

RUNSHAW COLLEGE

POLICY TITLE: Student Disciplinary Policy

APPROVED BY: SMT

AUTHOR: Marie Fairhurst

POLICY OWNER: M Fairhurst

POSITION: Assistant Principal

VERSION: 13.3

LAST UP-DATED: June 2022

REVIEW DATE: June 2023

1. INTRODUCTION

- 1.1 The college has high expectations of students and is committed to ensuring an environment which is a safe and happy place to study
- 1.2 The Student Charter, Runshaw Respect and our ABCDE agenda provide details of the College's expectations of students. These documents along with this policy are available to all students via Moodle
- 1.3 These procedures have been drawn up in order to ensure that all students who may be subject to disciplinary procedures are dealt with in a fair and equitable manner.
- 1.4 It is appropriate in any educational institution to set appropriate standards of performance and behaviour and to operate rules which promote order and fairness and allow the development of students' abilities and skills. Such rules should be readily understood by both the students and staff.
- 1.5 A student who does not meet the required standards of behaviour or academic performance, or breaches policy (detailed in section 8) makes themselves liable to disciplinary action, suspension or expulsion in sufficiently serious cases. However, in the case of students who have difficulty in meeting acceptable standards of academic performance, normal good practice requires that support for the individual will be provided.
- 1.6 Wherever disciplinary action under these procedures is undertaken, all stages of the procedures will be carried out promptly in the interests of both staff and students, although college holiday periods or sickness may cause delay.
- 1.7 It is recognised that for minor breaches of discipline, a less formal arrangement should exist whereby a member of the College's staff will discuss the matter with the student concerned in order to resolve the issue. The outcome of such a discussion would normally be setting of appropriate SMART targets and/or support; it may include a referral to the Progress Mentor Team or Head of School. Such informal discussion is not the subject of this document although failure of a student to respond to such discussion or offers of support could lead to formal disciplinary action.

2. SCOPE

These procedures apply to full-time and part-time students of the College when they are at the College (including attendance on study days), in the vicinity of the College, e.g. Worden Park, and when they are travelling to and from the College on College transport, or on a College organised trip, placement or event. They also apply when behaviour outside of the College has a detrimental impact on others from the College, e.g. cyber-bullying.

3. PURPOSE

The purpose of the procedures are:

- 3.1 To help and encourage students to achieve and maintain acceptable standards of conduct and academic performance.
- 3.2 To ensure consistent and fair treatment in relation to disciplinary action taken in response to allegations of unacceptable conduct or performance.

4. GENERAL PRINCIPLES

- 4.1 Disciplinary action will only be taken when there is sufficient concern or evidence to warrant such action. Where appropriate, Heads of Studies will request a student incident report form.
- 4.2 If appropriate, the Principal (or staff acting with the authority of the Principal, e.g. a Head of Studies), may suspend the student whilst the investigation is carried out.
- 4.3 At every stage, a student has the right to be advised of the reason for formal disciplinary meetings, to hear the evidence against them and to state their case.
- 4.4 If a student fails, without good reason, to attend a disciplinary meeting which they have been instructed to attend, the meeting can take place and a decision made in their absence.
- 4.5 A student has the right to appeal against any disciplinary penalty imposed from the final formal warning stage and against any decision to expel. Students on 16-19 Study Programmes have the right to be accompanied to an appeal hearing by a parent/carer/guardian and a student on the Adult programme may be accompanied by another student, Progress Mentor or Student Counsellor. If at any stage of the disciplinary procedures, a student receives a warning about unacceptable behaviour or unsatisfactory academic performance, guidance and support will be offered, as necessary, to help them reach the required standards.
- 4.6 If a student fails to respond to a warning then they may elect to withdraw from the college before any further action is taken.
- 4.7 Electronic recordings of any formal meetings, disciplinary or appeal hearings are not permitted by any party.
- 4.8 Consideration will be given to mitigating or extenuating circumstances such as learning difficulties, where behaviour might be the consequence of a recognised Special Educational Need (SEN), e.g. Asperger's. Consideration may also be given where there are serious personal or family problems. However, these factors may not excuse unacceptable behaviour.
- 4.9 Where appropriate special consideration will be given to Looked after Children or students on 16-19 Study Programmes who are living independently.
- 4.10 Disciplinary warnings will normally remain on a student's record for 2 years or for the duration of their programme of study. For the Pre-advanced Programme warnings will normally remain for the duration of study at a particular level. Internal reports record the numbers of students who receive formal warnings and the reasons for the disciplinary action for monitoring purposes.
- 4.11 Warnings are reviewed and moderated by the Student Support Manager group.

