

## Hadlow College Residential Disciplinary Process and Procedures

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Author	Vice Principal Curriculum
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## **1. Introduction and Scope of Process**

### **1.1. Aim**

The Residential Disciplinary Process and Procedures should be used as a supportive mechanism as is used exclusively for residential student behaviour concerns.

Although this is a supportive mechanism, students who disregard the Action Plan set may move through all the stages until they are asked to withdraw from their residential accommodation.

The aim of the process and procedure is to:

- 1.1.1 Re-establish the Residential Rules and Regulations put in place to safeguard all students;
- 1.1.2 Help the students to keep within the set boundaries regarding behaviour; and
- 1.1.3 To keep students/staff safe.

### **1.2. Objective**

The main objective is to support the student and help them get back on track by providing a clear action plan with SMART targets, which leads to student success.

The Residential Disciplinary Process covers:

- 1.2.1 Codes of acceptable conduct which are expected to be observed by all residential students;
- 1.2.2 Procedures to be followed when students transgress beyond the accepted codes of conduct;
- 1.2.3 The seriousness of the incident and the different discipline stages which can be started at any stage;
- 1.2.4 College rules, regulations, codes of conduct and boundaries which are put in place to ensure students are always safeguarded;
- 1.2.5 Student empowerment to make choices about how they conduct themselves, enabling them to make informed choices based on clearly outlined boundaries;
- 1.2.6 Other policies and documents which should be read:
  - 1.2.6.1 Safeguarding Policy;
  - 1.2.6.2 Prevent Policy;
  - 1.2.6.3 Learner Substance Misuse Policy;
  - 1.2.6.4 Learner Anti-Bullying Policy;
  - 1.2.6.5 Malicious Communication Policy;

- 1.2.6.6 IT and Conditions of Use Policy;
- 1.2.6.7 Behaviour Policy & Procedure;
- 1.2.6.8 Cause for Concern (CfC) raised on the student eTrackr and/or Safeguarding Referral record (MyConcern);
- 1.2.6.9 Witness Statement Form;
- 1.2.6.10 Action Plan;
- 1.2.6.11 Residential Disciplinary Standard Letter Templates;
- 1.2.6.12 Extreme Incidents: Advice from or notifying SLT (See Student Behaviour Policy and Procedures)

### Identifying Which Procedure to Apply: Curriculum or Residential Route:

**Student Curriculum Disciplinary Route** - refers to student behaviour during the weekday (Monday to Friday) and whilst waiting before or after lessons, on study tours, day visits, residential field trips and any other curriculum activities outside of these hours and when using curriculum related facilities including the restaurant.

## 2. Residential Disciplinary Route

This is used for residential students, causing behavioural concerns within the residential area outside of curriculum hours, evening and weekends when participating in non-curriculum activities. Any non-residential students involved in behavioural concerns outside of the day or with residential students may be initially dealt with by the Residential Team. The Curriculum Team will then take over and lead on any Curriculum Disciplinary action with residential input as relevant.

	Curriculum Disciplinary	Residential Disciplinary
<b>By Whom</b>	Personal Tutor/Curriculum	Residential Manager/ Residential Support Officer
<b>Hours</b>	Day time (or at any time when curriculum activity occurs)	
<b>Location</b>	All areas of the College excluding residential areas or on any educational visits	Residential area
<b>Activity</b>	Curriculum activity at anytime	Residential activity at anytime
<b>Sanction</b>	Highest sanction:  Withdrawal from study programme and College	Highest sanction:  Exclude from residential accommodation only
<b>Curriculum or Residential Area</b>	Learning Resource Centre  All outdoor areas  All student facilities including the restaurant and SSS areas such as the contemplation/common rooms	Non-residential students will be <b>banned</b> from residential area and associated facilities.  <b>Referred to curriculum to lead on disciplinary action.</b>  Accommodation Blocks and immediate vicinity  Common Room  Garrad's Bar

### 3. Residential Disciplinary Route – applies only to residential students at the Hadlow site.

The Residential Disciplinary Procedure is implemented by the Student Residential Support Team and the **maximum sanction is exclusion from residential accommodation.**

The **exception would be in the case of a serious incident** that occurs within the Residential Remit – see policy guidance notes – where the maximum **sanction is withdrawal from College.**

**In the case of a Serious Breach the Curriculum Route is followed and led by a member of SLT as appropriate.**

3.1 As soon as any member of staff identifies a cause for concern, which falls within the residential remit:

3.1.1 The Residential Manager or nominated member of the team should investigate the cause for concern. This task may be delegated to a member of the Residential Support Team to gather evidence and statements.

