



# Student Disciplinary Policy

<b>Document title:</b>	Student Disciplinary Policy
<b>Audience:</b>	Staff and Students
<b>Version:</b>	1
<b>Approved by:</b>	Senior Leadership Team
<b>Date approved:</b>	October 2022
<b>Date of next review:</b>	September 2024
<b>Document Owner</b>	Vice Principal EDI & Student Experience
<b>Equality Impact Assessment</b>	Yes
<b>Student Friendly Version</b>	Yes – College Student Charter, Student Code of Conduct

## Revision history

Version	Type (e.g. replacement, revision etc...)	Date	History (reason for changes)
1	New	2022	
2			

## Monitoring and review

This policy will be reviewed by the Senior Leadership Team every 2 years.

# Student Disciplinary Policy

## Summary

This policy outlines the College's expectations upon staff when challenges of inappropriate student behaviour need to be made. It also outlines how we record and store related records.

## Scope

This policy applies to all staff in relation to promoting positive student behaviours, challenging and recording inappropriate behaviour.

All staff are expected to actively promote high expectations of student behaviour and model the College's values through their own conduct. Inappropriate behaviour will be challenged consistently, promptly, positively and respectfully, with all staff offering firm and clear expectations of students.

## Clarity, Consistency, and Choice

Behavioural interventions will be most effective if staff and students:

- Are **clear** about expectations and possible consequences of inappropriate behaviour.
- See any sanctions being fairly and **consistently** applied and recorded across all areas of the College.
- Understand and make an informed **choice** about the way they behave.
- Understand the College Charter, which will be introduced to students during Induction, sets out students' rights and responsibilities, and the College expectations of behaviour.

## ALL College Staff are responsible for:

- Actively promoting high expectations of student behaviour and model the behaviour they would expect to see in their students
- Actively promoting the College UNITED Values
- Challenging inappropriate behaviour, and **positively** reminding students to adhere to our UNITED Values and Behaviours where necessary
- Recording **ALL** instances of inappropriate behaviour through the **EBS OnTrack system**
- Challenging students for General Misconduct around the College premises and outside of classrooms
- Provide support to colleagues when behavior needs to be challenged in and out of learning environments.

## Specific Responsibilities - Campus Liaison:

- To ensure that all students entering the premises have and are visibly wearing a College ID Badge.
- To patrol the outside of the College campus.
- To redirect all staff and students seeking to enter the building via the 'exit only' doors.
- To assist College staff and students and to de-escalate where behaviours have escalated on College premises
- To support (or assist) in the removal of students from the premises.
- Recording of incident reports in cases of Serious or Gross Misconduct where they have intervened,

and log these through reporting to relevant Heads of Department

- Preparation of evidence and presentation of this in advance of, and sometimes during hearings where required;
- Liaise with Heads of Department or curriculum staff when reporting incidents.
- Liaise with the Police where their involvement is required;
- To support fact finding, through CCTV footage requests by HODs
- To gather witness statements when appropriate
- Campus Liaison may remove a student's ID card where absolutely necessary but do not have access to EBS, so communication for reporting will be via HODs.

### **Specific Responsibilities – Heads of Curriculum / Academic Departments:**

- To be champions and role models of positive behaviours
- To provide an enhanced presence in unstructured / wider learning environments
- To support teaching and support staff, where student behaviour is being challenged
- Update Campus Liaison Team Leader / Manager daily on all exclusions initiated by HODs
- Acknowledge receipt of logged concerns / warnings to the initiator, to advise that the matter is being addressed (this may be delegated to course leads / tutors).

### **Specific Responsibilities - Personal Development Outreach Officers:**

- To provide outreach support to students within Bradford College campuses to build positive relationships with students that enables them to develop good behaviours and attitudes
- To develop relationships with key curriculum staff to ensure that positive behaviours are developed throughout all college campuses
- Daily supervision of the Student Common Room/Social Space (DHB). One officer based in common room at all times
- To provide youth mentoring and positive interactions between students and the personal development team
- One Officer to floor-walk (DHB only) during identified busy intervals throughout the day.

## **Recording Inappropriate Behaviour**

All examples of students displaying inappropriate behaviours must be challenged and recorded on the Pastoral tab on EBS OnTrack

### **Related documents**

[Student Disciplinary Procedures](#)

[Positive Student Behaviour Policy](#)

[UNITED values strategy](#)

[College Code of Conduct](#)

[College Charter](#)

[Using OnTrack to Capture Disciplinary Actions step-by-step guide](#)