

College Behaviour Management Policy

For the attention of: All Staff
Produced by: Deputy Principal, Curriculum & Quality
Approved by: SMT
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Our Mission

To provide opportunities for all our learners to thrive and achieve in life and work.

Our Values

- We will make respect our Golden Rule
- We will try to stand out in everything we do
- We will not be afraid to innovate even if we risk failure
- We will learn something new every day
- We will persevere until we get it right
- We will celebrate our achievements
- We will champion our students
- We will always have high expectations
- We will be responsive and enterprising
- We will work together and in partnership with our communities and businesses
- We will never forget that we are accountable to the students, communities and businesses that we serve
- We will be responsible stewards of public money

College Behaviour Management Strategy & Disciplinary Procedure

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1. Purpose

- 1.1 At East Berkshire College we are committed to providing a learning environment in which students can give of their best and participate freely in College activities.

2. Principles

- 2.1 This student disciplinary procedure is designed to:
- Ensure procedural fairness
 - Encourage all students to meet the standards of conduct, attendance and work performance required by the College
 - Ensure consistent and just treatment for all regardless of their age, ethnic origin, gender, disability, sexual orientation, marital status, religion or belief
 - Ensure that the facts are established and the matter is investigated fully before disciplinary action is taken
 - Ensure that students know what is expected of them
 - Ensure that students are given access to a fair hearing

3. Common Expectations: Civility Code

- 3.1 A key aim at the College is to support all learners to engage and make good to outstanding progress, consequently we first seek to cultivate the right attitudes and behaviours in our students. As a result, standards of behaviour are governed by 5 pillars of civility, Care, Respect, Empathy, Culture and Expectations. These are expectations common to both staff and learners at all levels at the College. As can be seen within the table below, we all sign up to develop 5 key characteristics within these pillars (consideration of others, esteem for other, recognise and share feelings of others, recognise and share experiences from others different from ourselves, have high expectations of ourselves and others). We are therefore expected to exhibit the following 5 behaviours at all times (Be Kind, Be Respectful, Listen, Understand and Be Proud).
- 3.2 The Student Charter has been subsumed into the Civility Code.
- 3.3 The College Key Commitments are included within the code as a part of common expectations amongst both staff and students.

4. Prevention Strategies

4.1 Civility Code

If learners do not follow the Civility Code, disciplinary action will be taken. Each case is investigated on its own merits, and decisions are normally based on the balance of probability that an incident did or did not take place.

The procedure applies to all individuals enrolled as a student of the college.

A learner has the right to be accompanied by a parent, person with parental responsibility or friend at all stages of the procedure, as a supporter. It is the student's responsibility to contact a supporter. The role of the supporter is to provide moral support and ensure the student has

understood the process and any questions being asked. It is not the role of the supporter to speak on a student's behalf.

Please see Appendix 1 for the Civility Code.

4.2

PROMOTING POSITIVE BEHAVIOUR IN ALL ENVIRONMENTS

In the Classroom/Workshop

- Embed the Civility Code
- Embed respect, equality and diversity
- Integrating, promoting and modelling common values
- Challenging and exploring negative views
- Personal and social development training
- Academic and vocational enrichment

In & Out of Class

- Early intervention when a learner shows signs of behavioural difficulties.

College Wide Strategy

- Specialist support (specialist learner coach, support from student services) that can change negative learner behaviour and emotional problems
- Civility Code
- Disciplinary Procedures and Actions

College-Family-Community Linkages

- Parent partnerships
- Community agency services

See Appendix 4 for a 15 point plan of positive behaviour

4.3 Criminal Activity

The College reserves the right to report potentially criminal activity to the police, and/or to advise victims of such activity of their right to do so. If an incident is serious and of a criminal nature, we may defer disciplinary action pending the outcome of criminal proceedings. In exceptional circumstances we may also take the decision to suspend a student until the outcome of the proceedings is known.

4.4 Anti-bullying and Harassment

The College has a zero tolerance policy towards bullying and harassment, both of which are likely to be misconduct and or gross misconduct which could lead to permanent exclusion (see Civility Code).

4.5 Social Media and Technology

The College has a zero tolerance policy towards the misuse of social media which bullies, harasses, slanders or any other activities which contravene basic human rights. The College is equally committed to educating students to make the right decision and have therefore provided guidance on the use of social media (Appendix 2).

4.6 Students in Difficulty and Students in Breach of Discipline

The procedure which applies equally to full-time and part-time students distinguishes between the student in difficulty, and the student guilty of misconduct or gross misconduct.

4.7 Students in Difficulty

Regardless of a student's situation the College expects each student to meet the expectations of the Civility Code. Where students fall short of the expectations due to medical conditions or after disclosed difficulties. In which case students will have:

- To show improvement
- Fair and consistent treatment
- On-going positive and corrective feedback

4.7 Preventing Violent Extremism

4.7.1 East Berkshire College has a rich history of supporting social inclusion, celebrating diversity and ensuring freedom of speech. The College acknowledges that in order to safeguard this balance we must work to support the prevention of violent extremism and encourage the development of dialogue and debate.

4.7.2 Our approach to preventing violent extremism is based on the duties on the College under the Counter-Terrorism and Security Act 2015. This requires the College under S26 (1) to 'in *exercise of its functions, have due regard to the need to prevent people from being drawn into terrorism.*'

In addition, the 2015 Act also requires the College under S29 (2) to have '*regard to any such guidance in carrying out of that duty,*' which for the College is the *Prevent Duty Strategy and Guidance*. The College will also take into account any subsequent guidance or updates issued pertinent to the above in discharging its responsibilities as required under S29.

