of Artificial Intelligence (AI) tools to facilitate academic misconduct, deception, harassment, discrimination or other breaches of College policies.

Accessing, creating, possessing or distributing extremist, hateful or violent online content.

Behaviour that places another student at risk of exploitation, coercion, grooming, radicalisation or online harm.

Sexual harassment, sexual misconduct, sexualised bullying or non-consensual sharing of images.

Making malicious or false allegations or complaints

Providing false or misleading information on an application or enrolment form or any formal College documentation (both paper and electronic)

Unacceptable use of electronic devices to record sound/images without individuals' knowledge and/or permission

This list is not exhaustive and is intended to provide examples only. Context and nature of the student will be considered.

Examples (but not limited to) 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 a 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

Persistent actions which prevent other members of the College community from working or studying

Deliberate falsification of college documentation or records

Serious misconduct 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)

The creation, possession, sharing or distribution of sexually explicit, indecent, intimate or deepfake images or videos of another person without their consent.

Serious online abuse, harassment, threats or intimidation directed at members of the College community.

Use of Artificial Intelligence (AI) or digital technologies to facilitate exploitation, blackmail, coercion, impersonation, fraud or other serious misconduct.

Behaviour that may constitute sexual violence, coercive control, stalking or image-based abuse.

Deliberate access to, promotion of or distribution of terrorist, extremist or violent material.

Serious breaches of online safety, cyber security or data protection requirements which place individuals or the College at risk.

Serious misuse of College property or equipment, including use of photocopiers, phones and other IT equipment for personal purposes without prior agreement including using College computers or IT facilities to send abusive, obscene or defamatory communications of any kind to any member of the College Community or any member of the public including e-mail, on the internet or any other media.

Bullying, harassment 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 student's suitability to continue on the course, e.g. the supply or purchase of illegal substances

Repeated serious breaches of the Positive Behaviour Policy.

Carrying, threatening to use, or using an offensive weapon, or bringing potential or imitation weapons into the College, or within the immediate vicinity of the College, or being involved in, threatening to use, or using an offensive weapon, or imitation weapons outside College.

This is not a complete list but is included as illustration of behaviours or actions that fall within the definition. Context and nature of the student will be considered.

Examples and Expectations of Positive Student Behaviours

We foster an atmosphere of mutual respect by developing a creative and supportive learning environment in which students can thrive. We therefore ask that everyone acts as responsible, active citizens and demonstrates a positive attitude towards learning and work while attending College.

To maintain this ethos, we expect all students to:

Respect the College Community

Value people equally respecting our democratic values of freedom of speech, appreciation of different beliefs, the rule of law and individual liberty

Respect the rights of others and behave in a professional and mature manner, having due regard for all the other members of the College community and visitors. Considerate behaviour in the local area outside the College is also expected.

Play an active role in the College community by giving their views and opinions in a constructive manner and take opportunities offered to contribute to the learner voice process.

Work co-operatively with all College staff and carry out instructions and requests when asked to do so. This includes times when they are required to participate or engage with subject/course content which challenges opinions or views.

Work co-operatively with other students, in and out of class, dressing appropriately for a learning environment.

Participate in College activities beyond those included in the programme of study.

Do not knowingly make malicious or false complaints against another individual or the College.

Keep all areas clean, tidy and free from litter. This includes not eating or drinking (except bottled water) within the College, except for within the designated eating areas.

Do not cause damage to any College property for example, by acts of graffiti or vandalism.

Accept that the receipts of any allowances, grants, sponsorship funds or support funds are dependent on regular and actual attendance, and satisfactory completion of class and homework. For many students this means compulsory maths and English, which they must complete to the very best of their ability.

Stay safe and help to keep others safe.

Provide accurate and up to date contact details for students and next of kin (full name, address, contact telephone number/s), enrolment and ensure these are kept up to date.

Make sure ID badges and lanyards are worn and visible at all times while at college and shown if asked by any member of staff. This is very important for security reasons. Do not allow anyone else

to use your ID badge. Remove hats or head coverings, other than those worn for religious reasons, while on college premises. Again, this is very important for security reasons.

Do not smoke, including e-cigarettes, anywhere inside or immediately outside the College. Only smoke within the designated areas.

Follow Health & Safety instructions including those particular areas such as workshops, science laboratories, salons and the student common room.

