

Request

Sent: 23 August 2022 09:38

Subject: Policy requests

Good morning,

Could I please request a copy of the following policies for the college:

Data protection policy

Any policy relating to academic misconduct

Any relevant policies that cover confidentiality

Our Ref: FOIA207

Your Ref: N/A

Date: 25th August 2022

Dear [REDACTED]

FREEDOM OF INFORMATION REQUEST (FOI): Policy Request:

- Data protection policy
- Any policy relating to academic misconduct
- Any relevant policies that cover confidentiality

Thank you for your request for information, which we received on 23rd August 2022. We have handled your request under the Freedom of Information Act 2000 (FOIA).

Any correspondence regarding this should be addressed to FOI@rnngroup.ac.uk

Please note that we will be providing a response on behalf of the RNN Group as a whole, rather than any individual college or organisation within the Group.

The RNN Group main centres of operations are located at the following sites:

| Site Name | Address |
|---|------------------------------------|
| Rotherham College | Eastwood Lane, Rotherham. S65 1EG |
| North Nottinghamshire College | Carlton Road, Worksop. S81 7HP |
| Dinnington Campus | SITE NO LONGER IN OPERATION* |
| Dearne Valley College | Wath upon Dearne, Swinton. S63 7EW |
| University Centre Rotherham | Doncaster Gate, Rotherham. S65 1DJ |
| RNN Training | Carlton Road, Worksop. S81 7HP |
| Idle Valley Rural Centre | North Road, Retford. DN22 8SG |
| Construction Centre Rotherham | Rawmarsh Road, Rotherham. S60 1RU |
| Skills Centre Shireoaks | SITE NO LONGER IN OPERATION* |
| National Fluid Power Centre | Carlton Road, Worksop. S81 7HP |
| Create Skills Ltd | SUBSIDIARY COMPANY CEASED TRADING* |
| Charnwood Training | SUBSIDIARY COMPANY CEASED TRADING* |
| Aston Recruitment & Training | NO LONGER OWNED BY THE RNN GROUP* |
| Rotherham Education Services | Eastwood Lane, Rotherham. S65 1EG |
| Retford Post 16 Centre | Old Hall Drive, Retford. DN22 7EA |
| Nottinghamshire Children & Family Partnership | PARTNERSHIP HAS CEASED* |



*Data from these sites have been re-located to other centres within the RNN Group, and if applicable, have formed part of the search for the information requested.

Attached are the following documents:

- Data Protection Policy – currently under review
- Student Behaviour and Intervention Procedure

The Group does not have a “Confidentiality Policy”, but you may find the policies available on the RNN Group website useful.

You can access our published policies at:

<https://www.rnngroup.co.uk/ig/policies/>

Please note, whilst you have exercised your right to information under FOI, the RNN Group may not release some data it has on record. For example, if it contains personal details of individuals or if other exemptions apply, as detailed within the FOI legislation. See the Information Commissioners Office (ICO) website for further details as to what this means to you and the request you have made:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/>

In keeping with the spirit and effect of the FOIA, and in keeping with the RNN Group’s transparency agenda, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you may now be published on the Group’s website at www.rnngroup.co.uk/IG together with any related information that will provide a key to its wider context. Please note that this will not include your personal data.

Attached is Appendix A, giving contact details should you be unhappy with the service you have received from the RNN Group in regards to this FOI request.

If you have any queries about this letter then please do not hesitate to contact us.

Yours sincerely

The RNN Group Information Governance Team

Encs.

Appendix A

If you are unhappy with the service you have received in relation to your request, you may make a complaint or appeal against our decision under chapter 36, part 1, section 17 (7) of the Freedom of Information Act or under chapter 12, part 6, section 165 of the Data Protection Act (Article 57(1)(f) and (2) and 77 of the General Data Protection Regulations), within 40 working days of the date of this letter.

A copy of our complaints process can be found on the RNN Group website by following the link below and selecting the Feedback and Complaints section:

<https://www.rnngroup.co.uk/IG>

If you are not content with the outcome of the internal review of your complaint, the DPA gives you the right to apply directly to the Information Commissioner for a decision.

Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted the RNN Group's own complaints procedure.

The Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

| | |
|---|--|
| Document Title | Data Protection Policy |
| Type of document | Corporate |
| Brief summary of contents | <ul style="list-style-type: none"> • Clear guidance when dealing with personal data covered under Data Protection legislation • Responsibilities of individuals • Data Subject Access requests • Rights of the data subjects • Responsible parties • Privacy notices |
| SLT member responsible for policy | Tony De'Ath |
| Date written | 4 th February 2016 |
| Date last revised | 6 th December 2019 |
| This document replaces | Not applicable |
| Approval route/consultation | Department Head, SLT Member |
| Head of Department (HOD) responsible for policy | Ian Headley |
| Author of policy | Ian Headley |
| Contact details | ianheadley@rnnngroup.ac.uk |
| Publication location | Public and portals |
| Date of final approval | 4 th February 2016 |
| Date policy becomes live | 4 th February 2016 |

| | |
|-----------------------------|--|
| Review period | Annual |
| Links to external standards | Data Protection Legislation |
| Related documents | <ul style="list-style-type: none"> • Staff AUP • Mobile Phone Policy • Privacy Policy |
| Keywords | Privacy, Data, Data Protection, Data Controller, Lawful, Accurate, Personal, Subject Access, Subject Consent, Data Retention, Rights |
| Training needs | Data Protection |

This document is only valid on the day of printing

Controlled Document

This document has been created following the RNN Group policy production guidelines. It should not be altered in any way without the express permission of the author or HOD detailed above.



Data Protection Policy and Procedure

Version 2.2

6th December 2019

Version Control Table

| Date | Version No | Summary of Changes | Changes Made By |
|------------|------------|---|-----------------|
| 04/02/2016 | 1.0 | Birth of policy | Ian Headley |
| 27/10/2016 | 1.1 | Change in form for Subject Access Request | Ian Headley |
| 21/03/2017 | 1.2 | Annual review Change in SLT member Change in contact details to RNN Group Job title changes Amendment to designated RNN Group data controllers Inclusion of Data Privacy Notice (Section 15) | Ian Headley |
| 09/05/2018 | 2.0 | GDPR review and updated to new legislation | Ian Headley |
| 31/05/2019 | 2.1 | Annual review No amendments | Ian Headley |
| 06/12/2019 | 2.2 | Annual review Minor changes to contact details and job titles | Kelly Condon |

All or part of this document can be released under the Freedom of Information Act 2000

Table of Contents

| Section | Description | Page |
|---------|--|------|
| | Policy outline | 6 |
| 1 | Introduction | 9 |
| 2 | Responsibilities of staff | 10 |
| 3 | Rights to access information | 12 |
| 4 | Subject consent | 12 |
| 5 | The data controller and the designated data guardians | 12 |
| 6 | Transfer of information to data processors and sub-contractors | 13 |
| 7 | Retention of data | 13 |
| 8 | Notification of changes to the processing of personal data | 13 |
| 9 | Conclusion | 13 |
| 10 | Data privacy notice | 14 |
| 11 | Data subject rights | 14 |

Appendices

| Section | Description | Page |
|---------|----------------------------------|------|
| 1 | Collection point privacy notice | 16 |
| 2 | Data subject access request form | 17 |

INTRODUCTION

RNN Group is committed to preserving the privacy of its learners and employees and to complying with the Data Protection UK laws. To achieve this commitment, information about our learners, employees and other clients and contacts must be collected, used fairly, stored safely and not unlawfully disclosed to any other individual or organisation.

