

# Behaviour Management and Disciplinary Policy and Procedures

<b>SLT Member responsible for policy</b>	Vice Principal - Quality and Curriculum
<b>Date of policy</b>	July 2022
<b>Date of approval by Board</b>	July 2022
<b>Date of next review</b>	July 2023
<b>Date Equality &amp; Diversity Impact Assessment completed</b>	July 2022

# Contents

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1.	Principles and Scope .....	1
2.	Behaviour Assessment and Management Systems .....	3
	Framework .....	3
	Tiered behaviour assessment system .....	3
	Application of College values to positive behaviour .....	4
	Code of Conduct and Learner Agreements .....	5
	Credits and Warnings System .....	5
	Credits .....	5
	Disciplinary and Warning system .....	6
	Stage 1: The Warning System .....	6
	Time out from College.....	7
4.	Monitoring of Learner Incidents and Concerns .....	7
	Learner Incident Meeting.....	7
5.	Stage 2 Disciplinary Policy and Procedures.....	7
	General Principles .....	7
6.	Misconduct.....	8
7.	Serious Misconduct.....	8
8.	Criminal Offences.....	9
9.	Penalties for Misconduct .....	9
10.	Suspension Pending Disciplinary Action for Alleged Serious Misconduct .....	9
11.	Disciplinary Hearings.....	10
12.	Appeal against a Penalty Other than Exclusion .....	11
13.	Appeal against Exclusion.....	11
14.	Data Protection .....	11
15.	Related Policies .....	12
	Appendix 1 – Letter Template - Suspension from College.....	13
	Appendix 2 – Letter Template – Disciplinary Hearing with Vice Principal.....	14
	Appendix 3 – Letter Template – Disciplinary Outcome .....	15
	Appendix 4 – Letter Template – Appeal Against Exclusion.....	16
	Appendix 5 – Investigating Officer’s Report .....	17
	Appendix 6 – Disciplinary / Incident Meeting Action Plan.....	19
	Appendix 7 - Recording Incidents on CPOMS .....	20
	Initial Equality Impact Assessment Screening.....	21

## 1. Principles and Scope

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Hereward College recognises its duty of care to all learners and staff and this policy applies to all learners who receive care and support from Hereward college staff.

This Policy applies to all learners, full and part-time enrolled at the College or any of its subsidiary organisations or collaborative partner institutions. Disciplinary matters related to learners from schools are managed in partnership with the school.

It applies to learner behaviour in all College related activities, on or off site, such as College-arranged transport to and from College, visits and residential visits.

Hereward College holds the belief that positive behaviour management is the key to learner success. This is achieved through:

- Policies and practices designed to recognise individual learner need.
- Individual assessment that includes consideration of individual needs inclusive of all protected characteristics
- Understanding of the unique and changeable social and environmental context in which a learner lives and functions, which may impact on the way in which they interact with their surroundings.
- On-going development of College staff in order to keep up with changing needs of learners, with access to external professional support and advice, where needed.
- Ensuring that strategies and approaches to supporting positive behaviour are deployed consistently across all sessions and all staff members within college.
- The overall College environment, ensuring that it continues to be a safe and secure place which enables learners to enjoy and achieve.
- Actively developing learners' self-awareness, self-esteem and confidence as a way of promoting positive behaviour and self-respect.
- Ensuring that relevant information is communicated effectively to learners through the use of differentiated and adapted communication strategies and approaches. This will be in line with the individual needs of the learner and requirements outlined within their EHCP documentation.
- Promoting the development of coping strategies such as problem solving and mediation, whilst also reinforcing and actively modelling emotional-self regulation skills as a key approach for managing challenge and/or challenging situations.
- Developing social and emotional awareness and emotional resilience.
- Continual discussion and review of strategies, policies and approaches with input from learners, as required, in order to ensure that support in place remains up to date and relevant to changing learner needs.

Hereward College Admissions Panel, in line with the Admissions Policy, carefully considers and assesses the needs of each individual learner against the environment of Hereward and the skills and expertise of the staff team.