5. STAGES OF THE PROCEDURES

- 5.1 Normally the procedures will be followed in the order of the stages set out in Section 6 below. However, offences of a serious nature may be brought into the procedure at any stage if any earlier stage would not be severe enough or appropriate to deal with it. For example, there may be occasions when indiscipline is considered to be so serious as to justify a final formal warning or even expulsion.
- 5.2 Minor lapses from acceptable standards of discipline or academic performance may be dealt with by the student's teacher or Progress Mentor giving informal cautions or guidance. If the matter is more serious or if the student repeatedly ignores informal cautions/guidance or fails to achieve the targets set by tutors, a formal letter will be issued by the Progress Mentor or a Head of School detailing the targets agreed. If the student fails to meet these targets within the agreed review period the formal warning procedure detailed in section 6 will be used.

6. THE FORMAL WARNING PROCEDURES

- 6.1 The disciplinary procedures are the direct responsibility of the Principal but the operation of the procedures is delegated to Heads of Programme, Heads of Studies or another appropriate staff member.
- 6.2 **Level 1 Warning**
- (i) If a student's behaviour, attendance or academic performance does not meet the required standards, or a student fails to respond to a reasonable request from a member of staff, the student will normally be given a Level 1 Warning.
 - (ii) A written copy of the reasons for the warning, the targets set for improvement and any time limits will be given to the student and a copy kept in the student's records.
 - (iii) Parents/carers/guardians of students on 16-19 Study Programmes will be informed in writing of the warning.
- 6.3 **Level 2 Warning**
- (i) If a student who has received a Level 1 warning fails to meet the set targets or the College's standards in other aspects of their behaviour, attendance or academic performance, or fails to respond to a reasonable request from a member of staff, the student will normally be given a Level 2 Warning.
 - (ii) A Level 2 Warning may also be given if a student commits a serious offence of indiscipline which warrants more than a first stage formal warning.
 - (iii) A written copy of the reasons for the warning, the targets set for improvement and any time limits will be given to the student and a copy kept on the student's record.
 - (iv) Parents/carers/guardians of students on the 16-19 Study Programmes will also be informed in writing of the Warning.
- 6.4 **Level 3 Final Warning**
- A Level 3 Final Warning will normally be given to a student by a Head of Studies if the student fails to meet the targets or comply with the conditions set by a Level 2 Warning
 - despite having been given a Level 2 Warning as a result of unacceptable behaviour, attendance, unsatisfactory academic performance, or failure to comply with a reasonable request from a member of staff the student commits a

further offence of indiscipline or their academic performance continues to be unsatisfactory

- a student commits a serious offence of indiscipline which warrants more than a Level 1 or Level 2 Warning; examples of such offences may include:
 - cases of bullying or harassment including cyber-bullying or inappropriate use of social media
 - aggressive or intimidating behaviour
 - fighting
 - verbal abuse towards another student or member of staff
 - conduct which could threaten the health and safety of others

The above examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under this procedure.

- (i) A Level 3 Final Warning will give details of the reasons for the warning, the improvement required and any specified time limits within which such improvements must be made.
- (ii) The student will be advised that failure to comply with the terms of the Level 3 Final Warning will normally result in expulsion.
- (iii) The student will be advised that this is the final stage of the formal disciplinary procedure and that they have the right to appeal in accordance with the Appeals Procedure.
- (iv) Parents/carers/guardians of students on the 16-19 Study Programmes will be informed in writing of the warning, the targets set for improvement and the support to be offered to the student. They will be sent a copy of the College Disciplinary Policy.

