

## Student Behaviour Management and Disciplinary Policy

Date approved:	
Approved by:	SMT
Review date:	3 yearly [May 2020]
Responsible Managers:	Directors of School
Group Executive Lead:	NA
Accessible to Students/Customers:	Yes

### 1. Consultation: undertaken with

- |                            |     |
|----------------------------|-----|
| • Newcastle College:       | Yes |
| • West Lancashire College: | No  |
| • Intraining:              | No  |
| • Group Services:          | No  |
| • Kidderminster College:   | No  |

### 2. Applicability of Policy to Organisation

This policy applies to:-

- |                            |     |
|----------------------------|-----|
| • Newcastle College:       | Yes |
| • West Lancashire College: | No  |
| • Intraining:              | No  |
| • Group Services:          | No  |
| • Kidderminster College:   | No  |

### 3. Purpose and Scope of Policy

The College believes that effective learning is best achieved in a supportive and mutually respectful environment where disruption is at a minimum. The purpose is to promote good conduct at all times and ensure student discipline is maintained in a manner that promotes fair and equitable treatment of all students whilst providing support to staff.

The policy should be read in conjunction with the accompanying procedure.

Newcastle College expect students to adhere to a minimum standard of behaviour during their time at college and will provide support to ensure all students are aware of their responsibilities.

The college expects all students to abide by the Code of Conduct at all times including; when present on and around campus; whilst engaging in offsite activity including trips and work placement and linked online activity.

The policy applies to all students including 14-16, FE, HE, Full Cost, Apprenticeship and International students enrolled with the college. The purpose is to identify the Student Code of Conduct and highlight the procedure if the code is breached.

#### **4. Student Entitlements**

All students are entitled to

- a. The right to learn and a responsibility to allow others to learn in a safe, secure and respectful environment.
- b. Take charge of their own learning and to be aware of their rights, responsibilities and College expectations
- c. Expect appropriate action from the College to tackle any incidents of violence, threatening behaviour, abuse, discrimination or harassment
- d. Introduced to the policy and procedure so that they are aware of and understand the implications for their own learning and that of others
- e. Access to the Student Code of Conduct and Disciplinary Policy and Procedure which ensures students who fail to meet expectations of the College are treated with consistency and fairness, whilst taking into account any individual circumstances

The Student Code of Conduct, included in the Procedure, sets out expectations

#### **5. Student Responsibilities**

Providing an atmosphere which enhances a student's College experience is a two way process which places responsibilities on students. Student entitlements are most likely to be met fully when they:

- a. Show respect to College staff, fellow students, College property and the College environment.
- b. Follow the reasonable instructions of College staff and others involved with their learning.
- c. Understand the advantages of good behaviour both in terms of personal advancement and building relationships.
- d. Adhere to the Student Code of Conduct.
- e. Co-operate with, and abide by any arrangements put in place to support their behaviour.
- f. Take responsibility for their own behaviour

## **6. Staff Responsibilities**

All staff are required to:

- a. Be responsible for ensuring that the College's expectations and standards of conduct are conveyed and fully explained to students.
- b. Take responsibility for maintaining good discipline, not only in the classroom but in all College-related activities on and off site and online.
- c. Apply basic rules for the classroom consistently and create a climate in which they are clear, fair and able to engage students by applying a positive approach.
- d. Take responsibility for promoting respectful behaviour within the student population and correcting behaviour where appropriate. Lead by example by being courteous, considerate and polite
- e. Support, praise and, as appropriate, reward student's good behaviour.
- f. Be familiar with and understand the Student Disciplinary Policy and Procedures and apply these accordingly.
- g. Report and escalate in line with the procedure related occurrences.
- h. Inform parents of learners under 18 and learners with an EHCP, as well as employers of apprenticeships or sponsored learners, of informal Behaviour Management and Formal Disciplinary and encourage involvement including attending meetings and encouraging positive behaviour supporting successful outcomes and career progression.

## **7. College Management Responsibilities**

College Managers are required to:

- a. To communicate that the policy and accompanying procedures provide a framework to support staff in implementing a fair and transparent system for dealing with any disciplinary situation that may arise during the normal College day or whilst involved in a College-related activity.
- b. To make clear that it is the responsibility of all staff to implement this policy and procedures, to help maintain students' discipline, to deal with and/or report any incidents or breaches of College expectations and to support students who may be involved in an incident.
- c. Ensure that every effort will be made to avoid the use of disciplinary action where alternatives are more appropriate.
- d. Ensure that staff and students are aware of this policy and relevant procedures in support of its aims.
- e. Establish and communicate clearly measures to ensure good order, respect and discipline.
- f. Ensure staff are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies where required.
- g. Take all reasonable measures to protect the safety and well-being of staff and students.
- h. Ensure staff display good behaviour and never degrade students or colleagues.

## **8. Measurements of Success**

- a. Learner voice feedback
- b. Monitoring of incidents leading to disciplinary measures
- c. Visitor and other stakeholder feedback to the College relating to the standard of student behaviour

## **9. Associated Policies and Procedures**

- Academic Misconduct
- Attendance
- Alcohol and Substance Misuse
- IT Acceptable Use
  
- Safeguarding Young People and Adults and Prevent
- Smoking Free Environment
- Student De-escalation
- HE Fitness to Practice

## **10. Equal Opportunities Statement**

An Equality Impact Assessment was completed on 28 June 2017. A copy has been sent to the Head of Learner Services and Safeguarding

## **11. Location and Access to the Policy and Procedure**

- Student Intranet
- Sharepoint

## **12. Responsibility for Implementation of the Policy**

- a. The Principal has overall responsibility for the implementation of the policy across the college
- b. The Heads of Curriculum are responsible for overseeing operation of the policy in the departments
- c. Teaching and Support staff are responsible for meeting student entitlements