Behaviour management within the College is based on the following principles:

- Positive responses to positive behaviours are most powerful in changing behaviour and are the responsibility of **all** staff. This means that frequent positive feedback for positive behaviour is required, in order to maximise personal growth.
- The frequency and consistency with which sanctions are applied are more important than the severity of the consequence, as is the way in which sanctions are communicated to the learner in order to maximise potential learning opportunities from the intervention.
- It is essential that the learner is helped and supported to make clear links between their action and linked consequence (positive and negative, where this approach is used) in order to ensure that the learner is able to learn from the experience.
- The need to gain an in-depth understanding of the potential causes of negative behaviour before deciding on an appropriate course of action, for example by taking into account any additional social and/or contextual factors which may impact on the behaviour.
- Inappropriate behaviour can be based upon low self-esteem, poor emotional regulation (particularly relating to stress and anxiety), misunderstanding of social cues/ situations and miscommunication/ poor communication skills. Consequences which are punitive, poorly communicated, too severe, inconsistently applied, and/or not understood, will decrease self-esteem. These combined factors will increase the likelihood that behaviour problems will re-occur and/or worsen.
- Small, manageable consequences, where appropriate, can be applied with a high level of frequency and more consistency. This enables more frequent learning opportunities and more opportunities to successfully modify behaviours. Therefore, a high level of consistency is essential.
- The use of a problem-solving based approach where poor behaviour is persistent in order to identify potential drivers relating to behaviour, for example unmet social/ emotional needs and/or communication needs.
- Gaining a shared understanding of a learner and their particular social and emotional needs across all staff members through regular communication in order to ensure the constant evolution of approaches and strategies for supporting a given learner.
- As thorough an understanding as possible of the drivers of any poor behaviour. This includes as thorough an understanding as possible of a learner's neurological condition that may be an underlying cause of poor behaviour
- To work with parents/carers and/or external agencies where possible

These principals are fundamental to a Positive Behaviour Support approach.

**Staff response to physically aggressive behaviour is covered in the 'Positive Touch and Use of Reasonable Force Policy'.**

## 2. Behaviour Assessment and Management Systems

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### Framework

The following framework has been developed and used to support the management of behaviour with learners. The system has been incorporated into the learner support and disciplinary procedure to reflect the actions the college takes when responding to learner behaviour.

It is aimed at providing:

- a. A hierarchy of warnings and incident processes which deal with minor incidents and thereby prevent escalation.
- b. A tiered behaviour assessment system that ensures the appropriate targeted support.
- c. A framework within which everyone can operate thereby maximising consistency and therefore effectiveness.
- d. A system which is non-punitive and does not humiliate, but does give clear messages about what is acceptable and unacceptable behaviour.
- e. A structure to deal with Misconduct or Gross Misconduct, where behaviour has fallen below the expectations of the wider College community.
- f. A system which credits learners for positive behaviours that reflect the college values.

### Tiered behaviour assessment system

Early assessment is essential in the management of behaviour. Learners are screened for behaviour support and management at application and interview. The admissions team together with the safeguarding and SEDD manager screen complex applications and consultations to establish if the College can meet need, reviewing key documentation surrounding the applicant. This will include their Education Health Care Plan, safeguarding file, reports from key professionals, and School report on behaviour. After an interview with the learner and case review of admissions documentation the team will use the tiered behaviour assessment model to place the learner into a tier according to their perceived need.

- Tier 3 – Intensive support
- Tier 2 – Targeted support
- Tier 1 – General support

#### **Tier three – Intensive support**

Learners placed under tier 3 will receive clinical input and supervision from the clinical team, have a behaviour support plan, risk assessment portfolio, weekly review in MDT, and 1-1 staffing (where applicable) mentoring.

#### **Tier two – Targeted support**

Learners placed under tier 2 will have a risk assessment portfolio, have mentoring or counselling, behaviour support plan and or self-management plan. Overview from clinical team as required.

#### **Tier one – General support**

Learners placed under tier 1 will have a risk assessment portfolio, counselling and mentoring when required, when necessary a self-management plan.

## Application of College values to positive behaviour

The college has a system of values which inform its expectation of learners. These values are therefore embedded into its behaviour/ reward systems. Credit should be given whenever possible by all members of staff when learners demonstrate these behaviours. It is important that they do not turn into a negative sanction (for example when a learner has 'not' demonstrated the behaviour or has done the opposite to the positive approach). It may be possible, however, for learners to be given credit for demonstrating College values when responding to negative situations, for example by demonstrating honesty or respect when questioned. Staff members should always make explicit the reasons for giving credit for a positive behaviour described below, in the equivalent level of detail as with a negative sanction.

