

**Name of Policy** **ACCEPTABLE BEHAVIOUR POLICY AND PROCEDURE (STUDENTS)**

**Purposes** Ensure the provision of an environment to support the learning process and to promote acceptable conduct at all times

**Author / Job Title** Vice Principal Curriculum and Quality

**Equality Assessment By Whom**  **Date**

**Version**  **Date of next review (month & year)**

	<b>Date</b>	
<b>Approved by</b>	SMT	15/9/2020
	ELT	
	Corporation	

**Related policies or procedures or parent policy if applicable**  
 Anti-Bullying and Harassment Policy and Procedure  
 Safeguarding Policy  
 Student Academic Misconduct Policy and Procedure  
 Student Attendance and Punctuality Policy  
 Stop & Search Policy & Procedures  
 Drugs, Alcohol and Substance Mis-use policy

**Groups/bodies consulted in the development of the policy**

**To be published on College website**

## ACCEPTABLE BEHAVIOUR POLICY AND PROCEDURE (STUDENTS)

### Purpose

The purpose of the policy is to promote positive behaviour as a way of supporting student progress towards reaching their potential. The college has a duty to ensure that we maintain a culture where students are taught to respect themselves and each other.

**Scope** All Students

**Responsibility** Vice Principal: Curriculum and Quality

### Policy

All students have the right to learn and a responsibility to allow others to learn in a safe, secure and respectful environment. Macclesfield College also has a responsibility to provide staff with a safe, secure and respectful environment in which to work. The aim of this policy/procedure is to ensure the provision of such an environment, to support the learning process and to promote acceptable conduct at all times.

After enrolling at the college, each student agrees to behave in accordance with the Code of Conduct and the Student Charter whilst on site and in the community. This includes the following:

- Ensure that an ID card is visible at all times on the college site and if using College transport
- Be punctual and attend all sessions as required by the timetable including maths and English
- Ensure that you come prepared for lessons with all the necessary equipment and/ or uniform
- Accept responsibility for learning , meeting deadlines and asking for help
- Behave in a calm, responsible and orderly manner at all times
- Not consume or bring onto the college site alcohol, offensive weapons or illegal substances.
- Not consume or bring onto the college transport alcohol, offensive weapons or illegal substances
- Behave appropriately in class and on College transport and respect the instructions of tutors
- Report absences on the Absence Line 01625 410018 before 9.30am
- Dress appropriately for college
- Comply with the ICT Acceptable Use Policy at all times
- Be polite and respect the right of all individuals to be free of harassment of any kind, whether sexual, racist or otherwise – do not engage in any type of bullying or harassment of any kind, including by text or online.
- Respect the College environment through not spitting or dropping gum and only smoking in designated areas.

In cases where there is evidence to suggest that the above standards of behaviour have been breached, the College will endeavour to investigate the facts before implementing any disciplinary action. In the event that a student or students pose a risk to the welfare or safety of others, the college will exercise its right to take immediate action without an investigation. In serious cases any member of the Senior Management Team may suspend a student while an investigation is undertaken.

The purpose of the policy is to promote personal development, behaviour and attitudes, and welfare of everyone in the college. It also serves to encourage all students to become responsible for their own behaviour and conduct. Any student who is unable to maintain the expectations set out in the Code of Conduct as above, renders him/ herself liable to disciplinary action. This may include suspension or permanent exclusion.

Wherever possible, the College will strive to work constructively with students to resolve disciplinary issues but implicit in this policy is the recognition of the need to disapprove of, formally record and, in certain circumstances, punish unacceptable conduct which disrupts learning or shows disrespect.

Should actions undertaken by students outside of the College premises impact upon maintaining good order within the campus, then disciplinary action will also be considered.

During induction the Acceptable Behaviour Policy and Procedure will be explained to all students.

The Acceptable Behaviour Policy and Procedure is posted on the Macclesfield College website ([www.macclesfield.ac.uk](http://www.macclesfield.ac.uk)).

This policy and procedure will be explained to all new staff at induction and details of how to access it through the website will also be explained.

### **Definition of Unacceptable Conduct**

Any academic or non-academic conduct which adversely interferes with teaching and learning (including a breach of the Student Academic Misconduct Policy and Procedure), is disrespectful to other members of Macclesfield College's community or property or breaches the Code of Conduct.

