

## BEHAVIOUR POLICY AND PROCEDURE

**Author:** Deputy Principal

**Equality Assessment:** Deputy Principal

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| Version and Date |             | Actions/Notes                                      |
|------------------|-------------|--|
| 1.0              | August 2024 | Revisions of policy, update to Disciplinary Stages |
|                  |             |  |

**Approved by SMT:** 28th August 2024

**Approved by Corporation:** N/A

**Date of Next Review:** August 2025

**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
- Student Code of Conduct
- Smoking/Vaping Policy

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

**To be published on College Website:** Yes

**To be published on Student Hub:** Yes

## BEHAVIOUR POLICY AND PROCEDURE

### 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.

### Our Aims are:

- To make learning our first priority;
- To ensure all students are safe and able to learn;
- To ensure that everyone is challenged and supported to be their best self.

### Policy

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 themselves 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, manage 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 Behaviour Policy and Procedure will be explained to all students.

The 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.

The College does not tolerate anti-social behaviour in any form. However, we realise that such behaviour could be attributed to a combination of inter-related factors. Therefore, we will work closely with the student and parents/carers to develop strategies which can be adopted at both home and college, to support the student.

After enrolling at the College, each student agrees to behave in accordance with the Student Code of Conduct whilst on site and representing the College in the wider 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 lessons as required by the timetable;
- Ensure that you come prepared for lessons with all the necessary equipment and/or uniform/PPE;
- 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 or College transport alcohol, offensive weapons or illegal substances;
- Behave appropriately in class and on college transport and respect the instructions of staff;
- Report absences before 9:00am as per the Student Handbook and Student Code of Conduct;
- Dress appropriately for college;
- Comply with the IT Acceptable Use Policies 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;
- Smoke/vape in the designated area only.

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.

All students are to have a Respect for Learning:

**A Actions**

**B Bring**

**C Consequences**

## **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**

Executive Leadership Team (ELT)  
Senior Management Team (SMT)  
Centre Principal (CP)

## **Disciplinary Procedure**

Where an incident of negative behaviour occurs, such as failure to comply with the Student Code of Conduct or any incident of academic misconduct, the Behaviour Policy and Procedure will be used.

**Every effort will be made to avoid the use of formal disciplinary action where concerns can be remedied informally. All staff carry the responsibility for managing the behaviour of students and for ensuring that it 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 four formal disciplinary stages may be invoked and may include the possibility of a fixed period or permanent exclusion from the College.

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

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

## **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 following 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.

In exceptional circumstances the College may refer the case to a member of SMT who, having reviewed the evidence, may decide that in order to ensure the safety and security of students and staff, the student(s) concerned should not be allowed on college premises until the matter is resolved. In these cases, the Disciplinary Meeting 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.

