

Student Positive Behaviour Policy

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Approval

Approved By	Meeting Date	Next Review
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Related Policies

Ref.	Policy
EDI-01	Equality, Diversity and Inclusion Policy
MIS-01	Student Attendance and Punctuality Policy
SS-09	Support for Continuous Studies Policy
SST-04	Student Health and Wellbeing Policy
SST-06	Fitness to Reside Policy
SST-08	Peer on Peer Abuse Policy
TLA-03	Tutorial Policy

Equality Impact Assessment

The policy has undergone an Equality Impact Assessment (EIA) confirming that there are no negative consequences in the case of this policy.

Student Behaviour Support and Disciplinary Policy

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Policy Statement

Our job is to teach the students we have,
NOT those we would like to have,
NOT those we used to have,
But those we have right now
ALL of them

Purpose

1. At Moulton College, we aim to provide a safe and supportive learning environment that is free from disruption, distraction, or intimidation in all areas that our students learn. We recognise the rights and responsibilities of all members of the College community in ensuring that this is positively pursued. We foster an atmosphere of mutual respect and tolerance developing a creative and supportive learning environment in which students can thrive. A College-wide commitment to improving behaviour will lead to greater student engagement, better support for staff and fewer incidents of negative behaviour.
2. This policy sets out to promote respect, responsibility and resilience which are the positive behaviours of employable individuals. The College has clearly communicated expectations and standards that students must adhere to.

3. Managing behaviour should always be seen as a supportive measure with a focus on promoting positive behaviour, rather than simply focusing on negative behaviours. The College recognises that adverse childhood experiences can influence the behaviour of young people but that positive experiences can have a cumulative effect to moderate behaviour and improve outcomes in later life. We support and nurture positive behaviours. Students and staff are encouraged to follow our values showing Strength, Thoughtfulness, Ambition and Respect
4. This policy provides a clear framework for addressing misbehaviour or misconduct by students. It also makes it clear the system of responsibilities and actions to be implemented when such instances occur.

Scope

5. The *Student Positive Behaviour Policy* applies to all individuals enrolled as a student and/or apprentice at Moulton College, and involves our wider stakeholders such as visitors, parents, and employers.
6. For clarity, Apprentices will be identified as students throughout the policy.

Important Note

7. It is acknowledged that there is always going to be an occasion which has not been anticipated or previously encountered. In these cases, the college will use policy, procedure and similar experiences to set and maintain standards within the college. Leaders and Managers of the college reserve the right to make any such decision it feels, based on the evidence that it has, are appropriate and fair for the individual and the college community as a whole.

8. Whilst extremely rare, upon approval from the Vice Principal (or their nominee), the college reserve the right to cease, in writing, progression of any new or active complaint where the complainant or their nominee demonstrate unacceptable levels of behaviour towards the college or its representatives.

Behaviour Management

Recording Behaviour

9. This behaviour process focuses on an individual's behaviour, thus is an accumulative process. This means that each separate issue continues from the last recorded stage, irrespective of the type of behaviour recorded.
10. All poor behaviour and misdemeanours from students must be comprehensively recorded on ProMonitor in order to ensure that a full record of support and interventions are in place for each stage of the disciplinary process.
11. Where ProMonitor records are limited, unclear or missing, the nominated Chair of the disciplinary meeting will have the authority to decide whether to dismiss the hearing due to a lack of appropriate supporting evidence.

Supporting Students

12. Prior to any disciplinary meeting, the nominated Chair must consult with the Student Support Team where students are identified as having a vulnerability, such as a Child in Care (CiC). For High Needs or EHCP students the Learning Support Team should be consulted.

Withdrawal of Students

13. During the first six weeks of a full-time student starting their course, a student is in a probationary period and can be withdrawn if issues are not satisfactorily resolved by the end of Stage 1. The offer of CEIAG must be made in these circumstances.
14. The withdrawal of students is considered as a last resort, and all other forms of intervention must be clearly evidenced on ProMonitor prior to any withdrawal.

Communication

15. It is important that students (...employers, parents, and carers where required) receive clear and consistent communication as part of this support, behaviour and discipline process.
16. Parents employers, or carers of students aged under the age of 18, or who are considered as vulnerable, must receive clear communication from the college:
 - a. regarding any reoccurring or key concerns being recorded on ProMonitor.
 - b. at regular intervals through the college academic year.
17. We must not put any student or parent in a position where they are surprised by a higher-level disciplinary meeting being scheduled (excluding Gross Misconduct).
18. In the event of immediate suspension due to gross misconduct, the Head of School responsible for the student must notify the Next of Kin (NoK) and/or employer by telephone on the same day.
 - a. If there is no response, The Head of School will endeavour to leave a voicemail with the NOK

- b. The Head of School should also attempt to notify the NOK in writing via email, using the email address held on record, where available.
- c. A follow up call is recommended at the next available opportunity to do so.

