

BARNET AND SOUTHGATE COLLEGE DISCIPLINARY PROCEDURES – PAPER 2

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.

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 and, if appropriate, provide information on support services available to both parties
- 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 Gross Misconduct

The Gross Misconduct Disciplinary Procedure is to be invoked in cases of:-

- a. Disruptive and/or aggressive behaviour
- b. Incidents involving violence or a serious threat of violence
- c. Deliberate damage to property
- d. Acts of unlawful discrimination or harassment in any context
- e. Dishonesty, plagiarism, theft or fraud
- f. Sexual misconduct
- g. Gross indecencies
- 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

This is not an exhaustive list of all forms of Gross Misconduct.

The immediate incident

- i. The Duty Principal (or substitute) will attend / investigate the misconduct / incident and will take such action which, in his/her judgement, is necessary to end the incident. This action may include immediate suspension if the Duty Principal has reason to believe that the student has committed an act of Gross Misconduct. At the time of suspension the student's ID card must be surrendered and sent to the relevant Curriculum Head or other relevant manager pending the outcome of the Disciplinary Interview.
- ii. Any such suspension will be confirmed in writing by the Curriculum Head¹ within 2 working days of its occurrence and the student will be invited to attend an interview with the relevant Curriculum Head or other

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

relevant manager. The interview will take place within 6 working days of the suspension. If the student is under 18, the parents/guardians will be informed accordingly of this interview.

- iii. The Duty Principal (or substitute) will, as soon as is practicably possible, but not more than 24 hours afterwards, raise a report on the incident. Parties concerned will be required to make statements within 6 working days wherever practicable, which will be forwarded to the relevant Curriculum Head or other relevant manager.
- iv. Stage 3 of the Disciplinary Procedure will be invoked.

Stage 3

The student will be invited to attend a Disciplinary interview with the relevant Curriculum Head or other relevant manager, and another neutral member of staff, which should be within 6 working days of the incident that resulted in Stage 3 of the Procedure being imposed². 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 relevant Curriculum Head or other relevant manager, 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 Curriculum Head or other relevant manager 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.

If the student does not dispute the material facts then the Curriculum Head or other relevant manager will make a recommendation for disciplinary sanctions*, which may or may not include a recommendation to permanently exclude the student. The student will be given written notification of the 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 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 within the time allowed (within 10 working days of the date of the letter), the disciplinary decision will be confirmed in writing within 2 working days of the conclusion of the appeal lodging period. The Course team will be notified of the outcome.

NOTE

In the event that either the Director of Curriculum is a witness to any incident of Gross Misconduct, they will nominate another senior post-holder to make decisions based upon recommendations and to conduct Appeal Hearings as appropriate.

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

* Disciplinary recommendation: such as permanent exclusion, formal suspension for a fixed period, lesser disciplinary sanctions or no disciplinary action