See the full Code of Conduct for more information.

### **Terms**

SMT  
ELT

Senior Management Team  
Executive Leadership Team

### **Procedure**

Where breaches of discipline occur such as failure to comply with the Code of Conduct or any incident of academic misconduct, the Disciplinary procedure will be used.

**Every effort will be made to avoid the use of formal disciplinary action where problems can be remedied informally. All staff carry the responsibility for the informal disciplining of students and for ensuring that misconduct or poor academic performance on the part of students is consistently dealt with in accordance with this policy**

Where informal measures prove insufficient to establish a satisfactory standard of conduct, a verbal warning may be given. If there is no improvement then three formal disciplinary stages may be invoked and may include the possibility of fixed period or permanent exclusion from the College (Refer to the Quick Guide Appendix 2)

Any disciplinary action will be logged against the student record in ProMonitor.

In all cases staff should be aware of any learning difficulty or disability which may affect the student and seek advice and support as appropriate.

Students can be placed on any stage of disciplinary without having undergone the previous stage. Stages can be bypassed dependent on misconduct.

**Please note: Staff should be aware that students aged 18+ may have opted out of parental communication. Please check ProSolution before sending letters.**

See Appendix 1 for examples of misconduct.

### **Stages:**

The College recognises that for minor breaches of conduct, a less formal process may be sufficient. For example, a member of college staff will discuss the matter with the student and seek to immediately resolve the issue. Informal actions such as these will be recorded on the 'meeting section' of the students' Individual Learning Plan.

### **Stages of Disciplinary Action:**

In most circumstances disciplinary action will follow the staged process outlined below. However, in cases where a student or students pose a risk to the welfare or safety of other members of the college community an immediate escalation to a further stage warning or suspension/ exclusion may apply. Examples of such behaviour may include (but are not limited to) those listed below:

- Fighting
- Verbal abuse towards other student(s) or member(s) of staff
- Conduct which could threaten the health and safety of others; or
- Abuse of IT, internet facilities, social media or any college facilities

In exceptional circumstances the college may refer the case to the Vice Principal who, having reviewed the evidence, may decide that in order to ensure the safety and security of students and staff the student (s) concerns should not be allowed on college premises until the matter is resolved. In these cases the Disciplinary Hearing and any subsequent Appeal may be heard in the student's absence. The student and their parent/ carer will be invited to make a written submission to the Disciplinary/ Appeal and the evidence will be reviewed and a decision will be communicated in the normal way.

### **Verbal Warning**

Minor lapses from acceptable standards of behaviour or academic performance will usually be communicated to the student by their Subject Teacher or Progress Coach. This will usually take the form of a 'verbal warning' and will have clear actions to achieve acceptable standards. Following from this, the Subject Teacher or Progress Coach may also contact parents/ carers. Any agreements for improvement will be recorded in the 'meetings' section of the student's Individual Learning Plan. The student will be notified that failure to meet agreed improvements may result in a subsequent warning.

### **Formal Stage 1 Warning:**

Following failure to meet agreed targets or continued behavioural concerns, a teacher may request that the Progress Coach issues a formal stage 1 warning. At this point, a discussion will be held with the student where targets are agreed. As part of this discussion, the Progress Tutor will also discuss support mechanisms available to the student. Details are recorded in the 'meeting's section of the student's Individual Learning Plan.

The parent/ carer of students under the age of 18 will usually be informed of the warning, cause of concern, agreed targets and conditions. If the student is over 18 then their parent/ carer will be contacted through negotiation with the student.

### **Formal Stage 2 Warning:**

Following failure to meet agreed targets or continued behavioural concerns recorded at stage 1 a further discussion will take place with the student. At this stage a Progress Coach with the Assistant Principal Curriculum will agree further targets and outline the consequences of these not being met. As part of this discussion, the Progress Coach will also discuss support mechanisms available to the student. Details are recorded in the "meetings" section of the student's record.

The parent/carer of students under the age of 18 will usually be informed of the warning, cause for concern, agreed targets and conditions. If the student is over 18 then their parent/carer will be contacted through negotiation with the student.