The College has a comprehensive **Prevent Action Plan** in place to ensure that it discharges its responsibilities effectively and as required. Regular monitoring of the progress of the plan will also support the College in the discharge of our statutory responsibilities.

4.7.3 *Notwithstanding the duties imposed under S26, the College will nevertheless have regard in the delivery of its activities to ensuring freedom of speech as required by S31(2) of the Act above.*

5. **Disciplinary Action**

5.1 Unfortunately it may become necessary for disciplinary action to be taken if students experiencing difficulties consistently fail to meet minimum standards. These circumstances may include:

- frequent absences without satisfactory explanation
- failure to complete work by the set deadline
- anti-social behaviour
- breaches of college rules at college, during college time, or on college activities
- poor effort and/or achievement significantly below minimum target
- consistent failure to attend classes
- failure to satisfactorily complete a probationary period

- 5.2 The first line of action will be via the student's lecturer/ tutor. The lecturer/ tutor is made aware that a student is in difficulty in various ways:
- Receipt of Internal Student Progress Report(s) from lecturer(s)
 - Weekly reports on attendance
 - Monitoring of progress on achievement, progress and engagement
- 5.3 The staff involved will discuss the difficulty with the student, the outcome and agreed support will be recorded. At this stage the staff will consider referral to Student Services for counselling, financial support, etc. Where required, staff may use the Fresh Start Agreement seen in Appendix 2.
- 5.4 If the behaviour persists the staff will notify the SL who will ensure the student is referred to the Learning & Development Academy or Student Services for additional support (coaching, mentoring, etc.) from a specialist Learning Coach. Every effort will be made to support the learner to engage in a learning environment at his/her own pace.

6. Students in Breach of Discipline

6.1 Misconduct or Gross Misconduct

Students in breach of the Civility Code and or expected norms are likely to be found to be guilty of Misconduct or Gross Misconduct.

6.2 Specific Examples of Misconduct

Misconduct is a breach of the student code of conduct.

The following are examples of misconduct (at all levels of seriousness), which will result in disciplinary action being taken against students. More extreme examples considered to be Gross Misconduct are dealt with below:

- a failure to follow the reasonable instructions of a member of staff
- misuse of College ID
- smoking in non-smoking areas
- spitting
- any cheating or copying of the work of other students
- the use of foul, abusive or offensive language
- disrupting any class or any other College activity
- bullying or harassment (including cyber-bullying) as outlined in the College Civility Code

6.3 Specific Examples of Gross Misconduct

Definition of Gross Misconduct - any particularly serious cases of misconduct may be treated by the College as gross misconduct. As well as those appearing above, the following are examples of gross misconduct:

- deliberately or by gross negligence causing damage to any College buildings, equipment, books or furnishings or any property of others
- any theft of property or any other dishonest acts
- any drunkenness or the use, possession or supply of any illegal drug on College premises or on any activity associated with the College
- the use of any violence or threat of violence towards any person

- any illegal act which may have an adverse effect on the work of the College or on another students
- displaying or distributing pornographic materials or the downloading of pornographic or offensive materials from the internet.
- misuse of social media to bully, harass, slander or any activity which contravenes basic human rights
- repeated misuse of College ID

7. Informal Procedures

7.1 Level 1 – Informal Action with Regard to Petty Misconduct

A minor breach of the Civility Code can be treated informally by any member of staff. All staff are required to take initial action to prevent and deal with breaches of College rules. Incidents should be reported immediately to the Deputy Principal's (Curriculum & Quality) Office.

Sanctions for minor infringements

- Action on student discipline is always carried out through the School responsible for the student
- The first stage will be handled by the lecturer/ tutor. The measures taken, whether verbal warning or a more serious step, will be recorded by the lecturer/ tutor in the student's file
- When a student is reported to the SL or tutor, they should take action as soon as possible – normally immediately or on the same day. Speed of follow-up and thoroughness of following-through are key in making minor (and major) sanctions effective. It is important that other students who know about the infringement are aware that prompt and fair action is being taken

Actions for minor infringements will be influenced by staff's knowledge of the individuals. They may include measures such as:

- a simple telling-off and/or verbal warning (note kept in student file)
- a private interview to establish whether the problem is a symptom of something deeper
- arranging for the student to apologise to the person offended against
- arranging a reconciliation meeting
- putting the student 'on report' for a limited time during which all who teach them must comment on their conduct after every session and the Course Tutor or SL reviews with the student every week
- agreeing an action plan for improvement and monitoring it

7.2 Level 2- Misconduct

When misconduct is considered to have occurred, an informal investigation into the matter will take place by a relevant member of staff. This 'Investigating Officer' will normally be a member of academic staff from the relevant area of work. Depending on circumstances, it may also be a Campus Manager, Duty Manager or member of the Student Services team.

The student will normally be given an opportunity to provide an explanation of her/his conduct and the explanation should be taken into account. This may include the taking of witness statements. The investigating officer will determine whether there is a case of misconduct to answer. If no formal action is to be taken, the student should be alerted as soon as practically possible.

The severity of the misconduct will determine the appropriate stage of the formal procedure to follow.

