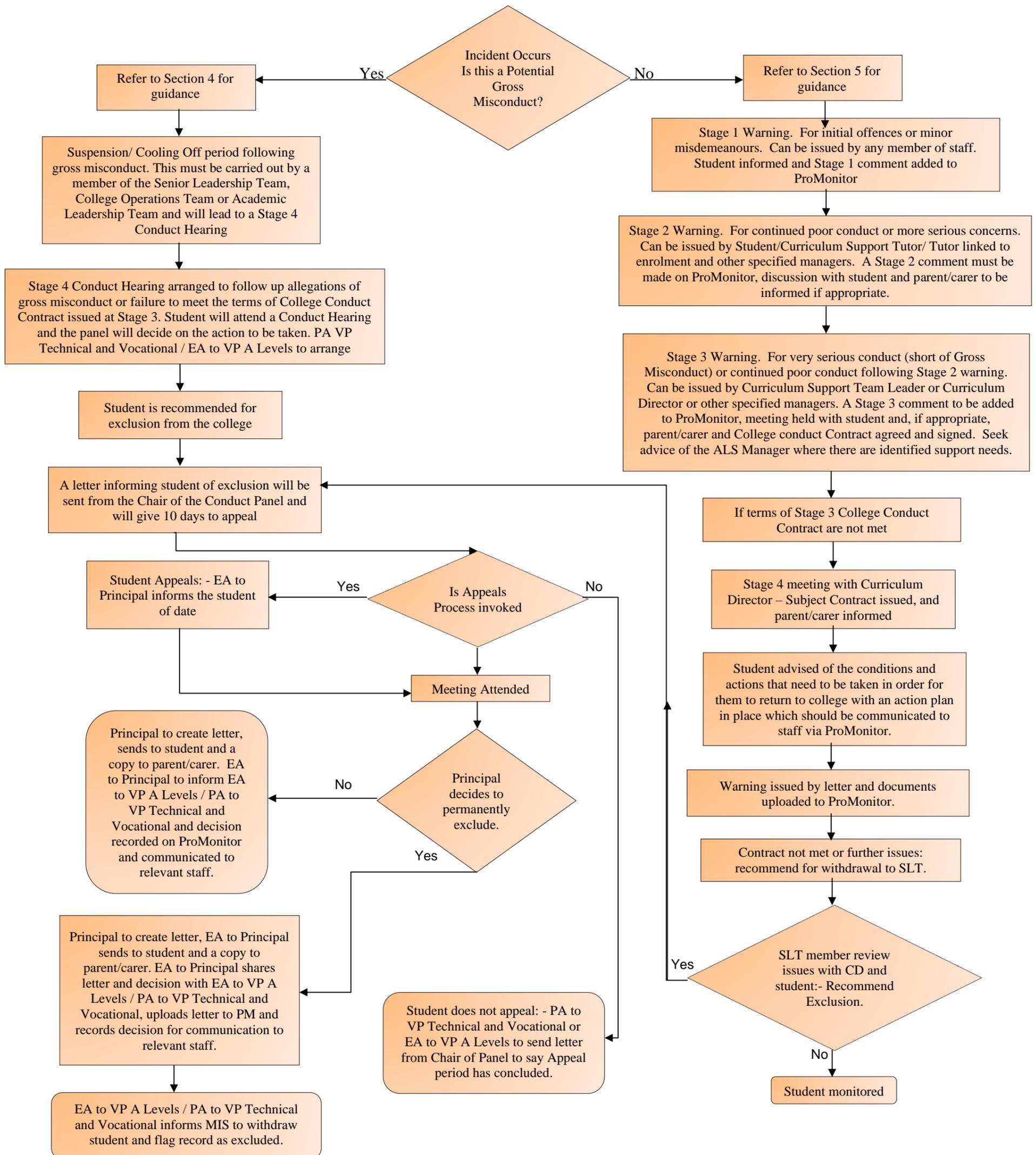


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<b>SHREWSBURY COLLEGES GROUP</b>	<b>POLICY &amp; PROCEDURE</b>
<b>STUDENT CONDUCT POLICY &amp; PROCEDURE</b>	