19. At each stage of the procedure the student will be given:

- a. Clear reasons for invoking the *Student Positive Behaviour Policy*.
- b. Details of the policy and the consequences if the misconduct continues.
- c. The course of action to be taken to resolve the issue / modify their conduct.
- d. The timescales for improvement.
- e. Details of how and where the matter will be recorded.
- f. Information about who will be informed.
- g. Appropriate support to ensure that they fully understand the procedure.
- h. Details of how to appeal against the outcome of disciplinary action.

Commendations

- 20. Staff are able to provide 'commendation' for a student's positive behaviour at any time. This can be done via the *ProMonitor* student management system.
- 21. It is recommended that these 'commendation' celebration points are shared with the student, along with employers, and/or parents of those aged under the age of 18 years old.

Low Level Behaviour Concerns

Further Education (HE) students

- 22. In the classroom the following should be applied for when low-level behaviour is witnessed:
 - a. Staff member to politely instruct the student to stop the unwanted behaviour.
 - b. If the student continues with the same unwanted behaviour, issue a verbal warning. NB: A verbal warning should consist of a clear explanation of the concern and an explanation of the consequence if the warning is not acknowledged.
 - c. If the student continues with the same behaviour, issue a further verbal warning. It is recommended that the staff member addresses this concern with the learner either during or after the lesson to confirm the action moving forward.
 - d. Any warning in stage c, issued must result in an alert being recorded on ProMonitor.
- 23. If a student reaches 3 alerts on ProMonitor, a cause for concern meeting must be held and this starts Stage 0 (please refer to the flow charts in Appendix 2).
- 24. Some issues that do not allow for warnings, such as turning up late to a class can receive an alert immediately – this is down to the discretion of the tutor, based on the repetitiveness and severity of the poor behaviour.
- 25. Where Serious or Gross Misconduct is identified, consideration may be made to increase the disciplinary stage to an appropriate formal stage at any time – see Appendix 13.

Higher Education (HE) students

26. Due to the slightly different classroom environment of HE students, it is up to the lecturer to provide a reminder of acceptable behaviour within the classroom.
27. If there are ongoing concerns, within a class, rather than issue warnings, a professional discussion should be had with the student after the class to address the behaviour, and the following process followed:
 - a. Immediately inform the student their behaviour is not acceptable.
 - b. Have a professional discussion with the student at the end of the class / outside the class.
 - c. It is the lecturer's discretion whether an alert is created, based on the outcome of the discussion.
28. Some issues that do not allow for warnings, such as turning up late to a class can receive an alert immediately without using the warning system – this is down to the discretion of the tutor, based on the repetitiveness and severity of the poor behaviour.
29. Where serious or gross misconduct is identified, consideration must be made to increase the disciplinary stage to an appropriate stage at any time – see Appendix 13.

The Student Code of Conduct

30. The latest *Student Code of Conduct* provides the framework for a positive learning environment and promotes respect, responsibility, and resilience.
31. The *Student Code of Conduct* will be shared and discussed with students during their induction programme. This includes what constitutes misconduct, serious misconduct and gross misconduct and the impact of these behaviours on others and the related sanctions.
32. We have a responsibility to each other to ensure that Moulton College continues to be a happy, safe, and positive learning and work environment. As members of the Moulton College community, students are expected to sign up and agree to the latest student Code of Conduct (*Appendix 1*).
33. The use of support and/or disciplinary action may be considered where the code of conduct is not adhered to by a student.

Learning Disability or Difficulty (LDD)

34. Whilst consideration will be given to students whose behaviour might be the consequence of a recognised learning difficulty or disability, the College still expects compliance with the expected behaviour of all its students (identified within the student code of conduct), albeit with pre-arranged risk assessments and resultant levels of reasonable adjustment in place.

35. College staff must consult with the Student Support Team where students are identified as having a vulnerability, such as 'Child in Care' (CiC). For High Needs or EHCP students, the Learning Support Team should be consulted.
36. In instances where mental health issues may be the root cause of an issue/incident, the '[Support for Continuing Studies](#)' policy may need to be considered as being more appropriate.
37. The college will not accept that the demonstrated poor behaviour is a result of a student's specific Learning Difficulties and/or Difficulty.

Poor Physical Behaviour

Apprentices, FE and HE students

38. If physical behaviour such as fighting occurs between students, staff members must verbally attempt to stop the altercation.
39. The welfare and safety of our staff is a priority to the college. Staff are expected to dynamically risk assess the severity of any physical altercation between students and take any action that is appropriate to the result of their assessment.
40. There are a number of variables that will be considered by staff at that moment. How many are at risk of harm to self and others, does this include other students or staff, etc.
41. These points are only guidelines as there are too many variables to consider:
 - a. Where there is a **low risk** of harm, staff should make other staff aware, and where confident to do so, attempt to split up the altercation.
 - b. Where there is a **high risk** of harm, staff should ensure the safety of others around them and seek staff support to end the altercation as swiftly as possible. Security, Police and medical intervention may also need to be considered.
 - c. If the staff member has the function to do so, and where immediate support is required to safeguard self or others, consider raising an alert via the supported **Safezone App**, telephone, the college radio system, or 'WhatsApp' SOS messaging system.
 - d. Appropriate action must be taken in the aftermath of the event. (i.e., student suspension, location clean up, witness statements, reassurance to others, etc.)
42. It is acknowledged that staff may not be used to encountering these types of situations and staff welfare checks should be made by senior managers, alongside referral to confidential wellbeing services.