The student will be advised in writing of:

- The date and time of the hearing
- Details of the complaint
- The student's right to attend
- The student's right to representation (and if they are to be accompanied that they should inform the College of the name and status of the person)
- The fact that witnesses will be called if appropriate
- The fact that the hearing may proceed in their absence, unless they are ill

8. Procedure for Addressing Breaches

8.1 Formal Procedures – Stages 1, 2 and 3

Where informal measures fail to remedy a problem or series of problems, 3 formal stages may be invoked:

Note - *In the event of serious cases of misconduct, formal procedures may proceed at either Stage 2 or Stage 3 without written notice.*

Sample letters (DIS1-10) for disciplinary procedures can be found in Appendix 4

Stage 1 - Verbal Warning – Course Lecturer / Tutor or SL

- Findings from previous investigations will be sent by the investigating officer to the course lecturer, tutor or SL
- The course lecturer, tutor or SL will arrange to meet the student at the earliest opportunity. The student may be accompanied by a friend or a fellow student
- The outcomes from this meeting may result in an official verbal warning
- A record will be made in writing on the Disciplinary Report Form (sample - DIS 1), signed by the course lecturer, tutor or SL and the student and kept on the student's file. A copy will be sent to the Director of Curriculum and to the student
- If appropriate, the relevant staff may institute reporting procedures to review progress. The review between the Tutor and the student will take place within 3 college working weeks. If there is no satisfactory outcome, proceedings will move to the second stage

Stage 2 - Formal Interview – Director of Curriculum

Students will be asked to attend a Stage 2 disciplinary interview with the Director of Curriculum, or deputy appointed for this purpose, with at least 5 days' written notice. (Sample letter – DIS 2).

The following will be invited to attend:

- The course lecturer, tutor or SL and/or Investigating Officer
- The student's parents/guardian (if under 19) and employer/sponsor, if appropriate and relevant
- The student may be accompanied by a friend or a fellow student

After hearing the student's case the Director of Curriculum may:

- Issue a formal written warning; and/or
- Implement practical measures to avoid recurrence; or
- Suspend the student pending a 3rd stage interview; or
- Decide that no disciplinary sanction is appropriate

A formal written warning will be sent to the student within 5 days of the interview with a copy to parents/guardian (if under 19) and employer/ sponsor, if appropriate and relevant. (Sample letter – DIS 3)

- This will give brief reasons for the decision and outline the consequences of further misconduct, which may result in suspension or expulsion
- A copy of the DIS 3 will be kept on the student's file.
- It will be made clear to the student how long the written warning will remain on file for (typically twelve months) and any implications that may arise such as conditions on progression. The DIS 3 must be signed by the student
- At stage 2, a file note referring enquiries to Director of Curriculum will be made on the College's management information system
- In the event of suspension, the Deputy Principal (Curriculum & Quality) will be informed immediately (sample - DIS 4) and briefed about the circumstances by the Director of Curriculum. The student's ID card will be withdrawn from the student. The student will be sent a letter (sample - DIS 5) confirming suspension

NB: the Principal's office must also be informed immediately when a student is suspended for any reason.

Stage 3 – Disciplinary Panel: Deputy Principal (Curriculum & Quality)

Gross Misconduct

In the event of an alleged case of gross misconduct a student may be suspended from College immediately by a Director of Curriculum pending a formal stage 3 disciplinary hearing.

The Director of Curriculum will investigate & where necessary recommend exclusion to the Deputy Principal, Curriculum & Quality.

Formal Disciplinary Panel

The Disciplinary Panel is a group consisting of the Chair - Deputy Principal (Curriculum & Quality), the student's Director of Curriculum and course lecturer, tutor or SL (and in attendance the student and, if requested, student support; e.g. parent, guardian, employer, Student Union representative).

- The student will be given at least 5 days written notice (DIS 6) and will be entitled to be accompanied by a friend or fellow student
- The student's course lecturer, tutor or SL and Director of Curriculum, or other senior member of staff, will normally be present
- His/her parents or employer/sponsor will be invited to attend, if appropriate and relevant.
- A record of the interview will be made in writing to be kept in the student's file. A transcript of the interview will be available to the student, if requested

Outcomes from Stage 3 interview

The student will be sent written notification of the decision of the Deputy Principal (Curriculum & Quality) of the interview. This will include details of the right to appeal against a recommendation for permanent expulsion, withdrawal from the course or formal suspension.

The decision may be:

- That no further disciplinary action should be taken **or**
- That the student should be:
 - Permanently expelled (DIS 7) or
 - Asked to withdraw from the course (DIS 8) or
 - Formally suspended for a fixed period (DIS 9)
 - That a lesser sanction be supplied.

It will be made clear to the student how long the written warning will remain on file (typically twelve months) and any implications that may arise such as conditions or bars on progression or re-enrolment.

Details of the outcome of the stage 3 interview will be sent to the relevant Campus Manager and the Principal's office.

At stage 3, a file note referring enquiries to the relevant Director of Curriculum will be made on the College's management information system.

9. Appeals to the Principal

A Disciplinary Appeals Hearing is Chaired by the Principal

Grounds for Appeal

All students have a right to appeal against the Deputy Principal, Curriculum & Quality's decision to expel or suspend them.

Notice of Appeal

The request should be made in writing and lodged with the Principal's office within 20 working days of the decision.

If no appeal is made within the time allowed there will be no further opportunity for a student's case to be heard at an appeal interview.

Appeal Hearing

The Principal's office will inform the student, giving 5 working days' notice, of the following –

- The date and time of the hearing
- The student's right to attend
- The student's right to representation
- The fact that the hearing may proceed in their absence
- Details of college staff who may be at the hearing (e.g. Deputy Principal, Curriculum & Quality)
- Accurate and up to date file of disciplinary case history leading to the final stage must be provided to the Principal within 24 hours of the Notice of Appeal being received

Appeal Interview

- This will take place within 5 working days of the notice of appeal being lodged
- The final decision of the Principal will be reached within 5 working days of the appeal interview and confirmed in writing to the student, parents/guardian and employer/sponsor, if appropriate and relevant, and also to the relevant Director of Curriculum

Form DIS 10 will be completed by the Principal and kept on the student's file.