## Disciplinary Stages

| Disciplinary Stage          | Consequence   | Responsible  | Action   | Organiser                    | Reason for Sanction   |
|-----------------------------|---|--|--|------------------------------|---|
| Verbal Warning              | Conversation with learner and recorded on Pro Monitor.                          | Anyone   | Standard template to inform parent/carer of verbal warning, copy to learner.                                 | Anyone                       | <ul style="list-style-type: none"> <li>Defiance</li> <li>Disrespectful behaviour</li> <li>Non compliance</li> <li>Failure to meet deadlines</li> <li>Inappropriate classroom behaviour</li> </ul> |
| Stage 1                     | Disciplinary Meeting held with learner and targets set around behaviour.        | Teacher and/or Course Leader   | Standard template to inform parent/carer of Stage 1, copy to learner. Phone call to parent/carer.            | Teacher and/or Course Leader | <ul style="list-style-type: none"> <li>Repeated verbal warning behaviour (maximum 5 Verbal Warnings)</li> </ul>   |
| Stage 2                     | Disciplinary Meeting held with learner and Behaviour Agreement issued.          | Programme Lead   | Behaviour Agreement sent to learner, with a copy to parent/carer following Stage 2 meeting.                  | Programme Lead               | <ul style="list-style-type: none"> <li>Repeat of all of the above</li> <li>Continued poor behaviour that has resulted in 5 Verbal Warnings and Stage 1</li> <li>Plagiarism</li> </ul>             |
| Stage 3                     | Disciplinary Meeting held with learner and parent/carer.                        | Centre Principal   | Executive Assistant to send invitation and outcome letter following the meeting to learner and parent/carer. | Executive Assistant          | <ul style="list-style-type: none"> <li>Repeat of all of the above</li> <li>Repeat infringement of Smoking/Vaping rules</li> </ul>   |
| Stage 4                     | Consideration of Exclusion  | Deputy Principal   | Executive Assistant to send invitation and outcome letter following the meeting to learner and parent/carer. | Executive Assistant          | <ul style="list-style-type: none"> <li>Repeat of all of the above</li> <li>Any serious incident</li> </ul>  |
| Appeals                     | Upheld or overturned. Final Decision  | Principal - In the event of the Principal not being available, the Deputy Principal will deputise for the Principal. | Director of Governance to send invitation and letter, following the meeting.                                 | Director of Governance       |   |
| Vaping/Smoking Infringement | 48 hour fixed term exclusion (second infringement will lead to Stage 3 Meeting) | Centre Principals/SMT only   | Phone call to parent/carer advising of suspension. Standard template sent to parent/carer via ProMonitor.    | Centre Principals/SMT only   | <ul style="list-style-type: none"> <li>Breach of Smoking/Vaping rules</li> </ul>  |

## **Verbal Warning**

A verbal warning will be issued for minor lapses of acceptable standards of behaviour. These will be communicated to the student by their teacher in the form of a 'verbal warning' and will have clear actions to achieve acceptable standards. An automated email will also be sent to the student's parent/carer. Any agreements for improvement will be recorded in the meetings section of the student's Individual Learning Plan and on ProMonitor. The student will be notified that failure to meet agreed improvements may result in a subsequent warning. **A student may only receive a maximum of 5 verbal warnings after which point, they will be escalated to a Stage 1.**

### **Stage 1 Disciplinary**

Following failure to meet agreed targets or continued negative behaviour, a formal Stage 1 Disciplinary Meeting will be held with the student's teacher. As part of this meeting, agreed targets will be set and the teacher will also discuss support mechanisms available to the student. Details are recorded in the meetings section of the student's Individual Learning Plan and in ProMonitor.

An automated email will be sent to the student's parent/carer advising them of the Stage 1 Disciplinary via ProMonitor and followed up with a phone call to inform the parent/carer of the warning, cause of concern, agreed targets and conditions. If the student is over 18 then their parent/carer will be contacted through agreement with the student.

### **Stage 2 Disciplinary**

Following failure to meet agreed targets or continued negative behaviour recorded at Stage 1, a formal Stage 2 Disciplinary Meeting will be held with the Programme Lead for the student's curriculum area. Further targets and outline of the consequences of these not being met will be discussed and agreed, via a Behaviour Agreement. As part of this discussion, the Programme Lead will also discuss support mechanisms available to the student. Details are recorded in the meetings section of the student's Individual Learning Plan and in ProMonitor.

An automated email will be sent to the student's parent/carer advising them of the Stage 2 Disciplinary via ProMonitor and followed up with a phone call to inform the parent/carer of the warning, cause of concern, agreed targets and conditions. A copy of the Behaviour Agreement will also be sent to the student and parent/carer following the meeting. If the student is over 18 then their parent/carer will be contacted through agreement with the student.

### **Stage 3 Disciplinary**

Following failure to meet agreed targets or continued negative behaviour recorded at Stage 2, a formal Stage 3 Disciplinary Meeting will be held with the Centre Principal for that curriculum area. Parent/carer's will be invited to attend the meeting. 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 escalation to Stage 4 with Deputy Principal.

If the student is over 18 then their parents/carers will be contacted through agreement 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.

