



## Northern College

<b>Policy Title</b>	<b>Student Disciplinary Policy</b>
<b>Who does the policy apply to?</b>	This policy will outline the guidance and implementation of the student disciplinary process. This policy and its underpinning guidance should be read by all students, staff and governors.
<b>Aims</b>	<p>The Student Disciplinary Policy applies to all students regardless of provision type or mode of attendance. It is used when there is a particular concern that a student is not meeting the expectations of Northern College, which are laid out in the Student Agreement.</p> <p>The Disciplinary Procedure detailed in this policy is used to address issues that are academic and non-academic and address either a single incident or repeated behaviour that does not meet expectations.</p>
<b>To be read in conjunction with</b>	Admissions Policy Additional Learning Support Policy Equality, Diversity and Inclusion Policy
<b>Further advice may be sought from</b>	Assistant Principal Student Experience, Head of Student Support Services
<b>Review arrangements</b>	<p>This policy will be reviewed in line with the Northern College annual review cycle.</p> <p>This policy may be reviewed outside of this cycle should operational guidance dictate.</p> <p>The policy, guidance and review arrangements can be viewed on the Northern College website, staff and student inductions and within student handbook.</p>

## **1. Context**

1.1 Northern College has high expectations of all its students and will endeavour to support them to recognise and achieve their potential. It is imperative that students, when they enrol at Northern College, understand and commit to this. The College encourages all students to engage in a culture which promotes equality, safety and respectful behaviour.

## **2. Purpose**

2.1 Northern College aims to provide a safe and supportive learning environment for all students and staff. The purpose of this policy is to set out expectations and responsibilities of student behaviour and conduct to enable staff to safeguard and promote the welfare of all students. The disciplinary process will be transparent and methodical to ensure parity and fairness in delivery. This policy should be read in conjunction with the Student Disciplinary Procedures.

## **3. Scope**

3.1 The Student Disciplinary Policy applies to all students regardless, provision type or mode of attendance. It is used when there is a particular concern that a student is not meeting the expectations of Northern College, which are laid out in the Student handbook. The Disciplinary Procedure will be used to address issues that are academic and non-academic and address either a single incident or repeated behaviour that does not meet expectations.

## **4. Policy**

- 4.1 The College expects all students to take responsibility for their own behaviour and attitude towards learning, their peers, staff and the College environment.
- 4.2 Northern College will endeavour to support and address minor breaches of the handbook at a local level, by swift and effective informal intervention by the member of staff witnessing low level misconduct or low-level classroom disruption.
- 4.3 As part of the Northern College commitment to safeguarding the College operates a zero tolerance toward;
- Bullying and harassment, either online or in person
  - Discrimination, this includes but is not limited to national origin or religious belief, sexual orientation, age, status as a parent or sexual harassment
  - Any behaviours or vocalisation in relation to the opposition of British values; democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs
  - The misuse or bringing of illegal drugs onto premises or coming onto College premises under the influence of either alcohol or illegal drugs
  - Placing themselves or others at significant risk either physically, sexually verbally or emotionally
  - Selling or buying of illegal substances or personal materials or engaging in criminal activity whilst on campus or as a student whilst on a College programme
  - The plagiarising of resources or materials

- 4.3 Where there is reason to believe that a student has committed a criminal offence the College may continue disciplinary proceedings under this procedure and/or may refer the matter to the police.
- 4.4 The Personal/Course Tutor retains all records relating to the Student Disciplinary Procedure within Student Advantage until the student ends their study with the College.
- 4.5 The Disciplinary Procedure applies to all students at the College, and is used to deal with a minority of cases where informal intervention is not successful or appropriate. It consists of three stages, and a student can enter the process at stage 1, 2 or 3 depending on the nature and severity of the case:
- Stage 1 - Cause for Concern - Verbal Warning
  - Stage 2 - Case Conference - Written Warning
  - Stage 3 - Formal Disciplinary Interview
- 4.5.1 The first two stages of the procedure are primarily designed to encourage the student to improve attendance, work and/or behaviour with support from Personal/Course Tutors, and therefore avoid reaching stage 3 of the policy.
- 4.5.2 Stage 3, the Formal Disciplinary Interview, will be immediately implemented in cases of serious misconduct, without first going through stages 1 and 2 of the Disciplinary Procedure.
- 4.6 The College has the right to ask a student to remain at home or remove themselves from College premises while an investigation is completed or if the student is placing others at risk.
- 4.7 Northern College will support students within the disciplinary process and where a student is deemed vulnerable, the student may be referred to Student Support Services where appropriate.
- 4.8 Students will be entitled to be accompanied to disciplinary hearings at stage 3 either by a Student Council representative or other supporting representative.

## **5. Appeals and complaints**

- 5.1 Appeals may be made against Formal Disciplinary (stage 3) decisions. Appeals should be sent to the Principal in writing.
- 5.2 Appeals should be made within 5 days of disciplinary decision. All new evidence and appeal information should be submitted within appeal.
- 5.3 All appeals decisions are final.
- 5.4 All complaints should follow Northern College complaints procedure. Complaints can only be made against process and not decisions.

## 6. Data Protection Act 2018 and GDPR (General Data Protection Rules)

- 6.1 Northern College will treat all disciplinary procedures confidentially unless it is in the public interest to not do so. College staff will share details of disciplinary actions or records as appropriate in line with Data Protection and GDPR.
- 6.2 Northern College reserves the right to liaise with external agencies where behaviour is deemed criminal, sexual, in breach of Health and Safety legislation or relating to radicalisation.
- 6.3 Records relating to stage 3 student disciplinary will be held for a period of seven years.

## 7. Equality, Diversity and Inclusion

- 7.1 Northern College work is aligned to the Equality Act 2010 which prohibits unfair treatment, eliminating discrimination and advances opportunity of all its students.

## 8. Policy sign off and ownership details

<b>Document Name:</b>	Student Disciplinary Policy
<b>Version Number:</b>	2.0
<b>Effective from:</b>	August 2023
<b>Next scheduled review date:</b>	July 2026
<b>Policy owner:</b>	Assistant Principal - Student Experience
<b>Approved by:</b>	The Board of Governors

## 9. Revision history

<b>Version No</b>	<b>Effective date</b>	<b>Revision description/summary of changes</b>	<b>Author</b>
1.0	September 2020	Rewrite of Disciplinary Policy	Assistant Principal Student Experience
2.0	August 2023	Minor updates	Assistant Principal Student Experience