10. Related Documents

1. Civility Code
2. Single Equality Scheme
3. Student drug related incidents procedure) in the College's Health &
4. Student alcohol related incidents procedure) Safety Procedure
5. Internet/intranet acceptable use policy
6. Social Media Guidance

Civility Code

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THE CIVILITY CODE

Civil interaction is expected from all members of the College (staff and learners alike) at all times. The Civility Code in the table below is therefore the guiding principle of the Student Code of Conduct. As you will see from the tree below, the roots are the defining characteristics (Care, Respect, Empathy, Culture, and Expectation) and the leaves of the code are the behaviours (Be Kind, Be Respectful, Listen, Understand, Be Proud) which will enable you to positively stand out at work, University or in society at large.

The College's Civility Code was reviewed in 2016 and incorporates the College's commitment and strategy to promoting positive British Values: democracy, rule of law, individual liberty & mutual respect and tolerance of those with differently faiths and beliefs. These are highlighted in bold on the table below.

THE CIVILITY TREE

EAST
BERKSHIRE
COLLEGE



CHARACTERISTICS

CONSIDERATION OF OTHERS

- If I choose to smoke, I will protect the health of others by using the smoking area
- I will avoid spitting in public areas to help keep the college clean and free from germs
- I will talk to people politely and will avoid using foul, abusive or threatening language
- I understand that the college has rules I must follow to make sure everyone can learn and work in a positive and comfortable atmosphere

ESTEEM FOR OTHERS

- I will set a positive example by never bullying or harassing others, including when I am online
- I will celebrate my own achievements and those of others
- I will avoid all antisocial behaviour and will never act in a way that could endanger the health or the safety of other people
- I will help to maintain a clean, tidy & safe College environment
- I will be responsible for my health, safety and wellbeing

RECOGNISE & SHARE FEELINGS OF OTHERS

- I will do my best to understand how others might feel about things I say and do
- I will try to see other people's points of view
- If someone or something upsets me, I will share my feelings calmly and work with College's staff or other students to find a solution

RECOGNISE & SHARE EXPERIENCES FROM OTHERS DIFFERENT FROM OURSELVES

- I recognise that the College welcomes students from a vast range of backgrounds
- I will celebrate the differences I notice between me and people I meet at college
- I will do my best to learn more about the cultures and religious beliefs of others
- I will celebrate and use my freedom to choose to go and be heard
- I will play an active role in the College life and community

HAVE HIGH EXPECTATIONS OF OURSELVES AND OTHERS

- I will only submit work I have completed myself
- I will only miss classes in an emergency or if my teacher authorises my absence in advance
- I will complete all my work on time and attend all my exams
- I will have a successful and positive probationary period

BEHAVIOURS

BE KIND

- I will say hello and be friendly to people I meet at college
- I will avoid doing anything to disrupt other students when they're learning or taking part in activities
- I will communicate with others positively, including when I am online, and be careful not to make hurtful or unkind comments

BE RESPECTFUL

- I will be respectful to words and will avoid making assumptions or judgements based on someone's gender, age, race, sexuality, ethnicity, religious beliefs or disability
- I will follow the reasonable instructions of any member of staff (respecting College rules such as no hoods on campus)
- I will respect the property of the College of other students and neighbours

LISTEN

- I will be part in classes and activities in a positive way
- I will get the most from my classes and stay safe by listening to instructions carefully
- I will listen to the views of other students and take part in constructive discussion when someone's opinion is different from mine

UNDERSTAND

- I will strive to understand the views and lifestyles of other students
- I understand the health risks of taking drugs or drinking alcohol and will not do so at or before College
- I understand the value of independent learning, good attendance, punctuality and positive behaviour in ensuring my success
- I will seek support, if and when needed and use college services
- I will wear my College ID badge at all times

BE PROUD

- I will always behave in a way that reflects positively on the College
- I will treat the college and its facilities well, so it can continue to provide opportunities for current and future students
- I will stretch myself to achieve my potential and exceed my targets

KEY COLLEGE COMMITMENTS

- Provide a safe and secure environment
- Offer us all the help we need to choose the right course through a variety of free and impartial information, advice and guidance before and during our course
- Discuss our progress with us during regular one-to-ones

- Introduce us to the College and to specific courses in a thorough and well planned way
- Start classes on time and let us know about changes to timetables in good time

- Listen to and acknowledge the 'student voice'. Respond quickly to our enquiries and requests based on our individual needs

- Ensure the Civility Code is actively promoted to all staff
- Give us independent and confidential careers/employment and study advice to enable us to fully explore our options for the future

- Provide high quality teaching & learning to help us achieve our potential through a variety of teaching styles
- Give us an assessment and assignment programme that enables us to plan our studies
- Provide a range of services to support our studies, including where to go if we have a problem

THE GOLDEN RULE: Treat everyone with respect and treat them as you would want to be treated.

