



Student Learning and Behaviour Policy

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Author/s	James Wilson Grethe Woodward
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Student Learning and Behaviour Policy

COLLEGE MISSION AND VISION

Vision

To be London's best College Group

Mission

To meet the diverse educational and skills needs of our students and the economy

POLICY STATEMENT

United Colleges Group is committed to providing a learning environment in which students can achieve their goals and freely participate in college activities.

The student learning and behaviour policy is designed to:

- Ensure all students are treated fairly
- Ensure all students understand the code of conduct, attendance and professional standards required by the College
- Ensure consistent and fair treatment for all regardless of their age, disability, sex, race, religion or belief, marriage or civil partnership, pregnancy or maternity, sexual orientation, or gender reassignment status
- Ensure procedural fairness
- Ensure that facts are established and where appropriate, an investigation undertaken
- Ensure that all college staff understand the policy and actively support the management of student behaviour so that students meet the expectations of the learning and behaviour policy

RESPONSIBILITIES

Vice/Assistant Principals:

Policy Author / Strategic Lead

Assistant Principals/Curr. Managers:

Responsible for ensuring the policy is understood by teaching teams and consistently applied

Responsible for implementing the policy and for undertaking disciplinary meetings with students

and escalating concerns about continued conduct at the appropriate stage of the process

Duty Managers:

Responsible for promoting positive behaviour and implementing the relevant sections of the policy

Course Managers:

Responsible for promoting positive behaviour and supporting students at the informal stage of the policy

All Staff:

Responsible for promoting positive behaviour and for implementing the Student Learning and Behaviour Policy

LINKS TO OTHER POLICIES

Assignment/Assessment, Standardisation, Moderation, Verification/Internal Quality Assurance Guidelines

2018-19

Acceptable Use Policy

College Standards of Behaviour

1. Behaviour for Learning

The aim of this procedure is to ensure that all students have a sense of belonging to the college community by enabling them to build positive relationships with other students and staff. We recognise that students enrol at the College to invest in their future and this Policy is to support all students to be successful and achieve their aspired learning outcomes. This is however a partnership and requires student commitment to our way of working. The student standards of behaviour applies to all students of the College and our behaviour for learning strategy simplifies this into three student responsibilities: *Be Ready*, *Be Respectful*, *Be Safe*.

Our behaviour expectations relate to creating a positive attitude to learning and to support students to develop their personal attributes, prepare them for their next level of study or the world of work.

We have high attendance expectations and encourage students to be punctual for their classes, and prepared for their lessons by having the resources they need; this includes pens and paper, for specialist subject areas teachers will also provide a list of essential

equipment and resources. In lessons we expect students' mobile phones to be turned to silent and along with headphones stored in their bag unless they are instructed by their teachers to use them for specific learning tasks.

During lessons we expect students to learn to adopt professional behaviours; this includes talking quietly, being respectful and engaging in the lesson. At the end of every lesson we expect students to leave the class tidy and welcoming for the next group.

To keep our environment safe and enjoyable we expect all students to adhere to the **Learner Behaviour Framework:**

- wear ID cards in college make sure lanyards are visible and worn around the neck at all times (A £5 charge is made for replacement ID Cards)
- no hats and/or hoods are worn in college
- follow health and safety procedures
- eat and drink in designated areas (fast food is prohibited)
- put rubbish and recyclable materials in the designated bins
- use designated smoking areas (where applicable)
- Attend all lessons on site and remote,
- Engagement in learning whether face to face or online is as important as attendance
- Arrive promptly for all lessons
- Hand in assignments on time
- Turn off mobiles in lessons

These behaviour for learning expectations are to help ensure that you are treated fairly, calmly and with respect by all staff and students during your time at college. We advocate that forging positive relationships supports the wellbeing of both staff and students. The Standards of behaviour for Students applies to all students and provides further details of expected behaviour.