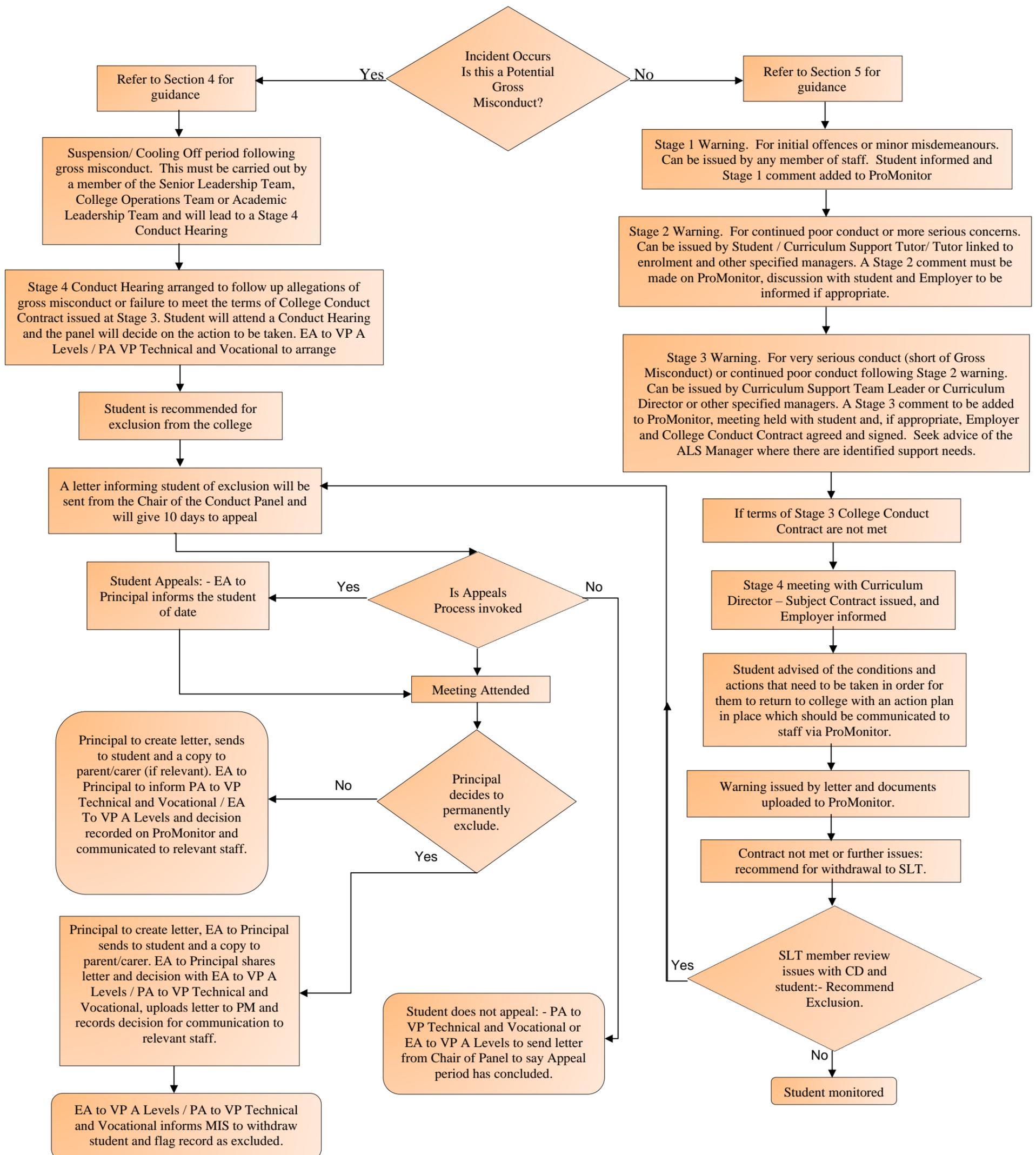
### Student Conduct Procedure – At a Glance

Poor Student Conduct (see section 4 for definition)



**Student Conduct Procedure – At a Glance Apprentices, Adults and HE**

Poor Student Conduct (see section 4 for definition)