6.5 **Suspension Procedure**

- (i) A student may be suspended if, the student commits / or is suspected of committing offence which is regarded as so serious as to be normally regarded as grounds for immediate suspension and may lead to expulsion; examples of such offences include:
 - violent, dangerous or intimidating conduct-including possession of a weapon or imitation weapon
 - conduct which could threaten the health and safety of others
 - sexual, racial or other harassment of another student or member of staff
 - abusive behaviour towards another student or member of staff (including making or sharing malicious comments about another student)
 - theft or unauthorised possession of any property or facilities belonging to a student, the College, or any employee of the College
 - damage deliberately carried out on College property
 - refusal to carry out reasonable instructions of a member of staff or to comply with college rules
 - allowing a non-member of the college on campus using their own membership card
 - possession of, and/or consumption of and/or incapability due to alcohol
 - Possession of illegal drugs or drug paraphernalia
 - use of or dealing in illegal drugs
 - incapability as a result of being intoxicated by reason illegal drugs
 - possession of/ use of legal highs

- possession of / use of synthetic cannabinoids vaping liquid-see appendix A for guidelines
- commission of a criminal offence, whilst a student, which may adversely affect the College's reputation
- Failure to respond to the targets set in a level 3 warning
- an extended period of poor attendance, where absence is not notified or reasonably explained
- Failure to complete essential work that would result in a student failing their course or programme of study, without reasonable explanation

The above examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under this procedure.

- (ii) It should be noted that the college has a zero tolerance policy towards drugs, legal highs, synthetic cannabinoids and alcohol and offences of this nature will automatically lead to expulsion.
- (iii) It should be noted that suspension is not deemed to be a sanction in itself. Suspension allows time for the investigation of the offence; in some cases, students may be suspended and, following investigation, disciplinary or further action is not appropriate. Suspensions will normally be carried out by a Head of Studies.
- (iv) A suspended student will normally be required to leave the College premises immediately. In the case of students on 16-19 Study Programmes, the College will give the student the opportunity to arrange transport home or provide the student with the cost of the fare home where necessary.
- (v) A suspended student will be advised that they are excluded from the College during the period of the suspension and that any attempt to enter the College during this period will be regarded as a serious breach of discipline. The Head of Studies will request the return of the student's membership card.
- (vi) During the period of suspension teachers will be required to provide work for the student to complete until the date of the disciplinary meeting in the form of a suspension hearing.
- (vii) The parents/carers/guardians of students on 16-19 Study Programmes will normally be informed of the suspension as soon as practicable. A written copy of the reasons for the suspension will be given to the student and a copy kept on the student's file. A copy will be sent to the parents/carers/guardians of students on 16-19 Study Programmes together with a copy of the College Disciplinary Policy.
- (viii) A disciplinary meeting, in the form of a suspension hearing will normally be arranged within 5 working days of the suspension. The student will be informed of the date, time and place of this meeting and of the case against them. If the student requests extra time to prepare their case, the hearing may be put back for a period not longer than 5 working days. The College will endeavour to accommodate special requests e.g. religious festivals.
- (ix) At a hearing following a suspension, a student on a 16-19 Study Programme may be accompanied by a parent/carer/guardian and a student on the adult programme may be accompanied by another student, Progress Mentor or Student Counsellor.
- (x) A student will normally be informed in writing of the outcome of the disciplinary meeting (suspension hearing) within 5 working days. A copy will be also sent to the parents/carers/guardians of students on 16-19 Study Programmes

6.6 The Expulsion Procedure

- (i) A student may be expelled if:
 - the student fails to comply with a final formal stage warning or
 - despite having been given previous warnings as the result of either unacceptable behaviour, attendance or unsatisfactory academic performance, the student commits a further offence of indiscipline or his or her academic performance continues to be unsatisfactory.
 - the student commits an offence which is so serious that permanent exclusion from College is the most appropriate course of action. Examples of such offences are listed in 6.5 (i) though the list is not exhaustive of all serious offences which could result in expulsion.
- (ii) A student who falls within the categories described in 6.5 (i) and who is facing possible expulsion will normally be suspended until a disciplinary meeting is held. In this case, the Suspension Procedure described in 6.5 will be followed.
- (iii) Offences relating to drugs or alcohol will lead to automatic expulsion. A disciplinary meeting will be held within 5 working days of suspension to allow for investigation where needed. Any student who is expelled for offences relating to drugs or alcohol will be entitled to an appeal hearing under section 7. Please note that the college may share information relating to drugs offences with the police
- (iv) A disciplinary meeting, in the form of a suspension hearing, will normally be arranged within 5 working days. The student will be informed of the date, time and place of this disciplinary meeting and of the case against them. If the student requests extra time to prepare their case, the hearing may be put back for a period not longer than 5 working days. The College will endeavour to accommodate special requests e.g. religious festivals.
- (v) At the meeting a student on a 16-19 Study Programme may be accompanied by a parent/carer/guardian, the student's Progress Mentor may also be present. A student on the Adult Programme may be accompanied by another student, Progress Mentor or Student Counsellor.
- (vi) At the suspension hearing, the Head of Studies or a designated College Manager will explain the reasons for the suspension first. Then the student will have the opportunity to present their case and any supporting evidence and to challenge the case against them.
- (vii) A student will normally be informed in writing of the outcome of the disciplinary meeting (suspension hearing) within 5 working days. A copy will be also sent to the parents/carers/guardians/guardians of students on 16-19 Study Programmes.
- (viii) A student has the right to appeal against the outcome of the disciplinary meeting (suspension hearing).
- (ix) In the event of expulsion teachers will be required to provide work for the student to complete until the appeal deadline or until the appeal hearing if an appeal is lodged
- (x) A student who is expelled from the college will not be allowed to return to study on any Programme or course of study.

