

## 09 POLICY & PROCEDURE



OAKLANDS COLLEGE

### STUDENT BEHAVIOUR PROCESS POLICY AND PROCEDURE

#### 1. Context

The College will consistently challenge and support students and apprentices to be the best that they can be. Rigorous monitoring of performance, behaviours and attitudes are imperative to support them to achieve their full potential.

The College will promote positive behaviour management by having a clear consistent behaviour management approach with regard to any student or apprentice who either falls behind on their programme or who displays inappropriate behaviours or attitudes. All staff, both teaching and quality resources, have a responsibility to promote positive behaviour through their own conduct and their interactions with students.

**1.1** Oaklands College aims to provide a supportive behaviour management policy that supports students and apprentices through a staged series of interventions and to ensure that timely interventions are put in place when necessary.

**1.2** Where a student or apprentice has fallen behind with their programme or breached College rules or expected behaviours, sanctions will be imposed as part of the support put in place. This also applies to any concern relating to the behaviour of students in residential accommodation.

**1.3** If any concerns relating to a student's behaviour are identified as a safeguarding issue, the safeguarding team will take the necessary action as per the safeguarding policy, which can be found on the intranet.

**1.4** Students are placed on the appropriate stage depending on the seriousness of the concern.

**1.5** Students being supported through the referral have the right to be accompanied by their parent or carer (if under the age of 18).

**1.6** When there is a concern regarding an Apprentice, the Employer will also be informed.

**1.7** Meetings must be held at a mutually convenient time and place. If a student fails to attend, it will be at the chair's discretion whether the meeting takes place in their absence or is rescheduled. Any meeting can only be rescheduled once.

**1.8** All records of 'cause of concerns' and support are kept on the student's Individual Learning Plan (ILP) and details of all aspects of interventions recorded. Action plans will be set and monitored and recorded on the student's ILP.

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### 2. Students who fall behind with their study programme.

**2.1** For any student that has not handed in their work in line with the Markbook assessment schedule or not achieved at least a pass grade, the subject tutor will inform the Personal Tutor. The Personal Tutor must record either a Not Submitted or Referral 'cause for concern' comment within 3-5 days for the attention of the Servicedesk on the student's ILP with details on the relevant assignment/assessment. The student and parent/carer/employer will then be contacted by the Learning Resources Centre (LRC) to arrange for the student to attend a mandatory workshop session between 5:00 pm to 8:00 pm within 5 working days.

For any student that has fallen behind with the practical assessments of their programme, the personal tutor must record a 'cause for concern' on the student's ILP for the attention of the Head of Department. The Head of Department will then advise the LRC of the dates and time of the mandatory practical workshop which will run either late in the afternoon, evenings or holidays.

**2.2** A letter will be sent to the parent/carer/employer from the LRC team detailing the additional mandatory workshop (s) and support that is being offered and stating that failure to attend the session(s) will lead to a meeting with the Head of Department.

**2.3** Failure to attend sessions or complete work will lead to a meeting being arranged within 5 working days with the parent/carer/employer and Head of Department to determine whether the student is withdrawn from their programme. The Head of Department will send a letter to the parent/carer/employer formally advising them of their decision. This must be approved by the Director of Curriculum. If the decision is that the student can remain on programme, an action plan will be monitored and recorded on the student's ILP.

**2.4** The student can appeal the decision by contacting the Principal in writing within 5 working days from the date of the letter whose decision is final.

**2.5** When the student is up to date the subject tutor must update Markbook and inform the student's Personal Tutor. The Personal tutor will then add a comment to the ILP requesting that a compliment letter is sent to the parent/carer/employer advising that the student is now up to date.

**2.6** It is the responsibility of the Head of Department to ensure that the content of delivery has been taught prior to the handing out of the assignment or the date of the exam

**2.7** It is the student's responsibility to ensure that the standard of work submitted meets the awarding body requirements. Poor standards of work will be investigated.