Application of temporary time away from the college

'Cooling Off' Period

43. In the case of an incident that may be considered under Stage 2 or Stage 3, a Head

of School may choose to ask the student to leave their place of learning for a 'cooling off' period. In such cases it is unlikely that this period would extend beyond the day of the incident.

- a. For example, a student involved in an incident during the morning, may be asked to leave their place of learning for the remainder of the day and return the following day, or the next day of timetabled attendance.

44. This incident will be recorded on the student's ProMonitor record for monitoring purposes.

'Suspension'

45. 'Suspension' differs to 'cooling off' and will usually be for a longer period of time.
46. The suspension of a student must only be used when a student's absence from their scheduled place of learning is required prior to a scheduled hearing
 - a) to allow a full, thorough and safe investigation into an incident to take place without obstruction
 - b) to maintain safety to the individual and/or others at the college
 - c) when criminal activity is suspected.
47. As this is a longer period of time, the college must provide students with appropriate level of work and remote learning to prevent loss of learning.
48. An approved suspension will be recorded on the student's personal ProMonitor record for the duration of their learning at the college for record keeping and monitoring purposes.
49. The duration of a suspension should only be maintained in relation to the reasons identified in *point 45*. i.e., if an investigation completed in 5 days and it is safe to do so, the student may be authorised to return before their hearing.
50. Suspended students will receive a suspension support guide in their college based email, containing important information about your suspension. This provides immediate information about a suspension, what the student must do during the suspension, and offers links to support services.
51. The decision to suspend a student is to be authorised by the Director of Curriculum (or their nominated deputy in their absence) for the student.

Students residing on site (Residents)

52. Students who live on site in the college's residential accommodation will also be asked to leave their residence following a suspension issued by a representative of the college.
53. If after consideration of the reasons identified within *point 45* a student is suspended for a residential issue, the student will be asked to leave their accommodation until the hearing. The student will be asked not to attend their classes during this suspension period.

54. Where there is no other option than to suspend a student outside of normal working hours, the On-Call Duty Manager, in order to consider the impact on the student. The Duty manager will also inform the Head of School.

'Suspension' with upcoming Trips, Visits and Events

55. All trip, visit and event related agreements rely on students having positive behaviour. Where this is in question students will not be able to attend
56. It is important to note that the college attempts to reduce the costs to students as much as possible, and as a result does not make profit from trips, visits or events. This means that all money paid for these events will be paid to the operator or event holder. The college will therefore be unable to offer any form of refund for any costs incurred by a student or their representatives if their suspension period includes trips, visits or events supported by the college.
57. The college will support enquiries for a refund from the operator or event holder.

Sanctions

58. Under normal circumstances any disciplinary sanctions imposed will remain 'live' for the duration of the student's course of study.
- a. The crossing of two academic years will require a learning contract to be in place to ensure appropriate behaviour expectations are clear and in place.
59. Where a student's misconduct has had a negative effect on other students, and it is assessed as safe to do so, mediation may be considered as part of the process (see [appendix 11](#)).
60. Students who are found to have committed malicious and/or criminal damage or vandalism to any College property or premises will be invoiced and expected to pay towards the total costs of repair or replacement incurred by the College.

The Support and Disciplinary Stages

61. The overall aim of this policy is to promote communication with the students to ascertain the reasons for any breaches of the student Code of Conduct, and to firstly identify support mechanisms that might be put in place to aid the success of the student.

Informal

62. Three alerts on ProMonitor for the same issue will result in a 'Stage 0' 'Informal Cause for Concern' being issued. This is to be recorded as 'Stage 0' – Informal Cause for Concern, the actions and expectations should be made clear, recorded on ProMonitor with a review date.
63. **Stage 0 – Informal Cause for Concern** - This is an informal stage where any member of curriculum staff with concerns about a student's academic progress or conduct must first meet with the student, and parent/guardian if applicable, to try to resolve the issues through informal action planning to engender respect and responsibility.

Formal

64. There are three formal stages to the college formal disciplinary process. The Deputy/Head of School will use their judgement about the seriousness of the student's behaviour to determine the disciplinary stage.
- a. **Stage 1** is the first formal stage of the procedure and should normally be used after the 'Stage 0 – Informal Cause for Concern' has been used but has not had the desired impact.
 - b. **Stage 2** can be invoked without the previous stages in cases of serious misconduct, using a student Behaviour Incident Investigation.
 - c. **Stage 3** can be invoked without the previous stages in cases of gross misconduct, using a student behaviour Incident Investigation.
65. Where practical, the chair will be a different person at each level, for independence and clarity in escalation.

