



Student Behaviour Policy

This policy is available on-line at: www.stc.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Principal – Professional and Vocational College
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Principal – Professional and Vocational College

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
SEG	v.10	March 2015	March 2016	Principal Professional and Vocational College

Equal Opportunities: Impact Assessed

Review:

POLICY NUMBER 62

1 Policy Statement

What the College expects of its students.

South Tyneside College recognises itself as a diverse, inclusive community and affords equality of opportunities to its students and staff.

All of the College's staff are committed to supporting all students to achieve their personal learning goals and ambitions. Students are expected to support the College and one another in this effort by behaving in a way that creates an orderly learning environment and contributes not only to their own success but to that of their fellow students.

2 Scope

The procedures relating to suspension and dismissal of students referred to in this document, may be superseded by specific procedures identified and stipulated within contracts relating to specific training programmes and schemes i.e. school partnerships.

Company sponsored students, including marine students, are subject to the Company Disciplinary arrangements but should be aware that breaches of College discipline will be reported to their company and agreement will be reached with the company concerning the action to be taken.

3 Legislation

The following legislation is applicable to this policy:

- Disability Discrimination Act 2005
- Data Protection Act 1998
- Human Rights Act 1998
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Race Relations (Amendment) Act 2000
- Special Educational Needs and Disability Discrimination Act 2001
- Equality Act 2010

4 Responsibilities

Everyone has a responsibility to give full and active support for the policy by ensuring:

- 4.1 The policy is known, understood and implemented; within this general responsibility there are some specific responsibilities:
- 4.2 All students must:

- 4.2.1 Observe the College's rules and regulations.
- 4.2.2 Be courteous, considerate and respectful to other students, to members of staff and other users of the College.
- 4.2.3 Be punctual and maintain good attendance in all classes.
- 4.2.4 Refrain from anti-social activities such as shouting, swearing, spitting and other unruly, abusive and offensive behaviour.
- 4.2.5 Refrain from any activities that would reduce their ability to participate fully and safely in the work of the class, for example the consumption of alcohol or drugs.
- 4.2.6 Treat all College premises and property with respect.
- 4.2.7 Respect the property of other people.
- 4.2.8 Refrain from any unlawful activity.

5. Actions to Implement and Develop Policy

- 5.1 How the College will respond to inappropriate or unacceptable behaviour

Students should be aware that the College has the right to remove from its premises anyone whose behaviour is unacceptable and anyone who has no legitimate reason for being in the College.

Students must carry their College Registration Card with them at all times and may be asked to show staff (or anyone sub-contracted by the College for the purposes of security or safety) this card as proof of their identity and status.

- 5.2 Separate procedures apply to:
 - 5.2.1 School partnerships (14-16 year olds)
 - 5.2.2 Marine company sponsored students
 - 5.3.2 Resident students at Dr Winterbottom Hall
 - 5.3.4 Specific contracted programmes

5.3 CIRCUMSTANCES IN WHICH THE COLLEGE WILL CONTACT THE POLICE

Where a student is suspected of/commits a criminal offence such as:

- theft
- criminal damage
- drug use or drug dealing

- assault
- illegal use of college facilities including information and communication technology

The police will be called to deal with the incident.

6. Monitoring and evaluation

The College's Student Disciplinary Committee will monitor the operation of the policy annually.

7. Related Policies

- Race Equality Policy
- Equality & Diversity Policy
- Harassment Policy
- Anti-bullying Policy

STUDENT BEHAVIOUR POLICY/CODE OF BEHAVIOUR

Procedure to implement the Policy

- 1 Separate procedures apply to:
 - a) All other students not mentioned below
 - b) School partnerships (14-16 year olds)
 - c) Company sponsored students
 - d) Resident students at Dr Winterbottom Hall
 - e) Specific training programmes

- 2 Breaches of the policy will be investigated in a three stage process.

Stage 1 - Breaches that will be dealt with at a School/Hall of Residence level. If unresolved,

Stage 2 - Breaches that will be dealt with at a College level. If unresolved,

Stage 3 - Appeals procedure.

2.1. **General**

Where a disciplinary matter is being considered, a Head of School may decide immediately to issue a formal written warning or to invoke the College's Student Disciplinary Procedure if the offence is felt to be sufficiently serious.