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### 3. Misconduct

**3.1** This may include but is not limited to: Disrupting others from learning in the classroom or LRC, smoking in non-smoking areas, failure to follow instructions or College rules including not wearing ID badges, minor breach of health and safety, behaviour linked to the residential code of conduct or being rude to a staff member. The behaviour is to be addressed by the staff member and recorded on the student's ILP as a 'cause of concern' which is visible to parent or carer. Once there is a third 'cause of concern', the personal tutor will hold a behaviour meeting with the student within 5 working days. A letter will be sent home with an action plan set by the Head of Department that will be monitored and recorded on the student's ILP stating that if there are any further concerns, this will lead to a meeting with the Head of Department /Director of Curriculum, parent/carer/employer to discuss if the student can continue on their programme.

**3.2** Any further incidents of misconduct or failure to meet the action plan will lead to a meeting with the Director of Curriculum, Head of Department, parent or carer with an outcome that the student may be excluded from their programme.

**3.3** The student can appeal the decision by contacting the Principal in writing within 5 days from the date of the letter whose decision is final.

**3.4** Students who are smoking in non-smoking areas must be given a 'cause for concern' as well as being directed to the relevant smoking area.

### 4. Gross Misconduct

**4.1** The following (and other comparable) behaviour is deemed 'gross misconduct' and will automatically instigate a meeting with parents/carer, Head of Department and Director of Curriculum to determine whether the student can continue on their programme and if so, what restrictions will be put in place. If the student is allowed to remain on programme and there are any further incidents this will lead to exclusion.

If any manager judges that instant suspension of an individual is necessary, in terms of the health and safety of others, or the student themselves she/he has the authority to do this at this stage. If the student suspended is under 18 years of age, parents/carers must be informed immediately. In the case of an incident involving residential students, the incident should be reported to the Residential Manager.

- Fighting with or assaulting another student, member of staff or visitor.
- Use of abusive language or threats against a student, member of staff or visitor.
- Racial and/or sexual harassment, which could include making racist or overtly sexual remarks.
- Discriminatory behaviour towards people with learning difficulties or disabilities, including harassment and name calling or other forms of offensive language about people with learning difficulties or disabilities.
- Carrying of weapons or articles intended for violent use, be it for defence or attack.

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- Assault and robbery (mugging) and demanding money with menaces.
- Theft of personal property.
- Theft of College property.
- Being in possession of, or under the influences of illegal drugs.
- Buying or selling illegal drugs on College premises.
- Consuming alcoholic drink or being intoxicated on College premises.
- Vandalism to College or personal property, including the defacing of College property with graffiti.
- Interfering with equipment provided for health, safety and fire precautions including the false activation of the fire alarm system.
- Committing arson on College premises.
- Cheating within any form of assessment.
- Deliberate or careless introduction of a computer virus.
- Accessing any form of offensive material or executable files (virus risk) from the College computers.
- Plagiarising material (electronically or paper-based).
- Fraudulent signing of bursary forms.
- Improper behaviour or bringing the College into disrepute.

**4.2** The student can appeal against the decision by contacting the Principal in writing within 5 days from the date of the letter whose decision is final.