2. Standards of Behaviour for Students

- 1.1. The **Learner Behaviour Framework** explains how we expect students to behave whilst on the College premises or taking part in College activities. We also reserve the right to investigate incidents which occur off-site

1.2. The following shall constitute misconduct under the Student Learning and Behaviour Policy:

- Smoking (including E Cigarettes or vaping) within any College building, or in any other unauthorised area
- Absence without permission or other good reason from scheduled classes. Poor attendance or recurrent lateness which is not justified by illness or other good reason
- Failure without good reason to meet assignment deadlines
- Breach of College rules such as ID cards not being worn visibly at all times or refusing to show them on request, abusive language and gestures to other students or staff and hoods being worn up while on College premises. (A £5 charge is made for replacement ID Cards)
- Eating or drinking in learning environments. Water in a clear sealed container and food and drink required for medical purposes is permitted
- Using a digital device including a mobile phone in class which is not part of the learning process or in any way which is contrary to the *Acceptable Use Policy*
- Persistent distracting behaviour in the classroom which impedes learning
- Non-compliance with UK Visa and Immigration regulations regarding sponsorships of student visas (where applicable)
- Behaviour in Appendix A COVID

If students do not meet behaviour expectations this will be considered as misconduct.

1.3. The following behaviour is regarded as gross misconduct and will be escalated to the final stage of the disciplinary process which could lead to the permanent exclusion of a student

Examples of gross misconduct

- Violent, indecent, threatening or offensive behaviour and language or the threat of violence
- Inappropriate use of social media e.g. filming, recording and or posting of acts of aggression, violence or sexual behaviour
- Abusive or offensive emails, including the use of another person's email.
- Using College computer resources to download offensive material for example; material of a pornographic nature or material that could be used to encourage radicalisation or terrorism (other than for research purposes clearly linked to the

learning outcomes of a lesson or an assignment), or in any other way to transmit or retrieve material of this kind

- Personal online behaviour that increases the likelihood of, or causes, harm including cyber bullying and sexting
- Fraud, deceit, deception or dishonesty in relation to the College or its staff or in connection with holding any office in the College, or in relation to being a student of the College
- Breaches of the Assignment/Assessment, Standardisation, Moderation, Verification/Internal Quality Assurance Guidelines 2018-19
- Policy including plagiarism, forgery, impersonation and any other form of cheating in assessments or examinations
- Action likely to cause injury or impair safety either on College premises or on any other sites associated with the College through its professional or other programmes
- Assisting unauthorised entry to any College site including lending others your college ID or using other students ID to enter college and/or use college resources
- Harassment of any kind
- Unfounded and malicious complaints brought against a staff and or student member of the College under the College Student Complaints Procedures
- Possession or use of knives, guns or any other item that could be used as an offensive weapon. Refusal to participate in random wandering or screening
- Possession, use, sale or distribution of alcoholic beverages or illegal drugs, or being under the influence of the same, on College premises or at official College sponsored activities off campus. Prescription drugs would fall into this category if they are sold or distributed, or used by someone other than the named person they were prescribed for
- Theft or damage, especially malicious or negligent damage, to College property, or theft or damage to property of the College community on College premises or on other premises used by the College. This can include damage to or other interference with computers or software system administration or supplies belonging to the College
- Unauthorised use or alteration of College documents or stationery; or fabrication of documents or stationery purporting to be College documents or stationery; or

impersonation of College staff, or other persons associated with the College. This includes misuse or unauthorised use of the College name or logo

- Committing a criminal offence on College premises or while involved in College activities, or other conduct likely to bring the College into disrepute
- Appendix A COVID

1.4. The above examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under the Student Disciplinary Procedure

3. Criminal activity

1.5. 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. The College also reserves the right to suspend students pending the outcome of criminal proceedings

4 The Student Re-engagement Process and Disciplinary Procedure

4.1 Stage 1 – Informal Verbal Warning

For first instances of misconduct, a member of staff normally the course tutor may deal with the incident by means of an informal verbal warning, which will include:

STAGE 1 – Informal Verbal Warning:

An informal discussion
with the student regarding
their conduct

A Stage 1 Informal
Verbal Warning has
been declared, with
expectations going
forward clearly