**Learners will receive credits for demonstrating the behaviours below. This is not an exhaustive list and staff discretion should be exercised at all times when giving credit. Learners should understand the value they have demonstrated.**

- Independence
  - Arriving on time to college and lessons
  - Completing work on time.
  - Ensuring that they have all of the equipment and resources that they need.
  - Taking responsibility for themselves.
- Respect
  - Showing care and consideration towards other learners.
  - Respecting and otherwise taking care of college equipment and property.
  - Communicating positively with staff as needed.
  - Demonstrating good manners towards staff and learners.
  - Follow college processes and procedures.
  - Leaving classrooms and workstations tidy ready to be used by others.
  - Following staff requests.
- Achievement
  - Demonstrate a high level of effort and perseverance, especially in the face of challenge.
  - Commit fully to learning, for example, by prioritising it above other activities.
  - Actively participate in lessons.
- Honesty
  - Telling the truth when requested, even if this may lead to an unwanted outcome.
  - Sensitively telling other staff and learners how they feel.
  - Requesting help when needed.
- Excellence
  - Constantly trying to be the best that they can be.
  - Working hard to improve themselves and their work.
  - Being well presented for learning and work.

## Code of Conduct and Learner Agreements

All learners are required to sign a Learner Agreement on enrolment with the College and any breach of this Agreement may be subject to consideration for disciplinary action. The main regulations and obligations of learners with respect to discipline are outlined below, however, they will be differentiated to meet the needs of learners on different Pathways. Learners must:

- Use College facilities and behave generally in a way which respects the needs and aspirations of others to learn, teach and live within the community of the College.
- Act at all times with due regard for their own safety and that of others.
- Respect the property of the College, and its staff, learners and visitors.
- Support staff and other learners in the maintenance of a clean and tidy environment throughout the College.
- Attend regularly and punctually and inform the relevant member of staff promptly if they are unable to attend a timetabled learning session.
- Comply with the College Code of Conduct and all College policies and procedures, including those pertaining to Safeguarding.

## Credits and Warnings System

### Credits

All staff can reward learners by awarding credits for the demonstration of positive behaviour at any time, linked to the college values.

Only one credit should be given at any one time by staff.

Credits are recorded on a paper Credit card held by the learner, they should be dated and signed for each entry. Completed Credit cards are collected and the following rewards issued.

### Credits

Achievements are recognised in the following way:

10	Bronze Award
30	Silver Award
50	Gold Award
70	Principal's award and £10 voucher
70+	College award and a £20 voucher issued at the end of the academic year

Credits will be counted on a cumulative basis and awards will be given to learners, in the form of a badge and certificate, on a termly basis.

An attendance certificate will be awarded to any learner who achieves an agreed high level of attendance throughout the year (generally 96% or above).

## Disciplinary and Warning system

Some learners do not always perform to the best of their ability and this may manifest itself in poor attendance, punctuality, poor work completion rate and non-compliance with deadlines for coursework or assignments. Poor performance may result in the learner failing to achieve their learning goals which may in turn affect the progression opportunities open to them for their future aspirations. In these circumstances the College reserves the right to impose Flexible Supportive Strategies and/or learner performance sanctions upon those learners whose performance falls below the College's high expectations of its learners.

In any disciplinary situation where a learner has been threatened, bullied or intimidated, apart from any actions taken through this procedure, the College will provide additional support to enable the learner concerned to deal with their situation.

### Stage 1: The Warning System

Any member of staff can issue a verbal warning for behaviour they feel falls below College expectations and/or contravenes the College Code of Conduct. Warnings are designed to be a stop think strategy not a sanction in themselves. The purpose of a warning is to alert the learner to the fact that their behaviour is falling below expectations and to prevent escalation of behaviour. This will not be achieved through the punitive method of issuing a warning as a threat, but rather as part of a discussion which clearly identifies to the learner what is going wrong and what the learner can do to put it right.

On occasions this conversation may not be appropriate in the moment, for example if the learner has become highly distressed. In this situation, removal from the situation and a quiet time out space is often more appropriate to de-escalate.

Discussion around the behaviour and expectations and warnings can be returned to once the learner has calmed and is able to hear and discuss the incident. It is important where warnings are required they are issued by the member of staff who dealt with the incident first hand.

For examples of behaviour and approach to learning, which can lead to warnings, please see Code of Conduct and Learner Agreements section above.