### **Final/ Stage 3 Warning;**

Following failure to meet agreed targets or continued behavioural concerns recorded at stage 2 a further discussion will take place with the student. Where a final warning/ Stage 3 Warning is given, the parent/ carer will be invited in to college to meet with the Vice Principal Curriculum and Quality if the student is under the age of 18. If the student is over 18 then their parents/ carers will be contacted through negotiation with the student. The student also has the option to nominate another appropriate adult if they do not have a parent/ carer to support them.

This meeting will take the form of a formal hearing where the student will be given the opportunity to discuss the situation. It will be made clear that failure to meet any standards outlined at this meeting may result in exclusion.

### **Suspension:**

Where there is a serious breach of expectations of behaviour, a student will be suspended. The parent/ carer will be invited in to college to meet with the Vice Principal Curriculum and Quality if the student is under 18. If the student is over 18 then their parent/ carer will be contacted through negotiation with the student. The student also has the option to nominate another appropriate adult if they do not have a parent/ carer to support them.

This meeting will take the form of a Disciplinary Hearing where the student will be given the opportunity to discuss the situation. It will be made clear to the student that failure to meet any standards outlined at this meeting may result in exclusion.

The formal hearing will take place within 10 working days of the incident. The student may be suspended until the hearing (dependent on the nature of the misconduct). The hearing will be recorded on Promonitor disciplinary meeting. The hearing will have 1 of 3 outcomes:

Stage 3 confirmed resulting in a final warning, fixed term exclusion or permanent exclusion, lower level confirmed, no disciplinary action taken.

A decision as to whether the student can return to college or not will not be given on the day. The evidence will be reviewed and a decision communicated within 5 working days.

### **Appeals Procedure:**

If the student wishes to appeal against a first, second, third, final warning or suspension/exclusion, he/ she must contact the Assistant Principal Quality within 5 working days of the outcome of the Disciplinary Hearing.

The disciplinary will be spent after 10 academic months if the action plan has been achieved and there have been no further issues. Should there be further issues or concerns highlighted by the curriculum team a review may be undertaken by the Assistant Principal Quality.

### **Notification of Disciplinary Hearings**

Students will normally be given at least 5 working days written notice to attend the Stage 3 hearings which will include the nature of the alleged misconduct. Students will be advised that they may be accompanied by a parent/carer/relative/employer/ fellow student if they wish. Students may request advocacy support from their Progress Coach for Stages 1, 2 or 3 hearings which may involve support to make a written statement of their version of events that can be used as evidence in any future hearings.

Parents/carers will be informed (if appropriate) of Stage 1, 2 and Stage 3 hearings and invited to attend if they wish. Employers will be notified of Stage 1, 2 and Stage 3 hearings if the student is on release from employment or financially supported by employer. This will be determined by the Director of Employer Enterprise and Commercial Services.

### **Notification Outcomes**

#### **Stage 1 and 2**

A copy of the meeting notes will be logged on pro-monitor. This will include any action plan and consequences of failure to meet the agreed targets.

#### **Stage 3**

A letter confirming the outcome of Stage 3 hearings will be issued to the student within 5 working days. This will include any action plan and consequences of failure to meet the agreed targets.

A copy of the letter will be forwarded separately to the parents/carers of students (if appropriate). A copy of the letter will be forwarded separately to the employer of students who are on release from employment or financially supported by employer.

### **Attendance/Attendees at disciplinary hearings**

At Stage 1 the Progress Coach will meet with the student. At stage 2, the Progress Coach/ Enhancement Lead with the Assistant Principal will meet with the student.

Stage 1: Progress Coach and Student.

Stage 2: Progress Coach/ Enhancement Lead/ Assistant Principal Student

Stage 3: Vice Principal Curriculum and Quality, Student, Parent/Carer (if appropriate), Advocate

Delays should be avoided and representatives should be requested to attend where required.

### **Suspension**

Suspension may occur for a single incident without recourse to the early stages of the student disciplinary procedure. Macclesfield College suspends without prejudice and makes no presumption of guilt. Any member of the Senior Management Team has the authority to suspend a student.

#### **A student should only be suspended for one or more of the following reasons:**

- to enable staff time to fully investigate an incident without prejudice
- where the College judges the risk of the student continuing at that time to be too high for either the student or the rest of the community
- pending a criminal investigation.

The student will be asked to collect any belongings and leave the premises immediately under supervision of the person suspending. Parents/Employers will be notified at the time of suspension.