Stage 1: Formal Verbal Warning

66. Chair: Lecturer and/or Course Manager (this may be PDT if the concern relates to Vaping or smoking).
67. Timescale: This should ideally occur within 15 working days of the event (dependent upon staff scheduling).
68. This might be used in the case of offences such as: breach of smoking and vaping rules, refusal to carry out a reasonable request, inappropriate behaviour, or persistent academic shortcomings.
69. A formal meeting takes place between the Lecturer, and/or Course Manager, and the

student.

70. If the student fails to attend the scheduled disciplinary meeting the Chair of the meeting may, at their discretion, conduct the meeting in the student's absence. In such instances the outcome of the meeting will be communicated in writing to the student within five working days.
71. If, after the meeting, it is decided that disciplinary action is appropriate, a formal verbal warning will be issued and confirmed in writing, and, if under 18, a copy sent to the student's parent/guardian (and employer for apprentices), by the Chair who will also ensure details are recorded on ProMonitor.
72. A Stage 1 Action Plan will be agreed as a result of the meeting. The action plan will seek to mediate a resolution whilst developing respect, responsibility, and resilience. Referrals should be made to the relevant support team to support the student in meeting the outcomes on the action plan. Support services could be but not limited to Student Support, Learning Support, Personal Development Tutors, Course Manager,
73. If actions are not completed within the agreed timescales Stage 2 should be implemented. If further alerts of serious incidences occur within this time the college reserve the right to escalate up the disciplinary process.

Stage 2: Written Warning

74. Chair: Course Manager and/or Curriculum Co-ordinator;
75. Investigating Officer: To be assigned by administrator based on incident details
76. This will be used if the student fails to meet the conditions agreed in Stage 1, or in cases of offences deemed to be serious misconduct (see appendix 13).
77. A formal meeting takes place, chaired by the Course Manager or Curriculum Coordinator, with the Course Manager and the student where actions will be set. The student can ask for a friend or other representative to support them. The parent/guardian/carer of students under 18 will be invited to attend.
78. If the student fails to attend the scheduled disciplinary meeting the Chair of the meeting may, at their discretion, conduct the meeting in the student's absence. In such instances the outcome of the meeting will be communicated in writing to the student within three working days.
79. If, after the meeting, it is decided that disciplinary action is appropriate, a formal written warning will be issued and confirmed in writing, and, if under 18, a copy sent to the student's parent/guardian (and employer for apprentices), by the Chair who will also ensure details are recorded on ProMonitor.
80. A Stage 2 Action Plan will be agreed as a result of the meeting. The action plan will seek to mediate a resolution whilst developing respect, responsibility, and resilience.
81. If all actions are not completed within the agreed timescales a Stage 3 should be implemented. If further alerts of serious incidences occur within this time the college reserve the right to escalate up the disciplinary process.

Stage 3: Final Warning – Code of Conduct Contract or Exclusion

82. Chair: Independent Deputy/Head of School; (HoS for Gross Misconduct issues)
Present: Curriculum Coordinator and/or Course Manager.
83. Investigating Officer: To be assigned by administrator based on incident details
84. This will be used if the student fails to meet the conditions agreed in Stage 2, or in cases of offences deemed to be gross misconduct (see appendix 13).
85. The following teams must be consulted regarding students who are progressing through disciplinary, or as part of the Stage 3 investigations.
 - a. The Student Support Team
 - b. The English and maths Team
86. A formal hearing takes place, chaired by an independent Deputy/Head of School, with the School's Curriculum Coordinator and/or the Course Manager, and the student. The student can ask for a friend or other representative to support them. The parent/guardian of students under the age of 18 will be invited to attend.
87. If the student fails to attend the scheduled disciplinary hearing, the Chair of the meeting will conduct the meeting in the student's absence. In such instances the outcome of the hearing will be communicated in writing to the student within five working days. (Appendix 9 or 10)
88. If, after the hearing, disciplinary action is suitable, the student will either:
 - a. be allowed to continue with their study at the College, subject to a Stage 3 suspended exclusion, and action plan.
 - b. or will be recommended for exclusion with immediate effect.
89. In the majority of cases this decision will not be immediate but will be communicated to the student (and other stakeholders) within 24 hours of the meeting.
90. In the event of a Stage 3 **suspended exclusion** being issued, a formal letter will be sent by the Chair of the hearing who will ensure details are recorded on ProMonitor. The Stage 3 form and action plan will support the student in developing respect, responsibilities and industry behaviours. Failure of the student to agree with, and sign the Stage 3 form and action plan will result in immediate exclusion from the College.
91. In the event of a **recommendation for exclusion**, the chair must seek agreement from the Head of School, and the Vice Principal*. A formal letter is to be sent to the student, signed by the Vice Principal*, informing them of the exclusion.
(*Or in their absence, the Principal)
 - a. If the student is under 18, the parent/guardian is to be copied in.
 - b. The letter must also contain details of the appeals procedure.
 - c. An exclusion from College can be either fixed term or permanent. In most cases exclusion will be fixed for the remainder of the current academic year. However, in certain circumstances the College may decide to permanently exclude a student from the College. This will be clearly detailed within the letter.