Follow the College fire evacuation procedures in the event of the fire alarm sounding.

Follow evacuation/invacuation procedures in the event of the run, hide tell alarm sounding.

In certain circumstances, the College may request students to empty pockets and bags and may search these items. Search screen and confiscate policy

Ensure online safety by accessing the internet on College equipment only for educational purposes including downloading materials relevant only to the programme of study.

Use digital technologies, AI, social media and online platforms responsibly in accordance with college policies.

While using online platforms students should evaluate information carefully, question the reliability of online content and seek support where they are concerned about misinformation, manipulation, exploitation or harmful online influences.

Students who have concerns about their own safety, or that of any other student, should speak to any member of staff, this includes concerns about extremism or radicalisation.

Achieve the best possible grade.

Take responsibility for learning by ensuring regular communication with their teaching team and by taking full part in induction, tutorial session and progress reviews.

Attend all classes on time bringing essential equipment such as pens and paper, and wearing the appropriate uniform/protective personal equipment, as required for the course. Coats/ jackets/ gloves/hats (hoodies) should be removed whilst in lessons.

Respect the fact that College commitments generally take precedence over other activities during the College Day. Personal appointments such as doctors, dentists, and driving lessons must, as far as possible, be made outside these times.

Participate in all learning activities and make learning successful for everyone by behaving in a way that promotes a cooperative and productive learning environment.

Ensure all assessments are completed and take responsibility for making up any work missed through absence. Always meet the deadlines set and attend all exams on time.

Seek help when needed and take up the support offered.

Keep mobile phones and personal devices silent and in bags/pockets when in classrooms, studios, workshops and any other learning areas (this includes removing headsets/earphones) unless otherwise directed to do so.

Use ProMonitor or equivalent to record progress, achievements and future plans regularly by setting and reviewing SMART learning targets.

Check College email accounts regularly and at least once a week in term time.

Make learning successful by being a reflective, cooperative and collaborative learner.

APPENDIX 3

Positive Behaviour Policy

Letter Templates

Written Warning Template (Student)

Student Name

Address

Ref:

Date

Dear

Ready, Respectful Safe – Positive Behaviour Policy – Formal Process

You are invited to attend Formal Behaviour Review Meeting on **date** and **time** to discuss concerns regarding behaviour on **date**.

The purpose of this meeting is to review the concerns that have been raised, consider any support and interventions already provided, understand any barriers or mitigating circumstances, and determine whether any further action is required under the College's Positive Behaviour Policy.

The college expects all students to be:

Ready

- Be ready for learning by arriving on time with the appropriate equipment for learning.
- Inform the college if you are unable to attend for any reason.
- Do not have open food or drinks with you in learning spaces, only closed water bottles.
- Engage fully with any support recommend by the college to help with your development.

Respectful

- Show tolerance and kindness towards others, maintaining respectful relationships even where views differ.
- Wear clothing that is suitable for the course requirements.
- Do not use mobile phones in lessons, unless directed to by staff.
- Treat belongings and resources with care.

Safe

- Always wear lanyards when on college premises.
- Maintain communication with designated staff regarding absence from any session.
- Comply with all health and safety guidance, such as wearing personal protective equipment (PPE) and appropriate clothing, demonstrating safe working practices, completing suitable training for use of tools and equipment.

You have been invited to attend this meeting because of the following concern(s): **delete as appropriate**

- **Sustained bullying or harassment, including cyberbullying**

- Serious discriminatory behaviour or language, including racial slurs or behaviour creating an intimidating, hostile or offensive environment
- Behaviour or language posing a serious threat of harm to others
- Assault or physical violence towards students, staff or others
- Theft or attempted theft of College or personal property
- Vandalism or deliberate damage to College property or the property of others
- Persistent refusal to follow reasonable instructions from staff, including refusal to comply with College identification requirements
- Possession, use, supply or suspected involvement with cannabis, drugs, legal highs or solvent abuse
- Being under the influence of alcohol or drugs on College premises or during College activities
- Gambling on College premises or during College activities
- Serious Health and Safety breaches that place others at risk
- Reckless or dangerous behaviour, including behaviour involving vehicles
- Plagiarism, cheating or other forms of academic misconduct
- Creation, possession or sharing of harmful, discriminatory or sexually explicit content, including AI-generated or manipulated media (deepfakes)
- Sexual harassment, sexual misconduct or sexualised bullying, including non-consensual sharing of images
- Online harassment, intimidation, stalking, coercion or targeted abuse of members of the College community
- Recording, sharing or publishing images, video or audio of staff, students or visitors without consent where this causes harm or distress
- Misuse of Artificial Intelligence (AI) or digital technologies to facilitate misconduct, deception, harassment, discrimination or academic dishonesty
- Accessing, creating, possessing or distributing extremist, violent or hateful material online or offline
- Behaviour that places others at risk of exploitation, coercion, grooming, radicalisation or online harm
- Making malicious or false allegations or complaints
- Providing false or misleading information on applications, enrolment forms or other official College documentation (paper or electronic)
- Unacceptable use of electronic devices, including covert recording of others without consent
- Any other serious behaviour not listed which, in context, may warrant formal consideration under the College's Positive Behaviour Policy