It is the Group's policy to make as much information public as possible and in particular, the following information will be made available.

- Names of our Governors
- Photographs of key staff (i.e. members of the Executive and other managers)
- Data retention periods
- Third parties to whom we share or allow access to the data we collect
- Privacy notices

PRINCIPLES

The Group, its staff and others who process or use any personal information will ensure that they follow the data privacy principles set out in the UK Data Protection legislation. These principles are:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality

The Group will not release staff or learner data to third parties except to relevant statutory bodies or where the relevant RNN Group Third Party Agreement is in place.

In all other circumstances, the Group will have informed the data subjects as to what happens to their data at the initial collection point and shall, where deemed necessary, obtain the consent of the individuals concerned before releasing personal data.

RESPONSIBILITIES

Corporation Board

The Corporation Board are responsible for the oversight and implementation of this policy.

The Chief Executive and Senior Managers

It will be the responsibility of the CEO/Principal and Senior Managers to ensure compliance with the policy and for communicating the policy to all staff.

Data Protection Officer

The Data Protection Officer for the Group has operational responsibility for the implementation of this policy throughout the Group and is the initial point of contact for any Data Protection related enquiries.

The designated Data Guardians (as detailed in Section 5) have specific responsibilities for the areas they are responsible for.

Managers

All Managers are responsible for ensuring that staff are aware of, and abide by, this policy and that their relative staff members have participated in the Group's Data Protection training.

All Staff

All staff are responsible for ensuring that any personal data which they hold is kept securely, transported safely (where approved by the Information Governance (IG) team) and that personal information is not disclosed in any way and to any unauthorised third party. Personal data referred to can be either paper or electronic based, in any format.

It is the duty of all Group staff to report data breaches and near miss events relating to the processing of personal data, to the IG team as soon as they become 'aware' of a breach.

Awareness is defined as when a member of staff has a reasonable degree of certainty that a security incident has occurred and that this has led to personal data being compromised.

Sanctions can be applicable to the Group should we fail in our obligations under the UK Data Protection laws to report a data breach to the ICO, these could potentially be damaging to our reputation.

The Data Protection Act 2018 explains that a personal data breach can be categorised as:

"Confidentiality breach" - where there is an unauthorised or accidental disclosure of, or access to, personal data

"Availability breach" - where there is an accidental or unauthorised loss of access to, or destruction of, personal data

"Integrity breach" - where there is an unauthorised or accidental alteration of personal data

This reporting can be done directly to the IG team, by phone, email or via the online reporting tool on the RNN Group Information Governance web site. Learners or the general public can also make reports should they wish to express concern, by using the same mechanisms.

All staff are required to participate annually in the RNN Group Data Protection mandatory training.

All Learners, Staff and Other Parties

Learners, staff and other related parties are responsible for ensuring that all personal data provided to the Group is accurate and up to date.

COMPLIANCE

Failure to comply with the data protection policy and procedure may result in disciplinary action.

REVIEW

This policy and related procedures will be reviewed and issued on at least an annual basis.

Data Privacy and Protection

1. INTRODUCTION

The RNN Group needs to keep certain information about its employees, learners and other users to allow us to deal with numerous aspects of the business, including monitoring recruitment, attendance, performance, achievements and health and safety. It is also necessary to process information so that staff can be recruited and paid, courses organised and legal obligations to funding bodies and government complied with.

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, the Group must comply with the Data Protection Principles, which are set out in the UK Data Protection legislation.

These principles are:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality

The Group and all staff or others who process or use any personal information collected by the Group must ensure that they follow these principles at all times. In order to ensure that this happens, the Group has developed the Data Protection Policy.

The RNN Group will keep a register of staff authorised to access and process personal data on its systems with the appropriate security restrictions and these members of staff will be asked to agree to a confidentiality statement on network login.

2. RESPONSIBILITIES OF STAFF

Information About Yourself

All staff are responsible for:

- Checking that any information they provide to the Group in connection with their employment is accurate and up-to-date
- Informing the RNN Group of any changes to information, which they have provided, e.g. change of address
- Informing the Group of any errors. The RNN Group cannot be held responsible for any errors unless the staff member has informed us of them

Information About Other People

All staff must comply with the following guidelines:

All staff will process data about individuals on a regular basis, for example, when marking registers, writing reports or references, as part of the employment process, or as part of a pastoral or academic supervisory role.

The RNN Group will ensure through internal procedures, that all individuals are informed of the lawful basis for processing of their data, are notified of the categories of processing and the purpose for the data collection itself, as required by the UK Data Protection legislation.

The information that staff deal with on a day-to-day basis will predominantly be personal information and will cover categories such as:

- General personal details such as name and address
- Details about class attendance, course work marks and grades and associated comments
- Notes of personal supervision, including matters about behaviour and discipline

Information about an individual's:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data
- biometric data
- data concerning health
- data concerning sex life or sexual orientation

are all classed as special categories of data and can only be collected and processed with the explicit consent of the individual and within the same conditions as personal data collection, for example having a lawful basis for processing, purpose for the collection etc.

All staff have a duty to make sure that they comply with the data protection principles, which are set out in the RNN Group's Data Protection Policy. In particular, staff must ensure that records are:

- Accurate
- Up-to-date
- Limit use to what was specified originally to the data subject
- Kept and disposed of safely, and in accordance with the Group's policies

The RNN Group will designate staff in the relevant area as 'authorised staff' through appropriate security mechanisms. These staff are the only staff authorised to access data that is:

- Not standard data or
- Special categories data

The only exception to this will be if a non-authorised member is satisfied and can demonstrate that the processing of the data is necessary for the vital interests of the data subject themselves, as:

- In the best interests of the individual or staff member, or a third person, or the Group AND
- He or she has either informed the authorised person of this, or has been unable to do so and processing is urgent and necessary in all the circumstances
- This should only happen in very limited circumstances, e.g. an individual is injured and unconscious and in need of medical attention, or a member of staff tells the Hospital that the individual is pregnant or a Jehovah's Witness

Authorised staff will be responsible for ensuring that all personal data is kept securely. In particular staff must ensure that:

- Personal data is put away in lockable storage
- Personal data is not left on unattended desks or tables
- Unattended ICT equipment should not be accessible to other users
- ICT equipment used off-site must be encrypted (including tablets, mobile phones etc.), or password protected where encryption is not possible
- Data on portable media e.g. CD or memory stick, or any mobile device storage that contains personal data or email attachments used off-site, must be encrypted or password protected should encryption not be possible
- Paper records containing personal data must be shredded or placed into confidential waste consoles where appropriate (and in line with the relevant retention policy)
- Personal data records are **NOT** stored on any personal cloud storage provider or personal mobile devices (the RNN Group provided Office 365 environment is the only approved cloud provider for the storage of personal information)

Staff must not disclose personal data to any individual, unless for normal academic or pastoral purposes, without authorisation or in line with the RNN Group's Data Subject Access Request (DSAR) policy.