7. THE APPEALS PROCEDURE

7.1 A student has the right to appeal against a Level 3 Warning or against a decision to expel and will be informed of this right.

7.2 Appeals against Level 3 Warnings

- (i) If a student wishes to appeal against a Level 3 Warning, they must do so in writing to the Senior Manager responsible for their Programme within 5 working days of notification of the warning.
- (ii) An appeal hearing will normally be held within 5 working days of receipt of a request. The appeal will normally be heard by the appropriate Senior Manager.
- (iii) A student on a 16-19 Study Programme has the right to be accompanied to the appeal hearing by a parent/carer/guardian and an adult student on the Adult programme may be accompanied by another student, Progress Mentor or Student Counsellor.
- (iv) A student will be informed in writing of the outcome of their appeal within 5 working days of the appeal hearing. For students on 16-19 Study Programmes, a copy of the letter will also be sent to the parents/carers/guardians.

7.3 Appeals against Expulsion

- (i) If a student wishes to appeal against a decision to expel them, they must do so in writing to the Principal within 5 working days of notification of expulsion.
- (ii) An appeal hearing will normally be held within 10 working days of receipt of the request. The student will be informed in writing of the date, time and place of the appeal hearing and the reasons for their expulsion. The student will be given a copy of the College Disciplinary Policy. If the student requests extra time to prepare their case, the hearing may be put back for a period not longer than 5 working days. The College will endeavour to accommodate special requests e.g. religious festivals.
- (iii) An appeal against expulsion will normally be heard by the Principal or their delegate.
- (iv) A student on a 16-19 Study Programme may be accompanied by a parent/carer/guardian and a student on the adult programme may be accompanied by another student, progress mentor or student counsellor.
- (v) At the appeal hearing, chaired by a Senior Manager, the Head of Studies or designated College Manager will explain the reason for the expulsion first. The student will have the opportunity to present their case and any supporting evidence and to challenge the reasons for their expulsion.
- (vi) A student will normally be informed in writing of the outcome of the appeal hearing within 5 working days. For students on 16-19 Study Programmes, a copy of the letter will also be sent to the parents/carers/guardians/guardians.
- (v) If the student's appeal is unsuccessful, he/she will be informed in writing of his/her right to refer the matter to the Education and Skills Funding Agency (ESFA). complaints.esfa@education.gov.uk.

8. Other Associated Policies / Documents

Accident, Incident and Dangerous Occurrences Procedure
Attendance Policy
Non-Examined Assessment Policy
Care and Control of Students and the Use of Reasonable Force Policy
CCTV Monitoring Policy
Child and Vulnerable Adult Protection Policy
Equality and Diversity and Inclusion Policy
Freedom of expression policy
Guidelines on e-cigarettes and vaping
Acceptable use of IT Facilities policy
Internet Access and Online Safety Policy
Fitness to Study and Practice Policies
Search and Screening Policy
Student Charter
Student Harassment and Bullying Policy
SEN Policy
Substance Misuse Policy
Trips and Residential Policy
Work Placement policies



Appendix A - Guidelines for vaping liquids



In order to protect our college community, all students who choose to use an E-Cigarette/ Vape product must adhere to the following when using e-cigarette/ vape products on campus -

- e-liquids must be contained within proprietary labelled/ branded.
- e-liquids must be within sealed bottles/ containers that are not refillable via a screw cap.
- Students who choose to vape must retain the e-liquid bottle, even if it is empty, so that the content of the bottle can be compared to the content of their e-cigarette/ vape if required.
- Students should not be in possession of more than 4 x 25ml bottles or 1 x 100ml bottle/ container whilst on college premises.