## **Stage 4 Disciplinary**

Following failure to meet agreed targets or continued behavioural concerns recorded at Stage 3, a formal Stage 4 Disciplinary Meeting will be held with the Deputy Principal. Parent/carer's will be invited to attend this meeting. A Stage 4 Disciplinary Meeting will also be held if a student is involved in a serious incident and can be escalated directly to this stage even if no other sanctions have been issued.

This meeting is a formal meeting where the College will present their case to the student and parent/carer and the student will then have the opportunity to present their case. The Deputy Principal will provide written confirmation of the outcome of the meeting in writing within 5 working days (term time only), a result of which could be exclusion.

## **Appeals Procedure**

If a student wishes to appeal against the decision made following a Stage 4 Disciplinary Meeting, they must contact the Principal in writing within 5 working days (term time only) of the outcome of the Disciplinary Meeting. An Appeal Meeting will be held with an independent appeal panel consisting of the Principal and Director of Governance.

## **Suspension**

Where there is a serious breach of expectations of behaviour, a student will be suspended in order for a full investigation to be carried out. Following this investigation, the student and parent/carer will be invited to attend a formal Stage 4 Disciplinary Meeting if appropriate.

The formal meeting will take place within 10 working days (term time only) of the incident. The student may be suspended until the meeting (dependent on the nature of the misconduct).

### **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.

An automated email will be issued to the student and parent/carer at the time of suspension (if appropriate). Employers of students will also be notified.

## **Notification of Disciplinary Meetings**

Students will normally be given at least 5 working days (term time only) written notice to attend a Stage 3 or Stage 4 Disciplinary Meeting, which will include the nature of the unacceptable conduct. 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 the Welfare Team for Stage 3 or Stage 4 meetings, which may involve support to make a written statement of their version of events that can be used as evidence in any future meetings.

Parents/carers will be informed of all disciplinary actions taken and invited to attend Stage 3 and Stage 4 meetings if they wish. Employers will be notified of all disciplinary actions taken and invited to attend Stage 3 and Stage 4 meetings if the student is on release from employment or financially



supported by their employer. This will be determined by the Director of Employer and Commercial Services.

### **Smoking/Vaping Infringement**

Any student who is seen smoking/vaping outside of the designated area will be issued with an immediate 48 hour fixed term exclusion. A repeat infringement will result in the student being issued with a further 48 hour fixed term exclusion and escalated to a Stage 3 Disciplinary Meeting.

## Appendix One

### Serious Incidents

The examples below cover the main areas for concern which would lead to the student(s) being suspended and escalated to a Stage 4 Disciplinary Meeting.

#### **THIS LIST IS NEITHER EXCLUSIVE NOR EXHAUSTIVE**

- Physical assault against a student/staff member/stakeholder, including fighting;
- Verbal abuse and threatening behaviour against a student/staff member/stakeholder;
- Instigating violence by involving other people, not necessarily from the college community, in disputes with other students;
- Involvement with fireworks;
- Bullying;
- Any form of abuse;
- Harmful sexual behaviours;
- Theft;
- Damaging property;
- Serious challenges to authority;
- Persistent disruption of learning;
- Serious breaches of the IT code of conduct;
- Deliberate misuse of the fire alarm;
- Drug and alcohol related incidents – this may include the abuse of a legal substance;
- Dealing with drugs at college;
- Repeated use of drugs or alcohol;
- Possession of a weapon, including replica weapons;
- Misuse of medication;
- Misuse of aerosols;
- Misuse of electronic equipment;
- Making malicious allegations against a member of staff;
- Inciting others to breach the college rules;
- Inciting others to commit a violent act;
- Behaviour that endangers themselves or others;
- Behaviour which brings the college into disrepute and tarnishes the reputation of the college, even if this behaviour occurs outside of college time/hours;
- It would be treated as a serious incident if any student inappropriately recorded/filmed any of the above incidents taking place;
- Behaviour that causes great anxiety or upset to others (even if this was intended as a joke).

These incidents are considered to be highly damaging to the ethos of the College and to individuals within it.

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.