Staff shall not disclose personal data to any other non-authorised staff member except with the authorisation of a data guardian or the DPO.

Before processing any personal data, all staff should consider the following:

- Do you really need to record the information?
- Has a Privacy Impact Assessment (PIA) been performed on the data collection set?
- Is the information classified as being 'special categories' of data?
- If it is special categories, do you have the data subject's express consent via a positive affirmative action, along with your lawful basis?
- Has the individual been told that this type of data will be processed?
- Are you authorised to collect/store/process the data?
- If yes, have you checked with the data subject that the data is accurate?
- Are you sure that the data is secure?
- If you do not have the data subject's consent to process, are you satisfied that it is in the vital interests of the individual or the safety of others to collect, process and retain the data?

3. RIGHTS TO ACCESS INFORMATION

Learners, staff, individuals and other users of the RNN Group have the right to access any personal data that is being kept about them either electronic or paper based. Any person who wishes to exercise this right must complete the Group's Data Subject Access Request (DSAR) form and send it to the IG team at the email address given on the form (Appendix 2).

This information will, in most cases, be supplied without charge. Only the Group's DPO can decide if any charge for large volumes of data requests is applicable.

The RNN Group aims to comply with requests for personal data as quickly as possible, will ensure that it is provided without undue delay and within one calendar month (in line with legislation) unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the data subject making the request.

4. SUBJECT CONSENT

In many cases, the RNN Group can only collect and process special categories of data with the positive affirmative action in consent by the data subject themselves.

Agreement to the Group processing some specified classes of personal data is a condition of acceptance of an individual onto any course, and a condition of employment for staff. This includes information about previous criminal convictions.

Some jobs or courses will bring the applicants into contact with children, including young people between the ages of 14 and 18. The RNN Group has a duty under the Children Act and other legislation to ensure that staff are suitable for any job offered.

The Group also has a duty of care to all staff and learners and must therefore make sure that employees and those who use the Group's facilities do not pose a threat or danger to other users.

The RNN Group will also ask for information about particular health needs, such as allergies to particular forms of medication, or any conditions such as asthma or diabetes. The Group will only use the information in the protection of the health and safety of the individual and may not need consent to process this type of information, in the event of a medical emergency, for example.

Therefore, all prospective staff and learners will be asked to sign either an appropriate Human Resources form or another individual document regarding special categories of data when an offer of employment or a course place is made. A refusal to sign such documents may result in the offer being withdrawn.

5. THE DATA CONTROLLER AND THE DESIGNATED DATA GUARDIANS

The RNN Group as a corporate body is the data controller under UK Data Protection legislation, and the Board is therefore ultimately responsible for compliance. However, the designated Data Guardians will deal with day-to-day matters.

The nominated Data Protection Officer is the primary contact for any data related enquiries or events. In the event of the DPO not being unavailable, the nominated deputy is the Data Protection Advisor (DPA) in the first instance.

The Group's designated data guardians are the Executive Director of Corporate Services who is responsible for all corporate data and for storage, retrieval and destruction of the data relating to Estates and IT. The Executive Director of HR/Marketing who is responsible for all data relating to staff. The Executive Director of Finance who is responsible for data relating to Finance RNN Group subsidiaries and the Head of MIS for all data relating to learners.

6. TRANSFER OF INFORMATION TO DATA PROCESSORS AND SUB-CONTRACTORS

Any third party or contractor who has access to the RNN Group's obtained personal data and/or is acting as data processor should be fully aware of their obligations to comply with the Data Protection legislation, be registered with the ICO and be contracted to act accordingly using the RNN Group's Third Party Agreements. This includes any contractor who is accessing areas where obtained personal data is stored or can be viewed/accessed.

No data will be transferred or made available to any party unless the Third Party Agreement and/or relative contract is completed and registered with the Data Protection Officer in advance.

Personal data will not be transferred to any country outside the European Economic Area (EEA) unless there is adequate protection in place through local data protection laws, organisational policies or contractual agreements.

7. RETENTION OF DATA

Data will be retained subject to the explicit data retention periods as specified in the individual policies or procedures and specific to the data being collected. These periods are identified through the PIA programme throughout the Group.

Further details of all the data retention periods whether Group dictated or legislatively required, are available on the RNN Group web site.

8. NOTIFICATION OF CHANGES TO THE PROCESSING OF PERSONAL DATA

The existing Data Protection registration for the RNN Group can be found at:

<https://ico.org.uk/esdwebpages/search>

Any changes will be reflected on this site and notified to appropriate staff.

9. CONCLUSION

Compliance with the relevant Data Protection legislation is the responsibility of all members of the Group.

Any breach of the data protection policy may lead to disciplinary action being taken, access to the RNN Group being withdrawn, or even a criminal prosecution.

Any questions or concerns about the interpretation of this policy should be referred to your line manager or the IG team.

10. DATA PRIVACY NOTICE

Under the UK Data Protection legislation and the Information Commissioner's Office Privacy Notices Code of Practice, privacy notices should be present at all collection points where personal data is being collected from a data subject, especially if the data is being collected for a new purpose.

The RNN Group employs a layered approach to this notification, the relevant data collection set notice will be specific to the data being collected and its lawful basis determined through the PIA process. An A4 notice should be at any collection point (content detail below) and the full privacy policy of the Group is available on all of its web sites.

A4 privacy notices are available from the IG team at IG@rnngroup.ac.uk and contain the following information:

- What we need
- Why we need it
- What we do with it
- How long we keep it
- What we would also like to do with it
- What are your rights

11. DATA SUBJECT RIGHTS

It is the Group's responsibility to uphold all of the rights of the data subject as described in UK Data Protection legislation. These rights are specifically:

- Transparent communication
- Information to be provided to the data subject e.g. controller details, DPO, third parties with access etc.
- Information to be provided where personal data was not obtained from the data subject
- Right of access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Notification of rectification or erasure
- Right to data portability
- Right to object to processing
- Right to object to automated profiling decision making

Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the UK Data Protection regulations.

The RNN Group must provide individuals with information including our purposes for processing their personal data, retention periods for that personal data, and to whom it will be shared with. We call this 'privacy information'.

Privacy information must be provided to individuals at the time their personal data is collected from them.

If the Group obtains personal data from other sources, then these individuals must be provided with privacy information within a reasonable period of obtaining the data and no later than one month. There are a few circumstances when the Group does not need to provide people with privacy information, such as if it would involve a disproportionate effort to provide it to them.

The information the Group provides to people must be concise, transparent, intelligible, easily accessible, and must use clear and plain language.

The RNN Group regularly reviews, and where necessary, updates the privacy information. Any new uses of an individual's personal data must be brought to their attention before processing begins.