3.1.2 The Residential Manager or nominated member of team may meet with witnesses, other appropriate staff member(s) or student(s), and the student who has had a concern raised against them.

3.1.3 Concerns may come in through different routes: observation, file notes, residential logs, and verbal reports.

3.1.4 A file note must be kept of all concerns and actions taken regardless of how they were notified to the Residential Manager or nominated member of team.

3.1.5 The Residential Manager or nominated member of team must make a judgement on the action to take as there is no set number of concerns that lead to disciplinary action and not all concerns will lead to disciplinary action.

3.1.6 If it is found that there is a case to answer, the Residential Disciplinary Route is activated.

3.1.7 **Always do something – non action is not an option.**

**Depending on the severity of the incident, (the Residential Manager or nominated member of team can start the Residential Disciplinary Procedure at any stage or skip Stages as appropriate.**

#### 3.2 Stage 1 Disciplinary - Minor Breach

3.2.1 The Residential Manager or nominated member of the team should hold the disciplinary meeting with the student and confirm the concern as soon as possible and in any case no later than five (5) working days after the identification of the cause(s) for concern and investigation.

3.2.2 The student should be made aware of the implications of being put onto Stage 1 Disciplinary of the Residential Disciplinary Procedure.

- 3.2.3 The meeting should include the completion of an Action Plan designed to set clear targets, outlining boundaries and behaviour with the agreement of the student.
- 3.2.4 The Residential Manager or nominated member of team and student must sign and date the Action Plan. If the student refuses to sign, make a note of this but it still applies.
- 3.2.5 A verbal warning must be confirmed in writing. and must outline the reason for the meeting.
- 3.2.6 The Residential Manager or nominated member of team must ensure that copies of the note for concern/ witness statements/file notes/attendance records etc. plus the Action Plan.
- 3.2.7 **A copy of the Action Plan must be given to:**
  - 3.2.7.1 The student
  - 3.2.7.2 The parent, carer, or guardian if the student is under 18,
  - 3.2.7.3 The appropriate Curriculum Team
- 3.2.8 The Residential Administrator must use the Standard Letter Templates under the direction of the Residential Manager or nominated member of team and add the disciplinary record to the Residential Central Log stored on the Residential TEAMS site.
- 3.2.9 If there has been no improvement, or a failure to successfully meet the outcomes of the Action Plan, or an additional Concern / Note has been raised then the disciplinary may progress to the next appropriate stage. Students receiving Residential Bursary may have this reduced or stopped as per the Financial Rules & Regulations. **Remember, you may skip a Stage where appropriate.**
- 3.2.10 Stage 2: Significant Breach the incident is sufficiently serious, the Residential Disciplinary Procedure may start at Stage 2: Significant Breach.
- 3.2.11 The Residential Manager or nominated member of team should hold the disciplinary meeting with the student as soon as possible and in any case no later than five (5) working days after the identification of the cause(s) for concern and investigation.
- 3.2.12 The student should be made aware of the implications of being put onto Stage 2 of the Residential Disciplinary Procedure.
- 3.2.13 The Residential Manager or nominated member of team must invite the parent, carer, or guardian to support him/her at the meeting. The Residential Administrator will confirm the meeting in writing.
- 3.2.14 The meeting should include the completion of an Action Plan designed to set clear targets, outlining boundaries and behaviour with the agreement of the student.

- 3.2.15 The Residential Manager or nominated member of team and student must sign and date the Action Plan. If the student refuses to sign, make a note of this but it still applies.
- 3.2.16 The Residential Manager or nominated member of team must retain a copy of all the documentation outlined in Stage 1 (3.2.6) plus the Standard Letters in the Residential File.
- 3.2.17 A copy of the Action Plan and Standard Letters must be given to:
  - 3.2.17.1 The student
  - 3.2.17.2 The parent, carer, or guardian if the student is under 18.
  - 3.2.17.3 The Curriculum Team
- 3.2.18 The Residential Administrator must use the Standard Letter Templates under the direction of the Residential Manager/ Residential Support Officer or nominated member of team and add the disciplinary record to eTrackr.
- 3.2.19 If there has been no improvement, or a failure to successfully meet the outcomes of the Action Plan, or an additional concern has been raised then the disciplinary will progress to the next appropriate stage.  
**Remember, you may skip a Stage where appropriate.**