Students under the age of 18 must be accompanied by a parent or carer. Students aged 18 and over can be accompanied by a parent, carer or a friend if they wish.

As part of this process, all available information will be considered, including the concerns raised, support already provided, your views, and any relevant mitigating circumstances.

No decision has been made in advance of the meeting. Following consideration of all information and evidence, the outcome may include:

- No further action
- A First Written Warning or
- A Final Written Warning

Any outcome, together with any agreed actions and support measures, will be confirmed to you in writing following the meeting.

If you are unable to attend, please contact us as soon as possible so that alternative arrangements can be considered.

Yours sincerely

[insert signature]

[insert name of Curriculum staff]

[insert job title]

cc: Parents/Guardians [NB only copy parents/guardians if under 18]

Written Warning Template (Parent/guardian for under 18 Students)

[insert initials of Curriculum staff/CCSA]

[insert date]

[insert address]

Dear

Please find enclosed a copy of a letter that has been sent to [insert student name] inviting them to attend a formal review meeting under the College's Positive Behaviour Policy.

The letter explains the concerns that will be discussed and provides details of the meeting arrangements. As [insert student name] is under 18, we want to ensure that you are fully informed and invite you to attend the meeting as part of the review process

Your support and involvement are important, and we value the opportunity to work together with you and (Student name) to provide a positive outcome and support their continued success at College.

We encourage you to attend the meeting alongside [insert student name]. If you are unable to attend, please contact me as soon as possible so that alternative arrangements can be made.

If you have any questions or would like to discuss the contents of the enclosed letter, please do not hesitate to contact me.

Yours sincerely

[insert signature]

[insert name of Curriculum staff]

[insert job title]

Enc

Positive Behaviour Panel Invite Template (Student)

[insert initials of Curriculum staff/CCSA]

[insert date]

[insert address]

Dear

Ready, Respectful Safe – Positive Behaviour Policy – Invitation a Positive Behaviour Panel

Further to your suspension on [insert date] you are required to attend a Positive Behaviour Panel on [insert date & time]. This will be held at ~~delete as appropriate Chippenham campus/ Lackham campus/ Salisbury campus/ Trowbridge campus or via Microsoft Teams, an email invitation will follow.~~

The purpose of this Panel is to review the concerns that have been raised, consider any support and intervention already provided, understand any barriers or mitigating circumstances.

The college expects all students to be:

Ready

- Be ready for learning by arriving on time with the appropriate equipment for learning.
- Inform the college if you are unable to attend for any reason.
- Do not have open food or drinks with you in learning spaces, only closed water bottles.
- Engage fully with any support recommend by the college to help with your development.

Respectful

- Show tolerance and kindness towards others, maintaining respectful relationships even where views differ.
- Wear clothing that is suitable for the course requirements
- Do not use mobile phones in lessons, unless directed to by staff.
- Treat belongings and resources with care.

Safe

- Always wear lanyards when on college premises.
- Maintain communication with designated staff regarding absence from any session.
- Comply with all health and safety guidance, such as wearing personal protective equipment (PPE) and appropriate clothing, demonstrating safe working practices, completing suitable training for use of tools and equipment.