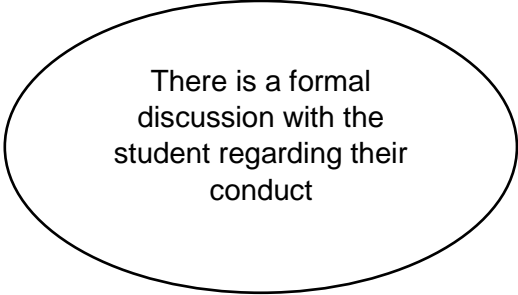
The warning, discussion,
expectations and targets
set are written up on Pro
Monitor

In such instances, students will be informed:

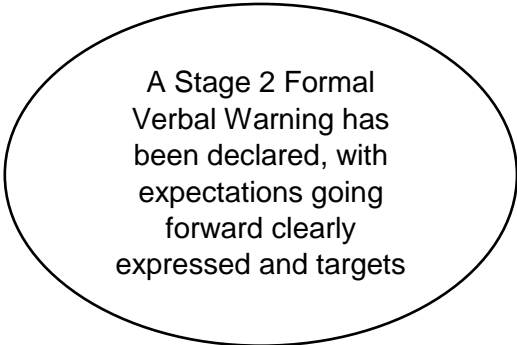
- of the behaviour for learning expectations
- of the Student Code of Conduct
- that any further misconduct will be dealt with formally under the College's Disciplinary Procedure

4.2 Stage 2 – Formal Verbal Warning

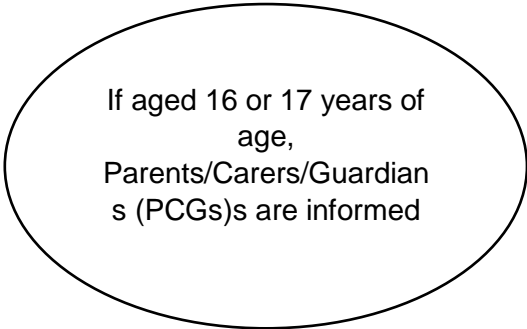
In cases too serious for informal action, or where misconduct persists despite an informal verbal warning:



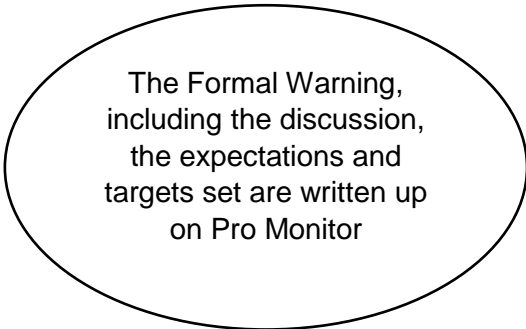
There is a formal discussion with the student regarding their conduct



A Stage 2 Formal Verbal Warning has been declared, with expectations going forward clearly expressed and targets



If aged 16 or 17 years of age, Parents/Carers/Guardians (PCGs)s are informed



The Formal Warning, including the discussion, the expectations and targets set are written up on Pro Monitor

Further instances of misconduct will result in the disciplinary progressing to stage 3

4.3 Stage 3 – Written Warning

If further misconduct occurs, the student's behaviour does not improve, or if the misconduct is deemed more serious, the student will be required to attend a formal disciplinary interview with the appropriate Curriculum Manager, including the following content:

A formal disciplinary interview taken place with the student and PCGs (if 16 or 17 years of age)

If not able to attend the disciplinary interview, for 16 and 17 year old learners, PCGs are involved and informed