## **1. AIM**

If we are to be successful in providing our students with a positive experience at college and with any college activities then we require excellent standards of conduct, both in and out of the classroom. This policy, and the procedure within, is designed to support the maintenance of good classroom behaviour and to provide a fair and transparent system for dealing with any situation related to conduct that may arise on any Shrewsbury Colleges Group (SCG) campus. It also relates to student conduct on trips/visits and towards other members of the college community off campus (including via social media). There should be an early emphasis on rewarding good behaviour and utilising targets to encourage improved behaviour unless gross misconduct has occurred. We should also, at all stages, look to provide and signpost to support to give students a reasonable chance to achieve success. The purpose of this document is to ensure that students and staff can work in a safe and considerate environment that supports learning.

## **2. SCOPE AND PURPOSE**

This Policy applies to all students enrolled at SCG (hereafter known as the College), whether full-time or part-time (including Apprentices and Higher Education students), whether or not their course is validated by or associated with any other Institution. This Policy aims to encourage good conduct in terms of behaviour and also good conduct in terms of orientation to learning, manifesting itself in areas such as attendance and the completion of work. Gross misconduct may lead to action being taken against a student. Repeated poor conduct or a single act of gross misconduct may result in a student being suspended or excluded from the College.

## **3. OBLIGATIONS OF STUDENTS**

Students must behave reasonably and should follow other College policies and procedures including:

*The Equality and Diversity Policy*  
*The Anti-Bullying Policy*  
*The IT Acceptable Usage Policy*  
*Online Safety Policy*  
*The Health and Safety Policy*  
*The Criminal Convictions Policy*  
*The Visits/ Trips Policy*  
*The Safeguarding Policy (Including Prevent)*  
*The Fitness to Study Policy*

All these policies are available on InfoPoint.

#### 4. GROSS MISCONDUCT

**This is conduct which compromises the safety and/or educational experience of members of the college community. It also refers to conduct which may damage the reputation of Shrewsbury Colleges Group.**

*The following are examples of gross misconduct which may result in suspension. This list is not exhaustive.*

- Any breach of any of the student's obligations set out in the code of conduct and including the Learner Agreement and any breach of health and safety or other College regulations.
- Failure to follow the reasonable instructions of a member of staff, thereby putting themselves or others at risk.
- Aggressive or confrontational behaviour towards a member of staff, student or person visiting or working within the College.
- Non-compliance with assessment guidelines procedures. Cheating, plagiarism or copying of the work of other students.
- Deliberately or by gross negligence causing damage to any College buildings, equipment, books or furnishings or any property of others.
- Unauthorised access, use of, or interference with software or data belonging to or used by the College.
- Theft of property or any other dishonest acts.
- Bullying, harassment, intimidation, taunting, verbal abuse, defamation of character or the use of any violence or threat of violence towards any person, whether in person, on line or via social media platforms.
- Any illegal act which has an adverse effect on the work of the College or on other students.
- Contravention of regulations regarding the receipt of Bursary and Hardship funds or Educational Maintenance Allowances, or any other grant monies.
- Any incident which misuses cameras, mobile phone cameras or videos where consent to take pictures has not been obtained in relation to other students or staff enrolled at the college both during the college day and out of college hours.
- Possessing, supplying or being under the influence of any controlled drugs or alcohol on College premises. This also includes the possession of drug related paraphernalia.

Other similar incidents may be considered as gross misconduct, in addition to the examples outlined above. Students may be charged for any damage to property.

## **5. POOR CONDUCT**

It is expected that all staff will address poor conduct there and then.

The following are examples of poor conduct which may result in the conduct procedure being followed. This list is not exhaustive.

- Intentionally missing lessons or non-attendance at College and repeated poor punctuality
- Noisy or unruly conduct or the use of foul language.
- Disrupting any class or any other College activity, whether or not involving staff or other students.
- Smoking in non-designated areas.
- Conduct which could bring the College into disrepute, e.g. misconduct on public transport or annoyance to College' neighbours.
- Non-return of College library books and other College property loaned to students for the duration of their enrolment.
- Repeatedly failing to display a current student ID card and lanyard.
- Failure to submit work to meet deadlines.

