

Student Discipline Policy			
Current Status	Operational	Last Review:	March 2021
Responsibility for Review:	Vice Principal-Students	Next Review:	October 2021
Internal Approval:	SLT	Originated:	September 2015

SECTION A Code of Practice for dealing with Challenging and Disruptive Behaviour

SECTION B Student Disciplinary Overview

One Sixth Form College seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for all our students.

All staff have a responsibility to ensure that we maintain the safest possible learning environments through the positive management of behaviour both in and out of the classroom.

1. Policy Statement

- 1.1. One Sixth Form College recognises that it is in the interests of all students and staff to establish and uphold acceptable standards of behaviour and conduct to provide a safe and comfortable environment for learning.
- 1.2. One Sixth Form College will publish its expectations of the behaviour of its students in the **Code of Conduct** associated with this Policy and this is signed by the student at enrolment.
- 1.3. One Sixth Form College will provide appropriate guidance to staff on how to manage behaviour through the **Code of Practice for dealing with Challenging and Disruptive Behaviour** included here. Its function is to describe good practices that support the development of appropriate behaviour in classrooms and workshops, and for managing student behaviour when it does become challenging or disruptive.
- 1.4. Where the standard of a student's behaviour falls below that which the College expects they will be subject to the **Student Disciplinary Procedure** outlined below. The purpose of the procedure outlined is:
 - 1.5. To identify the issues underpinning poor behaviour
 - 1.6. To help students achieve and maintain acceptable standards of behaviour
 - 1.7. To ensure consistent and fair treatment for all students in relation to disciplinary action
- 1.8. The implementation of the Policy and associated Codes and Procedures will be monitored by the Local Governing Body.

Section A

2. Code of practice for dealing with challenging and disruptive behaviour

The Code of Practice places strong emphasis on good planning of the student's learning programme, the teaching environment and of the induction programme. Time spent ensuring that teaching is interesting, stimulating and relevant will seriously reduce the chances of students becoming bored and disruptive. Sessions that are not planned, and where teachers ignore the different needs of individual students are more likely to result in disciplinary problems.

2.1. Factors influencing student behaviour

- a) Curriculum offer, design and delivery-giving students' appropriate qualifications for their potential careers
- b) Careers Information, advice and guidance (CIAG) given to students at pre-induction, induction and on programme. Making sure students are on the right programme for their needs and abilities
- c) The physical learning environment, furnishings, equipment and décor present an interesting, clean, safe and organised place to learn
- d) Classroom/workshop organisation and management of health and safety
- e) Lesson planning with clear aims and objectives
- f) Time management (both of staff and students)
- g) Teacher behaviour, and the example set in their interaction with other staff and students
- h) Student peer pressure
- i) Commitment to learning by the student. This is more likely when they are clear about the link between their programme and the careers they want to move into
- j) Commitment to teaching by all staff-presenting a positive attitude and engaging in Continuing Professional Development (CPD) opportunities
- k) Teaching styles. Lessons which are stimulating, relevant and offer appropriate levels of challenge
- l) Background of students and how effectively individual learning styles are catered for
- m) The way in which unacceptable behaviour is challenged outside the classroom or workshop. It is important that all staff reinforce the message that sets high standards of conduct, and expect those standards to be maintained at all time

3. Guidelines for Pre-Induction

3.1. Teams will:

- a) Plan the curriculum around a well-structured day. Good teamwork amongst teachers is essential where appropriate in order to maintain good student discipline
- b) Ensure that *where appropriate*, Learning Support Assistants are involved in the planning process
- c) Plan learning that makes the most of resources and staff expertise
- d) Plan a comprehensive induction programme which will set ground rules about attendance, particularly responsible behaviour and what is generally expected of students on programme
- e) Plan learning programmes which will be challenging to students and lead to high levels of attainment

4. Guidelines for Induction

4.1. Teams need to:

- a) Carry out a planned induction programme. Allowing students to experience the type of activities they are to be involved with on programme
- b) Introduce the Disciplinary Policy through the Student Code of Conduct
- c) Reinforce rules about attendance, punctuality and responsible behaviour, and make the consequences of non-compliance absolutely clear
- d) Signpost all other relevant policies (Health and Safety, Equality and Diversity, Bullying/Harassment, Exams, ICT, Code of Conduct and Plagiarism policies)
- e) Explain to students the consequences of non-compliance with all College policies