### **3.3 Stage 3: Serious Breach**

- 3.3.1 If the incident is sufficiently serious, the disciplinary procedure may start at Stage 3: Serious Breach.
- 3.3.2 The Residential Manager, if appropriate, should hold the disciplinary meeting with the student as soon as possible and in any case no later than five (5) working days after the identification of the cause(s) for concern and investigation.
- 3.3.3 The meeting will be led by the Residential Manager and the panel will consist of:
  - 3.3.3.1 Head of Student Welfare & Safeguarding and/or Residential Manager
  - 3.3.3.2 Assistant Principal
  - 3.3.3.3 The student's curriculum representative such as the Head of Curriculum may be invited to attend.
  - 3.3.3.4 Other members of staff may be invited to attend as appropriate.
- 3.3.4 The student should be made aware of the implications of being put onto Stage 3 of the Residential Disciplinary Procedure.
- 3.3.5 It is important to make the student aware that if there is no improvement following on from the Stage 3: Serious Breach, the student may be directed to withdraw from residential accommodation. This may have a

negative impact as the student may not be able to continue with their course of study without accommodation, as well as the financial implications if this occurs.

- 3.3.6 The Residential Manager must invite the parent, carer, or guardian to support them at the meeting. The Residential Administrator will confirm the meeting using the Standard Letter Templates.
- 3.3.7 The meeting should include the completion of an Action Plan designed to set clear targets, outlining boundaries and behaviour with the agreement of the student.
- 3.3.8 The Residential Manager and student must sign and date the Action Plan. If the student refuses to sign, make a note of this but it still applies.
- 3.3.9 The Residential Manager must retain a copy of all documentation outlined in Stage 1 (3.2.6) on the student's eTrackr record.
- 3.3.10 A copy of the Action Plan must be given to:
  - 3.3.10.1 The student
  - 3.3.10.2 The parent, carer, or guardian if the student is under 18 on the 31 August at the start of their course.
  - 3.3.10.3 The Curriculum Team
- 3.3.11 The Residential Administrator must add the disciplinary record to eTrackr.
- 3.3.12 If there has been no improvement, or a failure to successfully meet the outcomes of the Action Plan, or an additional CfC has been raised then the disciplinary will result in the student being excluded from residential accommodation.
- 3.3.13 When a student is excluded from residential accommodation, they must always be accompanied by a member of staff until they leave the accommodation.
- 3.3.14 An excluded student will be given a copy of the Appeal Procedure. If they are unable to attend, all stages may be conducted in their absence.

#### **4 Appeal Procedure**

- 4.1 If a student wishes to appeal against the College decision to exclude from residential accommodation, then they are at liberty to appeal to the Vice Principal.
- 4.2 This should be done in writing within five (5) working days of the verbal or written decision to exclude and addressed to The Vice Principal at:

Hadlow College  
Tonbridge Road  
Hadlow  
Tonbridge  
Kent TN11 0AL



- 4.3 The Vice Principal should arrange an Appeal Panel to hear the student's appeal within ten (10) working days of receipt of the student's letter.
- 4.4 The Appeal Panel will consist of the following members:
- 4.4.1 The Vice Principal (Chair);
  - 4.4.2 The Head of Student Welfare and Safeguarding;
  - 4.4.3 The student's Personal Tutor (or representative); and
  - 4.4.4 A minute taker
- 4.5 The student may be accompanied by a parent, carer, or guardian. The parent, carer or guardian will be invited to attend the meeting if the student is under 18.
- 4.6 The Residential Manager or appropriate representative will also be asked to attend.
- 4.7 The Appeal Panel will have the authority to require any necessary records to be made available and to call any relevant witnesses to give evidence.
- 4.8 The Appeal Panel will decide within three (3) working days and will give the student a brief verbal statement of their reasons (or a written statement if requested).
- 4.9 The decision of the Appeal Panel is final.