CIVILITY CODE: CHARACTERISTICS AND BEHAVIOURS

	1	2	3	4	5
	CARE	RESPECT	EMPATHY	CULTURE	EXPECTATION
CHARACTERISTICS	<p style="text-align: center;">Consideration of others</p> <p>If I choose to smoke, I will protect the health of others by using the smoking area</p> <p>I will avoid spitting in public areas to help keep the college clean and free from germs</p> <p>I will talk to people politely and will avoid using foul, abusive or threatening language</p> <p>I understand that the College has rules I must follow to make sure everyone can learn and work in a positive and comfortable atmosphere</p>	<p style="text-align: center;">Esteem for others</p> <p>I will set a positive example by never bullying or harassing others, including when I am online</p> <p>I will celebrate my own achievements and those of others</p> <p>I will avoid all anti-social behaviour and will never act in a way that could endanger the health or the safety of other people</p> <p>I will help to maintain a clean, tidy & safe College environment</p> <p>I will be responsible for my health, safety and wellbeing</p>	<p style="text-align: center;">Recognise and share feelings of others</p> <p>I will do my best to understand how others might feel about things I say and do</p> <p>I will try to see other people's points of view</p> <p>If someone or something upsets me, I will share my feelings calmly and work with College staff or other students to find a solution</p>	<p style="text-align: center;">Recognise and share experiences from others different from ourselves</p> <p>I recognise that the College welcomes students from a vast range of backgrounds</p> <p>I will celebrate the differences I notice between me and people I meet at college</p> <p>I will do my best to learn more about the cultures and religious beliefs of others</p> <p>I will celebrate and use my freedom to choose to grow and be heard</p> <p>I will play an active role in the College life and community</p>	<p style="text-align: center;">Have high expectations of ourselves and others</p> <p>I will only submit work I have completed myself</p> <p>I will only miss classes in an emergency or if my teacher authorises my absence in advance</p> <p>I will complete all my work on time and attend all my exams</p> <p>I will have a successful and positive probationary period</p>
BEHAVIOURS	<p style="text-align: center;">Be Kind</p> <p>I will say hello and be friendly to people I meet at college</p> <p>I will avoid doing anything to disrupt other students when they're learning or taking part in activities</p> <p>I will communicate with others positively, including when I am online, and be careful not to make hurtful or unkind comments</p>	<p style="text-align: center;">Be Respectful</p> <p>I will be respectful towards all, and will avoid making assumptions or judgements based on someone's gender, age, race, sexuality, ethnicity, religious beliefs or disability</p> <p>I will follow the reasonable instructions of any member of staff (respecting College rules such as no hoods on campus)</p> <p>I will respect the property of the College of other students and neighbours</p>	<p style="text-align: center;">Listen</p> <p>I will take part in classes and activities in a positive way</p> <p>I will get the most from my classes and stay safe by listening to instructions carefully</p> <p>I will listen to the views of other students and take part in constructive discussion when someone's opinion is different from mine</p>	<p style="text-align: center;">Understand</p> <p>I will strive to understand the views and lifestyles of other students</p> <p>I understand the health risks of taking drugs or drinking alcohol and will not do so at or before College</p> <p>I understand the value of independent learning, good attendance, punctuality and positive behaviour in ensuring my success.</p> <p>I will seek support, if and when needed and use college services</p> <p>I will wear my College ID badge at all times</p>	<p style="text-align: center;">Be Proud</p> <p>I will always behave in a way that reflects positively on the College</p> <p>I will treat the college and its facilities well, so it can continue to provide opportunities for current and future students</p> <p>I will stretch myself to achieve my potential and exceed my targets</p>
KEY COLLEGE COMMITMENTS	<p>Provide a safe and secure environment</p> <p>Offer us all the help we need to choose the right course through a variety of free and impartial information, advice and guidance before and during our course</p> <p>Discuss our progress with us during regular one to ones</p>	<p>Introduce us to the College and to specific courses in a thorough and well planned way</p> <p>Start classes on time and let us know about changes to timetables in good time</p>	<p>Listen to and acknowledge the 'student voice'. Respond quickly to our enquiries and requests based on our individual needs</p>	<p>Ensure the Civility Code is actively promoted to all students and staff</p> <p>Give us independent and confidential careers/employment and study advice to enable us to fully explore our options for the future</p>	<p>Provide high quality teaching & learning to help us achieve our potential through a variety of teaching styles</p> <p>Give us an assessment and assignment programme that enables us to plan our studies</p> <p>Provide a range of services to support our studies, including where to go if we have a problem</p>

A. Misconduct

Failure to demonstrate acceptable behaviours is a breach of the Civility Code which would be deemed to be Misconduct or Gross Misconduct.

The following are **examples** of Misconduct (at all levels of seriousness), which all result in disciplinary action being taken against students.

- A failure to follow the reasonable instructions of a member of staff
- Smoking in non-smoking areas
- Spitting in a public area
- Any cheating or copying of the work of other students
- The use of foul, abusive or offensive language
- Disrupting any class or any other College activity
- Harassment. Examples of harassment include:
 - Mimicry or ridicule
 - Derogatory name-calling, insults or embarrassing remarks or jokes
 - Graffiti or other written insult
 - Distributing or displaying offensive material
 - Threats or verbal abuse
 - Unwelcome or offensive attention
 - Unwelcome physical contact
 - Ignoring or excluding an individual by talking only to a third party in order to isolate the other person
 - Spreading malicious rumours
 - Attempts to incite others to behave in a harassing, intimidating or offensive manner
 - Sexually explicit or derogatory statements or sexually discriminating remarks
 - The use of offensive pornographic pictures
 - Demands for sexual favours
 - Homophobic (anti-gay or anti-lesbian) comments, graffiti or remarks
 - Ridicule of an individual or group because of cultural differences (e.g. food, music, dress etc.)
 - The use of illegal substances
- Any behaviour which could bring the College into disrepute
- Any unauthorised interference with software or data belonging to, or used by the College as set out in the Student Handbook

B. Gross Misconduct

Any particularly serious cases of misconduct may be treated by the College as Gross misconduct. As well as those appearing above, the following are examples of Gross Misconduct:

- Academic plagiarism
- Deliberately, or by gross negligence, causing damage to any College buildings, equipment, books or furnishings or any property of others
- Any theft of property or any other dishonest acts
- Any drunkenness or the use, possession or supply of any illegal drug on College premises and surrounding area or on any activity associated with the College
- The use of any violence or threat of violence towards any person
- Any illegal act, which may have an adverse effect on the work of the College or on other students
- Displaying or distributing pornographic materials or the downloading of pornographic or offensive material from the internet



APPENDIX 2: GUIDANCE ON USE OF SOCIAL MEDIA

Guidance on the Use of Social Media for Students

Introduction

The College recognises that social media is a part of everyday life for most students and that it can be an important and valuable means of communication. The College also recognises the entitlement of students to freedom of speech within the law.

