

# Managing Student Behaviour Policy

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## Covid-19 Addendum

This Addendum should be used in conjunction with the Colleges 'Keeping Everyone Safe Strategy' that is accessible on Canvas.

The following information provides further guidance regarding key Covid-secure measures currently in operation across the College and in line with the latest official guidance.

[Covid 19 Operational Guidance for Schools and Colleges](#)

These include:

- Face-coverings on the move and in public spaces
- Washing hands / using hand sanitiser
- Catch It - Bin It - Kill It
- Working from home if unwell, displaying Covid symptoms or have been asked to self-isolate

## Online Remote Learning

While working remotely students will continue to develop the skills they need to progress to their next steps. It is important that all students conduct themselves during online lessons in accordance with the College student code of conduct

**Examples of expected behaviour** to ensure students gain the most out of their online lessons:

- When studying from home attend all lessons punctually and regularly
- Follow the guidance issued by the College about how to keep safe online
- Use appropriate language
- Use chat functions in online classes appropriately
- Concentrate on the session, do not get distracted or distract other students

- Dress as you would for college
  - Report any concerns immediately to your tutor
  - Work in line with the Colleges' [IT Security and Acceptable Usage Policy](#)
  - Keep on top of your work and complete assignments to deadline
  - Be responsible while online, stay safe and look out for others
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# Managing Student Behaviour Policy and Procedures

## **Policy Statement**

The behaviour of the vast majority of the College's students is exemplary - they are responsible and considerate. To deal with those who are not, the College applies its Managing Student Behaviour Policy that is primarily designed to support individuals to develop the skills they need to be successful in life and the workplace. Where necessary, the Policy enables the College to take the actions needed to safeguard other students, employees, and the wider community.

## **Guiding Principles**

- The College will be explicit about its expectations regarding behaviour and apply the Managing Student Behaviour Policy fairly and consistently taking account of individual circumstances
- The College will endeavour to support students to develop the skills and attitudes they need to manage their behaviour independently and effectively
- The College will work with parents, carers, employers, and other relevant individuals/agencies to maximise the support students need to develop self-supporting skills
- The College will regard its relationship with students as private and confidential and only share information about behavioural matters with others, on a need-to-know basis

## **The Student Code of Conduct**

West Herts College is committed to providing the best possible learning experience for all students at the College, setting clear, high, and consistent standards of behaviour. The College is a welcoming, diverse, and supportive community.

The College values academic freedom and is committed to promoting and positively encouraging free debate, enquiry and, indeed, protest. This means that it tolerates a wide range of views, political as well as academic, even when they are unpopular, controversial, or provocative. The College will, however, always take firm and decisive action against anyone demonstrating any form of hate crime, including antisemitism and Islamophobia.

We expect good conduct from all students. Good conduct involves being aware of your own behaviour, knowing what is acceptable and taking responsibility for your own actions. This ensures students and employees can work in a purposeful, orderly, and supportive environment. Expectations include:

- Acting responsibly
- Being honest
- Being considerate and courteous towards others
- Behaving in a respectful manner towards others so that they do not feel they are being harassed, sexually harassed or targeted, bullied or discriminated against
- The College is an inclusive environment that expects students to show respect for each other's identity, gender, sexual orientation, disability, age, racial, religion, and cultural backgrounds treating each other with dignity.
- Abiding by the law
- The health, security, and safety of everybody in the College is given the highest priority
- Behaving in a respectful manner that is socially and professionally responsible
- Attending lessons punctually and regularly (both on campus and remotely) and engage with their learning positively
- Always wearing College ID badges
- Complying with Covid-secure arrangements on-campus
- Refrain from wearing hats and hoods while inside college buildings

## **Examples of inappropriate behaviour**

Indicative examples of behavior in college, outside of college or online that may prompt sanctions include:

- Violent, indecent, disorderly, threatening, and offensive behaviour or causing harm to others
- Harassing, victimising, or discriminating against any person on grounds of age, disability, race, ethnic or national origin, religion or beliefs, sex, sexual orientation, gender identity, gender reassignment, pregnancy, maternity, marriage or civil partnership, socio-economic background
- Possession of offensive weapons
- Sexual misconduct (this includes sexual harassment, sexual assault, sexual abuse, and any conduct of a sexual nature that is without consent, (including conduct online/via social media or use of technology)
- Peer on Peer Abuse
- Abusive, threatening, or offensive language (verbal or written, including online).
- Bullying and harassment
- Peer on Peer abuse
- Action likely to cause injury or impair safety to students or staff
- Possession of or being under the influence of drugs or alcohol.
- Theft or fraud
- Vandalism and damage
- Threatening behavior
- Inciting violence or hate
- Misuse of technology
- Actions which could bring the College into disrepute
- Poor punctuality
- Poor attendance