Expectations going forward are clearly expressed and targets set

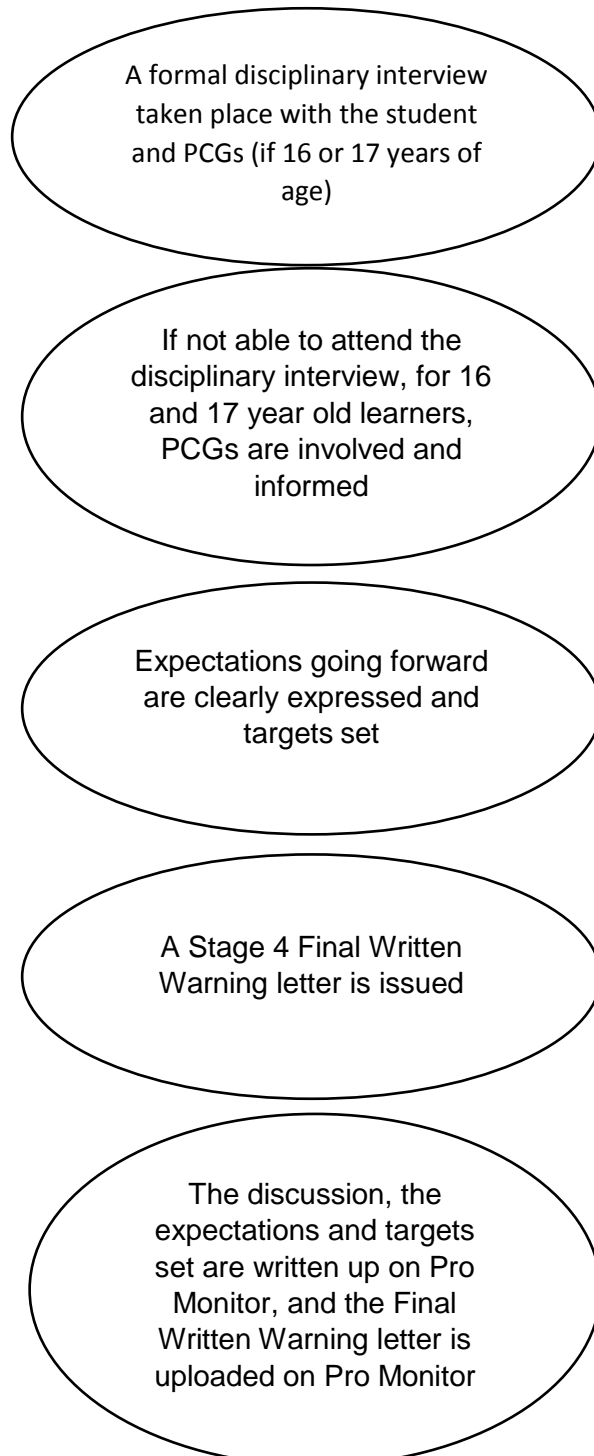
A Stage 3 Written Warning letter is issued

The discussion, the expectations and targets set are written up on Pro Monitor, and the Written Warning letter is uploaded on Pro Monitor

Student ID cards may also be blocked and the student put on report for a limited period of time. This action can only be effected by an appropriate Curriculum Manager and recorded in ProMonitor.

4.4 Stage 4 – Final Written Warning

If further misconduct occurs following the previous warnings, a final written warning may be given. The Assistant Principal and Curriculum Manager will review whether the targets and requirements to satisfy Stage 3 have been met or not. If not, the student will be required to attend a formal disciplinary interview with the appropriate Assistant Principal and Curriculum Manager where the following will take place:



4.5 Stage 5 – Serious Incidents and Gross Misconduct

4.5.1 in cases where there is a Serious Incident and/or Gross Misconduct, the disciplinary process will automatically jump to Stage 5. Examples of Gross Misconduct can be found at point 1.3 in this document.

4.5.2 Suspension

In cases where the alleged misconduct is considered gross misconduct and it is potentially detrimental to the safety of the population of the campus for a student to remain on site, a suspension will be considered. The suspension will remain while the case is being investigated normally 7 working days up to a maximum of 14 working days unless the case is being investigated as a criminal offence (see 2.1). A message from Pro Monitor will be sent to the Assistant Principal, Curriculum Manager, Course Tutor and the Vice Principals and the Performance and Quality Administrator.

4.5.3 High Needs

In the case of a High Needs student, the College will adhere to the conditions confirmed in the relevant Local Authority contract and the SEND Code of Practice. In all cases the Assistant Principal for Student Support Services must be contacted prior to suspension.

4.5.4 Suspension Process

A student can only be suspended by one of the following members of staff:

- Duty Manager

Where the Duty Manager is not available a suspension can be carried out by

- Vice Principal
- Assistant Principal
- Head of Faculty

When a student is suspended pending an investigation they will be informed of the reason for their suspension. This will be confirmed in writing that day using standard templates. Where an incident occurs in the evening the written confirmation may be sent the following day. The letter will be issued by Andrea Edwards, the Senior Administrator for Performance and Quality with the Student Learning and Behaviour Policy enclosed, copied to the appropriate parent/guardian. A note of this will be recorded in ProMonitor and logged centrally by the Performance and Quality Administrator.