Any warning given must be entered on to the Behaviour Log on CPOMS, (see guidelines for recording Appendix 7) with details of the behaviour and the consequence so that this can be monitored by the MD Team. If a learner has been given a total of three warnings, or MDT agree the incident warrants, the learner will be expected to attend a Learner Incident meeting.

These lists are not exhaustive and staff should use their common sense in the implementation of the warning system.

More serious incidents or repeated incidents of unacceptable behaviour will be dealt with through the Learner Disciplinary procedures.

## Time out from College

It may be appropriate on some occasions to ask learners not to attend College following an incident (s). This can either be done as part of their behaviour support plan, or as a response to a specific incident(s). The purpose of this time out period is to allow a “cooling off” period and to give staff and learners time to reflect and plan. In considering the most supportive way forward, both the Behaviour Management and Disciplinary and Fitness to Study policies will be explored at this stage. It may be that the ‘Fitness to Study Policy and Procedure’ is evoked.

Any time out period will usually last for one to two days (unless there are exceptional circumstances) and can only be agreed if a member of SLT agrees this is the right course of action. Any periods of time out will not be treated as part of the formal disciplinary process or as a suspension period.

## 4. Monitoring of Learner Incidents and Concerns

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It is anticipated that the majority of incidents will be dealt with informally through discussion, in tutorials, weekly support meetings, Pathway meetings and by the use of the warning system.

### Learner Incident Meeting

More serious incidents or repeated concerns will be dealt with through a learner incident meeting, which will normally take place within two days of the incident. This meeting will be chaired by an Operational manager, who is the most relevant to the incidents that have occurred. The meeting will discuss concerns/incidents with the learner, and are not part of the formal disciplinary process. This should be recorded on CPOMS.

The meeting will also agree targets for improvement and set a timescale for a review of these targets.

If at the review stage, targets have been achieved, no further action will be required. If targets have not been achieved, further reviews may be held, or if concerns are serious enough, a learner may be referred on to the formal disciplinary procedures.

## 5. Stage 2 Disciplinary Policy and Procedures

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### General Principles

In the event that the learner fails to attend any disciplinary meeting or hearing, without good reason, the Chair of the meeting may decide that the hearing should proceed in the learner’s absence.

The College retains the right to vary any time limits set out in this procedure or to adjourn any hearing if circumstances require.

This procedure may also be varied if required as a reasonable adjustment for a particular learner’s disability.

All correspondence, minutes of meetings and record of disciplinary penalties will be scanned onto the learner’s programme folder.

## 6. Misconduct

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The following are **examples** of misconduct which may result in disciplinary action being taken against learners:

- Any breach of the Learner Agreement or Code of Conduct.
- Any failure to follow the reasonable instructions of a member of staff.
- Verbal or physical abuse of learners, staff and/or governors of the College.
- Racial or sexual harassment, sexual misconduct or general indecent behaviour including peer on peer abuse
- Theft or illegal removal of College's or other persons' property, or damaging or defacing such property.
- Misconduct or dishonesty during examinations or assessments, plagiarism, forgery or fraud.
- Drunkenness, alcohol and drug use or possession or trafficking on College premises.
- Any bullying, harassment, intimidation, taunting, verbal abuse or the use of any violence or threat of violence towards any person, or behaviour which is offensive to those with learning and/or physical disabilities or impairments.
- Any behaviour which could bring the College into disrepute outside of the College.
- Any act which may have an adverse effect on the work of the College or on other learners or staff.
- Cumulative breaches of College regulations of a more minor nature.

This list is not exhaustive and may include other incidents of misconduct deemed a threat to a learner's education or welfare, or to the proper functioning of the College.

## 7. Serious Misconduct

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Any particularly grave cases of misconduct may be treated as serious misconduct. For example, any incident involving violence or threat of violence; any incident that is contrary to, or interferes with, the College's responsibility for safeguarding young people and adults at risk; deliberate or reckless damage to property; endangering the health or safety of themselves or others; any criminal activity that may affect the College or other learners; or any activity/incident which may bring the College into disrepute, are likely to be treated as incidents of serious misconduct.

Further misconduct by a learner who has already received a verbal warning, a written warning or a final written warning through a formal disciplinary process may also be treated as serious misconduct.

It must be emphasised that this is not an exhaustive list of the types of case which the College may treat as serious misconduct. Any bullying which takes place via social media will be considered as bullying and treated as such.