5. Guidelines for On-Programme

5.1. Teams need to:

- a) Act as role models for behaviour that is expected throughout the sessions
- b) Prepare the classroom/workshop/learning environment-e.g. room layout, equipment, learning aids-at least 15 minutes prior to start of class
- c) Prepare well for all sessions: - good quality relevant teaching aids/hand-outs; a mix of teaching and learning styles and where appropriate good coordination with Learning Support Assistants

- d) Display theoretical and technical knowledge with enthusiasm for teaching the subject
- e) Constantly reinforce rules about attendance, punctuality and responsible behaviour. If standards are relaxed even for a short period it will be much harder to reinstate them; ensure that you always follow up non-compliance with a reminder about the Code of Conduct

6. Guidelines for Managing Disruptive Behaviour

- 6.1. If disruptive behaviour occurs this is best dealt with outside the learning environment, but immediately after the incident occurs.
- a) Avoid shouting, absolutely no physical contact with the student.
 - b) Ensure that you and the student are not alone in a room. Make sure that you have a witness to what is said and done. Seek assistance from a team member, Head of Subject, Head of Department, Senior PPT, Head of Pastoral Care or Deputy Head of Centre.
 - c) If disruptive behaviour is of a serious nature, for example involving large groups of students, the class should be suspended, and the Head of Subject or Head of Department informed to help manage the situation in the first instance.
 - d) All incidents must be managed through the disciplinary procedure (see Appendix), and the appropriate records signed and dated by the members of staff involved.

Section B

7. Student Disciplinary Procedure

- 7.1. The Disciplinary Procedure outlined below will apply to all enrolled on a programme of study at One Sixth Form College, and those using One's premises as part of an agreed programme of learning through another institution.
- 7.2. For students over the age of 18, a student has the right to request that any parent/guardian/carer are not informed or involved in any disciplinary meetings or communications; therefore under GDPR requirements the college will respect that request.

8. Minor Lapse from Acceptable Standards of Conduct and Behaviour

- 8.1. All staff shall have a responsibility to correct minor lapses in student behaviour and conduct through informal oral warnings. Such instances are not considered to be part of the formal disciplinary procedure. However, the consistent repetition of minor unacceptable behaviour in spite of repeated correction by staff may constitute unacceptable behaviour requiring action under the formal Disciplinary Procedure.

9. Guidelines for Implementation

9.1. Introduction to the Procedure

- a) No formal disciplinary action will be taken against a student until One has fully investigated the circumstances of the unacceptable behaviour giving rise to disciplinary action, except in the case of gross misconduct;
- b) A member of the Senior Leadership Team (SLT) may decide to suspend a student whilst the circumstances of the incident concerned are being investigated. Suspensions will be made in accordance with the procedures outlined below (Section 4)
- c) Normally the procedure will be followed in the order of the stages set out below. However, for serious breaches of the Code of Conduct, considered to warrant more serious action than the initial stages of the process, proceedings may be initiated at any stage
- d) A student will have the right to appeal against the final stage of the disciplinary process-dismissal from One (see Section 5)

9.2. Academic Performance Procedure (APP): Early stage guidance for curriculum staff

Please see Appendix 1 for the detail involved in relation to stages 1 – 3:

9.3. Disciplinary Procedure

9.3.1. The disciplinary procedure consists of stages:

- Stage 1 Discussion with Teacher/PPT
- Stage 2 Amber Targets: Set by teaching staff/PPT
- Stage 3 Red Target: Set by teaching staff/PPT
- Stage 4- Formal Verbal Warning: /HoD/HoS//PPT/SPPT
- Stage 5- Written Warning: HOD/SPPT
- Stage 6- Final Written Warning by Head of Pastoral Care/Group Head Inclusive Learning
- Stage 7- Dismissal by SLT

9.3.2. For repeated instances of unacceptable behaviour. However, where a serious breach of the Code of Conduct occurs the procedure may be instigated at the stage deemed appropriate in relation to the incident concerned. All interventions and outcomes must be recorded on Dashboard. Standard letters recording the incidents are held by administrators. Copies of these records must be given to the student and their parent/ guardian/ carer, and one must be kept in the individual student file.