Any serious cases of poor conduct may be treated as gross misconduct (Please refer to section 4 on gross misconduct)

## **6. ACADEMIC MISCONDUCT**

### **SUBJECT CONTRACTS AND SUBJECT AGREEMENTS FOR STUDENTS ON A LEVEL**

Subject Contracts are a key element in the context of the College Student Conduct Procedures but also the cornerstone of a structure which puts in place formal support arrangements to help to retain students on course and facilitate their success on that course. They are only to be used with students where their Study Programme is made up of multiple enrolments (ie) A levels.

#### **Fundamentals**

- Contracts are instigated by Programme Leaders or subject staff with PL agreement.
- Contracts will be signed by the student and a copy sent to parents.
- The contract is constructed by subject staff and sets out key criteria to enable the student to begin making progress and be successful in this subject.
- Actions should be achievable within the time period set out in the contract. (Exemplar available).

Subject contracts fall under Stage 2 of the College's Student Conduct Procedures.

### **Subject Contract Review**

It is essential that a review date is included on a contract. This date must allow sufficient time for a student to respond to the actions identified and also for parents to receive the contract.

Following the review date, a meeting must take place with the student to consider how the contract has been observed. The student, subject tutor and Programme Leader should be present. How the student has responded to the contract should be documented on ProMonitor in Learner Meetings using the meeting type "Subject Contract" then "Stage 2 – Student Review".

Should the student not attend due to continued absence issues then the terms of the contract should still be reviewed.

### **Action post review**

- A contract may be extended with a new review date
- The student may be taken off subject contract.
- The student may have failed to meet the contract requirements

All outcomes should be recorded through Learner Meetings on ProMonitor remembering to use the pull down option under Subject Contract Outcome as this automatically puts a comment on the student record and advises Reception and EA to VP A Levels for their next actions as follows:

- Extended – new contract sent to parents
- Completed – letter sent to parents advising them
- Failed – Staff Review meeting planned by EA Vice Principal A Levels

If a student is failing to meet the terms of their subject contract then a further discussion on action to be taken is required between the Programme Leader, their line manager and the Curriculum Support Team Leader / Manager. This meeting should be documented on ProMonitor using the meeting type "Subject Contract" then "Stage 2 – Staff Review" remembering to use the pulldown menu 'Subject Contract Outcome'.

Curriculum Support Team Leader / Manager to inform parents of outcome/progress.

### **Subject Contract guidelines**

**6.1** Ensure that a comment is created on ProMonitor to say that the student has been placed on a Subject Contract.

In the student's Learner Comments area create a new comment selecting the Subject Contract comment type as shown below, this will automatically mark the comment FAO

Reception and EA to Vice Principal A Levels. This is critical as Stage 2 Subject Contracts are tracked by the according to the At Risk Procedure which is overseen by the Curriculum Support Team Leader / Manager.

Make this visible to the student so that they can clearly see in ProPortal (their version of ProMonitor) that the subject contract has been issued to them.

**6.2** Place an electronic copy of the contract, which has been signed by the student, on ProMonitor in the documents section. Please keep the original in your departmental records. If the student is not present to sign indicate why and upload the contract without signature.

To do this click on the uploaded documents link on the left hand side of the student's main screen.

Click on browse and you will then be able to locate the file in which you have saved the contract in your own network area.

Type in a name for the document e.g. 'Sociology Contract' under the heading Document Descriptions.

There is no need to add an expiry date.

Click on the Add button to upload your document.

**6.3** Reception will send a copy (taken from the uploaded documents area) to the home address, to be signed by parents and returned to the Reception to be placed on ProMonitor.

Sending it home is essential for all subject contracts as failure can have a significant impact on a student's programme of study. This is subject to the correct permissions being in place.

A standard covering letter (see below) will be included with the contract. This will be signed by the Programme Leader.

**6.4** Once the "Stage 2 – Student Review" meeting is complete please update the outcome and add any notes which are relevant as a part of the review of subject contract conditions.

Use the Add Comment facility in the "Comments resulting from this meeting" section. This will create a new comment called "Subject Contract Outcome".