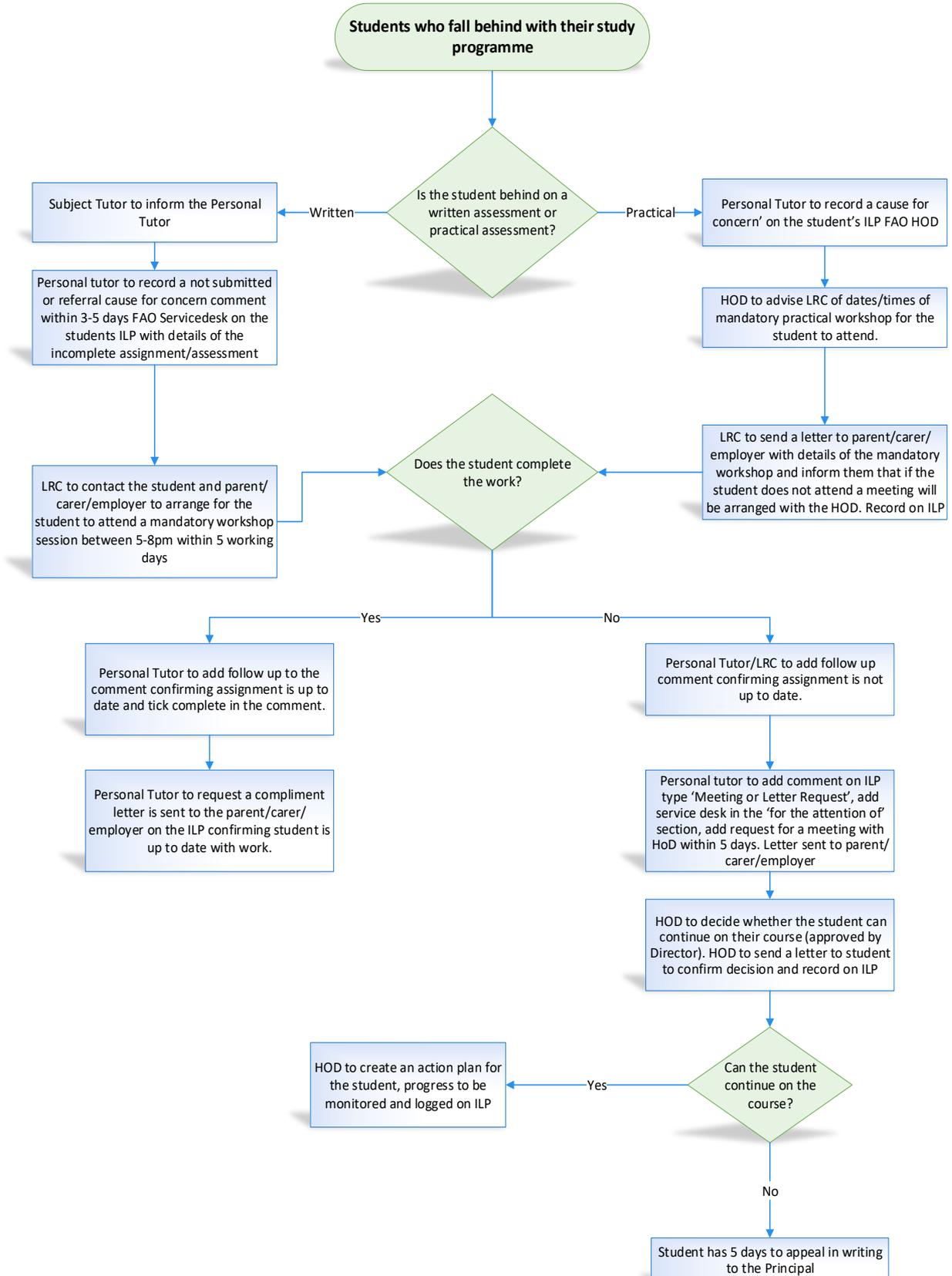
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## Student Behaviour Process Policy and Procedure