## **8. Criminal Offences**

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In cases (internal or external to the College) where the police have been involved, a learner may be suspended from College at the discretion of any Vice Principal, pending the outcome of any police investigation (please refer to section 10). The matter for which the learner has been arrested and its relevance to the College will be taken into account where consideration is given to suspension. The period of suspension may be extended until the conclusion of any legal proceedings and/or internal disciplinary proceedings, including any appeal.

Where alleged misconduct would also constitute a criminal offence, the College shall have the discretion to continue action under these procedures but such action may be deferred pending any police investigation or prosecution.

## **9. Penalties for Misconduct**

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A range of penalties are open to the College, such as a verbal warning, a written warning, a final written warning, financial penalty, recompense for damage caused or loss of privileges which are felt to be appropriate to misconduct proven.

In the case of serious misconduct, there is the possibility of a fixed term or permanent exclusion from the College. It is understood that exclusion is to be considered the ultimate sanction and only to be used in the most serious circumstances. Alternative sanctions will be fully considered before a decision to exclude is made.

## **10. Suspension Pending Disciplinary Action for Alleged Serious Misconduct**

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Suspension can be carried out by a Vice Principal, the Care Manager, Safeguarding Manager, a Curriculum Manager or the Manager of the SEDD department. The person, who suspends, in the event they are not a Vice Principal, must notify the onsite Vice Principal so that they are aware of the incident and can confirm the suspension.

A learner may be suspended with immediate effect where it is considered that the learner may have committed, or been party to, an incident of serious misconduct or where their continued presence on College grounds would pose a risk to themselves, other learners or staff. The learner will be informed verbally of the suspension, where practicable, and it will be confirmed in writing as soon as possible, providing details of the allegation made against the learner. The learner has the right to make a verbal representation to the Vice Principal before a decision to suspend is made, or in writing after the suspension has been made.

The learner will remain suspended until the conclusion of the disciplinary investigation and any appeal, unless the Vice Principal decides otherwise. The investigation will be undertaken as quickly as possible to minimise disruption to learning.

The person who suspends must:

- Ask the learner to write their account of the incident before leaving the premises, if possible, or to send it to the Vice Principal as soon as possible.
- Ask witnesses to write their accounts straight away.
- Check arrangements by which the learner will leave the premises / travel home.
- Ensure that the learner's parent / carer / guardian or other appropriate adult, are informed of the suspension and continue to liaise, as necessary.
- Arrange for a standard suspension letter to be sent to the learner and copied to other parties as referred to in Appendix 1.

During the period of suspension, the College will carry out an investigation into the circumstance of any allegation made. The period of suspension will not prejudice any subsequent disciplinary proceedings. The learner will be informed of the outcome of the investigation, in writing, **within fifteen (15) learner attendance days** of the date of suspension. This period may be extended and notification to the learner must be undertaken immediately.

## 11. Disciplinary Hearings

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Any allegation of misconduct or serious misconduct which cannot be dealt with through the Behaviour management system or Learner Incident meeting, will be fully investigated irrespective of whether a learner has been suspended or not. The Vice Principal responsible will select an Investigating Officer, to conduct an investigation and collate the evidence, including witness statements. The Investigating Officer will be required to write a report, detailing the allegation(s), the evidence in support of and against the learner and make a recommendation as to whether there is a case to answer. The Investigating Officer must forward their report and evidence to the Vice Principal **within a maximum of ten (10) learner attendance days** of the date the matter was referred for investigation (see Appendix 5).

If the Investigating Officer believes there is a case to answer, a Disciplinary hearing will be arranged and the learner concerned will be given at least **five (5) learner attendance days'** notice to attend (see Appendix 2).

This hearing is the learner's opportunity to put forward their version of events, their defence and /or any mitigating circumstances that they wish to be taken into account. The learner will be entitled to be accompanied at the hearing by a family member, friend or member of staff.

The hearing will be chaired by a Vice Principal and the Investigating Officer will present the evidence relating to the allegation.

The learner will be informed in writing, **within three (3) learner attendance days** of the outcome of the hearing and any penalties imposed in accordance with section 9 of this document.

An action plan will be completed and a review date set to ensure behaviour expectations continue to be met. This action plan will be reviewed by the Vice Principal who conducted the original hearing and the key staff involved with the learner. Parents/key carers will be informed of the outcome of this review.

All disciplinary records will be held in the Principal's Office and be subject to the college process on retention of records.