You have been invited to attend this meeting because of the following concern(s) ~~delete as appropriate:~~

- Promotion of, or recruitment to, extremist or violent extremist organisations
- Theft or unauthorised possession of College or individual property
- Serious deliberate damage to College, student, staff or public property (including vandalism or graffiti on or off site)
- Persistent behaviour that significantly disrupts teaching, learning or College operations
- Deliberate falsification of College records or documentation
- Serious negligence resulting in significant harm, loss or damage
- Violent, dangerous, abusive or intimidatory behaviour towards students, staff or others (including threats or weapons)

- Possession, carrying or use of weapons or imitation weapons on or near College premises
- Serious breach of Health and Safety rules or procedures
- Being under the influence of alcohol or drugs affecting behaviour or safety (excluding prescribed medication where appropriate)
- Creation, possession or sharing of intimate, indecent, sexually explicit or deepfake images without consent
- Serious online abuse, harassment, threats, intimidation or hate-related behaviour
- Misuse of AI or digital technologies to facilitate fraud, impersonation, coercion, exploitation or other serious misconduct
- Behaviour involving sexual violence, coercive control, stalking or image-based abuse
- Accessing, sharing or promoting extremist, terrorist or violent material
- Serious breach of cyber security, data protection or IT acceptable use policies
- Misuse of College IT systems or equipment for abusive or illegal communications
- Bullying, harassment or discrimination
- Criminal behaviour (in or out of College) that may affect safety or suitability to continue study
- Repeated serious breaches of Positive Behaviour Policy

Students under the age of 18 must be accompanied by a parent or carer. Students aged 18 and over can be accompanied by a parent, carer or a friend if they wish.

As part of this process, all available information will be considered, including the concerns raised, support already provided, your views, and any relevant mitigating circumstances before determining any outcome.

The outcome of this Panel will be confirmed to you in writing following the meeting.

If you are unable to attend, please contact [insert CCSA name] on [telephone number] or [insert email address] as soon as possible so that alternative arrangements can be considered.

Yours sincerely

[insert signature]

[insert name of curriculum staff]

[insert job title]

cc: Parents/Guardians [NB only copy parents/ guardians when under 18]

Positive Behaviour Panel Invite (Parent/guardian for under 18 Students)
[insert initials of Curriculum staff/CCSA]

[insert date]

[insert address]

Dear

Please find enclosed a copy of a letter that has been sent to [insert student name] inviting them to attend a Positive Behaviour Panel meeting under the College's Positive Behaviour Policy.

The letter explains the concerns that will be discussed and provides details of the meeting arrangements. As [insert student name] is under 18, we want to ensure that you are fully informed and invite you to attend the meeting as part of the review process

Your support and involvement are important, and we value the opportunity to work together with you and (Student name) to provide a positive outcome and support their continued success at College.

We encourage you to attend the meeting alongside [insert student name]. If you are unable to attend, please contact me as soon as possible so that alternative arrangements can be made.

If you have any questions or would like to discuss the contents of the enclosed letter, please do not hesitate to contact me.

Yours sincerely

[insert signature]

[insert name of Curriculum staff]

[insert job title]

Enc

Positive Behaviour Panel Outcome Template (Student)

Student Name

Address

Ref:

Date

Dear

Ready, Respectful Safe – Positive Behaviour Policy – Formal Process

Thank you for attending the Positive Behaviour meeting held on [date]. The meeting considered the concerns regarding your behaviour, together with all available evidence and provide you with the opportunity to respond before a decision was reached.

Having carefully considered all of the information presented, including your comments during the meeting, the outcome is as follows:

[Option 1 – No Further Action]

No Further Action

After considering all the available evidence, it has been determined that no formal disciplinary action will be taken on this occasion.

Whilst no formal sanction has been issued, the expectations of behaviour discussed during the meeting remain in place. You are expected to continue to conduct yourself in accordance with the College's Positive Behaviour Procedure.

[Option 2 – First Written Warning]

First Written Warning

After considering all the available evidence, it has been determined that your behaviour constitutes a breach of the College's Positive Behaviour Procedure. As a result, you are being issued with a First Written Warning.

[Option 3 – Final Written Warning]

Final Written Warning

After considering all the available evidence, it has been determined that your behaviour constitutes a serious breach of the College's Positive Behaviour Procedure. As a result, you are being issued with a Final Written Warning

We are committed to supporting you to achieve a positive outcome. We expect you to engage positively with your learning, demonstrate respectful behaviour towards others, and consistently meet the standards set out in our Ready, Respectful, Safe ethos. By doing so, you can continue to make good progress in your studies.

We look forward to seeing your continued progress.

