

Learner Behaviour and Discipline Policy

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1 Introduction to the Policy

The health, safety, and wellbeing of our learners and staff is important and we strive to ensure that college life is enjoyable and rewarding for all.

2 Purpose

The college is committed to supporting all learners to achieve their academic potential. The college follows a restorative approach and actively encourages all staff and learners to build and maintain positive relationships. In cases where behaviours are no longer acceptable, this policy sets out the procedures that will be put in place. At all stages, learners will be listened to, given support and opportunities to change their behaviour.

3 Scope of Policy

- All FE FT and PT learners
- FT and PT Learners enrolled in the college through partner organisations (HE, apprenticeship, training providers, day centres)
- School links whilst on campus – *If a matter arises relating to 14 to 16 students the local authority and/or the school must be contacted at the outset to ensure that they engage with the process. Following discussion with the local authority and/or school if a different course of action is agreed, this needs to be fully documented and included on the student record where appropriate.*
- Behaviours on campus
- Some behaviours off-campus – *This policy may also be used for alleged acts of misconduct off College sites, on work placements, or via internet/social media channels, if they are connected to the College and it is deemed appropriate to do so by the College.*

4 Links to other documents

This policy should be read alongside the following documents:

- Fitness to Study Policy
- Anti-bullying and Harassment Policy
- Whole College Approach to Behaviour

5 Disciplinary Process

The table below outlines the stages the college will follow during a disciplinary process. At each stage, learners are given the opportunity to discuss their behaviour and agree ways in which they can make changes.

The college recognises that there may be underlying reasons and mitigating circumstances for certain behaviours. For this reason, there is not an exclusive list of behaviours associated to each stage of the process.

However, the following circumstances will always result in stage 3 of the disciplinary process:

- Supply, possession or consumption of illegal drugs on campus
- Supply, possession or consumption of alcohol on campus
- Carrying an offensive weapon
- Persistent verbal abuse to learners and/or staff
- Physical abuse to/attack on learners and/or staff
- Theft
- Sexual abuse or assault

The following items are not allowed in college under any circumstances:

- Knives and other weapons
- Alcohol
- Drugs
- Stolen items
- Fireworks
- Pornographic material

Possession of any items above will result in stage 3 of the disciplinary process.

6 Discipline Stages

Stage	Process handled by	Potential outcome	Max time periods	Records kept	Appeal
1. Improvement Notice - informal	Lecturer, Tutor, Assessor	Informal Improvement notice and progress plan.	Progress Plan – 3 weeks	Improvement Notice OnTrack Progress plan OnTrack targets WBL 61 Day Review	Campus Co-ordinator/Deputy Head of School/Head of School
2. Improvement Notice – formal (in preferred language) (Parents/Carers to be invited to meeting where possible)	Campus Co-ordinator/Deputy Head of School/Head of School Work Based Learning Manager	Formal improvement notice and progress plan.	Progress Plan – 3 weeks	Formal improvement notice OnTrack Progress plan OnTrack targets	Director of Learner and Campus Services
3. Disciplinary Intervention Meeting (Parents/Carers to be invited to meeting)	Director of Learner and Campus Services Lecturer, Tutor, Assessor to be	Formal disciplinary notice and progress plan	Progress Plan – 3 weeks	Formal disciplinary notice – OnTrack Progress plan – OnTrack targets	Director of Learner and Campus Services from different campus.

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where possible and simultaneous translation arranged if required.))	invited to meeting.				
4. Exclusion Hearing (Parents/Carers to be invited to meeting where possible and simultaneous translation arranged if required.))	Director of Learner and Campus Services from different campus.	Exclusion	Decision within 5 working days	Exclusion notice - OnTrack	College Principal

7 Improvement Notices

Improvement notices may be issued at stages 1 (informal) and 2 (formal) of the disciplinary process. These notices are issued in the preferred language of the learner (according to the language preference noted on EBS). Records must be kept of the notice and development plan using EBS OnTrack.

Improvement notices and development plans give learners the opportunity to reflect on and change their behaviour. Where this does not happen, the disciplinary process will progress through to the next stage. The timescales for this are outlined in the table above, however may be subject to change depending on an individual circumstance.

8 Suspension

A learner may be suspended from College immediately by a Head of School or Director of Learner and Campus Services, pending a disciplinary meeting. If neither a Head of School or Director of Learner and Campus Services is present on campus, they may provide written approval (email or Teams message) for the manager of Learner and Campus Services to carry out the suspension.