9.3.3. *Please note that at the discretion of the Head of Department, or member of SLT a student may have their right to attend the College whilst suspended, either during a period of investigation in relation to a particular instance or as part of a 'cooling off' period following an incident of unacceptable behaviour.*

9.4. Stage 4 – Formal Verbal Warning

Given by the relevant **Staff member with a witness**

9.4.1. A meeting will be convened with the student at which reasons for the lapse in acceptable behaviour will be explored and appropriate support offered. The student will be advised of:

- a) The reason that a verbal warning is being given
- b) The standard of behaviour expected from the student in future
- c) The consequences of repeated unacceptable behaviour
- d) The procedure for recording the verbal warning
- e) This will be reviewed regularly and will be active for **six** months

9.4.2. A record of the verbal warning explaining the context and implications will be distributed to:

- Student receiving the verbal warning
- Student File A copy to their parents/guardians/carers

9.5. Stage 5 – Written Warning

- 9.5.1. Given serious instances of unacceptable behaviour or repetition of unacceptable behaviour following a formal verbal warning. Written warning to be given by the relevant member of staff.
- 9.5.2. A meeting will be convened with the student (parents will be invited) at which reasons for the lapse/repeated lapse in acceptable behaviour will be explored and appropriate support offered. The student will be advised of:
- The reason that a written warning is being given
 - The standard of behaviour expected from the student in the future
 - The consequences of repeated unacceptable behaviour, which at this stage is likely to be dismissal
 - The procedure for recording the written warning
 - This will be reviewed regularly and will remain active for **six** months (See Appendix 2)
- 9.5.3. A copy of the written warning explaining its context and implications will be distributed to:
- Student receiving the written warning
 - Student File For learners under the age of 18 years – PPTs will make telephone contact with their parent/guardian/carer to raise their awareness of the seriousness of the situation and send a copy of the written warning will be distributed to the student's parent/guardian/carer

9.6. Stage 6 – Final Written Warning

- 9.6.1. This will be issued when the terms of the Written Warning have been broken and will follow a formal written warning or it can be issued at the discretion of one of the Senior Leadership Team depending on the seriousness of the incident. **Final Written warning to be given by the Head of Pastoral Care or Group Head Inclusive Learning**
- 9.6.2. A meeting will be convened with the student* at which reasons for not meeting the targets set out in the written warning will be explored and appropriate support offered. The student will be advised of:
- The reason that a final written warning is being given
 - The standard of behaviour expected from the student in the future
 - The consequences of repeated unacceptable behaviour, which at this stage is likely to be suspension and/or dismissal
 - The procedure for recording the final written warning
 - This will be reviewed regularly and remain active for 6 months. (See Appendix 2)

9.6.3. A copy of the final written warning explaining its context and implications will be distributed to:

- Student receiving the final written warning
- Student file
- a copy of the final written warning to the student's parent/guardian/carer

9.7. Stage 7 – Dismissal

9.7.1. A decision to dismiss a student may only be taken by a member of SLT witnessed by a member of the Student Services team. Dismissal will be effected in extreme instances of unacceptable behaviour or repetition of unacceptable behaviour following a final written warning.

9.7.2. A meeting will be convened with the student and witnessed by a member of the student services team at which, reasons for the extreme lapse/repeated lapse in acceptable behaviour will be explored.

9.7.3. The student will be advised of:

- The reason for dismissal
- Their right of appeal against the decision to dismiss them
- The procedure for recording the dismissal

9.7.4. A letter notifying the student of their dismissal and explaining the context and implications of dismissal will be distributed to:

- Student receiving dismissal
- Student file

9.7.5. A copy of the letter goes to the Parent/guardian/carer. In cases of dismissal the student will be escorted from the premises at the earliest opportunity, with a provision being made for staff supervision until the time that the student is able to leave the site. The Student Services Manager shall be responsible for ensuring the appropriate supervision of the student; this may include the need to provide supervision for the student during their journey home.