**If a student has been excluded from residential accommodation because of a drug related incident, they may only appeal against the process as the College operates a zero-tolerance policy relating to drugs and students may also be excluded from the College.**

## 5 Guidance Notes

### 5.1 Residential Disciplinary Documents

<b>Residential Disciplinary Documents</b>	<b>When to use it</b>
Cause for Concern CfC & Notes on eTrackr	<p>Any member of staff can complete a CfC in the first six weeks after the student's enrolment date after which concerns will be recorded as Notes in eTrackr.</p> <p>To report a concern about a student that needs looking into or to bring it to the attention of the tutor or Residential Manager or nominated member of team.</p> <p>A CfC or Note (post 6 weeks) may not always be used as there are different ways a concern can be raised but it is a good form of evidence regarding reporting incidents/behaviours etc. that need to be flagged up with the tutor or Residential Manager/ or nominated member of the team.</p>
Witness Statement Form	To be completed by any witness to the incident, including bullying and harassment incidents.

<b>Residential Disciplinary Documents</b>	<b>When to use it</b>
Safeguarding Referral (MyConcern)	To be completed in the event of any safeguarding concern.
Residential Flow Chart – Laminate for Walls	Includes: Location of documents Stages Who should be present at meeting Paperwork for each Stage and which letter(s) Who/When to inform parents/carers/guardians EGs for each Stage
Template Letters	Covering Letter – for parents, carer, or guardian Standard Letter for verbal and written warnings Standard Letter for Suspension Standard Letter for Exclusion Invitation to attend the meeting – Parents Invitation to attend the meeting - Students
Extreme Incidents	Contact member of SLT
Appeals	Cannot be used for Drug Related incidents unless the appeal is about the process.
Process and Procedures Guidance Notes	Brief overview of how to implement the process and definitions.
Requirements for meetings	1. eTrackr information; 2. Residential File; and 3. <u>Witness statement, copies of letters, CfC, file notes</u>

## 5.2 Action Plan

The Action Plan is part of the residential disciplinary process. This will support the student and help them succeed and achieve their end goal. The objective is to outline a clear plan of how the student can improve their behaviour and get back on track. Make the Action Plan **SMART** (specific, measurable, achievable, realistic, and time-related) and monitor progress against targets.

Complete the Action Plan prior to the Meeting as you will be aware of many actions you wish to set. You may add or remove actions during the meeting. You can indicate which stage of the disciplinary the student will be going onto at the meeting.

## 5.3 Appeal Procedure and Excluded Students

Confirmation of the exclusion will be made in writing to the student and parent, carer, or guardian if applicable. This must include a hard copy of the Appeal Procedure.

## **5.4 “Assertive Discipline” - Positive Behaviour Management**

All members of staff have the responsibility to issue informal warnings and to remind students of the college expectations, regulations and boundaries which are set. A consistent and positive approach should be adopted by all staff when addressing student behaviour.

## **5.5 Behavioural Concerns (examples but not limited to):**

Disciplinary procedures should be implemented when boundaries are crossed and breaches of college expectations, regulations and Codes of Conduct occur.

### **5.5.1 Behaviour (Stage 1)**

- 5.5.1.1 Any conduct which brings the College into disrepute
- 5.5.1.2 Condoning the gross misconduct of others
- 5.5.1.3 Disorderly behaviour
- 5.5.1.4 Disruptive behaviour
- 5.5.1.5 Giving false information or withholding information
- 5.5.1.6 Inappropriate behaviour to other members of the College community
- 5.5.1.7 Use of unacceptable language
- 5.5.1.8 Poor attitude out of class towards any staff members, visitors, or peers
- 5.5.1.9 Verbal abuse
- 5.5.1.10 Littering
- 5.5.1.11 Non-compliance with College Smoking Regulations

### **5.5.2 Behaviour (Stage 2)**

- 5.5.2.1 Failure to adhere to College regulations.
- 5.5.2.2 Going or remaining off site after permitted time, or failure to sign out.
- 5.5.2.3 Inviting or allowing unauthorised persons into residential accommodation.
- 5.5.2.4 Permitting non-residents to remain on site without authorisation.
- 5.5.2.5 Refusal to comply with a request / instruction from a member of staff.
- 5.5.2.6 Significant breaches of the residential rules.