A letter of suspension will be issued to the student at the time of suspension.

A copy of the letter will be forwarded separately to the parents/carers of students (if appropriate). A copy of the letter will be forwarded separately to the employer of students who are on release from employment.

### **Exclusion**

Exclusion may occur for a single incident without recourse to the early stages of the student disciplinary procedure.

Exclusion may be for a fixed period or permanently from the College. The student's record will be annotated on ProSolution to indicate the length of exclusion.

A letter of exclusion will be issued to the student within 5 working days of the meeting stating the nature of the misconduct and the duration of the exclusion. The letter will also contain information on a student's right of appeal.

A copy of the letter will be forwarded separately to the parents/carers of students (if appropriate). A copy of the letter will be forwarded separately to the employer of students who are on release from employment.

### **Right of Appeal**

All students have the right to appeal against a disciplinary decision.

#### **Stage 1:**

Appeals should be submitted in writing to the Enhancement Lead within 5 working days of the meeting. Appeals will be heard within 10 working days of receipt of the letter.

#### **Stage 2:**

Appeals should be submitted in writing to the Assistant Principal Quality within 5 working days of the meeting. Appeals will be heard within 10 working days of receipt of the letter.

**Stage 3:**

Appeals should be submitted in writing to the Principal within 5 working days of the meeting. Appeals will be heard by the Principal within 10 working days of receipt of the letter.

In all cases the details of the appeal will be documented and kept in the course file for the duration of their time at College. A copy of appeal outcomes for Stage 3 disciplinary hearings will be kept in ELT.

## Appendix One

### Examples of Disciplinary Incidents

The examples below cover the main areas for concern which would lead to the Student Acceptable Behaviour Policy and Procedure being applied.

### THIS LIST IS NEITHER EXCLUSIVE NOR EXHAUSTIVE

Depending on the nature of the incident, the early stages of the Student Acceptable Behaviour Policy and Procedure may be by-passed to allow an appropriate response to be made in each individual case. If appropriate, each stage can be repeated once.

#### Verbal Warning

- Incidents of classroom management issues such as those listed below at Stage 1 plus any additional behaviour concerns witnessed throughout the College

#### Stage 1

Issues such as **continuous/repeated:**

- disrespect towards staff or visitors
- absences to 3 consecutive English or Maths lessons
- disruptive behaviour/unacceptable language
- non-application to work in class
- minor instance of bullying – e.g. non-racial name calling
- unjustified absenteeism or lateness
- poor attitude to completing work
- missed deadlines, without adequate reasons
- regularly unprepared for lessons
- minor breaches of College rules or the code of conduct – e.g. smoking outside the designated areas, inappropriate use of IT
- inappropriate parking
- poor/inappropriate driving on the College property

#### Stage 2

Failure to achieve a stage 1 action plan.

Issues such as the following should come straight to this level:

- minor damage to property
- moderate levels of aggression/bullying/harassment towards other students or staff
- minor health and safety infringements
- moderate cases of academic misconduct (refer to Student Academic Misconduct Policy and Procedure)
- repeatedly committing a Stage 1 disciplinary incident
- discriminatory behaviour/comments of any kind
- abuse of any College facilities
- unacceptable behaviour towards College neighbours or their property
- bringing drug paraphernalia onto College premises

#### Stage 3

Failure to achieve a stage 2 action plan.

Issues such as the following should come straight to this level:

- any acts of violence or aggressive intimidation/harassment or bullying towards other students or staff
- bringing drugs or alcohol onto College premises
- being under the influence of drugs or alcohol

- challenging or aggressive refusal to co-operate with staff
- serious acts of vandalism
- serious health and safety infringements
- interfering with College IT facilities
- serious equality and diversity infringements
- repeatedly committing a Stage 2 disciplinary incident
- serious cases of academic misconduct (refer to Student Academic Misconduct Policy and Procedure).

Where any member of staff has reason to believe that a student may have committed a criminal offence, the College may refer the matter to the Police. The College may recommend suspension of the student pending the outcome of any Police enquiry or if the student's continued attendance is considered prejudicial to the good order of the campus.

