

LEARNER DISCIPLINARY AND BEHAVIOUR POLICY

POLICY STATEMENT

City College Peterborough is committed to ensuring that it creates an environment where learners take responsibility for their own learning and behaviour. The aim of the Policy is to ensure that there is a fair and consistent approach to learner disciplinary issues across the College, ensuring the learning environment remains positive and supportive and is not disrupted by inappropriate behaviour or actions.

Where behaviour prevents others from feeling safe, secure, respected and able to learn effectively or is contrary to the terms of the learning contract between the College and the Learner, this may result in disciplinary action as outlined below.

A criminal offence committed during the time a learner is enrolled at the College, whether or not it occurred on College premises, could lead to this disciplinary procedure being used. It is important that every learner has the opportunity to enjoy a rewarding and enjoyable experience during their course or programme. Your entitlement and responsibilities as a learner are detailed below to help you achieve your goal.

SCOPE

This policy covers all learners on programmes at City College Peterborough. For learners with identified support needs, the disciplinary process will be triggered if they consistently fail to adhere to the actions agreed within their support plan.

YOUR ENTITLEMENT AS A LEARNER

As a learner at City College, you are entitled to:

- an assessment of your needs and how they will be met.
- details of your programme of study, qualifications, attendance times, course dates, fees and concessions and allowances/payments (where applicable).
- know the name of your tutor, how they may be contacted and who in the College you should contact about any issues concerning your programme of learning.
- regular and constructive advice, support and feedback on your performance.
- know what the College's Health and Safety and Complaints and Appeals procedures are.
- a safe and secure learning environment.
- equality of opportunity in all aspects of your learning experience.
- help and support to deal with literacy, numeracy, language, study skills and other identified needs.
- to be taught or trained by people who are competent in the subject area.
- programmes of learning that are managed and co-ordinated to high standards.
- opportunities to receive information and advice on progression and other learning opportunities.
- be asked for your views on the quality of your programme of learning and to receive regular feedback on improvement actions taken as a result.

YOUR RESPONSIBILITIES AS A LEARNER

As a learner, you are expected to:

- make a positive commitment to your own development and learning.

- attend at least 80% of classes and to be on time.
- study and complete work by the agreed deadline (and to notify your tutor should you not be able to meet the deadline)
- pay all applicable course fees / instalments regularly and on time.
- complete the necessary enrolment, agreements and evaluation documentation as required legally for audit and compliance purposes.
- complete Individual Learning Plans (or equivalent) as required by the Quality Framework.
- notify absences in good time directly to the College.
- on publicly funded courses, avoid taking holidays or leave throughout the duration of your programme, unless in an emergency or under exceptional circumstances as agreed with the tutor and confirmed by the manager in advance of the course start date.
- respect equipment, learning materials, the environment and buildings.
- respect others by not using your mobile phone unless instructed by the tutor to do so as part of your lesson.
- show respect to others by appropriate language, actions and behaviour.
- participate fully in sessions where your progress is reviewed and giving and receiving constructive feedback.
- promptly bring any concerns you may have to the attention of your tutor or another appropriate named contact.
- agree to be contacted by the College after your course for information on your destination (what you are doing e.g. working, volunteering. or studying again).

The following are some of the instances in which disciplinary action may be taken; they are not, however, an exhaustive list.

PERFORMANCE ON COURSE/PROGRAMME

- Work which, due to lack of effort and /or attendance, is of a consistently poor standard.
- Cheating and plagiarism – including direct copying from the internet, other learning resource or material or past or present learner's work and to pass off as own work.
- Failure to complete work to agreed deadlines.

BEHAVIOUR

- Poor attendance without an acceptable explanation.
- Poor punctuality.
- Behaviour which is disruptive or offensive to College staff and/or other learners.
- Behaviour likely to bring the College into disrepute.
- Suspected of being under the influence of a banned substance/alcohol.
- Failure to comply with responsibilities as a learner.
- Swearing or other abusive language.

SERIOUS MISCONDUCT

- Violence or vandalism to people or property.
- Abuse, bullying or harassment as defined in the College's Anti-Bullying and Harassment Policy.
- Rudeness, disrespectful or other inappropriate behaviour.
- Theft and/or Forgery.
- Breach of Health & Safety e.g. tampering with fire alarms.
- Irresponsible behaviour resulting from use of banned substances or alcohol.
- Promotion or sale of banned substances.
- Serious misbehaviour which is disruptive or offensive to College staff and/or other learners or visitors to the College.
- Significant misconduct likely to bring the College into disrepute.

- Behaviour likely to cause accident or injury to self or others.
- Serious damage to College premises (or other external venues used by the College) and equipment (including IT equipment).
- Unauthorised interference with IT systems or computer configurations, for example 'hacking'.
- Inappropriate use of internet and email and social media – accessing or transmitting material which is considered by the College to be offensive, obscene, abusive, malicious to staff or other learners, sexist, racist or defamatory content.

Please note this list is not exhaustive and, depending on the circumstances, the College may choose to consider other actions as serious misconduct.

Behaviour Management Process

The four stages of the disciplinary procedure are listed below. Please note that the severity of the issue will determine which stage the process begins at, for example, an act of violence to another person could trigger stage 3 or 4, bypassing the earlier stages.