Where a student is suspended, the tutor will make arrangements for work to be communicated to the student, together with deadlines for completion.

4.5.5 Investigation

A thorough investigation into the alleged misconduct will take place before a disciplinary interview is held or disciplinary action taken.

The investigation should be carried out by the Assistant Principal for the area that the student is studying in.

This is likely to involve:

1. Witness statements from:
 - Any witnesses
 - The accused
 - Any victims of an incident
2. Incident Report
3. CCTV footage – recorded and stored

The investigating officer will produce a report for the hearing based on the evidence gathered and laid out as follows:

- A summary of what happened in chronological order
- A paragraph judgment of who they think is blameworthy, and how they have breached the Student Learning and Behaviour Policy, with specific reference to the code
- A recommendation as to the outcome

A pack will be compiled by the Performance and Quality Administrator for the disciplinary hearing panel. The pack will include:

- investigation report
- data from Pro Solutions e.g. personal and attendance pages
- incident report form
- comments, meetings and targets from Pro Monitor
- all statements

- CCTV
- any other relevant evidence.

4.5.6 Disciplinary Hearing

All behaviour incidents are considered individually and on their own merits, and decisions are normally based on the balance of probability that an incident did or did not take place. Students have the right to be accompanied to the hearing by a parent/guardian/carer or a member of the Student Enrichment Team. It is the student's responsibility to organise an appropriate person to accompany them. The role of this person is to ensure the student has understood the process and any questions being asked. It is not the role of the person to speak on the student's behalf. It is expected that all students under the age of 18 will be accompanied by a parent/guardian/carer, or in exceptional circumstances an alternative responsible appropriate adult.

A disciplinary hearing should normally take place within 7 working days of the date of suspension and will be no longer than 14 working days (unless the College is awaiting the outcome of criminal proceedings). The college reserves the right for this period to be extended in exceptional circumstances.

The disciplinary hearing provides the student the opportunity to give their account of the alleged misconduct and for the disciplinary panel to consider the evidence presented and the outcome of the investigation.

The disciplinary hearing panel will consist of an independent Head of Faculty and another member of the Senior Management Team (not the Principal or Vice Principals). The hearing will be chaired by the relevant Assistant Principal.

After the disciplinary hearing has taken place, the panel will consider their verdict and the outcome will be communicated to the student in writing within 3 working days.

The following outcomes of the disciplinary hearing are:

- No case to answer
- Final Written Warning
- Exclusion from College

If the outcome of a disciplinary hearing is that a student is excluded from College they will receive a letter outlining the reason for their exclusion and the conditions placed on any future return to College. All outcomes must be communicated to the

parent/guardian/carer, the course team, security and the enrichment team leader/s. Outcomes and all documentation will be recorded and stored centrally by the Performance and Quality Administrator.

If the student breaches the terms of their exclusion, for example by being on College premises without valid reason, their period of exclusion may be extended.

5 Immediate Exclusion

- 5.1 In exceptional circumstances, the Duty Manager will contact a Vice Principal or Assistant Principal who have the authority to immediately exclude a student, where they are satisfied, on the evidence immediately available, that a student has committed an act of gross misconduct that is sufficiently serious to warrant such action
- 5.2 The parent/ guardian/carer of a student aged 16 -18 years or a vulnerable adult must be informed of the immediate exclusion
- 5.3 The employer/ training provider of a sponsored student must be informed of the action taken by the College
- 5.4 The Vice Principal or Assistant Principal will act on information provided to them at the time of the incident, or as soon as is practicable after the incident
- 5.5 In the case of immediate exclusion, the Duty Manager will gather witness statements from staff and students and prepare a report for the Assistant Principal, together with a note in ProMonitor and the student will be given the opportunity to appeal as in section 4
- 5.6 In the case of High Needs students, the Duty Manager will contact the Assistant Principal Student Support services