The College is mindful, however, that the use of social media can carry risks.

Purpose

This guidance is intended to support and protect students in their use of social media including making students aware of the possible risks which may arise from the inappropriate, irresponsible or careless use of social media. It is intended to provide guidance to students to assist them in making the best use of social media in order to enhance their personal and academic lives and their student experience as a whole. It is also intended to make students aware of the potential consequences of the misuse of social media, both as an East Berkshire College student and in their personal lives.

Social Media Defined

Social media refers to any form of media that encourages online social interaction between users and content creators and includes a variety of websites and other interactive or communal internet sites or technology platforms. These include socially-orientated (e.g. Facebook) and professionally-orientated (e.g. LinkedIn) networking sites, blogs and discussions forums, Twitter, instant messaging and other chat media and content sharing sites (e.g. Flickr, You Tube), and any media site that allows public commenting or posting.

It is the responsibility of all students to ensure that their use of social media is appropriate and responsible, and that they are familiar with this guidance.

Scope

This applies to students' use of social media and does not apply to staff use of social media. Staff are directed to the College's Social Media Policy which is designed for staff who use, or wish to use, social media within their role at the College.

Please note that, if you are using, whether as a student or a member of staff, social media on behalf of the College or any of its departments via an official College-approved channel, the College's Social Media Policy and Guidelines will apply to you.

Guidance

Personal Safety

1. Don't reveal information about you that could be used to steal your identity (e.g. date and place of birth), or that might reveal your actual whereabouts or might cost you money (look out for scams and freebies – anything that looks too good to be true, usually is!).
2. Never share your passwords or log-on information with anyone, ever.
3. Thoroughly check privacy settings and consider how much information you are sharing.
4. Don't invite or accept members of staff to be 'friends' on personal social media accounts or other online services.
5. Don't do anything online or offline with which you are uncomfortable
6. Don't reply to bullies or delete the comments posted – keep text message; e-mail, etc. as evidence.
7. Block the bullies so you can't be contacted by them anymore

Consider the implications before posting

1. Social media is not anonymous, and the internet remembers everything. Postings of all types can typically be traced back to their authors, and information posted through social media is backed up, stored, replicated, linked and reposted continuously.
2. There is no such thing as privacy on the internet and word spreads quickly
3. Think about what you share; where you share it and with whom you share it – what seems okay or funny now, may not do in the future.
4. Think carefully about posting anything which you would not want a third party such as a future employer, institution or professional body to read or which you would not feel comfortable seeing on the front page of a newspaper or the BBC website, or which you would not wish to be heard saying in public. Search engines can turn up posts years after they are created, (as they can be forwarded or copied) – even after you think you have deleted them.
5. If you are on a course that leads to professional accreditation, make sure you also familiarise yourself also with the relevant professional standards regarding the use of social media.
6. You should be respectful of and protect the privacy of others. Don't post or share photographs, content or other information if you do not have permission to do so. Explicit photos are not shared. Remember, sexting is a criminal offence.
7. You need to consider intellectual property rights, copyright and ownership of data when using social media.
8. Inappropriate or inaccurate comments which are damaging to a person's reputation should be avoided as they could result in a claim for defamation, for which you could be personally responsible.
9. Bullying remains bullying even if it is not conducted in a public sphere. The same is true for cyber-bullying.

Be Respectful

1. As a student of the College, you are bound by the College's Civility Code. The scope of this conduct may extend to comments and postings on social media made or facilitated by you.

2. Report any concerns you have about information or conduct on social media sites that are inappropriate, offensive, demeaning or bullying immediately to your tutor or to Student Services.
3. Comments and other postings made or facilitated by you on social media may also reflect on the College. Consequently, when using social media remain mindful of avoiding communications that would or could defame the College or its staff or students or otherwise damage the reputation of the College. It is also important to consider the possible effect that you may have on the recipient(s) of your postings on social media, as well as thinking about the wider audience who may also see your posting.
4. In particular, you should avoid making, posting, or facilitating statements, photos or videos that :
 - a. discriminate against a person based on his or her race, gender, disability, sexual orientation, age, religion or beliefs or national origin;
 - b. threaten, harass, intimidate, abuse, bully or victimise;
 - c. make sexual innuendos;
 - d. are pornographic, obscene, offensive or otherwise inappropriate, e.g. race hate; pro-eating disorders; gambling sites
 - e. are offensive, insulting, obscene, damaging, derogatory, defamatory, false, inaccurate or unjustified;
 - f. may cause undue distress or provoke anti-social or violent behaviour;
 - g. contravene any codes of conduct or standards relevant to your course or any placement forming part of your programme of study;
 - h. constitute a criminal offence – including sexting;
 - i. relate to other students or staff members (whether such comments are positive or negative) without their prior permission;
 - j. may breach the College's policies referred to below).

This is not an exhaustive list, but merely examples of what may constitute a breach of the Civility Code in certain circumstances.