- 2.1.2 In all formal disciplinary proceedings the right of students to be given a fair hearing will be upheld.
- 2.1.3 Where students fail to attend classes, parents/carers (if the student is under 18) or employers will be notified promptly of all unauthorised absences.
- 2.1.4 A record will be maintained of the student's timekeeping. Where there is a pattern of persistent lateness, parents/carers (if the student is under 18) or employers will be informed.
- 2.1.5 Students who persistently or seriously misbehave and who as a result of their behaviour change the pace of the learning, or are potentially dangerous in class may be required to leave the class.

Students asked to leave class under these circumstances will remain on College premises and will be provided with directed study by the lecturer.

Where this occurs, the lecturer must record the incident and report it to the Head of School.

If a student persistently misbehaves, the Head of School may issue a formal warning.

In taking this action the Head of School will make reference to records of the student's offences and efforts made by staff to effect any improvement.

At this point the student will be advised in writing that the formal Disciplinary Procedure is being followed. (Stage 2)

- 2.1.6 Students who misbehave in other areas of the College may be required to leave the premises.
- 2.1.7 Where students fail to produce work, or produce unsatisfactory work as a consequence of a lack of effort or application, parents/carer (if the student is under 18) or employers will be notified and action will be taken by the College to ensure that the work is completed to the required standard.
- 2.2.1 Stage 1 of the procedure is:

At the first stage, the Curriculum Leader will give a verbal warning. This will be confirmed in writing.

A copy of this written statement will also be sent to the student's parent/carer (if the student is under 18) or employer.

A second formal warning will be issued by the Head of School if the student fails to make an improvement, and/or commits further offences.

This will be a written warning. A copy of this written warning will also be sent to the student's parent/carer (if the student is under 18) or employer.

Where a student fails to make an appropriate response, he/she may be subject to the College's Student Disciplinary procedure.

The student may be temporarily suspended subject to an investigation of the alleged breach of the Code of Behaviour. Student suspension can only be authorised by the Chief Executive, Deputy Chief Executive or Principal

This may ultimately lead to permanent exclusion from the College.

- 2.3 Stage 2 of the procedure is:

THE COLLEGE'S STUDENT DISCIPLINARY PROCEDURE

- 2.3.1 The College's Student Disciplinary Committee hears all cases where a student has been suspended from the College for persistently failing to comply with College, School or Course Regulations or because he/she is suspected of having committed a serious breach of the regulations.

Serious breaches would include such things as:

- theft
- threatening behaviour including racial, sexual or other harassment

- wilful damage to property
- drunk and disorderly behaviour
- drug use or drug dealing
- deliberate breaches of safety legislation and safety regulations

Where a student has been suspended, the Principal will be notified and arrangements made for a Disciplinary Committee Meeting to be held.

The Student Disciplinary Committee is chaired by an Assistant Principal or delegated deputy with two Heads of School.

The College's Student Disciplinary Committee has the power to permanently exclude a student from the College.

The student will be invited to attend the meeting for the purposes of presenting his/her case to the Student Disciplinary Committee. He/she can be accompanied by parent/carer/friend if he/she wishes.

2.3.2 Stage 3 of the procedure is:

2.3.3 The student may appeal against the decision of the Student Disciplinary Committee by submitting a written declaration to the Principal clearly stating the grounds for the appeal within 5 working days of the decision.

For the purposes of an appeal by a student, the Principal will form an Appeals Committee comprising of the Principal and two Heads of School who have not been involved at the earlier stages of the procedure.

3 School Partnerships

Where a student's behaviour is disruptive, offensive, is distracting to other students or is potentially dangerous the lecturer would:

3.1.1 Make arrangements to have the learner excluded from class and supervised whilst on College premises.

3.1.2 Telephone contact will be made with the school to the designated contact and the incident verbally reported as soon as possible. The school will be asked to collect the student.

3.1.3 If a student persistently misbehaves or if there is a serious misdemeanour, the Head of School will arrange a meeting with the school.

4 Company sponsored students.

Specific arrangements are negotiated with individual companies and specified in contracts. Reference should therefore be made to the appropriate company representative.

5 Resident students at Dr Winterbottom Hall.

5.1 Offences that will be dealt with at Dr Winterbottom Hall.

The manager of the Hall may suspend a resident of the halls of residence by removing them to a suitable place but cannot exclude the person from the College.

6 For specific training programmes where disciplinary procedures are a contract condition reference should be made to the contract.