Suspension occurs to allow a cooling down period after a serious event and/or to allow unhindered investigation of the event. Any such suspension will be confirmed in writing by the manager of Learner and Campus Services. That learner will be invited to a disciplinary meeting, where possible, within 10 days of the suspension.

9 Disciplinary Intervention Meetings – Stage 3

A disciplinary intervention meeting will be held by a Director of Learner and Campus Services. Prior to the meeting all relevant information must be sent to the director in order for them to prepare.

The invitation to the disciplinary intervention meeting will be in the preferred language of the learner (according to the language preference noted on EBS). Learners will be asked if they would like to use the Welsh language at the meeting. If they note that they would like to use Welsh at the meeting, they will be informed that either the meeting will be conducted in Welsh or a translation service will be provided from Welsh to English and from English to Welsh for that purpose. A simultaneous translation service will be provided at the medium unless the meeting can be conducted in Welsh.

The learner may be accompanied by a one of the following categories - student union representative, a fellow learner, friend, their parents, guardians, carers or support representative (excluding any legal representation).

The purpose of the disciplinary intervention meeting is:

- to establish facts
- to discuss any mitigating factors

- to decide upon any proposed disciplinary action

Where a disciplinary intervention meeting is paused pending further investigation, any learner who has been suspended will remain on suspension until the meeting is reconvened.

10 Exclusion Meetings – Stage 4

An exclusion meeting will be held by a member of the Strategic leadership Team (SLT) and a Director of Learner and Campus Services from a campus different to the one attended by the learner. Prior to the meeting all relevant information must be sent to SLT and the director in order for them to prepare.

The invitation to the exclusion meeting will be in the preferred language of the learner (according to the language preference noted on EBS). Learners will be asked if they would like to use the Welsh language at the meeting. If they note that they would like to use Welsh at the meeting, they will be informed that either the meeting will be conducted in Welsh or a translation service will be provided from Welsh to English and from English to Welsh for that purpose. A simultaneous translation service will be provided at the medium unless the meeting can be conducted in Welsh.

The learner may be accompanied by a one of the following categories – student union representative, a fellow learner, friend, their parents, guardians, carers or support representative (excluding any legal representation).

The purpose of the exclusion meeting is:

- to establish facts
- to discuss any mitigating factors

Where an exclusion meeting is paused pending further investigation, any learner who has been suspended will remain on suspension until the meeting is reconvened.

A decision following the exclusion meeting will be communicated in writing within 5 working days.

11 Appeal against exclusion

The final right of appeal is to the College Principal.

The learner has the right to appeal in Welsh or English. All correspondence related to the appeal will be in the desired language of the learner. Learners will be asked if they would like to use the Welsh language at the appeal meeting. If they note that they would like to use Welsh at the meeting, they will be informed that either the meeting will be conducted in Welsh or a translation service will be provided from Welsh to

English and from English to Welsh for that purpose. A simultaneous translation service will be provided at the medium unless the meeting can be conducted in Welsh.

A learner who wishes to appeal against exclusion should inform the Principal in writing within 10 working days of the date of the exclusion letter, stating the grounds for the appeal. The appeal should be heard by the Principal or another member of the Senior Leadership Team (SLT) (who was not involved in the exclusion panel) within 15 working days of the appeal being lodged. The Principal or SLT member may ask some other person to sit with them to hear the appeal.

Within 5 days of the appeal meeting, the decision will be confirmed in writing by the Principal.

12 Criminal offences

Where any member of staff has reason to believe that a learner may have committed a criminal offence this should be referred to a member of the senior leadership team. The College may refer the matter to the police and may continue disciplinary proceedings under this policy or suspend the learner pending the outcome of police enquiries and any charges which may be brought against the learner. Where the learner has been suspended under this provision, once the results of those enquiries and any criminal proceedings are known, the college reserves the right to re-commence disciplinary proceedings.

Any disciplinary action relating to alleged criminal offences will be based on the genuine belief of the member of staff taking the action after a proper investigation and will not require a criminal conviction. The College is not bound by the results of any criminal proceedings against learners, but it may influence any decision on the suitability of the individual to continue studying at the college.

13 Monitoring

An annual monitoring report will be produced for the Senior Leadership Team and Curriculum and Quality Committee.