You need to select the enrolment and add text to say "Contract Completed", "Contract reissue", or "Contract failed" and the correct letter will be sent out and EA to Vice Principal A Levels will arrange the staff review if needed.

### Supportive Action Plans

These plans are put in place to enable student success on a course where they are deemed to need specific actions to succeed or where there are other circumstances that might make a subject contract unsuitable. A subject contract could result from a Supportive Action Plan. They are sent home to parents and as there is not a specific comment tab for this category, they will not be picked up on a regular basis by Reception therefore you should include Reception when adding a comment about the plan on ProMonitor for them to action with the appropriate documentation uploaded to Documents and they will send out the appropriate accompanying letter and action plan.

### Subject Agreements

Subject areas not wishing to involve parents at this stage but wishing to set up a formal agreement with students, should record the presence of a subject agreement on ProMonitor, under the General comment type. Unlike subject contracts, because there is not a specific comment tab for this category, this means that this will not be picked up on a regular basis by Reception. This agreement will be a matter within the department and as parents are not contacted it is not seen as a measure via which a student can be directly asked to leave a subject.

## 7. EQUALITY AND FAIRNESS

Students with learning difficulties and/or disabilities or other students with identified support needs including Looked After Young People and Young Carers, may show conduct that is determined by factors out of the control of the student, e.g. a disability, medical or drug controlled behaviour. In addition, the Safeguarding Team can assist in assessing the problem and can offer advice on suitable strategies. All warnings at Stage 3 or above involving Looked After Young People must be reported to the Safeguarding Manager (Sue Croxon) as Designated Teacher for LAYP. However, any student with or without learning difficulties or other support needs, is subject to the Conduct procedure in cases of alleged gross misconduct.

Opportunities should be taken to ensure that specific needs or circumstances arising from the protected characteristics of any student are taken into account in the interpretation of this policy.

## 8. CONDUCT PROCEDURE

**IMPORTANT:** All stages/instances of the Conduct procedure **MUST** be recorded within 24 hours on ProMonitor. **There is a comment type relating to each of the 4 stages of the process.**

### ***Stage 1 Warning***

This stage is for dealing with minor misdemeanors and initial offences. Where a student is found to have engaged in poor conduct, a Stage 1 warning can be issued by any member of staff. Where a Stage 1 warning is given, the learner **must** be informed why they are receiving the warning. Strategies to address any issues should be discussed and a SMART Target be set. The warning must then be recorded on ProMonitor, under the Stage 1 comment type and made FAO the Course Tutor assigned to their enrolment or Student /Curriculum Support Tutor. **Parents/ Carers do not have to be informed at this stage**, however they can be if the Curriculum Director considers it to be appropriate. The College relationship is with the student who is being developed in their time at college to be responsible for their learning. If the member of staff issuing the warning would like to issue the student with a written record of the warning this can be done using the template in Appendix 2.

### ***Stage 2 Warning***

Stage 2 is for continued poor conduct or more serious concerns than would be pursued at Stage 1. Examples include continued poor attendance, disruptive behaviour in class or some types of bullying behaviour. **Stage 2 warnings can be issued by the Course Tutor assigned to their enrolment, Student / Curriculum Support Tutor, Curriculum Director, Programme Leader, Student Services Support Manager, Curriculum Support Team Leader / Manager or any member of SLT.** If the conduct is witnessed by another member of staff they should refer to one of the above as appropriate.

The warning must be recorded on ProMonitor under the Stage 2 comment type and made FAO the Course Tutor assigned to their enrolment or Student / Curriculum Support Tutor. **Parents/ Carers should be informed at this stage if the student is under 18 and this contact recorded in the ProMonitor comment.** This can be done via any medium, including the template found in Appendix 3.

There is an option at this stage to create a contract stating the behaviour required from the student. If this is the case a copy should be saved to the student's Uploaded Documents section of ProMonitor. Consider if it is appropriate to involve parent/carers at this stage.

### ***Stage 3 Warning***

Students can be 'fast tracked' to this stage of the procedure, if the conduct causes major disruption or where the offence warrants it. A Stage 3 warning is also issued if a student's conduct does not improve following the issuing of a Stage 2 warning.