Appendix 2 – DATA SUBJECT ACCESS REQUEST FORM



Data Subject Access Request Form

Staff, learners (and other users of the RNN Group) have the right to access personal data relating to themselves that is held by the Group in electronic and/or manual records that form part of a 'relevant filing system'.

Any individual who wishes to exercise this right should apply using this Data Subject Access Request (DSAR) form in the first instance.

The RNN Group needs to be assured of an applicant's identity prior to any information being released. To protect the data that has been trusted to us, due diligence on this request will be performed before any acknowledgement or release. Data requested will be supplied, where possible, in PDF format, encrypted and posted to our secure portal. The applicant will receive a link to the portal where they will be asked for a password, which will be sent in a separate email.

The RNN Group may hold personal records in different parts of its organisation, to assist us to supply the information you require, please provide the following information:

| Details |
|---------------------------------|
| Surname: |
| Former Surname (if applicable): |
| Forename(s): |
| Date of birth: |
| Address: |
| Postcode: |
| Telephone number: |
| Email address: |

| Learner |
|--|
| Are you a present or past learner of the RNN Group?: |
| Give details of your course of study and dates: |

| Staff |
|---|
| Are you a present or past member of staff?: |
| Department/Area of the RNN Group: |
| For past staff, please give dates and as much detail of employment as possible: |

Other (neither staff nor learner)

If you are neither staff nor learner, please detail your connection with the RNN Group or detail your relationship to the person you are requesting data for. Written consent from the individual will be required prior to data being released, this authority MUST be enclosed with the DSAR:

Information required

The RNN Group may hold your personal records in different parts of its organisation. Please specify the information you require and be as specific as possible to help us process and expedite your request (continue on separate sheet if needed):

Examples of data kept by the RNN Group

- Academic marks or course work details
- Personnel records
- Health and medical matters
- Additional Learning Support (ALS) records
- Personal details including name, address, date of birth etc.

Information required (use the above example/s or provide further details below):

We collect the personal data above to allow the RNN Group to comply with data subject access request legal obligations. The purpose of this data

collection is to validate the details you have provided, to enable the appropriate data searches to take place and to facilitate additional contact, should this be necessary.

The RNN Group may use your name and email address to inform you of our future offers and similar products or services. This information is not shared with third parties and you can unsubscribe at any time.

If at any point you believe the information we process about you is incorrect, you can request to see this information and even have it corrected or deleted, simply email sar@rnngroup.ac.uk outlining your specific requirements.

General enquiries regarding the way we collect, handle and dispose your personal data can be addressed to our Data Protection Officer, simply email dpo@rnngroup.ac.uk with your enquiry.

If you wish to raise a complaint about how we have handled your personal data, please email complaints@rnngroup.ac.uk with full details of your issue.

Your signature:

Date:

On completion, this form and any supporting information should be sent to:

Email: dsar@rnngroup.ac.uk

Post:

For the attention of the Information Governance Team
RNN Group
Eastwood Lane
Rotherham
S65 1EG

RNN Group use only

Reference number:

Date received:

Details of identity confirmation:



STUDENT BEHAVIOUR AND INTERVENTION PROCEDURE

STUDENT BEHAVIOUR AND INTERVENTION PROCEDURE

1. PURPOSE

The purpose of the procedure is to promote and maintain positive and professional student behaviour, which equips all students with the life skills they will require to become a successful citizen.

In cases where students' attitudes or behaviours do not meet our College High Expectations, appropriate interventions and sanctions, which protect the interests and learning of other students and staff, may be applied.

2. AIMS

The procedure aims to clearly outline the College's High Expectations and all steps which will be taken to model and develop these behaviours with students.

3. GENERAL PRINCIPLES

College High Expectations will be shared with all students prior to and during Welcome-on-Board Week at the start of the academic year. All students are expected to meet these high expectations during their time with the College.

The Student Behaviour and Intervention Procedure is available on the Student Portal and students will be made aware of how to access it during their first week in College.

Support strategies and interventions will be developed and reviewed regularly in consultation with stakeholders and partner organisations involved in the care and support of students with Special Educational Needs and Disabilities.

Parents/carers/schools/employers of students can access information regarding this procedure and the College High Expectations through College websites. Further details will be provided at Parents/Carer Briefing events at the start of each academic year.

The first stage of any informal behavioural issues will be addressed by applying principles of restorative practice. Students will be supported to identify triggers/reasons for their behaviour and how they can meet College's High Expectations. Where issues are not resolved, the more formal disciplinary stages will be evoked.

All students are entitled to advocacy support (parents/carers/friend) when subjected to the disciplinary procedure.

Any disciplinary action will follow the procedures laid down in the accompanying document(s).

The student is the responsibility of their curriculum area, irrespective of where any alleged offence took place.

The principle underlying the procedures is that the investigation (and subsequent judgement) determines the seriousness of any offence, if found and therefore, the level (or stage) of the warning.

Standard College letters will be used where appropriate. Adjustments will be made to any letters/communications for students who have learning difficulties and/or disabilities.

Disciplinary action will remain active for a twelve-month period following a student completing or withdrawing from the College.

College High Expectations

The College High Expectations at Appendix 1 outline the professional behaviours and attitudes which we expect students to adhere to. These expectations apply to students whilst on College premises, when taking part in College activities off campus and including any activities which may be delivered online. All staff will model College High Expectations when engaging with students, including; facilitating teaching, learning and support, conducting 'meet and greet' activities and when working with all College stakeholders.

COVID19

To support all staff, students and our local communities, it is essential that when visiting the College Campuses, rules regarding COVID19 are adhered to. College rules are driven by government guidelines for education and will be clearly displayed on campuses and College websites. Any student found in breach of these rules will be challenged and may face disciplinary action.

Keeping our campus clean and smoke-free

It is the responsibility of all College staff to reinforce the College's High Expectations, ensuring our campus is clean, tidy and safe. Should staff discover students in areas where they have left litter or who may be smoking in non-designated areas (including the use of e-cigarettes), students should be challenged and asked to tidy up the area / move to a designated smoking area. E-cigarettes are not permitted on College premises outside of designated smoking areas. If students are no longer in the area where litter has been left or refuse to move from non-designated smoking areas, then these matters should be reported to the Campus Manager so that CCTV can be reviewed. Appropriate disciplinary action will be taken towards the individual/group of students as a result. For both offences, this will include the offending students completing one 'Litter Duty' whilst under the supervision of staff.

Definitions

Unacceptable Conduct:

Any conduct that adversely impacts on teaching and learning is disrespectful to other members of the College community. This includes any direct or indirect discrimination or harassment of protected characteristics (as defined in the Equality Act 2010), any conduct where College property is damaged, or any behaviour which breaches the College's High Expectations (see Appendix 1). In most cases, the use of mobile phones and devices to support learning will be encouraged, however there will be times when mobiles should not be used and these rules should be respected and adhered to. Inappropriate behaviour on social media (including that directed towards others students) will be challenged. Some examples of misconduct could also be gross misconduct, depending on their seriousness. The College will review the individual circumstances to determine this.