10. Suspension

10.1. As mentioned earlier, at the discretion of SLT or a Head of Department, a student may have their right to attend the Centre suspended, either during a period of investigation in relation to a particular instance or as part of a 'cooling off' period following an incident of unacceptable behaviour.

10.2. The staff member involved will advise the student of the suspension in the presence of a second staff witness and will provide the student with a letter confirming the suspension, and the reason for the action being taken.

- 10.3. The student will be escorted from the premises at the earliest opportunity, with a provision being made for staff supervision until the time that the student is able to leave the site.
- 10.4. The Senior PPT will be responsible for ensuring the appropriate supervision of the student; this may include the need to provide supervision for the student during their journey home.
- 10.5. The student will be advised of:
- The reason for suspension
 - Their right of appeal against the decision to suspend them
 - The procedure for recording the suspension
- 10.6. 11.6 Where a student is under the age of 18 years the staff member responsible will make immediate contact with the learner's parent/guardian/carer to advise them of the suspension. They will also receive a copy of the confirmatory letter.

11. Appeal Against Dismissal

- 11.1. A student who is dismissed from the College shall have the right to appeal against their dismissal. Any appeal must be submitted in writing to the Executive Assistant to the Principal within ten working days of the dismissal meeting. The submission should identify the reason why the appellant believes the dismissal was inappropriate.
- 11.2. An Appeal Panel consisting of three Governors will be appointed. The Appeal shall be heard within ten working days of receipt of the appeal submission. The Appeal Panel shall have access to all documents relating to the student's period of study at the College and shall receive representation from the appellant and the Head of Centre or relevant SLT member. The appellant may choose a designated representative to accompany them, or to speak on their behalf.
- 11.3. The outcome of the appeal will be decided after all parties have made their submissions and any further information required by the Panel has been made available, but not later than five working days after the hearing. The outcomes shall be notified to both parties in writing.

11.4. Possible outcomes of an appeal:

- Upholding of the dismissal
- Reinstatement of the student on their learning programme

12. Unauthorised Presence on the One Premises

- 12.1. Any student or other person who is found to be on the One Sixth Form College premises without permission during a period of suspension or following dismissal will be requested to leave immediately by a member of the Senior Leadership Team. Should the person concerned fail to leave the matter will be referred immediately to the Head of Pastoral Care, Deputy Head of Centre or Head of Centre and may result in dismissal and/or the involvement of the police.

Appendix 1: - Academic Performance Procedure

Please click [here](#) to access the Academic Performance Procedure in PDF format:

Appendix 2: - Disciplinary Overview:

Level	Activity	Who can issue and be in attendance?
VW	<ul style="list-style-type: none"> A set of outcomes are agreed at the meeting 	HoS/ HoD/ Teachers/ SPPT/ PPT
VW Review	<ul style="list-style-type: none"> Warnings remain active for 6 Months Targets are monitored and reviewed when necessary. Two possible outcomes: I) No further action needed. II) Issue a Written Warning 	
WW	<ul style="list-style-type: none"> Targets are set by staff and agreed by student 	HoDs/ SPPT
WW Review	<ul style="list-style-type: none"> Warnings remain active for 6 Months Targets are monitored and reviewed when necessary. Two possible outcomes: I) No further action needed. II) Issue a Final Written Warning 	
FWW	<ul style="list-style-type: none"> Revised Targets are now set. 	Head of Pastoral Care/Group Head of Inclusive Learning
FWW Review	<ul style="list-style-type: none"> Warnings remain active for 6 Months Targets are monitored and reviewed when necessary. Two possible outcomes: I) No further action needed II) Suspension from One III) Internal Suspension IV) Student is asked to leave* <p>(*) This must be actioned by the Deputy Head of Centre, Group Vice Principal or Principal only.</p>	

Appendix 2: Covid adjustments to the Disciplinary Policy- March 2021

12.2. Rational

The procedure is to provide guidance and reassurance to staff, students and parents that the safety of all parties at OSFC is of paramount importance. Persistent failure to comply with the safety measure that have been temporarily put in place may result in disciplinary action.