- d. Once the term of exclusion has been served, if the student wishes to apply to study at Moulton College, they must be interviewed by the relevant Head of School.
 - e. The Local Authority will be advised of student, under 18, who is withdrawn from College.
 - f. If the individual commences a new course, they will automatically be subject to a three-month period of probation.
92. If actions are identified as part of a disciplinary hearing, they must be completed in full by the prescribed date. If any actions are not completed by the student by the prescribed date, this will result in recommendation for exclusion with no further hearings taking place.
93. The exclusion will be recorded on ProMonitor and UnitE.
94. The Head of School will withdraw the student from the college using their last date of learning. The student is no longer registered with the college at this point and is not welcome on college premises without formal invitation.
95. The college maintains an active list of excluded students which can be accessed by appropriate college departments for academic recruitment, security, and safeguarding purposes (e.g., MIS, Reception, Library services team, Admissions, Security).

Transportation of suspended students

96. The safety of our students is to be maintained during required 'Suspension' or 'Cooling Off' periods.
97. Students over the age of 18 will be required to make their own way home.
98. For students aged under the age of 18, or for vulnerable students, the Head of School will need to assess the time of day and safety of students as to how a student returns home. Examples of which may be:
- a. A student under the age of 18 years old is asked to leave the college to 'cool off' at 10.30am. The next of kin would be informed and asked to collect their child. Where this is not possible, or there is no other alternative, would require a taxi would be called for the student. Next of Kin must be informed of suspension.
 - b. Where a student under the age of 18 years old is asked to leave the college due to aggression or issues with other students it would not be wise to allow travel on college bus with those other students, regardless of time of the day. This will result in a taxi being required. Next of Kin must be informed of suspension.
 - c. Where an issue presents itself later in the day, and it is safe to do so, a student may be asked to travel home as normal on the college bus service. Next of Kin must be informed of suspension.

99. Where a student relies on transport to college, the transport department must be informed when students are suspended/excluded in order to ensure that appropriate changes can be made to transportation plans.

Criminal Activity (whilst engaged in College activities)

100. The College has an obligation to report potential criminal activity to the Police, and/or advise victims of their right to do so.
101. In some cases, the College may opt to suspend a student pending the outcomes of proceedings.
102. Where individuals are identified as conducting illegal activity by members of the local community on their way into or out of the college, such as the start or end of day or during lunch times, the college may still investigate and take proportionate levels of disciplinary action against the individual(s), pending any police intervention.
103. Disciplinary action by the College can still be taken by the college, regardless of the outcome of any criminal investigation by the Police. This action will take place alongside criminal proceedings, unless otherwise advised by the Police.

Appeals Process

104. Appeals must be lodged with the college via the appeals@moulton.ac.uk email address or via letter, providing the appeal reference and detailing reasons why the student or their nominated representative feels that the decision should be revisited.
105. The appeal must be received no later than seven working days following the date of the letter confirming the outcome of the disciplinary hearing.
106. The investigating manager will acknowledge receipt of the appeal within 5 working days.
107. A formal review will take place, facilitated by the investigating manager, which *may* include review of the original investigation, the outcome of the hearing, and interviews with members of staff and/or students.
108. Appeals may not ask for consideration to be given to anything that was not considered as part of the original Stage 3 meeting.
109. A formal response will be provided within 15 working days. This will be the final judgement and the disciplinary process will be considered as exhausted following this outcome.

Behaviour towards college staff

110. Moulton College Staff have the right to work in a safe and secure environment.
111. Under no circumstances will it be considered as acceptable for the staff of Moulton College be subject to verbal or physical abuse from students, their parents and/or other associates.

112. Where this is evident, the college fully supports any member of staff to remove themselves from the situation.
- a. Where this is a phone call, the member of staff will politely ask that the caller stops the verbal abuse and/or poor language being used. If this continues, the member of staff will notify the person that they are ending the call. The member of staff will make a note of this for future action.
 - b. Where this is a meeting, the member of staff will politely ask that the person stops the verbal abuse and/or poor language being used. If this continues, the member of staff may cease the meeting and ask the person to leave.
113. To be clear, Moulton College do not accept verbal or aggressive behaviour towards any member of staff and will consider the termination of a disciplinary hearing outcome, or appeal, due to poor behaviour.
- a. This will need to be confirmed by a college Director, or higher.
 - b. The person raising the appeal must be notified that this is the conclusion of the appeal.

