

## **BARNET AND SOUTHGATE COLLEGE DISCIPLINARY PROCEDURES – PAPER 3**

### **Criminal Offences**

Where any member of staff has reason to believe that a student may have committed a criminal offence, the College may refer the matter to the Police and may continue disciplinary proceedings under this procedure or suspend the student pending the outcome of Police enquiries and any charges which may be brought against the student.

Where the student has been suspended under this provision, when the results of those enquiries and any criminal proceedings are known, the College reserves the right to recommence proceedings under this procedure in relation to the matter.

### **Out of College Incidents**

Where an incident occurs during an authorised external College activity or residential event, the senior member of staff present will act as Duty Principal.

Action will mirror the College Disciplinary Procedure.

In a case of Gross Misconduct, the student(s) should be suspended immediately and sent home if possible. Where an incident has involved more than one person the Duty Principal will, if possible, find different transport routes for each person. If a crime has been committed, the Police should be informed.

Where a student is under 18 years, parents / guardians should be informed immediately of the incident.

The Duty Principal will also need to report back immediately to the Director of Quality so that the procedures can be actioned within prescribed timescales.

### **Incidents in College but outside the classroom**

If an incident occurs in College but outside the classroom, the reporting staff should use an Incident Reporting Form. A copy should be sent to the appropriate tutor who will take action in line with the Disciplinary Procedures Policy and then return a copy of the actions taken.

If a student has contravened the College Code of Conduct in areas of the College other than the classroom\* the student may be excluded immediately from that area at the discretion of the line manager of that area. This exclusion may last for a period of up to 2 weeks pending the outcome of the Disciplinary Procedure. If no feedback is reported back from the tutor, the period of exclusion may be extended.

As part of that procedure an action plan will be drawn up to address the incident, which should be agreed by all parties involved, e.g., the initiator, the tutor and the student.

Failure to reach agreement requires mediation through the relevant Director of Curriculum.

### **Part-time Students**

In any incident involving a part-time student, the teacher will act in the role of tutor and follow through the College Disciplinary Procedure.

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\* Learning Centres, Student Development Centres, Refectories, General College Areas, Gym. This is not an exhaustive list.