5.5.2.7 Vehicle offences including unauthorised parking and non-registration.

5.5.3 Behaviour (Stage 3)

5.5.3.1 Bullying including cyber bullying (verbal, physical or other forms of intimidation)

5.5.3.2 Harassment

5.5.3.3 Sexual violence

5.5.3.4 Sexual harassment

5.5.3.5 Sexting

5.5.3.6 Initiating/hazing type violence and rituals

5.5.3.7 Criminal offences including theft.

5.5.3.8 Damage to College property and the property of others

5.5.3.9 Any type of harassment as defined by the Equality Act 2010, including:

5.5.3.9.1 Homophobic harassment;

5.5.3.9.2 Racial harassment; and/or

5.5.3.9.3 Sexual harassment

5.5.3.10 Drug, paraphernalia, and substance violation

5.5.3.11 Contravening Health and Safety regulations

5.5.3.12 Tampering with fire equipment

5.5.3.13 Aggressive or violent behaviour (including verbal aggression)

5.5.3.14 Physical abuse

5.5.3.15 Threatening behaviour

5.5.3.16 Serious Incident – see Serious Incident and Zero Tolerance guide.

**5.6 Cause for Concern (CfC) or Note**

A cause for concern should be completed by ANY member of staff and passed to either the Personal Tutor (curriculum issues) or Residential Manager/ Residential Support Officer (residential issues). The Personal Tutor, Residential Manager Residential Support Officer or nominated member of staff must complete the follow up section on the eTrackr and respond to the originator.

**5.7 Communication between Curriculum and Student Support Services**

The Residential Manager must notify the Head of Curriculum and Personal Tutor at each stage of the Residential Disciplinary Procedure.

Personal Tutors must notify the Residential Manager of any disciplinary if the student is residential or if a student has been excluded from College.

## **5.8 Disciplinary Logs**

The Residential Administrator will maintain a central log of all disciplinarys that occur within residential and upload all disciplinarys to the relevant student eTrackr.

## **5.9 Duration of Disciplinary**

Disciplinary records will not be carried over to the new academic year as all students should get an opportunity to start again. However, they will remain on record and referred to if any further disciplinary issues arise. **The disciplinary procedure can start at any Stage.**

## **5.10 eTrackr**

Electronic Individual Learning Plan.

Each student has an e-ILP on eTrackr containing information about their programme at College. The e-ILP is maintained by the Personal Tutor, Student Support and Residential Teams.

All disciplinary letters and action plans must be uploaded to the student's e-ILP.

## **5.11 Equality, Diversity & Inclusion**

Bullying and Harassment discrimination and trends should be logged with the Head of Welfare and Safeguarding Team, and the Student Behaviour Policy and Procedure should be instigated as appropriate.

## **5.12 Exclusions**

Students can only be excluded from residential accommodation by agreement of a member of the Senior Leadership Team or where they have been delegated to a lead on a Stage 3 meeting.

Curriculum staff following the Student Behaviour Policy cannot exclude students from residential accommodation without withdrawing them from their study programme.

Students who have been excluded must be given a copy of the Appeal Procedure.

## **5.13 Extreme Behaviour / Incidents requiring SLT advice or assistance**

### **What is Extreme Behaviour?**

**When the behaviour continues to escalate, and the situation cannot be brought under control by the staff dealing with it.**

Behaviour Management is the **responsibility of all staff** and must be addressed by a member of staff who is responsible for the student group or individual.

When incidents occur outside contact time, the first member of staff on the scene or present at the time of the incident should take responsibility for managing the student behaviour.

There may be occasions when advice or assistance is required to help minimise risk to students, staff, visitors, and property because of extreme behaviours.

5.13.1 When incidents of this nature occur, and advice or assistance is required you should:

5.13.1.1 Contact the Residential Manager/ Head of Student Welfare & Safeguarding or a member of the SLT.

5.13.1.2 The Senior Manager will then be responsible for advising and assisting the member of staff to deal effectively with the student or group in the most appropriate way.

5.13.1.2.1 This may involve:

5.13.1.2.1.1 Contacting the police;

5.13.1.2.1.2 Clearing and securing the area;

5.13.1.2.1.3 Isolating the student causing the extreme behaviour, calming the situation down.

5.13.1.3 If the Police have been called, you must inform SLT as quickly as possible.

## **5.14 Financial / LTC Checks**

Sometimes a withdrawn student may have overdue library books or outstanding debts. A member of the LTC and Finance should be contacted, and their account should be checked to avoid these losses.

## **5.15 Implications of Disciplinary Action**

To safeguard all students, staff, and other stakeholders it is important that boundaries are not crossed.

