

BARNET AND SOUTHGATE COLLEGE DISCIPLINARY PROCEDURES – PAPER 1

Student Conduct

Barnet and Southgate College provides an adult environment in which students are expected to conduct themselves in a responsible manner and to work to the best of their ability. Students can expect a commitment from all College staff to assist them in their efforts. The procedures which follow outline the action which may be necessary where students fail to accept their responsibilities *as detailed in the Student Code of Conduct, which do not comprise an exhaustive list.*

In the event of an incident / occurrence, (depending on the severity of the incident), the staff member involved will carry out one of the following:

- Either:** End the incident and caution the student(s) and, if appropriate, provide information on support services
- Or:** Invoke the College's Misconduct Disciplinary Procedure or the College's Gross Misconduct Disciplinary Procedure

Most cases of Misconduct will begin at Stage 1.

In more serious cases of Misconduct the tutor / relevant manager may decide that Stage 2 is the appropriate starting point.

Disciplinary Procedure: Misconduct

Stage 1

The student's tutor will arrange an interview with the student to explore solutions to the problem(s). The student will be informed of all support services available and encouraged to take up any extra support. The tutor and student should agree an action plan specifying improvements to behaviour relating to the College Code of Conduct, attendance, punctuality or academic work, as appropriate. The student will receive a copy of this action plan.¹ The course team will be notified of the meeting and the action plan.

Stage 2

If there is no improvement and/or the tutor has received further notification of the student's misconduct, **the student will be invited in writing to attend an interview with the Curriculum Manager or other relevant manager, and the tutor.**² The student will be entitled to be accompanied by a friend, student representative or relative (but not by a legal or other professional adviser unless the College otherwise agrees, having been given notice beforehand). Students under suspension and / or exclusion are NOT eligible to attend another student's disciplinary interview. The manager may decide to issue **a formal written warning**³ within 6 working days of the interview, a copy of which will be sent to the student's parents/guardian, if the student is under 18 years old. Included with the warning may be a revised action plan and targets. The course team will be notified of the outcome.

¹ In the case of 14-16 year olds, a copy of the Stage 1 Action Plan will be sent to the School or LEA

² In the case of 14-16 year olds, a representative from the School or LEA must also attend

³ In the case of 14-16 year olds, a copy of the formal written warning must be sent to the School or LEA

Stage 3

The student will be given at least 6 working days' written notice to attend an interview with the Curriculum Head or other relevant manager, and the manager involved in Stage 2 of the Procedure.⁴

Attendance at this interview is compulsory. Should the student involved fail to attend this interview without proper notice and explanation of absence being forwarded to the Head of School, then the discussion will proceed without the student and decisions may be taken in his / her absence. The student will be entitled to be accompanied by a friend, student representative or relative (but not by a legal or other professional advisor unless the College otherwise agrees, having been given notice beforehand).

If, during the interview, the student disputes the material facts, the Head of School may decide to adjourn the process to a date within the next 14 working days. If the student was suspended pending the initial Disciplinary Interview, then the suspension remains in force at least until the date of any adjourned interview. At the time of the suspension, the student's ID card MUST be surrendered and held by the Head of School pending the outcome of the Disciplinary Interview.

If the student does not dispute the material facts then the Head of School may:

- issue a final written warning with an action plan; failure to keep to the plan could result in a recommendation for exclusion being made to the Director of Curriculum
- issue an immediate disciplinary recommendation for permanent exclusion

The student will be given written notification of this recommendation (with a copy to parent/guardian, if the student is under 18 years of age) within 6 working days of the interview.

If the recommendation is for permanent exclusion the student will be, or remain, suspended pending consideration of the recommendation by the Director of Curriculum.

The student will be given details in writing of this recommendation within 6 working days and of the right to appeal against this recommendation if it is upheld by the Director of Curriculum. The Course team will be notified of the outcome.

Stage 4

Appeals will be dealt with under the Appeals Procedure.

If there is no appeal against the decision made by the Director of Curriculum within the time allowed (within 10 working days of the date of the recommendation), then the decision made by the Director of Curriculum will stand. This will be confirmed in writing within 2 working days of the conclusion of the 10 day period. The Course team will be notified of the outcome.

⁴ In the case of 14-16 year olds, a representative from the School or LEA must also attend