Appendix B - High Expectations



We know that as a student here you will naturally have very high expectations of the college and that you will be reassured that we also have high expectations of you!

Our expectations are simple.

We expect you to:

- **Attend** all lessons on time.
- **Behave** appropriately at all times and adhere to the Runshaw Respect agenda.
- Wear your membership **card** visibly at all times so that everyone can see that you have a legitimate right to be on the campus.
- Meet all **deadlines** that are set as part of your Study Programme.
- **Ensure** that you are fully committed to, and engage with, all aspects of learning and college life.

Runshaw is a really safe and happy place to study and to work... we really appreciate everyone's support to keep it that way.



We believe education changes lives, so we put teaching and learning and the needs of our students first.

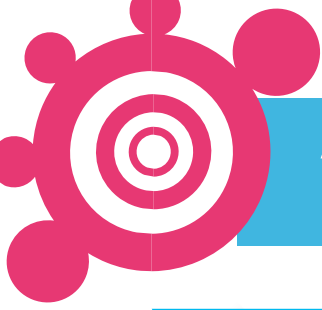
Therefore the College is committed to:

1. Providing a safe, supportive and inclusive environment where difference is celebrated.
2. Ensuring you are given accurate information about your chosen course and are placed on a study programme that meets your individual needs.
3. Identifying your learning needs and providing support to enable to you settle into college quickly.
4. Developing positive working relationships with you that are built on a foundation of mutual respect.
5. Agreeing targets with you that are meaningful, challenging and support you in reaching your full potential.
6. Providing high quality teaching, learning and assessment to engage and motivate you.
7. Delivering impartial information, advice and guidance on career and personal goals.
8. Providing comprehensive, high quality support services that remove barriers to learning and develop positive attitudes and skills.
9. Listening to your views and taking action to further improve your college experience.
10. Providing a wide range of opportunities to develop your employability skills, interests and ambitions.

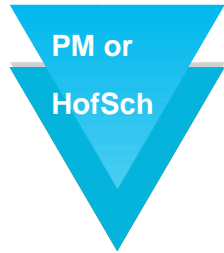
Our aim is to make sure you are happy, safe and successful. In order to achieve this aim, it is important that you work in partnership with us and meet our expectations.

This includes to:

1. Embrace the spirit of Runshaw Respect.
2. Attend all classes, exams, appointments, work experience / placements sessions and learning commitments punctually; report and account for any absence or lateness.
3. Tell us promptly about any additional help you may require so we can provide the best support for you.
4. Value everyone in our learning and wider community, treating them with courtesy and respect at all times.
5. Actively engage with all learning and support opportunities both in lessons, and outside of the classroom.
6. Meet the requirements of your study programme such as assessment deadlines, coming prepared to lessons and completing tasks set for personal directed study.
7. Complete all work to the best of your ability and use the feedback you are given to further improve and meet agreed targets.
8. Respect the college environment and act responsibly and safely at all times.
9. Take responsibility for your own learning, development and progression, participating fully in activities that support your future.
10. Participate fully in opportunities to share your views, providing constructive feedback to enable the College to continually improve your experience.



Appendix D - Disciplinary Procedure - Summary Flowchart*



FORMAL MEETING



LEVEL 1 WARNING



LEVEL 2 WARNING



LEVEL 3 FINAL WARNING



SUSPENSION**



EXPULSION

* in the event of serious mis-conduct this process may not be sequential

** a student who is suspended will be expected to complete work until the date of a disciplinary meeting (suspension hearing)



Disciplinary Procedure for offences involving drugs or alcohol



HofSt

STUDENT SUSPENDED

Informed of disciplinary meeting date and that zero tolerance policy will result in automatic expulsion.

HofSt

DISCIPLINARY MEETING

Student expelled and informed of right of appeal - Note, students will be informed that they have access to course resources for 5 working days to allow for an appeal or until the outcome of any expulsion hearing if an appeal is made.

AP

EXPULSION APPEAL HEARING