## 12. Appeal against a Penalty Other than Exclusion

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An appeal against a penalty other than exclusion should be made in writing to the Principal within **five (5) learner attendance days** of notification of the decision. The appeal will be allocated to another Vice Principal who has had no previous dealings with the disciplinary matter and who will review the disciplinary file. A rehearing will not normally be granted unless the Vice Principal believes there to be a defect in the procedure.

The learner will be informed of the Vice Principal's decision in writing, within **three (3) learner attendance days** of acknowledgement by the College of the appeal. The Vice Principal shall have the power to confirm, annul or vary the outcome of the original disciplinary hearing but not to increase the penalty.

## 13. Appeal against Exclusion

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An appeal against a fixed term or permanent exclusion must be addressed to the Principal within **five (5) learner attendance days** of receipt of notification of the decision to exclude. A panel will be convened, within ten **(10) learner attendance days**, comprised of the Principal, a Vice Principal (but not the Vice Principal who originally heard the case) and a College manager to review the case by holding a hearing which the learner is entitled to attend. This will not normally be a full rehearing unless the panel decides this is necessary.

The learner will be entitled to be accompanied at the appeal by a family member, friend or member of staff.

The excluded learner (or their advocate) will be asked to explain why he/she believes the disciplinary decision was wrong.

The Vice Principal whose decision is the subject of the appeal will then explain to the panel the basis on which the decision to exclude was reached.

The panel will then ask any party any questions relevant to the appeal.

The panel will inform the learner of their decision in writing **within two (2) learner attendance days**.

## 14. Data Protection

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All records and supporting evidence will be processed and stored in accordance with General Data Protection Regulations Act, 2018.

## 15. Related Policies

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This policy should be read in conjunction with the following related documents and policies:

- Learner Journey Procedures including risk assessments
- Learner Absence Policy
- Equality, Diversity and Inclusion Objectives
- Young People and Adults at Risk Safeguarding Policy
- Behaviour Assessment Strategy
- Anti-bullying Policy
- Weapons Policy

## Appendix 1 – Letter Template - Suspension from College

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### RECORDED DELIVERY, 1<sup>st</sup> CLASS

Name  
Address

Dear

### **Suspension from College, (date)**

I write to confirm that you are suspended from College with immediate effect, owing to an allegation of **(allegation)** made against you. The allegation refers to an incident which occurred on **(date of incident)**.

You are therefore suspended until further notice, during which time an investigation will be conducted into the incident by a nominated Investigating Officer and a report will be made to me. I will write to you again to notify you of the outcome of that investigation in accordance with the terms of the Behaviour Management and Learner Disciplinary Procedure.

**Before you left the College premises you may have been asked to prepare an account detailing your version of events. If this did not take place, please forward your account to (name of Vice Principal) as soon as possible.**

During this period of suspension, you are not allowed on College premises, College transport or at any College events without my permission. However, I have agreed that you can continue course work at home and you should contact your Progress Coach, **(name)**, on the telephone number below.

A copy of the Behaviour Management and Learner Disciplinary Procedure is enclosed, which you are recommended to read carefully.

Yours sincerely

Vice Principal

cc: Curriculum Manager  
Principal  
Progress Coach

## Appendix 2 – Letter Template – Disciplinary Hearing with Vice Principal

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**RECORDED DELIVERY, 1<sup>st</sup> CLASS**

Name  
Address

Dear

### **Disciplinary Hearing with Vice Principal**

Further to the allegation of **(details of allegation)** on **(date)**, **(which resulted in your suspension from College)**, I write to confirm that an investigation has taken place and you are now invited to attend a meeting with the Vice Principal so that you may put forward your version of events and offer mitigating circumstances.

The details of the allegation are..... for your information.

The meeting will be with **(Vice Principal)** on **(day, date and time)** at **(location)** and you are entitled to be accompanied or represented at that meeting by a family member, friend or member of staff. Please let me know before the meeting if you will be accompanied by anyone and of any witnesses who can be approached beforehand to give an account. **You must report to Reception on arrival and ask for the Vice Principal named above.**

Until such time as this meeting takes place, you remain suspended and excluded from all College premises, College transport and College events, unless you have previously obtained my express permission.

