

Purpose of the Policy

This Policy will support the need to plan for and provide a positive climate in which effective learning can take place. It will also provide the framework for a workplace that is focused on positive outcomes.

The College is committed to ensuring that all students who may be subject to disciplinary processes are dealt with in a fair and equitable manner. This Policy will help and encourage students to achieve and maintain acceptable standards of conduct and academic performance; it will also make clear that there are consequences for inappropriate behaviour.

Policy

The College sets standards of performance and conduct, it also operates rules which promote order and fairness and allow the development of abilities and skills. Such rules should be readily understood by both students and staff.

A student who departs from the required standards of behaviour or academic performance renders him/herself liable to disciplinary action, sanctions, suspension or exclusion in serious cases.

The College will also seek to create learning environments that encourage productive and positive behaviour.

Contribution to the Achievement of the College's Mission

The College's Mission is '*Promoting Diversity, Raising the Standard, Taking Education Further*'. In order for the Mission to be met everyone at the College needs to work together to create an environment where learning & work can take place. This Policy contributes to the Mission by putting in place strategies to create that positive environment and to address situations where it has been disrupted. These strategies will also contribute to ensuring that the College is a place where staff can carry out their work effectively and safely.

Scope

This Policy will apply to all staff and students of the College. In regard to 14-16 year old pupils reference should be made to the Off Site Work Related Learning Policies and Protocol documents.

Implementation

Under the Articles of Government, the Principal is responsible for maintaining student discipline and suspending or expelling students on disciplinary grounds, or expelling students for academic reasons. This Policy and allied Procedures are designed to ensure that the College is in compliance with this responsibility.

Day-to-day operation and application of the Policy and Procedure will be monitored by a member of the Executive nominated by the Principal.

Heads of Faculty will also have a delegated authority to act in certain very specific circumstances (following consultation with the relevant Executive member), as detailed in the Student Disciplinary Procedure.

The College will employ the principles of natural justice to ensure that the aims of the Policy are met. This means that a student has:

- the right to know what he/she is accused of.
- the right to speak in his or her defence.
- the right to be accompanied and represented at disciplinary hearings and any related appeals.

The College will use key principles of good practice to ensure that discipline and sanctions are properly applied. These include:

- Actively managing behaviour and academic performance
- Using early intervention to address instances of poor behaviour and poor academic performance
- Identifying underlying causes
- Working with families, employers and external agencies
- Having a commitment to equality & diversity

Monitoring and Impact Measurement

The impact of this Policy will be monitored through records kept of disciplinary actions and sanctions. The following steps will be taken to use that range of records to measure the impact of this Policy.

- Detailed records will be kept by Progress Tutors regarding the behaviour and performance of learners
- The Programme Area Managers will compile, review and analyse logs of disciplinary actions on a regular basis.
- A summary report resulting from an analysis of Student Disciplinary Panels will be scrutinised by the Executive.
- The College Corporation will receive an annual report with regard to student discipline.

Related Documents

- Student Disciplinary Procedure
- Behaviour Management Policy & Procedure
- Equality, Diversity & Inclusion Policy
- The Single Equality Scheme
- Safeguarding Policy & Procedure
- 14-16 Off Site Work Related Learning Policies and Protocol documents.
- Health and Safety Policy and Procedure
- Welfare Procedure

Publication of Policy

This policy will be made publicly available, provided to all members of staff and students via the Intranet and forwarded to appropriate bodies on request.

Policy Review Date	June 2013
Executive Member responsible for implementation	Vice Principal, Communications, People and Development.
Approval and Review History	
<ul style="list-style-type: none"> • Approved by the Corporation on 6th July 2011 	