**Stage 3 warnings are issued by the Curriculum Support Team Leader / Manager for students on Academic Study Programmes and Curriculum Directors for students on Vocational Study Programmes. They may also be issued by any member of SLT as appropriate.**

The student (and their parent(s)/ carer(s) if they are under 18) are invited to a Stage 3 meeting where the issues are discussed and a contract signed agreeing to the terms for the student's continued enrolment at college. There must be 7 days' notice given for the meeting.

Templates for inviting parent(s)/carer(s) and the student to a Stage 3 meeting are included in Appendix 4.

The meeting will be attended by the member of staff issuing the Stage 3 warning, parent(s)/ carer(s), the student and any other members of staff as seen as appropriate. The conduct of the student, appropriate sanctions and any support needs will be discussed in the meeting as well as appropriate referrals (relating to Progression, Safeguarding or Additional Learning Support).

At the end of the meeting a contract clearly stating the expectations on the student if they are to remain on their Study Programme will be agreed and signed. A template for a Conduct Contract can be found in Appendix 5.

A Stage 3 comment must be made on ProMonitor FAO of all staff supporting or teaching the student. A copy of the contract must be uploaded onto the Uploaded Documents section of ProMonitor. A date for the contract to be reviewed, by the member of staff who has issued it, must be agreed and the outcome of this review shared with the student, parent(s)/carer(s). Any renewed contract should be uploaded onto ProMonitor and a follow up comment to the initial Stage 3 comment should be provided. If the student has made sufficient progress they can be removed from Stage 3. If they have not responded they may be referred to The Curriculum Director for a Stage 4 meeting.

Students on Stage 3 of the conduct procedure will be added as 'High Risk' to the At Risk register.

**A Stage 3 warning will ordinarily be issued where a student has been asked to leave a subject on their Academic Study Programme having failed to meet the terms of a Subject Contract or as a result of Academic Misconduct.**

### **Suspension**

At any stage where there is a danger of further poor behaviour or gross misconduct, a student may be suspended from the College immediately or asked to 'cool off' at home by **any member of Senior Leadership Team, College Operational Team or an Academic Leadership Team**. In some circumstances a manager might request a member of staff to suspend the student to enable the manager to be on the subsequent panel.

In a case of gross misconduct involving more than one student, for example, a fight, all students involved will usually be suspended during the investigation and until a disciplinary hearing takes place. Suspension / cooling off in this case is not a sanction, but an opportunity for the College to investigate the incident/ allegations and to protect all parties

from allegations or further incidents.

Students with learning difficulties and/or disabilities or other students with identified support needs including Looked After Young People and Young Carers, may show behaviour that is determined by factors out of the control of the student, e.g. a disability, medical or drug controlled behaviour. In this case, it is important that the student is reviewed by the Additional Learning Support Manager **before** a suspension takes place. If a Looked After Young Person is suspended the Safeguarding Manager (Sue Croxon) as the Designated Teacher for LAYP must be informed within 1 working day.

A student in receipt of Bursary payments who is suspended 'pending' a Stage 4 meeting, should not be paid their Bursary. If the students involved are allowed to return to College with no conditions applied, they will receive their Bursary back-paid for the period of their suspension, unless exceptional circumstances are present and reviewed by the Director of Curriculum Support.

### **Conduct Hearing Panel**

The EA to the Vice Principal A Levels or Vice Principal Technical & Vocational is responsible for gathering all of the relevant information for the panel and sharing this with panel members. The VP A Levels and the VP Technical & Vocational can/ should appoint an 'investigating officer' to find out all the relevant information, this would normally be a Curriculum Director but can be a member of the College Management Team.

### **Stage 4 – Conduct Hearing and Decision/Recommendation**

A Stage 4 Conduct Hearing is where a decision is made on the future in college of a student who has been suspended and/or involved in gross misconduct or, for Academic issues, who has failed to meet the terms of a Conduct Contract issued at Stage 3.

The student will be asked to attend a Conduct Hearing within 7 working days, written notice of the hearing will be given. Parent(s)/Carer(s) will be invited to attend where the student is under 18. Anyone over 18 can bring an advocate of their choice.