5. Students whose use of social media is suspected by the College of constituting misconduct or gross misconduct could result in temporary or permanent exclusion. In determining whether a student has breached the Civility Code, the College will take into account all of the circumstances, balanced against the entitlement of all students to freedom of speech within the law. For example, if the content of the posting is true and accurate, but expressed in an offensive, intimidating or threatening fashion, this is more likely to be considered a breach of the Civility Code than if the same posting was politely and respectfully expressed. In considering such matters, the impact of the posting on the recipient(s) will usually be taken into account.
6. Students are reminded that:
 - a. (where on professional programmes of study) misuse of social media may breach professional codes of conduct;
 - b. commission of a criminal offence in connection with the use of social media may result in a criminal record;
 - c. breach of professional codes of conduct and commission of a criminal offence may directly affect students' career prospects.
7. The East Berkshire College logo may only be used with the express permission of the College. Contact the College's Marketing Department for more details.

Links to other Policies, Rules and Regulations

All existing College Policies, Rules and Regulations concerning students extend to students' use of social media. These include Civility Code, professional course policies, corporate branding policies, Data Protection, acceptable use of IT and disciplinary procedures. The following are of particular importance, but this list is not exhaustive:

- Civility Code
- Diversity and Equality Policy
- E-mail and Acceptable Usage Policy
- Internet Security Policy
- Safeguarding and Promoting Welfare for Children and Vulnerable Adults

Contacts

You may wish to use our online E-safety resources on Moodle. Being eSafe relies on selecting appropriate privacy levels, knowing how to behave online and understanding the risks of using the Internet and mobile technologies: having the tools and the knowledge to be able to work safely.

You will undertake a short test to see how much you know and how e-Safety aware you are.

Know how to get help

- You can also get further information on bullying at www.thinkuknow.co.uk; www.beatbullying.org; www.cybermentors.org.uk
- Use the safety pages on any site or app you use to report if you are having a problem on their site, e.g. someone's shared an embarrassing picture or is being nasty to you.
- If someone's being weird or making you feel uncomfortable talking about sex or asking you to do things you don't want to do, you should report to www.ceop.police.uk/safety.



APPENDIX 3: FRESH START AGREEMENT

Fresh Start Agreement 2016

Student Name:.....

Course Details:.....

Director of Curriculum:

All students of East Berkshire College are expected to follow the regulations as set out in the College’s Civility Code (which is outlined in the student handbook)

In order to progress onto the above course I agree to the following:		Yes
1	To attend class and all tutorials on the allocated days and on time with my student ID pass; and with the appropriate materials to carry out the lesson.	
2	To behave in accordance with the Civility Code - Including:	
2a.	Address specific reason for fresh start.in 2a-2c	
2b.		
2c.		

I also accept the following:	Agree
To undertake personal and development training as required. <i>This may include monthly workshops on behavior, bullying, addictions etc.</i>	
My conduct will be regularly monitored and if I fail to comply with any of the above, this is likely to result in permanent exclusion from the College.	

Student signature.....Date:

Student contact number.....

Staff Name & Signature.....

If student is under 18 years old a copy of this agreement must be sent to their guardian

APPENDIX 4: 15 POINT PLAN FOR POSITIVE BEHAVIOUR

1. Allow people to reflect on their actions and to build purposefully on past experiences
2. Be fair and expect to be treated with fairness
3. Be honest and expect to be treated honestly
4. Encourage staff and students to express opinions and communicate openly
5. Encourage the development of self-discipline
6. Encourage a sense of belonging and ownership
7. Encourage a desire to share in achievement
8. Foster a feeling of self-worth in individuals
9. Lead by example; compliance, behaviours, etc.
10. Provide a good learning environment
11. Provide counselling and support for pupils, staff and, where appropriate, families
12. Recognise that the context in which we work will vary
13. Recognise there are pressure points in a college year
14. The safety of learners and staff is a priority
15. Work as members of a team

APPENDIX 5: SAMPLE WORDING FOR LETTERS IN STUDENT DISCIPLINE PROCEDURE

- 4.1 DIS 1 record of official verbal warning
- 4.2 DIS 2 invitation to Stage 2 meeting
- 4.3 DIS 3 result of Stage 2 meeting
- 4.4 DIS 4 notification to Deputy Principal (Curriculum & Quality) of result of Stage 2
- 4.5 DIS 5 notification to student of suspension
- 4.6 DIS 6 invitation to Stage 3 interview
- 4.7 DIS 7 notification of exclusion following Stage 3
- 4.8 DIS 8 request to withdraw following Stage 3
- 4.9 DIS 9 notification of suspension following Stage 3
- 4.10 DIS 10 file note following appeal to Principal

APPENDIX 5.1: DIS 1 - RECORD OF OFFICIAL VERBAL WARNING

Dear *Name*

It has been necessary to issue you with an official verbal warning. This is part of the College's Disciplinary Procedure and as such is a serious matter.

You must observe the Civility Code while a member of East Berkshire College. If you fail to respond to this warning and there is another breach of the student code of conduct you are liable to be subject to further disciplinary action, and to be referred to the next stage of the Disciplinary Procedure.

This may involve a formal interview with a Director of Curriculum or his/her representative.

A copy of this document will be given to your Director of Curriculum.

REASONS FOR ISSUING WARNING:

(Type/write reason clearly here)

Name of student _____

Course/Subject Lecturer _____

Date _____

DECLARATION

I understand the warning I have been given and I understand the next steps in the Disciplinary Procedure.

Signed (Student) _____

Signed (Tutor) _____

APPENDIX 5.2: DIS 2 – INVITATION TO STAGE 2 MEETING

Dear *Name*

FORMAL INTERVIEW – (DATE)

Please attend a formal interview that will be chaired by me, (*name*) in (*room and building*) on (*date*) at (*time*).

The interview will consider the following allegation(s) in line with the College Disciplinary Procedures.

(clear, concise statement of allegations)

I advise you to bring your parents, a relative, a friend or a representative with you for support. If the services of either a translator or signer are required then please let us know so that appropriate arrangements can be made.