Examples of Misconduct:

Where normal behaviour management approaches have been exhausted and the student continues to not respond to staff instructions, guidance and reprimands.

- Persistent lateness or absences (including to online learning activities).

- Disrespectful attitudes and behaviours towards others (including online) and including protected characteristics as outlined in the Equality Act 2010.
- Inappropriate language.
- Persistent lateness in submitting work or non-completion.
- Persistent failure to engage and complete work.
- Persistent use of non-work-related software/web pages/social media in class.
- Preventing others from learning.
- Anti-social behaviours or attitudes.
- Disrespectful behaviour towards College resources, facilities and environment e.g. damaging learning resources, leaving litter, not leaving social spaces tidy.
- Plagiarism (depends on level of severity - could start at Formal Stage 1 or 2).

Examples of Gross Misconduct:

- Bullying, harassment or intimidating behaviour – including text/cyber bullying.
- Abuse of the College's computer network including inappropriate use of the internet.
- Breaches of the Equality, Diversity and Inclusion policy and practices of the College e.g. racist, homophobic or sexist comments.
- Bringing the College into disrepute either on or off premises.
- Plagiarism (depends on level of severity - could start at Formal Stage 1 or 2)
- Malpractice (academic cheating)
- Theft.
- Damage to property.
- Violence or threats of violence or criminal activities.
- Serious breaches of the Health and Safety requirements of the College.
- Possession of a weapon.
- Possession, use or dealing of any illegal substances including alcohol.
- Incapacity caused by being, or appearing to be, under the influence of alcohol, illegal drugs or solvents.

Criminal Activity

The College reserves the right to report potential criminal activity to the police, and/or to advise victims of such activity of their right to do so. If an incident is serious and of a criminal nature, we may defer disciplinary action pending the outcome of criminal proceedings. In some circumstances, we may also take the decision to suspend the student until the outcome of the proceedings is known.

Failure to meet Academic Standards

All courses depend on high levels of commitment and the production of required work by the student. This will include, but will not be limited to:

- completion and submission of assignments/course work on time
- completion of homework and research set to aid learning
- engagement and progress being made in class (including online)
- completion of any work placement required by the course

Any student who fails to meet these requirements without satisfactory explanation will be regarded as neglecting their academic obligations. In the first instance, the Progress Tutor will hold a review meeting that will be recorded on ProMonitor (under Manage Learner Meetings) to set intervention targets in order to support students to catch up; this may include a requirement to complete work under staff supervision over lunchtimes or in non-timetabled hours. Should a student fail to meet these targets without satisfactory explanation and the student's performance still does not improve, the Curriculum Team Leader (inc Maths and English Leads (MELs)) will initiate the Student Behaviour & Intervention procedure.

Attendance Issues

Students are expected to attend for 100% of the time, including any scheduled online sessions. The College will take action if a student is absent without satisfactory prior explanation or if their attendance causes a concern. A student whose attendance falls below 90% or becomes unacceptable without good reason, will receive an informal warning and if the student is under the age of 18 or those with an EHCP up to the age of 24, an attendance letter will be sent to parents/carers. All informal warnings will be recorded on ProMonitor and attendance will be monitored by Progress Tutors to ensure it improves.

After two informal warnings regarding attendance, the Student Behaviour & Intervention procedure will be triggered. The CTL/MEL/CM should be informed to initiate Stage 1 by the member of staff logging the attendance.

Support for Students with Education Health and Care Plans (EHCP)

The Group has a responsibility under the SEND Code of Practice to liaise with the Local authority where a student has an EHCP and is potentially at risk of losing their place. The EHCP Lead and ALS Team Leader should be advised of all formal stages of the Student Behaviour & Intervention procedure.

School Partnerships (Under 16s)

All students on school partnership programmes are subject to the procedures set out below. In addition to any actions by the Group, a school may also instigate their own processes. If this is the case the Group and School should work together to ensure the appropriate process is used to maximise the chance of re-engagement. Causes for concern regarding 14-16 year olds should be referred to the School Partnership Lead who will notify the school, coordinate a meeting with the school lead and where the relevant college tutor may attend. Depending on the nature of the issue it may be appropriate for the school pupil and their parent / carer to also attend the meeting.

“Under no circumstances should 14-16 students be sent home or back to school without the knowledge and agreement of the School Partnership Lead, School Staff and parents/carers/guardians”.

DISCIPLINARY PROCEDURE

All disciplinary meetings / actions should be recorded on ProMonitor and be visible to students. The Progress Tutor should be made aware of all communications / actions in order to support students throughout this procedure.

INFORMAL WARNINGS (max. of 2)

Any member of staff can challenge student behaviour using informal warnings. A meeting must take place between the student and staff member to identify and address the reasons for the behaviour, applying the principles of restorative practice in the first instance. As a result, strategies should be agreed to help develop the knowledge, skills and behaviours needed for the student to improve. Behaviour meetings must be recorded on ProMonitor, outlining the issue and any agreed actions. If a student is issued with 2 informal warnings and shows no signs of improved behaviour, they will progress to Stage 1 of the Student Behaviour & Intervention Procedure.

All issues relating to attendance/punctuality or non-completion of work will require students to attend intervention sessions to complete work under staff supervision over lunchtimes, or in non-timetabled hours.

Regular dialogue with parents/carers (for students under the age of 18 and those with an EHCP up to the age of 24) should take place at every level of the Student Behaviour & Intervention procedure.

Formal stages will be evoked where informal measures fail to remedy a problem.

STAGE 1 - FORMAL MEETING

with

Curriculum Team Leader (inc MEL) / Curriculum Manager

A Stage 1 formal meeting may include parent/carers (if requested by the student) and should identify and address the reasons for the behaviour and how this should be improved in order to meet College's High Expectations. A Stage 1 meeting will often result in a Behaviour Contract being implemented which should clearly outline agreed support strategies to help students develop the knowledge, skills and behaviours needed to improve. The Behaviour Contract should be agreed, signed and issued to the student by the end of the meeting. A record of the meeting, including details of the Behaviour Contract should be logged on ProMonitor under 'Manage Learner Meetings'. The Behaviour Contract will be monitored over the agreed period by the Progress Tutor or by academic staff within FLEX provision. Failure to meet the requirements of the Behaviour Contract will result in escalation of appropriate disciplinary action.

All issues relating to attendance/punctuality or non-completion of work will require students to attend intervention sessions to complete work under staff supervision over lunchtimes, or in non-timetabled hours.

Regular dialogue with parents/carers (for students under the age of 18 and those with an EHCP up to the age of 24) should take place at every level of the Student Behaviour & Intervention procedure.