Appendices

1. [Student Code of Conduct](#)
2. [Overview of the disciplinary process by stage](#)
3. [Detailed disciplinary process by stage](#)
4. Stages 1 to 3 – Meeting Invite Letter
5. Stage 1 Outcome Letter
6. Stage 2 Outcome Letter
7. student Behaviour Incident Investigation Form (Stages 2 & 3)
8. Investigating the Report
9. Stage 3 – Final Written Warning Letter – Non-Exclusion Outcome
10. Stage 3 – Final Written Warning Letter – Exclusion Outcome
11. [Mediation Guidelines](#)
12. Order of Proceedings at Stage 2 and 3 Meetings
13. Examples of Serious and Gross Misconduct
14. Notification of Suspension Letter
15. Extraordinary situations
16. Equality Impact Assessment (EIA)

Appendix one - Student Code of Conduct 2024/25

****Be Safe****

To keep myself and everyone else safe, I will:

- Wear my ID badge on a lanyard so it's always visible. No badge, no register!
- Stand up against bullying (including cyberbullying) and any bad behaviour. If I see it, I report it to a staff member without delay.
- Follow health and safety procedures and use Personal Protective Equipment (PPE) when needed, especially in practical sessions. Safety first, always!
- Know the fire drill and lockdown moves and follow instructions, when asked.
- Keep my belongings safe and sound in class, and remember Ready, Respect, Safe.
- Have no alcohol, drugs, weapons or be under the influence whilst at college - stay sober and safe!
- Leave bicycles and e-scooters at the door. Campus is for walking!

****Be Respectful****

I will respect others by:

- Celebrating differences, no matter the gender, ability, culture, ethnicity, religion, beliefs, sexual identity, or opinions. No hate speech and nasty comments designed to hurt other students, staff, visitors or members of the public here!
- Treating the College and other people's belongings with respect.
- Dressing to impress - rocking a smart/casual look which is respectful of everyone around me.

****Care of the Environment and Own your zone****

I will be socially responsible by:

- Keeping it green - no littering and recycle where I can!
- Actively trying and reduce energy use, by switching lights and electronics off when not in use.
- Being a part of the "Clean Up Crew" and return trays, dishes, and cutlery in the canteen – it's self-clearing, not self-cleaning!
- Leaving classrooms the way I like to find them.
- Only smoking or vaping in designated outdoor spots.
- Not spitting or swearing.
- Not blasting loud or offensive music and keeping the peace and focus whilst others learn.

****Be Ready to Learn****

To ensure myself and others learn I will:

- Show up, shine and be on time for all classes.
- If running late or absent, report in line with the absence reporting procedure and before the start of the working day.
- Come prepared and bring everything I need for lessons to product top-quality work.
- Ask for help and lend a hand to others where possible.
- Complete work with honesty and integrity – no cheating or plagiarising for me!
- Be cautious when using AI and gain advice from our Library Services team on top tips.
- Not wear caps and take hoodies - hats or outdoor clothes off in lessons.
- Only have water in class and save snacks and other drinks for break time.
- Turn phones and music off unless I've got the go-ahead to use them.

****Be Active in the College Community****

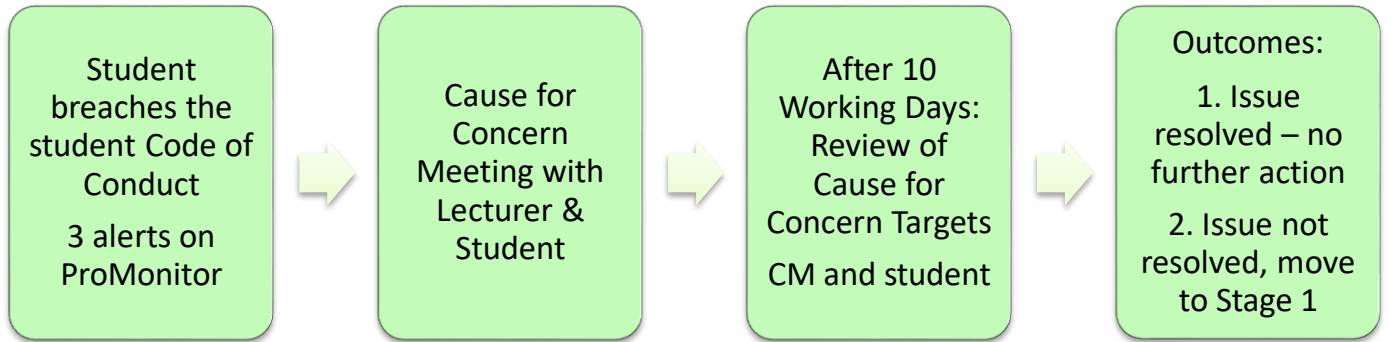
I will be an active participant in our college community by:

- Setting a positive example on campus and in the local community.
- Showing resilience and positivity about myself and others.
- Getting involved in college activities.
- Being creative and sharing ideas to improve the college and its community.