I enclose for you a copy of the following documents:

- A Civility Code
- B Report from your Lecturer / Support Staff*
- C Witness Statements*/Incident Report Form*

Please contact my office to confirm your attendance on (direct line).

Yours sincerely

Signatory name

[* selection of enclosures will be according to the circumstances]

APPENDIX 5.3: DIS 3 – RESULT OF STAGE 2 MEETING

Dear *Name*

FORMAL INTERVIEW (STAGE 2)

This letter is confirmation of the result of the formal interview conducted on (*date*) concerning allegations of (*offence*) as outlined to you at the meeting.

Having followed all Student Disciplinary Procedures and considered the evidence, the allegation of misconduct was upheld. Consequently you are in receipt of a written warning.

The written warning will stay on your record for (*time limit*), or until you complete your studies whichever is the shorter duration. Should you breach the student code of conduct again this warning will be taken into consideration when disciplinary action is taken.

I hope you will now put this matter behind you and concentrate on successfully completing your course.

Yours sincerely

Signatory name

Director of Curriculum

To *Student name*

Please sign below and return to my office within 5 working days.

I acknowledge receipt of a written warning from my interview on (date).

I understand the implications of this warning.

Signed _____ Date _____

**APPENDIX 5.4: DIS 4 – NOTIFICATION TO DEPUTY PRINCIPAL
(CURRICULUM & QUALITY) OR RESULT OF STAGE 2**

To: Deputy Principal (Curriculum & Quality)
From: Director of Curriculum
RE: STAGE 2 STUDENT DISCIPLINARY INTERVIEW (*DATE*)

Student: (*student name*).

Following this interview I suggest that [*name*] *should* see you for a Stage 3 interview. I enclose the relevant paperwork.

APPENDIX 5.5: DIS 5 - NOTIFICATION TO STUDENT OF SUSPENSION

Dear *Name*

As a result of a formal interview with me on (date) I am writing to inform you that you are suspended from attendance at all College sites and activities. This suspension is pending a Stage 3 formal interview with the Deputy Principal (Curriculum & Quality) as detailed in the College Disciplinary Procedures.

Yours sincerely

Signatory name

Director of Curriculum

APPENDIX 5.6: DIS 6 – INVITATION TO STAGE 3 INTERVIEW

Dear *Name*

RE: FORMAL INTERVIEW (STAGE 3)

Please attend a formal interview in my office (*room and building*) on (*date*) at (*time*). The hearing will consider the following allegations in line with the College procedure.

(clear, concise statement of allegations)

I would like to stress to you that these allegations are serious and, if they are upheld, could possibly result in your exclusion from the College.

I do strongly advise you to bring your parents, a guardian, a relative, a friend or a carer with you. If you require the services of either a translator or signer please let us know so the appropriate arrangements can be made.

I enclose for you a copy of the following documents:

- A Civility Code
- B Anti-Bullying & Harassment Policy (if applicable)
- C Report from Director of Curriculum*
- D Witness Statement*/Incident Report Form*

Until the hearing you should not come into College under any circumstances. This hearing has been arranged within the disciplinary procedures.

Please contact my office to confirm your attendance (direct line).

Yours sincerely

Signatory name [senior manager]

Signatory title

[*selection of enclosures depending on circumstances]

APPENDIX 5.7: DIS 7 – NOTIFICATION OF EXCLUSION FOLLOWING STAGE 3

Dear *Name*

RE: FORMAL INTERVIEW (STAGE 3)

This letter is to inform you in writing of the outcome of the formal interview that took place in my office on (date).

Having duly followed all Student Disciplinary procedures and considered the evidence, I have decided to recommend to the Principal that you are permanently excluded from the College. I must inform you that you must not come onto College premises for any reason at all, other than if you have written permission from the Principal.

You have the right to appeal against this decision. To do so you must contact the office of the Principal within 20 working days of the formal interview and give the grounds and brief particulars of the appeal. Should you decide to appeal, an appeal interview will be arranged to take place within 20 working days of your request for an appeal. You will be given at least 5 working days' notice of the time and place of the appeal interview, and will be entitled to be accompanied by a friend or relative.

Yours sincerely

Signatory name [senior manager]

Signatory title

APPENDIX 5.8: DIS 8 – REQUEST TO WITHDRAW FOLLOWING STAGE 3

Dear *Name*

As a result of a formal interview with me on (*date*), I have decided to request that you withdraw from your programme at the College with immediate effect. This request is not subject to negotiation.

You will not be permitted to attend at any course delivered by College staff in the current academic year. Application to attend at future courses may be rejected on grounds of your behaviour to date.

State conditions or bars to future progression or re-enrolment.

The College information, advice and guidance service is available to you at College Information Centres.

Yours sincerely

Signatory name [senior manager]

Signatory title

APPENDIX 5.9: DIS 9 – NOTIFICATION OF SUSPENSION FOLLOWING STAGE 3

Dear *Name*

As a result of a formal interview with me on (*date*), I have decided that you are to be suspended from all College activities with immediate effect until (*date*).

You must not attend any College site or take part in any College activities until the period of suspension is completed.

Failure to comply with this decision may lead to expulsion from the College.

Yours sincerely

Signatory name [senior manager]

Signatory title

APPENDIX 5.10: DIS 10 – FILE NOTE FOLLOWING APPEAL TO THE PRINCIPAL

OUTCOME OF APPEAL AGAINST THE DECISION OF DEPUTY PRINCIPAL (CURRICULUM & QUALITY)

(STAGE 3 – COLLEGE DISCIPLINARY PROCEDURES)

The formal outcome from the appeal is:

(write in outcome)

All parties to the appeal process are clear as to the outcome of this appeal.

Principal