Yours sincerely

Vice Principal

cc: Principal

## Appendix 3 – Letter Template – Disciplinary Outcome

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### RECORDED DELIVERY, 1<sup>st</sup> CLASS

Name  
Address

Dear

#### **Disciplinary Hearing Outcome, (date)** **Allegation of (allegation)**

Further to our meeting on **(date)**, I have found that the penalty of **(fixed/permanent exclusion/final warning/verbal warning/other)** is the appropriate penalty to be applied in all the circumstances. This decision has been taken for the following reasons:

#### **(insert brief reasons for this decision)**

I have attached the action plan and review dates agreed at the disciplinary hearing.

You have the right of appeal against this exclusion and details of how to go about this are provided in the Behaviour and Disciplinary Policy, which is attached for your information.

If you choose to appeal against this penalty, you should address your appeal to the Principal within five learner attendance days of receipt of this letter.

Yours sincerely

Vice Principal

cc: Principal

## Appendix 4 – Letter Template – Appeal Against Exclusion

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**RECORDED DELIVERY, 1<sup>st</sup> CLASS**

Name  
Address

Dear

### **Appeal Against Exclusion**

Following your decision to commence an appeal against your exclusion from the College, you are required to attend an appeal review at which time a specially selected panel will hear your representations, along with those of the Vice Principal concerned.

The appeal hearing will take place on **(day, date, time)** at **(location)**.

Please find enclosed a copy of the Behaviour Management and Disciplinary Procedure in which you will find full details of the appeal procedure.

Yours sincerely

Principal & Chief Executive

cc: Vice Principal

### Investigating Officer’s Report

**Report Created on:** (date)  
**Report Created by:** (name)

**Learner Name:** (name)  
**Date of Birth:** (d.o.b)  
**Age at start of course:** age in years

#### **Allegation(s)**

Insert details here

#### **Circumstances Surrounding the Allegation(s)**

Insert details here.

#### **Documentary Evidence Submitted**

Insert details here

#### **Additional Relevant Information Concerning the Learner(s) or Allegation(s)**

Insert details here

#### **Details of witnesses interviewed**

Insert details here

#### **Misconduct**

Please tick the relevant box(es) to the misconduct(s) you believe the learner has displayed.

- Any breach of the Learner Agreement or Code of Conduct.
- Any failure to follow the reasonable instructions of a member of staff.
- Verbal or physical abuse of learners, staff and/or governors of the College.
- Racial or sexual harassment, sexual misconduct or general indecent behaviour including peer on peer abuse
- Theft or illegal removal of College’s or other persons’ property, or damaging or defacing such property.
- Misconduct or dishonesty during examinations or assessments, plagiarism, forgery or fraud.
- Drunkenness or alcohol use during the college day
- Any bullying, harassment, intimidation, taunting, verbal abuse or the use of any violence or threat of violence towards any person, or behaviour which is offensive to those with learning and/or physical disabilities or impairments.
- Any behaviour which could bring the College into disrepute.
- Any act which may have an adverse effect on the work of the College or on other learners or staff.
- Cumulative breaches of College regulations of a more minor nature.

**Serious Misconduct**

Please tick the box if you believe serious misconduct has been committed.

Any particularly grave case of misconduct may be treated as serious misconduct. For example, any misconduct involving violence or threat of violence, deliberate damage to property, endangering the health or safety of others, or any criminal activities affecting the College or other learners, or which could bring the College into disrepute are likely to be treated as serious misconduct (please describe).

**Conclusion**

Insert details here.

**Please ensure that all documents are dated and signed by the person recording the information and, if applicable, the learner.**

Signed by Investigating Officer .....

Print name .....

Job Title .....

Date .....

## Appendix 6 – Disciplinary / Incident Meeting Action Plan

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### Disciplinary/Incident Meeting Action Plan



**Date:**

<b><u>Present</u></b>	
<b><u>Summary</u></b>	

<b>ACTION</b>	<b>BY WHOM</b>	<b>BY WHEN</b>	<b>COMPLETED</b>

<b><u>Review date and notes</u></b>

**Learner signature**

**Staff signature**

## Appendix 7 - Recording Incidents on CPOMS

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### CPOMS Recording Guide

CPOMS is replacing Databridge as the College system for recording and sharing information about behavioural incidents.

Behaviour is a form of communication and all behaviour happens for a reason. Challenging behaviour can lead to risk for the individual and for others around them. It is vital that we, as an organisation, monitor, record and reflect on the behaviours of our learners; to understand the meaning behind behaviour and help the learners find more positive ways of expressing themselves, reducing risk and distress to all. Learners who feel safe and calm will be able to learn and progress.