STAGE 2 – FORMAL MEETING

with

Curriculum Manager / Assistant Principal

A Stage 2 formal meeting should include parent/carers of learners under the age of 18 (and those with an EHCP up to the age of 24) and should identify and address the reasons for the behaviour and how this should be improved in order to meet College's High Expectations. A Stage 2 meeting will result in a Behaviour Action Plan being implemented which should clearly outline immediate actions and agreed strategies to help the student develop the knowledge, skills and behaviours needed to improve. The Behaviour Action Plan should be agreed, signed and issued to the student by the end of the meeting. A record of the meeting, including details of the Behaviour Action Plan should be logged on ProMonitor under 'Manager Learner Meetings'. The Behaviour Action Plan will be monitored over the agreed period by the Progress Tutor or by academic staff within FLEX provision. Failure to complete the Behaviour Action Plan or manage behaviours appropriately, may result in the student being permanently excluded from the College.

In exceptional circumstances, where the requirement for a Stage 2 meeting is due to Gross Misconduct, outcomes may include immediate suspension or exclusion from the course subject to a recommendation to the campus Assistant Principal.

Regular dialogue with parents/carers (for students under the age of 18 and those with an EHCP up to the age of 24) should take place at every level of the Student Behaviour & Intervention procedure.

RIGHT OF APPEAL TO THE ASSISTANT PRINCIPAL

The student will have a right of appeal to the campus Assistant Principal against exclusion or withdrawal from the course, where the campus Assistant Principal has not been involved in the Student Behaviour & Intervention procedure. Where the campus Assistant Principal has been involved in the procedure, an alternative Assistant Principal will review the appeal. In the absence of an alternative Assistant Principal, the Deputy CEO / Principal will review an appeal. All appeals must be made in writing and within 5 working days of receipt of formal disciplinary action.

THE STAGES IN THE BEHAVIOUR & INTERVENTION PROCEDURE

1. INFORMAL PROCEDURES

- 1.1 Should any student display significant behaviour / attitude issues (including poor attendance / punctuality) during the first 6 weeks of the programme, Curriculum Managers may recommend the withdrawal of the student without recourse to the College's disciplinary policy. Approval will be required by the campus Assistant Principal and Curriculum Managers must evidence that appropriate support discussions and interventions have been attempted.
- 1.2 All staff employed by the College carry responsibility for the informal disciplining of students where behaviour and attitudes do not meet the College's High Expectations. All staff have a responsibility to ensure that students follow College rules, keep the College clean, tidy and safe and respect College facilities, equipment and the environment as outlined in this procedure and the College's High Expectations.

- 1.3 Informal issues are a matter for discussion between a member of staff and the student concerned. College's High Expectations should be reinforced and made clear to the student, identifying how their behaviour/attitude does not meet the expected standards of the College and as a result, what actions or support strategies are required in order to develop the knowledge, skills and behaviours to improve. Informal behaviour meetings must be logged on ProMonitor detailing any agreed actions/ support / next steps. All staff should ensure Progress Tutors are informed of any informal warnings / meetings and relevant support / monitoring is agreed, including any communications to parents/carers.
- 1.4 Every effort will be made to avoid the use of formal disciplinary action where behaviours can be remedied through informal procedures, restorative practice and support interventions.
- 1.5 If a student is below the age of 18 (and those with an EHCP up to the age of 24) at enrolment, their parents/carers should be kept informed of any concerns and throughout the disciplinary procedure.
- 1.6 Students will normally have two Informal Stage warnings recorded on ProMonitor prior to formal stages being invoked. Informal stages can be bypassed if behaviour warrants immediate formal procedures.
- 1.7 The student's parents/carers will be informed of the outcome of an informal warning by letter and this will be recorded on ProMonitor.

2. FORMAL PROCEDURES

Only where informal measures fail to remedy a problem or series of problems, two **formal stages** may be evoked:

- 2.1 In the case of academic matters such as poor attendance or non-completion of coursework/assignments, each higher stage will normally only be instigated when the lower stage has failed to remedy the problem or is inappropriate.
- 2.2 All behavioural issues must be recorded on ProMonitor under 'Manage Learner Meetings' and a discussion with the Curriculum Team Leader / Curriculum Manager to trigger a Stage 1 meeting.
- 2.3 In the event of a case of **GROSS MISCONDUCT**, a student may be suspended by the Curriculum Manager / Assistant Principal while the matter is being investigated. Formal procedures may proceed immediately to Stage 2 without written notice.
- 2.4 Any designated member of staff may hold informal meetings with a student between the formal disciplinary stages in order to monitor progress and provide support. All discussions and progress / targets reviewed relating to behaviour / conduct must be recorded on ProMonitor under 'Manager Learner Meetings'.
- 2.5 At each of the informal and formal stages, an electronic record must be kept on ProMonitor under 'Manager Student Meetings'. All student comments and meetings recorded by staff must be visible to the student.

3. STAGE 1 – FORMAL MEETING – CURRICULUM TEAM LEADER / CURRICULUM MANAGER

- 3.1 If the informal procedure has been exhausted and students have not demonstrated consistent improvements in line with College High Expectations, students will be required

to attend a Stage 1 meeting. The meeting will be organised and held by the Curriculum Team Leader / Curriculum Manager within a period of 7 days.

3.2 After hearing the student's case, the Curriculum Team Leader / Curriculum Manager may:

Issue a formal written warning; **and:**

- Implement practical measures /strategies to avoid recurrence in the form of a Behaviour Contract
- Decide that no disciplinary sanction will be appropriate.

3.3 A formal written warning and a copy of the Behaviour Contract will be sent to the student within **five working days** of the meeting with a copy to parents/carers (if under 18 and those with an EHCP up to the age of 24) and employer if appropriate and relevant.

This will give brief reasons for the decision and outline the consequences of further misconduct. Attached will be a copy of the individual Behaviour Contract which will outline the agreed conditions which could result in further disciplinary action or exclusion if they are not met.

3.4 A record will be made in the 'Manage Learner Meetings' section of ProMonitor. The Curriculum Team Leader / Curriculum Manager should complete the appropriate sections and ensure the student reads the comments made and ticks the '**Read and Agreed**' button.

3.5 It is expected that the student will meet weekly or more frequently if beneficial, for a period of two weeks with their Progress Tutor to monitor progress against the Behaviour Contract. After two weeks, a follow up meeting will be held by the Curriculum Team Leader / Curriculum Manager and student; it is expected that all conditions will have been met and this will be confirmed in writing to the student and parents/carers, if applicable. If the student fails to meet all conditions, this will result in the student being put forward to a Stage 2 meeting with the Curriculum Manager / Assistant Principal.

4. STAGE 2 – FORMAL MEETING WITH CURRICULUM MANAGER / ASSISTANT PRINCIPAL

4.1 Gross Misconduct

In the event of an alleged case of gross misconduct, a student may be suspended from College immediately by the Curriculum Manager (following authorisation from the Assistant Principal) pending a Stage 2 Formal meeting at which the matter will be investigated.

4.2 Further Misconduct following Stage 1 Procedures

In cases where further misconduct occurs after a Stage 1 warning, the student will be asked to attend a Stage 2 meeting with the Curriculum Manager / Assistant Principal.

4.3 Stage 2 Formal Meeting

The student will be given at least four working days' written notice and will be entitled to be accompanied by their parent/carer or friend. The student is entitled to waive the four days' notice. A record of the meeting will be made in the 'Manage Learner Meetings' section of ProMonitor.

