

Barnet and Southgate College Disciplinary Procedures

Barnet and Southgate College provides an adult environment in which students are expected to conduct themselves in a responsible manner, in line with the Student Code of Conduct. The procedures which follow outline the action which may be necessary where students fail to accept their responsibilities. Less serious breaches will be dealt with under the **MISCONDUCT** Procedure, more serious breaches as outlines below are treated as **GROSS MISCONDUCT**
The following disciplinary procedures apply to all Students regardless of age or length of study

MISCONDUCT (See Student Code of Conduct)
E.g. Foul or abusive language to staff, Not wearing student ID badge, Lateness, not handing in homework/assignments, illegal drugs, smoking on College premises, lack of respect for property, spitting etc. (This is not an exhaustive list). Students can be verbally cautioned at this stage if appropriate. Subsequent /more serious incidents can evoke an official Stage 1 warning

STAGE 1

Takes effect when students break the Student Code of Conduct. On receipt of relevant reports, Meeting is arranged to resolve if possible and agree an action plan. Tutor and student receive a copy of action plan.
This is an official Stage 1 Warning

STAGE 2

If no improvement is seen as a result of stage 1 and/or further complaints are received. Student will be invited to an interview with relevant manager and tutor. Student may be accompanied by friend/relative. Manager will issue official written warning with action plan or take appropriate action. This will be communicated to student in writing, within 6 working days. Parents will be informed if student is under 18 and course team notified if relevant.

This is a Formal Stage 2 Written warning

GROSS MISCONDUCT

Incidents of Gross Misconduct will join the procedure at **Stage 3**.

These include the following:

A – disruptive or aggressive behaviour **B** – Deliberate damage to property

C – Dishonesty, theft or fraud **D** – Gross indecencies

E – Incidents involving violence or threats of Violence

F – Acts of unlawful discrimination or harassment **G** – Sexual misconduct

H – Endangering the health and/or safety of others

I – Any serious and/or criminal activity which, in the opinion of the College authorities, affects the College or other students, or which brings the College into disrepute.

STAGE 3 - MISCONDUCT

No improvement/further complaints. Student invited to interview. Written warning and action plan issued, or recommendation for exclusion. Student notified within 6 working days of interview. If exclusion is recommended, student will be suspended pending consideration of recommendation by the Director. Decision in writing within 6 working days. Student has right of appeal which must be lodged in writing within 10 working days of letter.

STAGE 3 – GROSS MISCONDUCT

Following suspension student invited to interview with appropriate Head within 6 working days of suspension. If Police involved this may take longer. Attendance is compulsory. Should student fail to attend, 1 more meeting will be arranged. No show on 2nd attempt, decision will be made in student's absence. If issue is not disputed then Head or Relevant Manager will make a recommendation to the Director for Permanent Exclusion. Existing suspension to remain in force during this time and student ID card surrendered. If issue is disputed interview may be suspended for 14 days to investigate further. Suspension remains in place. Student informed in writing of decision, and given details of how to appeal.

STAGE 4 – APPEAL If there is no appeal lodged within specified timescales the decision will stand, and will be confirmed to student in writing within 2 working days of the conclusion of the period for lodging appeals. Relevant staff to be notified.