Stage 1	Informal warning 1 (Cause for concern) Staff inform learners in a one-to-one of the nature of the cause for concern.	Tutors
	Informal warning 2 (Escalated cause for concern)	
Recorded clear objectives and actions with a timescale for improvements. This must be reviewed at a minimum frequency of every six weeks. See Appendix for action plan template. After that timescale tutors follow this up with praise and recognition. Or this is followed up by the 2 nd cause of concern.		
Stage 2	1st Formal Warning (verbal warning)	Co-ordinator / Progress Coach / Wellbeing or anyone listed below
	Implement / review action plan described above as appropriate	
Stage 3	Written Warning	Department Manager or anyone listed below
	Implement / review action plan described above as appropriate	
Stage 4	Disciplinary hearing If a possible outcome is permanent exclusion / withdrawal from course	OLT (Operational Leadership Team) Manager or Principal

SUMMARY OF THE DISCIPLINARY PROCEDURE

All learners are treated in a fair and consistent manner and have the right of appeal against any formal disciplinary action.

Verbal Warnings

Verbal warnings will be issued for minor offences which have not improved as a result of the behaviour management process. Verbal warnings remain on file for 3 months and, if the minor offence is continued during this time, a written warning will be issued. A verbal warning can be issued by the Co-ordinator / Progress Coach / Wellbeing or the Department Manager in the event of absence.

Written Warnings

Written warnings are issued for continued minor offences which have not improved as a result of a verbal warning and for more serious offences. Written warnings will remain on file for 6 months and following breaches will result in dismissal. Written warnings can be issued by the Department Manager or the OLT Manager in the event of absence.

Instant Exclusion / Withdrawal from college

Instant exclusion may occur for gross misconduct which includes:

- Abuse, bullying or harassment as defined in the College's Anti-Bullying and Harassment Policy.
- Serious misbehaviour which is disruptive or offensive to College staff and/or other learners or visitors to the College.
- Threats or physical assault.
- Stealing.
- Deliberately damaging property at college.
- Causing harm by disclosing sensitive or confidential information about the college or employer.
- A serious breach of safety rules. For example, misusing dangerous equipment.
- Being under the influence of alcohol or other drugs and being incapable of working safely and efficiently.

These guidelines are not intended to cover all the possible offences, but they will cover most cases. All cases of dismissal must be issued by a Principal.

CONFIDENTIALITY

Details of all disciplinary investigations, hearing, warnings and appeals will be regarded as strictly confidential. Consequently, access to written correspondence and records will be restricted to those directly involved in the investigation and/or disciplinary hearing as appropriate. Staff and witnesses involved should not discuss any disciplinary matter with other members of staff/learners or the general public who are not directly involved in the disciplinary process.

SUSPENSION

In certain circumstances, for example, (but not limited to), in the event of an investigation into a formal complaint made against a learner by a member of staff or another learner, the College reserves the right to suspend the learner against whom the complaint has been made pending the outcome of the investigation. Suspension will be at the discretion of a Principal. Arrangements may be made for suspended or excluded learners to sit external examinations or complete course assessments. This will be at the Principal's discretion. Depending on the outcome of the investigation, suspension may or may not lead to permanent exclusion / withdrawal.

EXCLUDED LEARNERS WISHING TO RETURN

Excluded learners wishing to return to the College's main sites or attend an event or course held by the College at another external venue where the College is operating must apply in writing to the Executive Principal and the Executive Principal's decision shall be final.

APPEALS PROCEDURE

The appeals procedure should be used by a learner if they would like to challenge disciplinary action. This procedure should also be followed for any other complaint.

- 1) Discuss the matter with a member of staff e.g. a support worker, who will record your discussion (written summary).
- 2) If you wish to appeal or make a complaint, you should put this in writing for the attention of the Department Manager.
- 3) If you do not agree with the outcome, you may ask to meet with the Principal for the area.
- 4) If you wish to take your complaint to the next level, you may request, in writing, to meet with the Executive Principal (Pat Carrington).

Document control sheet

Revision issue date:	24/01/2023
Next Review Due Date:	January 2026
Date of most recent Equality Impact Assessment:	29/03/23
Document Lead and Author:	Adele Fender, Natasha Little and Sarah Perkins
Approvers and dates:	OLT – 30/03/23 ELT – 03/04/23 Curriculum and Quality Governor sub-committee – 04/04/23
Purpose of the review:	Updates arising from SAR
Dissemination:	Through curriculum line managers and in the Learner folder on the intranet

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Revisions	
March 2023	<p>Additions:</p> <ul style="list-style-type: none">• <u>SCOPE</u> <p>This policy covers all learners on programmes at City College Peterborough. For learners with identified support needs, the disciplinary process will be triggered if they consistently fail to adhere to the actions agreed within their support plan.</p>

	<ul style="list-style-type: none">• Please note that the severity of the issue will determine which stage the process begins at, for example, an act of violence to another person could trigger stage 3 or 4, bypassing the earlier stages.• Added the need to review improvement action plans at least six weekly.• Referenced action plans into stages 2 and 3. <p>Amendments:</p> <ul style="list-style-type: none">• Rewording statement re use of mobile phone to allow for use in class under tutor's instruction.• Amended job titles following changes e.g. the Assistant Principal for JMC became Vice Principal and is now Principal. Other titles have been included to clarify the different levels.
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Appendix – Agreed Actions Letter Template

Date

Address Line 1

Address Line 2

Address Line 3

I am writing to outline the main points discussed with you at the Behaviour Meeting on Date

List of attendees:

Meeting discussion points:

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As we discussed at our meeting *Name* will need to improve on the following actions which will be monitored and reviewed after six weeks:

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If *Name* fails to meet any of the above points this could result in further disciplinary action, and if no improvement has been made, we will have another meeting.

Yours Faithfully,

Name Surname