By being placed on one of the disciplinary stages:

- 5.15.1 The boundaries will be reiterated, and an action plan drawn up, which must be adhered to.
- 5.15.2 If a student continues to behave outside of the College boundaries, they will run the risk of being excluded from residential accommodation.
- 5.15.3 If they are on any stage of the Residential Disciplinary process, they become a low priority and may not be placed in accommodation in the future. They may also receive less money from the Residential Bursary Fund when applying for accommodation (this is linked to attendance).

## **5.16 Investigation**

An investigation may be conducted whilst the student is attending College or following a suspension. The person investigating the incident may gather evidence or review existing evidence surrounding the incident. As part of the investigation the student may be called to a meeting with several members of staff, including those with the authority to exclude.

The result of the investigation may lead to no further action, the student being put on to any stage of the disciplinary or exclusion from residential accommodation.

## **5.17 Involvement of Parent, Carer or Guardian**

If the student is under 18, it is the responsibility of a member of the team to contact their parent, carer, or guardian. They will also be invited to attend stages 2 to 3 of the disciplinary procedures.

## **5.18 Meetings (see paperwork section below)**

Be prepared for all Disciplinary Meetings. You need to take with you the Residential Student File or relevant disciplinary documents from the eTrackr including all documents recording and leading up to the meeting.

Complete the Action Plan prior to the Meeting as you will be aware of many actions you wish to set. You may add or remove actions during the meeting. You can indicate which stage of the disciplinary the student will be going onto at the meeting.

## **5.19 Notifying Parents**

Details of disciplinary meetings, verbal and written warnings, suspensions and exclusions should be sent to parents, carers and guardians of students who are aged under 18 or vulnerable adults up to and including 25 years of age. Some students over the age of 18 may give permission to notify their parent, carer, or guardian.

## **5.20 Paperwork**

You should take notes at the disciplinary meetings (if this goes to appeal the appeal panel will want to see these notes, make sure that you make clear notes at every stage).

Complete all relevant paperwork. Review them with the student so that it is clear what has been discussed and agreed. Ask the student to sign and date the Action Plan. You should also sign and date the paperwork and notes. All relevant documentation must be uploaded to the students' e-ILP.

5.20.1 Action Plan

5.20.2 Standard Letter

5.20.3 Notes of meeting

5.20.4 Witness statements

5.20.5 CfC and other file notes

## **5.21 Residential Area at Hadlow campus**

If the incident relates to a residential student between 5pm-9am Monday-Friday or at the weekend all incidents will be addressed by the Residential Disciplinary Process.

## **5.22 Safeguarding**

Codes of conduct, rules, regulations, and procedures are put in place to help keep students safe and to empower students to make informed choices. During each stage of the disciplinary, outline the importance of following rules and explain that they are in place to keep students safe i.e., to safeguard all students.

The Action Plan reinforces the rules and resets the boundaries and guidelines for students, helping them to keep on track, safely, to succeed.

## **5.23 Sanction or Penalty (See also implication of disciplinary action)**

As a result of disciplinary action, any of the following sanction may be put in place:

5.23.1 Students may be prevented from attending any College activity or parts of the College facilities and locations and grounds.

5.23.2 Students may be asked to report to a member of staff on a regular basis.



- 5.23.3 Students may be asked to leave College premises at certain times.
- 5.23.4 Students may be asked to leave residential accommodation.
- 5.23.5 Students may lose part or all their residential bursary.
- 5.23.6 Students may be refused “visitor” passes to the residential accommodation.

This is not an exhaustive list of sanctions.

## **5.24 Senior Leadership Involvement and attendance at meetings**

When an incident is deemed significantly serious, a member of the Senior Leadership Team may attend or lead on the disciplinary meeting regardless of the outcome or stage of disciplinary. Attendance by the senior manager is not an indication that the only outcome is stage three and/or exclusion.

## **5.25 Serious Incident – Zero Tolerance**

A serious incident may include:

- 5.25.1 Drugs, substances, and paraphernalia;
- 5.25.2 Violence and aggression;
- 5.25.3 Criminal activity;
- 5.25.4 Alcohol related incidents;
- 5.25.5 Weapons;
- 5.25.6 Peer on Peer Abuse; and/or
- 5.25.7 Bringing unauthorised people into College and/or residential accommodation.