OUTCOME OF STAGE 2 MEETING

4.4 The student will be sent written confirmation of the decision made by the Curriculum Manager / Assistant Principal within five working days of the meeting. This will include details of the right to appeal against a recommendation for permanent exclusion/withdrawal from the course or formal suspension. If not, a Behaviour Action Plan outlining immediate actions and support strategies to develop the skills and behaviours needed to improve will be agreed, signed and issued to the student.

The decision may be:

- that no further disciplinary action should be taken; **or**
- the student be permanently excluded; **or**
- the student will be asked to withdraw from the course; **or**
- the student will be formally suspended for a fixed period.

If following the Stage 2 meeting, further misconduct occurs, the Curriculum Manager / Assistant Principal will review the decision to exclude the student permanently from the College.

4.5 Any ongoing actions identified in the meeting will be monitored by the Curriculum Team Leader and Curriculum Manager. If actions are not met then this will be communicated to the Assistant Principal for review, this may result in the student being asked to withdraw from the College or permanently excluded.

If a student fails to attend any scheduled meeting at Stage 1 or 2, the meeting should take place in their absence and the student and parent/carer (where the student is under the age of 18 and those with an EHCP up to the age of 24) notified in writing of the decision and actions agreed. All communication must be recorded under 'Manager Learner Meetings' in ProMonitor.

5. APPEALS

5.1 Grounds for Appeal

All students have a right to appeal against decisions of either permanent exclusion, withdrawal from the course, or formal suspension.

5.2 Notice of Appeal

5.2.1 Appeals should be made in writing and lodged with the campus Assistant Principal within 5 working days of the disciplinary meeting, stating clearly the reasons for the appeal.

5.2.2 If no appeal is made within 5 working days of the disciplinary meeting, there will be no further opportunity for appeal.

5.3 Appeal Interview

5.3.1 The appeal interview will take place within 5 working days of the notice of appeal being lodged.

5.3.2 The student will be given at least 4 working days' written notice of the appeal interview and will be entitled to be accompanied by a friend or parent/carer.

5.3.3 The student should attend the appeal interview in person. If no-one attends and without reasonable cause or notice, the appeal will be dismissed. If the appeal is dismissed, the recommendation of the Assistant Principal will stand.

5.3.4 The appeal interview will be Chaired by either the campus Assistant Principal (if not involved in the Student Behaviour & Intervention procedure to date), or an independent

Assistant Principal. In the absence of an Assistant Principal, the Deputy CEO / Principal may Chair the appeal interview.

- 5.3.5 The Curriculum Manager or Assistant Principal who made the disciplinary recommendation will be present at the appeal interview.
- 5.3.6 The final decision of the Chair of the appeal interview will be reached within 5 working days of the appeal interview and confirmed in writing to the student, parents/carer and employer, if appropriate and relevant.
- 5.3.7 A record will be made in the 'Manage Learner Meetings' section of ProMonitor by the Chair of the appeal interview. Copies of any written statements can be attached as PDF files if required.
- 5.3.8 If the decision to exclude the student is upheld, the student will be offered an Information Advice and Guidance (IAG) support meeting with a College Careers Advisor. This offer will be available for a period of up to 2 weeks from the date of exclusion. Advice and guidance will be provided as appropriate and all reasonable steps will be taken to support the student with their next step.

APPENDIX 1

College HIGH EXPECTATIONS

All students are expected to take responsibility for their learning by :

- Displaying positive attitudes and professional behaviour at all times.
- Working hard to achieve agreed goals and completing work to high, industry standards.
- Maintaining positive attendance records.
- Organising and participating in meaningful work experience and enrichment activities which further personal development.
- Regularly checking personal progress and recording the knowledge, skills and behaviours developed to support next steps.
- Respecting the safety of others by adhering to College rules.
- Being caring, courteous and inclusive.
- Showing respect and consideration for one another.
- Valuing the College environment and resources through keeping all areas clean, safe and tidy.
- Updating Tutors should any of personal details or circumstances change.

Zero Tolerance

We operate a zero tolerance policy for the use / carrying of offensive weapons, illegal drugs, alcohol, bullying (including cyber bullying) and theft. The police will be informed of any criminal behaviour and students will be immediately suspended, pending an investigation.

Informal Warning 1 / 2 – Letter to parents (if student is under the age of 18 *and those with an EHCP up to the age of 24*)

DATE

Parents/Cares/ Guardians of
FORENAME SURNAME
ADDRESS1
ADDRESS2
TOWN
COUNTY
POSTCODE

Dear Parent/Carer

INFORMAL STUDENT DISCIPLINARY

Insert student name has recently received a **first / second {delete as applicable}** informal warning as part of our Student Behaviour and Intervention Procedure.

Receiving an informal warning indicates that the student's behaviour is a concern to the College and does not meet our High Expectations. We would ask for your support in helping us to resolve the issues leading up to being given this sanction.

The concerns discussed are **{insert brief summary of incident}**

It is our expectation that in order for your child to succeed and achieve on their course, that they respond to this warning by improving their conduct and provide no further cause for concern. Any future incidence of the above or behaviour deemed inappropriate, will lead to a **second informal warning / Stage 1 Formal Meeting {delete as applicable}**. This is a breach of expected student conduct and could lead to a behavioural contract being issued.

Please could you ensure that your child addresses the concerns outlined above and works with staff to ensure a successful study outcome. If you would like to discuss this further, please contact your child's Curriculum Manager.

Thank you for your support at this time.

Yours faithfully

{insert name}
Progress Tutor

Stage 1 - Student Disciplinary meeting request

REF

DATE

FORENAME SURNAME

ADDRESS1

ADDRESS2

TOWN

COUNTY

POSTCODE

Dear [Student's name]

STAGE 1 - STUDENT DISCIPLINARY

Please attend a meeting on {date and time} with {name of person and position} regarding {brief summary of issue}. The meeting will take place in {room number or location}. This meeting is being held under the First Formal Stage of the Student Behaviour and Intervention Procedure, a copy of which is attached. The concerns reported are:

{Brief details of the concern}

At the meeting, further information will be provided to you and you will be given the opportunity to provide your response to the reported concerns.

I would like to point out that you are required to attend this meeting and your cooperation is important to ensure the matter is dealt with at the earliest convenience.

Please note that you are entitled to bring along a fellow student (enrolled at this College) or a parent/carer if you are under 18 or with an EHCP up to the age of 24, in order to provide support.

Yours sincerely

Curriculum Team Leader / Curriculum Manager

cc Parent/Carers (if student is under 18 years old and those with an EHCP up to the age of 24)

Stage 1 - Student Disciplinary Outcome letter

Our Ref SY/Stage1/

Date

Name

Address

Dear

STAGE 1 - STUDENT DISCIPLINARY OUTCOME

It is disappointing that we have met under the College's Student Behaviour and Intervention Procedure. We have high expectations of our students and our priority is to support students to achieve their best and help prepare them for their next step either in education, an apprenticeship or employment. As such, it is our duty to deal with behavioural issues and/or situations where performance is not at the level required.