The Chairperson conducting the Conduct Hearing will not have had prior involvement at any previous stage of the process relating to the complaint but will have seen all the documentation. Disciplinary hearings will be chaired by a member of the Senior Leadership Team. Panel members could be any member of the College staff elected by the College Management Team. There should be a minimum of two panel members (ideally there will be 3 members including the Chair). However, the member of staff who suspended the student or issued the Stage 3 Conduct Contract cannot form part of the panel, to ensure that it remains impartial and fair. The investigating officer must be invited to the meeting to provide information and provide a recommendation as well as answer questions from the panel. Any student with a recognised support need may be accompanied by an advocate.

The panel meeting will have a minute taker and a representative from the student support team, such as Safeguarding or Student Services who could be one of the three panel

members or in addition. The panel will take the student through their alleged conduct. Normally, witness statements/ evidence from college staff will be in writing and may be referred to throughout the panel meeting, whilst protecting the identities of other students. The student will be given the opportunity to state his or her case and to question the evidence presented, the Chairperson will then bring the hearing to a close. The hearing panel will make a judgement which will be notified in writing to the student and their Parent(s)/Carer(s) within five working days of the interview.

The decision may state that:

- no action should be taken
- that a lesser action should be taken, such as the issue of a Conduct Contract at Stage 3
- the student is recommended for permanent exclusion.
- the student is recommended for a temporary exclusion
- Mediation can be considered at any stage of the procedure.

**The recommendation for any type of exclusion is to be made to the Principal**

### **Appeals**

Any student recommended for exclusion will have the right to appeal in writing to the Principal. This must include the grounds for the appeal, within ten days of the decision to exclude them. Appeals will only be allowed on the grounds of new evidence, procedural error or excessive sanction. Appeals are not to go over the case again.

The Principal or their nominee will arrange an appeal interview within ten working days. The appeal panel will consist of the Principal or their nominee and a member of the College Management Team (this person must not have been on the original panel). The student will be given at least five days' notice of the time and place of the appeal interview and will be entitled to be accompanied by a friend, relative or carer.

- The Principal will need to be given all relevant documentation as soon as notice of the appeal is received.
- The chair of the original panel will attend and explain why the decision was taken to recommend permanent exclusion. The student will present their reasons for appeal, based on the criteria set out above, verbally and/or in writing.
- Within five days of the appeal interview, the final decision by the Principal or his nominee will be confirmed in writing to the student. There is no appeal against the Principal's decision.

Appeals are not accepted for any decision other than exclusion.

## **9. RECORDING AN EXCLUSION**

When a decision to permanently exclude a student has been made by the Principal, the EA to the Principal will pass an electronic copy of the decision letter to either the EA to Vice Principal A Levels or the PA to Vice Principal Technical & Vocation for them to:

- record on ProMonitor for relevant staff information
- upload the letter as a document
- inform MIS of the withdrawal and request a 'flagged' status on the student record which will prevent any further applications or enrolments proceeding without being referred to Vice Principal A Levels or Vice Principal Technical & Vocational.

## **10. CRIMINAL OFFENCES**

Where any member of staff has reason to believe that a student may have committed, or may be intending to commit, a criminal offence, the College may refer the matter to the Police and may still continue proceedings under this procedure irrespective of any criminal process.

## **11. STUDENTS UNDER 18/ SPONSORED STUDENTS**

If a student under 18 years of age at any stage of either the conduct process, a parent or carer will be invited to attend any formal meetings, hearings or appeal interviews and will also be sent copies of warnings issued at Stage 2 and above. Consideration should be given to students who have declared difficult parental relationships before sending copies of letters.

If a student who is being sponsored at the College by an employer, training agency or a partner institution (i.e. University) is given a formal written warning or expelled or suspended the employer, the partner institution or training agency will be informed whenever practicable.

## **12. SCHOOL PUPILS 14-16 YEARS**

Instances relating to the conduct of school pupils will be dealt with in accordance with the school's disciplinary procedure. The College retains the right to refuse access to college for any school pupils.

## **13. HIGHER EDUCATION STUDENTS**

Higher Education students are subject to this policy unless the nature of the allegation invokes the partner HEI's relevant policy.