- Untimely submission of work
- Disruption to the learning of others
- Smoking in non-designated areas
- Failure to follow reasonable instructions
- Using mobile devices inappropriately during lessons
- Spitting/deliberate coughing in another person's face
- Being under the influence of, or in possession of, drugs or alcohol
- Breach of College Health, Safety and Security
- Plagiarism or exam irregularities

## **Management of Meetings**

If it is determined that a student has demonstrated inappropriate behaviour that requires College intervention, a meeting will be held to discuss the concerns under the following Stages of the Managing Student Behaviour Procedures:

- **Positive Intervention Stage:** Initial discussion meeting with Teacher that will be logged on ProMonitor, where actions will be set and reviewed after 2 weeks. College employees and where applicable Parents/Carers will be informed
- **Stage 1:** Meeting with Teacher
- **Stage 2:** Meeting with Teacher and/or Coordinator
- **Stage 3:** Hearing with Head of School
- **Stage 4:** Panel Hearing with College Director

Where there is a Health and Safety or Safeguarding concern the college may choose to hold the hearing remotely online.

Members of the College's Student Support Team will be available to attend meetings at all stages as required. Parents/carers and representatives from relevant agencies will also be invited to attend Stage 3 and 4 meetings as appropriate.

The College will maintain records of meetings held to discuss behaviour concerns and agreed actions will be discussed with students and shared with other College employees as necessary e.g., Student Support.

Students required to attend meetings at Stages 3 and 4 will receive written notification of the meeting giving a minimum of five days' notice.

Failure to attend a meeting may result in the meeting being held in the student's absence.

## **Support and Sanctions**

The severity of inappropriate behaviour will determine the level of support and /or sanction the College applies to improve it.

Most behaviour issues are resolved through meetings with teachers at Stages 1 and 2 indicative outcomes of meetings held at Stages 1 and 2 are:

- Action-planning
- Verbal Warning
- Written Warning

When behaviour is considered to present more serious concerns students are required to attend meetings at Stage 3. In these instances, the following sanctions may be applied:

- Action-planning
- Written Warning
- Suspension

Meetings held at Stage 4 are the result of behaviour that constitutes gross-misconduct or when the on-going attendance of a student presents risks to others. In this instance, the following sanctions may be applied:

- Action-planning
- Written Warning
- Suspension



- Exclusion from College

All discussions, action plans, and sanctions will be recorded on student records for internal use only unless it is considered necessary to share with external individuals / agencies. All sanctions will be time specific as appropriate.

Sanctions may remain on record between one month and the full duration of a student's course depending on the severity of the concerns.

## **Suspensions**

The decision to suspend a student may be taken by a Head of School or a College Director. In these instances, and where the student is aged under 18 years the College will endeavour to advise parents/carers of the suspension at the time the decision is made. The student will be notified verbally of the reasons for their suspension and receive written confirmation of the reasons within three working days. Wherever possible, suspension from the College should not exceed ten working days unless there are specific circumstances that require the period to be extended. The College will aim to support students to keep up to date with their learning during suspension and consider their welfare throughout the process where appropriate.

NB. For Higher education students, relevant higher education institutes will be informed as appropriate and in line with any required policies.

## **Exclusions**

The decision to exclude a student from college may be taken by the College's Deputy Principal.

## Appeals

Students may appeal against sanctions, suspensions, and exclusions. Appeals should be made as follows:

- Appeals against sanctions issued at Stages 1 and 2 should be made to a Head of School
- Appeals against sanctions issued at Stage 3 should be made to a College Director
- Appeals against sanctions issued at Stage 4 should be made to the College Principal

All appeals must be made in writing within ten working days of the sanctions being applied and clearly set out the reasons why an appeal is being made. The outcomes of an Appeal will be communicated in writing within 14 working days of receipt of the Appeal. The outcomes of an appeal may be that:

- The findings are upheld, and sanctions have been applied appropriately
- The findings are not upheld, and sanctions are amended accordingly

<b>Date</b>	<b>Authorised by</b>
January 2022	CLG

## **Contact us**

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