A serious incident may result in the student being suspended from College and may lead to exclusion from accommodation. The police may be notified of the incident.

**The College has a zero-tolerance policy to all the above (see definition)**

If the serious incident occurs within the remit of the Residential Disciplinary, the Residential Manager will work closely with the Curriculum Team and SLT. If it occurs within the remit of the Student Behaviour Policy, the Head of Curriculum will work closely with the Residential Manager.

The Residential Manager will be required to lead Stage 3 of the Residential Disciplinary route and exclude from accommodation.

## **5.26 Standard Letter**

There are Standard Letter Templates for each disciplinary stage, suspension, and exclusion.

## **5.27 Stop and Search without Student Consent**

If you suspect a student of being in possession of:

5.27.1 Controlled drugs, substances, or paraphernalia;

5.27.2 Stolen goods;

5.27.3 Offensive weapons, knives, and blades; and/or

5.27.4 Alcohol.

You must inform the Head of Student Welfare & Safeguarding and / or Residential Manager who will arrange for a search to take place. The search will be extended to the student, the students' belongings including any bags, lockers, vehicle, or residential room. A search will be instigated when the student is on College property, undertaking any College activity and extends to visits and Study Tours aboard. A minimum of two members of staff must be present for any searches.

## **5.28 Suspension**

Suspension is neither a punishment nor an indication of guilt. A student may be suspended for their own protection or to allow time for the situation to calm down.

If the alleged incident committed is sufficiently serious, the disciplinary procedure may start at any appropriate stage and may lead to exclusion from residential accommodation.

The Assistant Principal may suspend a student. Delegation to suspend will go to the Residential Manager as appropriate.

The Vice Principal must be notified by email, as soon as possible after the suspension.

Any students involved in an alcohol related incident will be suspended pending an investigation.

During a suspended period, students will not be allowed into College premises. Students are advised to contact their Personal Tutor and to continue with course work from home.

Exceptions: To sit planned exams, students may be allowed to attend a planned exam or event.

A meeting to discuss the incident will be arranged as quickly as possible and no later than 10 working days from the date of the suspension.

Suspension may lead to:

5.28.1 No further Action;

5.28.2 Disciplinary Action; and/or

### 5.28.3 Exclusion from Residential Accommodation

## 5.29 Support sessions

Support sessions maybe available as an alternative to placing your student on stage 1 or 2 where appropriate.

Students may also be referred to a support session as part of the Action Plan.

## 5.30 Zero Tolerance

Zero Tolerance means totally unacceptable, and the College will act. This may not always be withdrawal from the College. The appropriate disciplinary stage may be used.

The College operates a zero tolerance within residential accommodation relating to drugs, substance misuse and paraphernalia, alcohol related incidents, peer on peer abuse, including violence, including bullying, cyber bullying and harassment or criminal activity including offensive weapons. If a CfC or Note has been raised regarding any of these issues, this may lead to suspension pending an enquiry and exclusion from accommodation. Any of these occurrences should be recorded on the Safeguarding platform (MyConcern).

If a student finds drugs, substances, or paraphernalia in their room or around campus they **MUST** notify a member of staff **IMMEDIATELY**. If they do not notify a member of staff, they will be excluded from accommodation if this is found in their possession or belongings.

**Note** If a student notifies a member of staff about alcohol or any type of weapon which they find in their room and is proved not to be theirs, disciplinary action may not be taken.

## Residential Disciplinary Action Plan – to be part completed/completed and taken to the meeting

**Stage 1: Minor Breach**

(tick as appropriate)

☐

**Stage 2: Significant Breach**

☐

**Stage 3: Serious Breach**

☐

Student's Name: .....

Personal Tutor: .....

Student's Date of Birth: .....

Age on 31 August: .....

Reason for Disciplinary Action: <i>(brief description)</i>	Action(s) required: <b>SMART TARGET</b> <i>(Specific, Measurable, Achievable, Realistic and Time-related)</i>

Note - Complete a separate Action Plan for each stage of the disciplinary

Student's Signature: .....

Staff Name and Signature: .....

Date: .....

Date: .....

Student

☐

Parent / Guardian / Carer

☐

Personal Tutor – e-ILP

☐

Residential Manager/  
Residential Support Officer

☐

Copy of documents sent to - *please tick above boxes as appropriate.*