From 8th March 2021, the government recommends all student and staff should wear face covers whilst inside the college. The guidance for Face-covering can be found [here](#).

Any legal exemptions that apply to the wearing of face coverings in shops and on public transport also apply to education.

12.3. Key points of note:

- Disciplinary for Health & Safety, specifically not following the Covid 19 requirements, will sit outside of wider college disciplinary processes, therefore students may have 2 active warning on record.
- A shared spreadsheet for all staff to record student names to allow for cross college communication will be made available and can be found [here](#).
- Process will mirror whole college disciplinary steps-
 - i. Stage 1: Staff discussion
 - ii. Stage 2: Verbal Warning (actioned after 3 challenges)
 - iii. Stage 3: Written Warning (actioned after a subsequent 3 challenges)
 - iv. Stage 4: Final Written Warning (actioned after a subsequent 3 challenges)
 - v. Stage 5: Discussion held with SLT as to whether the student is safe to remain in college

12.4. Stage 1

All staff and student have a responsibility to adhere to the requirement to ensure the safety of the whole community. Staff should challenge student who are not exempt from wearing a face covering, as indicated by a Blue or Sunflower lanyard, in a calm and professional manner if the student is not adhering to the guidance.

The student's response should be taken into account when decision is made by that staff member to record this a formal 'challenge' on the shared spreadsheet.

Providing information, clarity and reinforcing the importance of the health and safety measure to our students is vital to increase the understanding within the cohort.

12.5. Stage 2

Regular checks of the shared spreadsheet will take place by HOS, HOCs & Senior Personal Progress Tutors(SPPT), if a student is recorded 3 times, a Verbal warning will be enacted. This can be issued by any member of staff.

Parents will be informed.

12.6. Stage 3

From the date that the Verbal warning is issued, should a further 3 challenges be recorded, a further warning will be issued. Written warnings can be issued by SPPT, HoSs or HoDs. Parents will be invited to attend.

12.7. Stage 4

From the date that the Written warning is issued, should a further 3 challenges be recorded, a further warning will be issued. Final Written warnings can be issued by the Head of Pastoral Care, Group Head Inclusive Learning or Deputy Head of Centre. Parents will be invited to attend.

12.8. Stage 5

From the date that the Final Written warning is issued, should a further 3 challenges be recorded, meeting will be held with the student, parents, SLT and health and safety manager. Students that are unable to follow safety measure pose a potential risk to the wider community and a risk assessment may be appropriate for the individual.

The procedure will be reviews to ensure it is fit for purpose on a regular basis.

This is a temporary addendum to the wider college Disciplinary Policy.

Revision History – Student Discipline Policy

Revision date	Reason for revision	Section	Changes made
October 2020	Annual Review	all	Title change from Assistant Principal to Vice Principal
Feb 21	Interim review	2.1	Condition removed
		7.2	Paragraph added regarding student over 18
		9.1 A	Word formal added and reference to PPT removed
		9.1 B	Removed reference to Student Services Manager
		9.3.1	Persons responsible at each stage clarified
		9.3.2	Paragraph reworded
		9.4	Addition of witness required
		9.4.1 E, 9.5.2, 9.6.2	Wording changed to reviewed regularly and active for six months
		9.4.2, 9.5.3, 9.6.3, 9.7.5	Removal of person responsible for student file
		9.5.1,	Job titles removed
		9.5.2	Parent to be invited to the meeting
		9.5.3, 9.6.3, 9.7.5	Wording adjusted regarding letter sent
		9.6.1, 9.7.1	Change to person responsible
		9.7.2	Addition of a witness
		9.7.4	Paragraph removed
		9.7.6	change to person responsible
		10.1	Change to person responsible
		10.5	References to dismissal change to suspension
		Appendix 1	Table updated to reflect the current procedure
March 21		Appendix 2	Covid guidelines added
Sep 21		all	Title changes following restructure