When recording please remember to record in an objective way, refraining from detailing personal opinion. Please state the facts and events as you witnessed them, other people involved (not initials) and anything you were aware of that preceded the incident. Record what behaviour was seen and how the behaviour was responded to.

The behaviour categories available to record under are:

- Aggression
- Physical towards staff / learner / property
- Bullying
- Inappropriate language
- Destructive behaviour
- Relationships

The Social Emotional Development Team (mentors) will respond to the recordings and feedback through the system any actions taken.

If you have an urgent need for support, please call the office number 6186 or 6114 for assistance.

### **Recording**

All staff have been given training on 'Good Practice in Recording' through their Team teach sessions.

As a brief reminder staff are asked to consider the following:

- What, when, where the incident occurred
- Behaviour: what did you actually see happen, what behaviour was displayed
- Consequences: What action you took at the time. The section has a tick box to record any warnings issued.

### **What happens to the information you record?**

- The CPOMS Behaviour log is reviewed daily.
- It is reviewed weekly at the Multi-disciplinary team meeting.
- This group will agree any further action that may be required and inform staff through scheduled College meetings.
- A summary report is produced termly for managers on incidents to examine any developing trends and impact of interventions.

## Initial Equality Impact Assessment Screening

<b>Name of Policy or Service</b>	Behaviour Management and Disciplinary Policy and Procedures
<b>Author of impact assessment (name and job title)</b>	Rosie Herbert Vice Principal – Quality & Curriculum
<b>Date impact assessment completed</b>	
<b>Is this a new or reviewed policy or service?</b>	<p>New policy/service <input type="checkbox"/></p> <p>Date of policy/service</p> <p>Reviewed policy/service <input checked="" type="checkbox"/></p> <p>Date of review July 2022</p>

<b>Briefly describe the aims and purpose of the policy</b>	To state the college's policy on behaviour management and the disciplinary procedures to be followed
<b>Who is intended to benefit from this policy and in what way?</b>	The policy is intended to benefit all learners by promoting positive behaviour and setting our clear guidelines for expectations and consequences of how the College will respond to behaviour challenges
<b>What could contribute or detract from achieving the aims and purpose of the policy?</b>	Staff will need to apply the policy in a consistent way to avoid learners being treated unfairly
<b>What evidence or data has been collected and used to determine the impact on equality groups. Have any data gaps been identified.</b>	Data on incidents is considered on a termly basis to monitor the behaviour and impact on equality groups. Steps are also been taken to create the capability to report on warnings given so this will used as a further measure

		<b>Comments / Evidence</b>
<b>Has consultation on this policy indicated any possible concerns or issues in relation to equality, diversity and inclusion?</b>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	Many of the proposed changes to this policy have been recommended by learners and staff alike through consultation and are intended to introduce a clearer and fairer system for all
<b>Is there an opportunity to promote equality of opportunity by this policy?</b>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	There is an opportunity to use this policy to promote consistent responses to behaviour and to use the policy to challenge behaviour such as bullying and discrimination if they arise

**Potential impact on grounds of:**

<b>Race</b>	Positive <input checked="" type="checkbox"/> Negative <input type="checkbox"/> No impact <input type="checkbox"/>	
<b>Disability</b>	Positive <input checked="" type="checkbox"/> Negative <input type="checkbox"/> No impact <input type="checkbox"/>	
<b>Gender</b>	Positive <input checked="" type="checkbox"/> Negative <input type="checkbox"/> No impact <input type="checkbox"/>	
<b>Gender reassignment/identity</b>	Positive <input checked="" type="checkbox"/> Negative <input type="checkbox"/> No impact <input type="checkbox"/>	
<b>Age</b>	Positive <input checked="" type="checkbox"/> Negative <input type="checkbox"/> No impact <input type="checkbox"/>	
<b>Sexual orientation</b>	Positive <input checked="" type="checkbox"/> Negative <input type="checkbox"/> No impact <input type="checkbox"/>	
<b>Religion or belief</b>	Positive <input checked="" type="checkbox"/> Negative <input type="checkbox"/> No impact <input type="checkbox"/>	
<b>Marriage and civil partnerships</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
<b>Pregnancy and maternity</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	

**If any potential negative impacts of this policy or service have been identified then a full equality impact assessment form should be completed.**