Yours sincerely

[insert signature]

[insert name of Curriculum staff]

[insert job title]

cc: Parents/Guardians [NB only copy parents/guardians if under 18]

Positive Behaviour Panel Outcome Template (Parent/Guardian for under 18 Students)

[insert initials of Curriculum staff/CCSA]

[insert date]

[insert address]

Dear

Please find enclosed a copy of a letter that has been sent to [insert student name] advising them of the outcome of the Positive Behaviour meeting held on [date].

Following this meeting the college has reached an outcome in accordance with its Positive Behaviour Policy. Please find enclosed a copy of the outcome letter that has been provided to [insert student name], which outlines the decision made and the expectations moving forward.

We appreciate the important role that parents/carers play in supporting students and would welcome your support in reinforcing the expectations outlined within the enclosed letter.

If you have any questions or would like to discuss the contents of the enclosed letter, please do not hesitate to contact me.

Yours sincerely

[insert signature]

[insert name of Curriculum staff]

[insert job title]

Enc

Cooling Off/Suspension Template (Student)

insert initials of Curriculum staff/CCSA]

[insert date]

[insert address]

Dear

Ready, Respectful, Safe – Positive Behaviour Policy – Cooling off Period/Suspension from College

This is to confirm that you have been placed on a **cooling off period/suspended from Wiltshire College and University Centre** (delete as appropriate) with effect from [insert date].

This action has been taken following an incident on (date) which requires further consideration and investigation. The college has a responsibility to ensure the safety, wellbeing and educational experience of all students and staff while concerns are reviewed. As a reminder the guidelines under the Ready, Respectful and Safe expectations:-

Ready

- Be ready for learning by arriving on time with the appropriate equipment for learning.
- Inform the college if you are unable to attend for any reason.
- Do not have open food or drinks with you in learning spaces, only closed water bottles.
- Engage fully with any support recommend by the college to help with your development.

Respectful

- Show tolerance and kindness towards others, maintaining respectful relationships even where views differ.
- Wear clothing that is suitable for the course requirements.
- Do not use mobile phones in lessons, unless directed to by staff.
- Treat belongings and resources with care.

Safe

- Always wear lanyards when on college premises.
- Maintain communication with designated staff regarding absence from any session.
- Comply with all health and safety guidance, such as wearing personal protective equipment (PPE) and appropriate clothing, demonstrating safe working practices, completing suitable training for use of tools and equipment.

For Cooling-Off Periods only

A cooling-off period is not a disciplinary sanction, and no conclusions have been reached regarding the incident at this stage. Its purpose is to provide a short period of time, normally up to 48 hours, for the College to establish the facts, consider any immediate support needs, and determine appropriate next steps.

For Suspensions only

A suspension is a precautionary measure and does not indicate that any conclusions have been reached regarding the concerns being investigated. You will be provided with an opportunity to respond to the concerns as part of the investigation and any subsequent formal process.

During this period:

- You must not attend any College campus, College activity or College-organised event unless specifically authorised by an appropriate member of staff.
- You must not contact any students or staff directly involved in the matter under investigation.
- You should continue to engage with any learning activities provided remotely where possible.

The College will maintain contact with you during this period and will advise you of the next steps as soon as possible. These may include:

- A return to College with agreed support measures.
 - A restorative meeting.
 - Progression through the Positive Behaviour Process.
 - A formal meeting under the Positive Behaviour Policy.

We will contact you again once the investigation has concluded.

Yours sincerely

[insert signature]

[insert name of curriculum staff]

[insert job title]

cc: Parents/Guardians [NB only copy parents/guardians when under 18]

Cooling Off/Suspension Template (Parent/Guardian for under 18 Students)
[insert initials of Curriculum staff/ CCSA]

[insert date]

[insert address]

Dear

Please find enclosed a copy of a letter that has been sent to [insert student name] regarding the Positive Behaviour Process.

[insert student name] has been placed on a [cooling off period / suspension] (delete as appropriate) from Wiltshire College and University Centre with effect from [insert date]

As [insert student name] is under 18, we wanted to ensure that you are fully informed and to invite you to attend the meeting.

We recognise that this may be a concerning time for both of you and should you have any questions or would like to discuss the contents of the letter, please do not hesitate to contact me.

We will contact you again once the investigation has been concluded or if any further action is required.

Yours sincerely

[insert signature]

[insert name of Curriculum staff]

[insert job title]

Enc