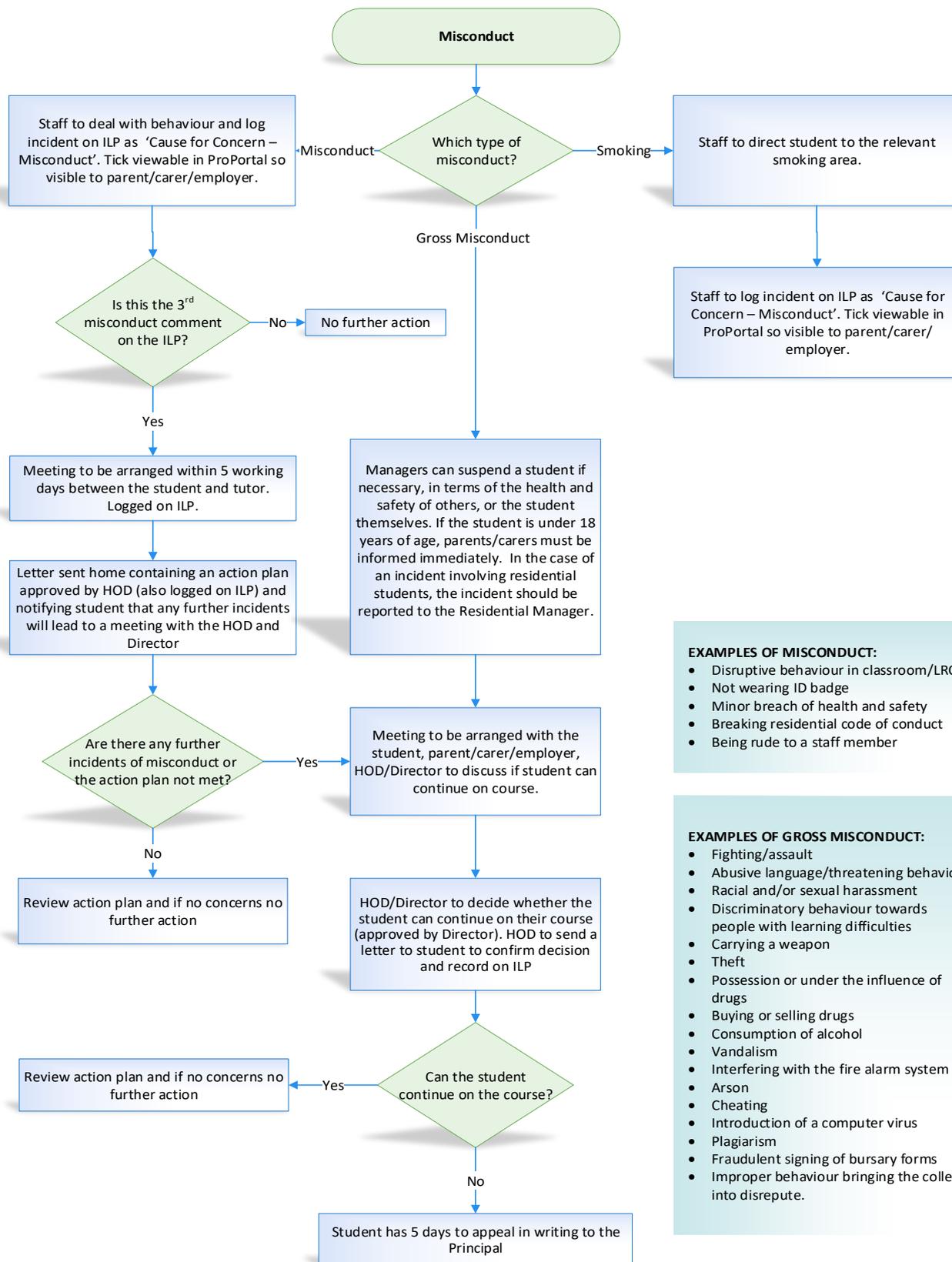
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- EXAMPLES OF MISCONDUCT:**
- Disruptive behaviour in classroom/LRC
  - Not wearing ID badge
  - Minor breach of health and safety
  - Breaking residential code of conduct
  - Being rude to a staff member

- EXAMPLES OF GROSS MISCONDUCT:**
- Fighting/assault
  - Abusive language/threatening behaviour
  - Racial and/or sexual harassment
  - Discriminatory behaviour towards people with learning difficulties
  - Carrying a weapon
  - Theft
  - Possession or under the influence of drugs
  - Buying or selling drugs
  - Consumption of alcohol
  - Vandalism
  - Interfering with the fire alarm system
  - Arson
  - Cheating
  - Introduction of a computer virus
  - Plagiarism
  - Fraudulent signing of bursary forms
  - Improper behaviour bringing the college into disrepute.

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