This letter summarises the discussion we had at the Stage 1 Disciplinary meeting on {insert date} where we discussed {insert brief summary of main issue}.

In summary, we spoke to you about {insert brief, factual details of issues raised}

I enclose a copy of your Behaviour Contract. You should note that in order to ensure you succeed and achieve on your course, you should endeavour to meet all conditions outlined in this Contract by improving your conduct and behaviours and provide no further cause for concern. Please note that if any of the conditions contained in the Contract are not adhered to, this issue will escalate to Stage 2 of the Student Behaviour & Intervention Procedure.

A copy of this letter has been sent to your parent/carers (if under 18 or with an EHCP up to the age of 24).

Yours sincerely

xxxxxx

Curriculum Team Leader / Curriculum Manager

Enc.

cc: Parent/carers (if student is under 18 years old and those with an EHCP up to the age of 24)

Stage 2 - Student Disciplinary meeting request

REF

DATE

FORENAME SURNAME
ADDRESS1
ADDRESS2
TOWN
COUNTY
POSTCODE

Dear [Student's name]

STAGE 2 - STUDENT DISCIPLINARY

Please attend a meeting on {date and time} with {name of person and position} regarding {brief summary of issue}. The meeting will take place in {room number or location}. This meeting is being held under the Second Formal Stage of the Student Behaviour & Intervention Procedure, a copy of which is attached. The concerns reported are:

{Brief details of the concern}

At the meeting, further information will be provided to you and you will be given the opportunity to provide your response to the reported concerns.

I would like to point out that you are required to attend this meeting and your cooperation is important to ensure the matter is dealt with at the earliest convenience.

Please note that you are entitled to bring along a fellow student (enrolled at this College) or a parent/carer if you are under 18 or with an EHCP up to the age of 24, in order to provide support.

Yours sincerely

Curriculum Manager / Assistant Principal

cc Parent/Carers (if student is under 18 years old and those with an EHCP up to the age of 24)

Stage 2 - Student Disciplinary meeting request, following suspension

REF

DATE

FORENAME SURNAME

ADDRESS1

ADDRESS2

TOWN

COUNTY

POSTCODE

Dear [Student's name]

STAGE 2 - STUDENT DISCIPLINARY

This letter confirms that you are suspended from College. You are not allowed on to College premises during your suspension and must not do anything to give cause for concern.

I can inform you that we have opened an investigation into the following incident:

- **DATE & BRIEF DETAILS OF INCIDENT/CONCERN**

Please attend a meeting on {date and time} with {name of person and position} regarding the above. The meeting will take place in {room number or location}. This meeting is being held under the Second Formal Stage of the Student Behaviour & Intervention Procedure, a copy of which is attached.

At the meeting, further information will be provided to you and you will be given the opportunity to provide your response to the reported concerns.

I would like to point out that you are required to attend this meeting and your cooperation is important to ensure the matter is dealt with at the earliest convenience.

Please note that you are entitled to bring along a fellow student (enrolled at this College) or a parent/carer if you are under 18 or with an EHCP up to the age of 24, in order to provide support.

Yours sincerely

Curriculum Manager / Assistant Principal

cc Parent/Carers (if student is under 18 years old and those with an EHCP up to the age of 24)

Stage 2 – Student Disciplinary Outcome letter

REF

DATE

FORENAME SURNAME
ADDRESS1
ADDRESS2
TOWN
COUNTY
POSTCODE

Dear [Student's name]

STAGE 2 - STUDENT DISCIPLINARY OUTCOME

It is disappointing that we have met under the College's Student Behaviour and Intervention Procedure. We have high expectations of our students and our priority is to support students to achieve their best and help prepare them for their next step either in education, an apprenticeship or employment. As such, it is our duty to deal with behavioural issues and/or situations where performance is not at the level required.

Following the recent meeting regarding the concerns raised, I can confirm the outcome of the meeting is that {insert outcome}. The reasons for this are:

{Insert brief reasons}

You are now required to {insert action required}

I enclose a copy of your Behaviour Action Plan. You should note that in order to ensure you succeed and achieve on your course, you should complete all actions outlined in this Action Plan and improve your conduct and behaviours. Please note that if this Behaviour Action Plan is not completed, this issue will be escalated.

Your conduct and behaviour will be monitored whilst you are at College and I hope that you recognise the seriousness of this situation and learn from this experience.

A copy of this letter has been sent to your parent/carer.

Yours sincerely

Curriculum Manager / Assistant Principal

cc Parent/carer (if students is under 18 years old and those with an EHCP up to the age of 24)

STUDENT BEHAVIOUR & INTERVENTION PROCEDURE

RECORD OF APPEAL FORM

Date of Appeal Interview:

| | |
|---|--------------|
| Letter sent to Student (Y or N): | Date: |
|---|--------------|

Present at Appeal Interview:

| | |
|-----------|----------------|
| 1. | Status: |
| 2. | Status: |
| 3. | Status: |
| 4. | Status: |

Result of Appeal:

| |
|--|
| |
|--|

Signed: (Chair)

Print Name:

Date:

| Date letter sent to student (within 5 working days) | Copies to: (Y or N) |
|--|----------------------------|
| Student (Home address) | |
| Any relevant stakeholder | |

Behaviour Contract

Student Name:

Course:

The reason(s) for this Behaviour Contract have been identified and agreed as:

.....
.....
.....
.....

To meet College's High Expectations, I will make the following positive behaviour changes;

- 1.
- 2.
- 3.

(Staff note: Ensure students understand the behaviour and attitudes expected at College as outlined in the College's High Expectations. Behaviour changes should include actions / support strategies/ restorative practice needed to improve behaviour and attitudes in line with these expectations. The Behaviour Contract should be personalised, meaningful and clearly understood by the student.)

This Contract will be considered complete when:

.....
.....
.....
.....

My progress will be reviewed on: **(Insert date/time/location and staff member who will conduct a review meeting)**

(Staff note: Students and staff should be clear about how and when improvements to behaviour and attitudes will be recognised. Review meetings must be agreed and must take place to monitor progress and complete this Contract.)

I understand that if I fail to make any of the above changes to my behaviour, this matter will escalate as part of the Student Behaviour & Intervention Procedure.

..... **Student's Signature**

..... **Staff Name & Signature**

..... **Date**

Review notes:

.....
.....
.....

Contract completed - Yes No

..... **Staff Signature**

Date

Behaviour Action Plan

This Behaviour Action Plan is used following the issue of a student disciplinary warning. It is intended to:

- ensure that students are clear about what improvements are required to address the issues of concern
- enable staff to monitor the student response and provide feedback, guidance and advice for students

| Issues | |
|--|--------------------------------|
| | |
| Expected Changes and Improvements <i>(what the student needs to do)</i> | Timescales <i>(by when)</i> |
| | |

In signing this agreement, the student agrees to respond positively and achieve the expected changes and improvement

| | | | | | |
|---------------------|--|---------------|--|-------------|--|
| Student Name | | Signed | | Date | |
| Staff Name | | Signed | | Date | |