## QUICK GUIDE TO THE STUDENT DISCIPLINARY PROCEDURE

NOTE- Any member of staff witnessing inappropriate behaviour which they believe warrants further action (as opposed to a quick word of correction) should talk to the student and submit a completed note of concern either via email, hard copy or ProMonitor to Director of Curriculum to action appropriately.

STAGE	PROCESS	SANCTIONS	MISCONDUCT LEVEL	APPEAL
<b>Verbal Warning</b>	Staff member will issue verbal warning to student and log interaction on Pro-monitor as comment	None other than advised that if behaviour is repeated it may lead to disciplinary	Incidents of classroom management issues such as those listed below at Stage 1 plus any additional behaviour concerns witnessed throughout the College	None
<b>Stage 1</b>	Progress Coach will meet with the student.  Record kept of hearing on Promonitor.	Stage 1 warning and action plan issued with appropriate SMART targets to be completed within agreed timescales Additional sanctions and reparation as appropriate (e.g. limited access to IT, apologies to any inconvenienced individuals) Class teachers to comment on positive and negative behaviours on ProMonitor during the action plan period. Progress Coach to monitor.  This stage can be repeated once only if appropriate but then escalation to stage 2 is required	<b>Issues such as continuous/repeated:</b> <ul style="list-style-type: none"> <li>• disrespect towards staff or visitors</li> <li>• disruptive behaviour/unacceptable language</li> <li>• non-application to work in class</li> <li>• initial instance of bullying</li> <li>• unjustified absenteeism or lateness to any element of the study programme</li> <li>• 3 absences to English or Maths classes</li> <li>• poor attitude to completing work</li> <li>• regularly unprepared for lessons</li> <li>• minor breaches of College rules or the code of conduct – e.g. smoking, inappropriate use of IT</li> <li>• poor/inappropriate driving or parking on site</li> </ul>	In writing to the Enhancement Lead within 5 working days. Appeal will be heard within 10 working days.
<b>Stage 2</b>	Enhancement Lead/ AP will meet with the student  Student may be suspended if appropriate until hearing.  Record kept of hearing on Promonitor.	Stage 2 warning and action plan issued with appropriate SMART targets to be completed within agreed timescales Other sanctions and reparations as appropriate Class teachers to comment on positive and negative behaviours on ProMonitor during the action plan period. Progress Coach to monitor.  This stage can be repeated once only if appropriate but then escalation to stage 3 is required	Failure to achieve a stage 1 action plan. Issues such as the following should come straight to this level: <ul style="list-style-type: none"> <li>• minor damage to property</li> <li>• minor levels of aggression/bullying/harassment towards other students or staff</li> <li>• minor health and safety infringements</li> <li>• discriminatory behaviour/comments of any kind</li> <li>• abuse of any college facilities</li> <li>• unacceptable behaviour towards College neighbours or their property</li> <li>• being in possession of drug paraphernalia</li> </ul>	In writing to the Assistant Principal Quality within 5 working days. Appeal will be heard within 10 working days.
<b>Stage 3</b>	Formal hearing with the VP C&Q within 10 working days.  Students may be suspended if appropriate until hearing.  Record kept of hearing on Promonitor.	Stage 3 warning and action plan issued or permanent exclusion Other sanctions and reparations as appropriate. Class teachers to comment on positive and negative behaviours on ProMonitor during the action plan period. Personal tutor to monitor.  Exclusion – can re-apply to College after specified period of time	Failure to achieve a stage 2 action plan. Issues such as the following should come straight to this level: <ul style="list-style-type: none"> <li>• any acts of violence or aggressive intimidation/harassment or bullying</li> <li>• bringing drugs or alcohol onto College premises or any other criminal act</li> <li>• under the influence of alcohol or drugs</li> <li>• challenging or aggressive refusal to co-operate with staff</li> <li>• serious acts of vandalism</li> <li>• serious health and safety infringements</li> <li>• interfering with College IT facilities</li> <li>• serious equality and diversity infringements</li> </ul>	In writing to the Principal's PA within 5 working days. Appeal will be heard by the Principal within 10 working days.

**This list is not exhaustive, and individual examples may be considered to fit at levels other than those indicated here.**

Where students are apprentices, the Maxim team should be alerted at an early stage and invited to take a lead with regards to hearings and sanctions. At all levels of the procedure, account should be taken of any disclosed disability or recognised behaviour issue. Disciplinary action will be removed at the end of the student's course.