6 Appeals

- 6.1 A student can submit an appeal at all stages of the disciplinary process except Stage 1 – Informal Verbal Warning. The appeal must be submitted in writing, within ten working days of the date of the warning/exclusion letter. The appeal should be submitted to Andrea Edwards, the Senior Administrator for Performance and Quality to the following email address: andrea.edwards@cw.ac.uk who will then send the appeal to a Vice Principal not associated with the curriculum area involved
- 6.2 Appeals will only be considered based on one of the following grounds:
 - Severity of the disciplinary action was disproportionate
 - A failure to follow procedures in this policy

- New evidence that was not available at the time of the disciplinary hearing
- 6.3 The written appeal letter should clearly outline the reasons for the appeal and on which grounds the appeal is being submitted.
- 6.4 Students who require support with writing an appeal letter can request support from Additional Learning Support
- 6.5 An appeal will only be granted where it clearly meets one of the grounds for appeal. In some cases, this may warrant an appeal hearing if the evidence requires further interrogation, otherwise the appeal will be desk based
- 6.6 An appeal hearing may be convened within 10 working days of the appeal being received. The appeal hearing will be chaired by a Vice Principal.
- 6.7 The appeal hearing will provide the student the opportunity to present the grounds of their appeal. The appeal hearing will not consider the original misconduct issue, unless new evidence is being provided
- 6.8 Students will receive notification of the outcome from the appeal hearing in writing within five working days of the hearing taking place
- 6.9 Where the Appeals Panel decision is to uphold the decision of a Student Disciplinary Hearing to exclude a student, the college may, in particular extenuating circumstances, explore opportunities to re-engage with a student either directly or indirectly through signposting to another organisation, on to a suitable learning programme where the college feels this would be a more socially responsible outcome for an individual student, particularly if they are 16-18, a vulnerable adult or high needs student.

7 Communications Appendix B

- 7.1 Students will receive formal communication at all stages of the disciplinary policy (with the exception of stage 1 – Informal Verbal Warning and Stage 2 – Formal Verbal Warning)
- 7.2 Communication will be in writing addressed to the student using the address details contained on the student records system. It is the student's responsibility to ensure that their address details are kept up-to-date
- 7.3 Students will receive confirmation of the outcome of a disciplinary action within 5 working days of the disciplinary hearing/meeting taking place
- 7.4 Where a student is under the age of 18, communication will also be sent to the parent/guardian/carer
- 7.5 In the case where communications have been sent to the student, but the contact address details have not been kept up to date by the student, the college will still maintain the deadlines for response as set out in this policy

8 Records of disciplinary action

8.1 Details of all warnings and disciplinary meetings will be recorded in ProMonitor.

Incidents of gross misconduct will also be recorded on the Pro Solution

8.2 Records of disciplinary action will remain on the student's file for 12 months and will be recorded in the college's central record of disciplinary action

8.3 A central record of all exclusions and appeals will be kept by the Performance and Quality Administrator

8.4 The outcome of disciplinary action will be communicated to the following staff:

- Student
- Parent/Guardian/Carer (where appropriate)
- Course Team
- Curriculum Manager
- Assistant Principal
- Security
- Performance and Quality Administrator

Appendix A

Expected standards of student behaviour during the COVID Pandemic

Amendment to the Learner Behaviour Framework

1. Social distancing in all college premises must be maintained at all times
2. Arrive promptly for lessons at the start of the day and proceed to your classroom
3. At the end of the day's lessons all students must leave the building
4. Do not congregate in communal areas or on stairways
5. Do not congregate outside the building
6. On entering the building/classrooms use the hand sanitisers
7. At the end of a lesson wipe down your desk using sanitising wipes
8. Follow COVID instructions when using the toilets
9. Wear a college provided facemask on college premises. (A £5 charge is made for replacement facemasks)

Learning online from Home

1. Respect others online. Do not create or publish content that is indecent, threatening or offensive.
2. Do not give out personal information about yourself or another person including passwords.
3. Creating or forwarding content that is harmful, inappropriate or and harassing people by sending multiple messages is online bullying and is unacceptable
4. Seek help if you or somebody else is being bullied or harmed online
5. Mute your microphone and turn off your camera before joining on-line learning

Amendment to the Examples of gross misconduct

1. Deliberate breaches of social distancing
2. Spitting on college premises