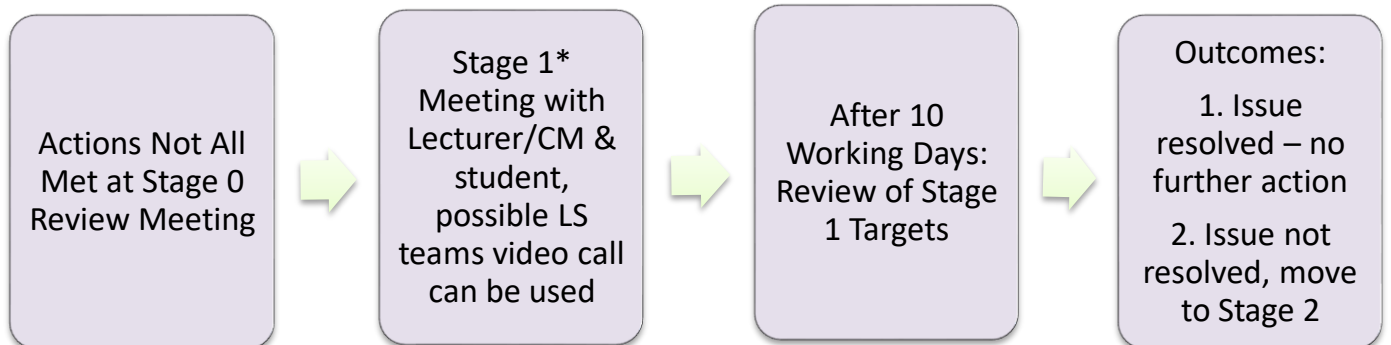
*I have chosen Moulton College as my preferred choice of learning and I want to be happy, thrive and succeed. I am signing this Student Code of Conduct as a commitment to adhering to the college rules and embarking on a journey where everyone is included, valued, respected and are part of the **#IAMMOULTON** community.*

Appendix 2 – Overview of the disciplinary process by stage

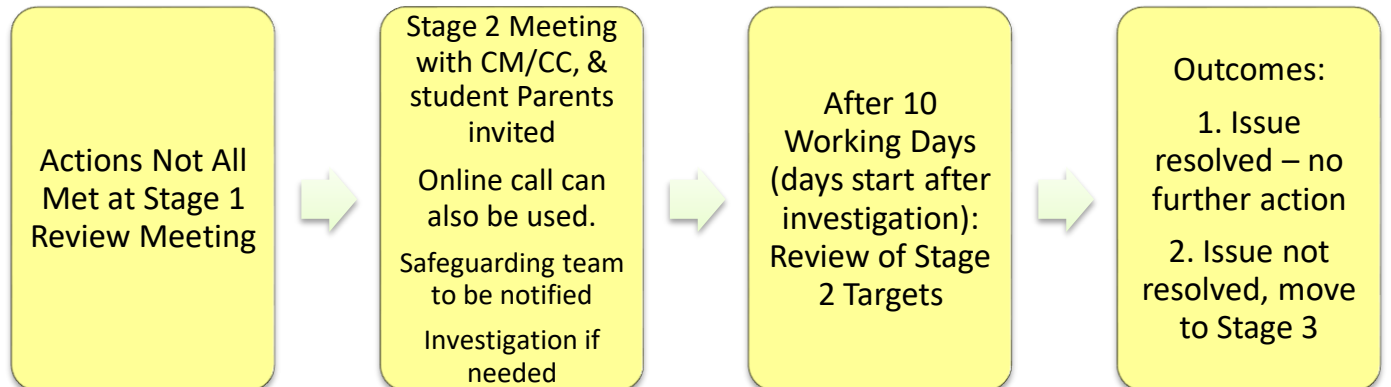
Stage 0 – Informal



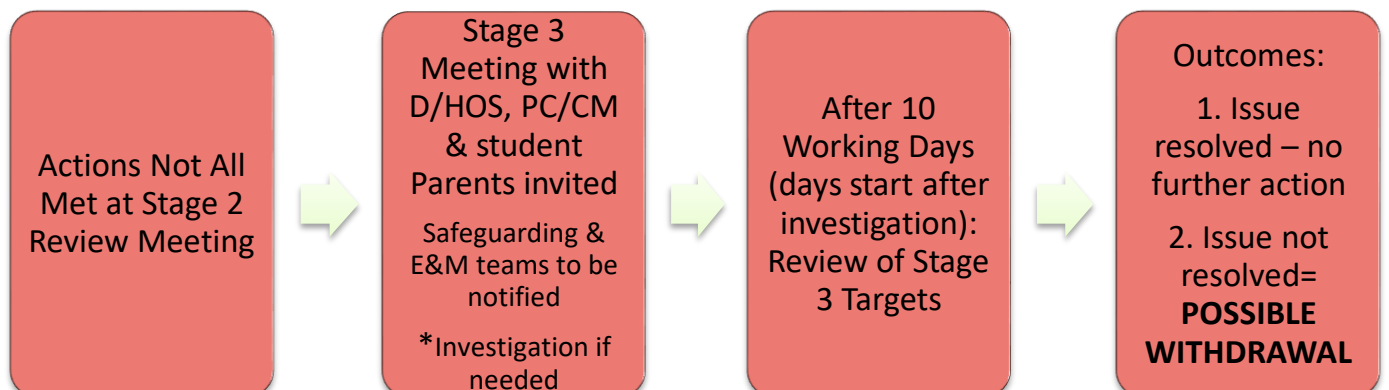
Stage 1 – Formal (If a smoking or vaping concern, this will be conducted by PDT)



Stage 2 - Formal



Stage 3 – Formal



Appendix 3 – Detailed disciplinary process by stage

STAGE 0 - Informal

Stage 0	Action	Staff Required	When	Document
Cause for Concern Meeting	Meeting with Lecturer & Student <ul style="list-style-type: none"> Concerns discussed Expectations defined and consequences explained Targets (max 3) agreed and set with clear deadlines Referral to support as appropriate Set Review Meeting date, time and room (min 10 days with min 3 days' notice) 	Tutor	No prior notice of meeting	Record on ProMonitor – Stage 0, Cause for Concern Meeting
	Record on ProMonitor and send to student and parent/guardian/carer/school as appropriate	Tutor	Within 3 days of meeting	Stage 0 – CfC Meeting downloaded and sent
CfC Review Meeting	Progress and targets reviewed <ul style="list-style-type: none"> Outcome and action decided No further action at this time, records stay on file and active First Warning issued 	Course Manager	10 working days	Record on ProMonitor – Stage 0, Cause for Concern Review
Outcome	Record on ProMonitor and send to student and parent/guardian/carer/school as appropriate	Course Manager	Within 3 days of meeting	Stage 0 – CfC Meeting Review downloaded and sent

Stage 1 - Formal

Stage 1	Action	Who	When	Document
Stage 1 – Formal Verbal Warning Meeting	Meeting with Lecturer/CM, Parents possible LS <ul style="list-style-type: none"> If smoking/vaping then conducted by PDT Expectations defined and consequences explained Targets agreed and set (max 3) Referral to support as appropriate Set Review Meeting date, time and place (min 10 days with min 3 days' notice) Parents / guardian / carer invited to attend if under 18 Teams video call can be used 	Lecturer or Course Manager. Possibly LS	Ideally, this is within 15 working days of incident (dep. upon staff scheduling).	Record on ProMonitor – Stage 1 Meeting
	Record on ProMonitor and send to student and parent/guardian/carer/school as appropriate	Lecturer or Course Manager	Within 3 days of meeting	Stage 1 – Meeting downloaded and sent
Stage 1 Review Meeting	Progress and targets reviewed <ul style="list-style-type: none"> Outcome and action decided No further action at this time, records stay on file and active OR Progress to Stage 2 <p>Parents / guardian / carer invited to attend if under 18</p>	Lecturer or Course Manager	Min 10 days from meeting with min 3 days' notice	Record on ProMonitor – Stage 1 Review
Outcome	Record on ProMonitor and send to student and parent/guardian/carer/school as appropriate	Lecturer or Course Manager	Within 3 days of meeting	Stage 1 – Review Meeting downloaded and sent

Stage 2 - Formal

Stage 2	Action	Who	When	Document
Stage 2 Written Warning Meeting	<ul style="list-style-type: none"> Expectations defined and consequences explained Targets agreed and set (max 3) Referral to support as appropriate Set Review Meeting date, time and place (min 10 days with min 3 days' notice) Parents/guardian/carer invited to attend if under 18 Teams video call can be used Safeguarding team to be notified 	Programme Coordinator, Course Manager; Possibly LS	First Warning: Review Meeting	Record on ProMonitor – Stage 2 Meeting
	Record on ProMonitor and send to student and parent/guardian/carer/school as appropriate		Within 3 days of meeting	Stage 2 – Meeting downloaded and sent
Stage 2 Review Meeting	Progress and targets reviewed <ul style="list-style-type: none"> Outcome and action decided No further action at this time, records stay on file and active Recommendation to Deputy Head of Service to withdraw student from WAES Parents / guardian / carer invited to attend if under 18 	Programme Coordinator; Course Manager	Min 10 days after meeting with min 3 days' notice	Record on ProMonitor - Stage 2 Review
Outcome	Record on ProMonitor and send to student and parent/guardian/carer/school as appropriate	Programme Coordinator	Within 3 days of meeting	Stage 2 – Review Meeting downloaded and sent

Stage 3 - Formal

Stage 3	Action	Who	When	Document
Stage 3 Exclusion Hearing	<ul style="list-style-type: none"> Expectations defined and consequences explained Targets agreed and set (max 3) Referral to support as appropriate Set Review Meeting date, time and place (min 10 days with min 3 days' notice) Parents/guardian/carer invited to attend if under 18 Teams video call can be used Safeguard team to be notified 	Deputy or Head of School, or Student Experience Manager, Programme Coordinator, Course Manager Possibly LS	First Warning: Review Meeting	Record on ProMonitor – Stage 3 Meeting
	Record on ProMonitor and send to student and parent/guardian/carer/school as appropriate	Deputy or Head of School, or Student Experience Manager	Within 3 days of meeting	Stage 3 – Meeting downloaded and sent
Stage 3 Review Meeting	Progress and targets reviewed <ul style="list-style-type: none"> Outcome and action decided No further action at this time, records stay on file and active Recommendation by Director FE to withdraw student from Moulton College – Refer to VP Curriculum and Quality for agreement. Parents/guardian/carer invited to attend if under 18 	Deputy or Head of School, or Student Experience Manager, Programme Coordinator, English & Maths Representation Course Manager	Min 10 days after meeting with min 3 days' notice	Record on ProMonitor – Stage 3 Review
Outcome	<ul style="list-style-type: none"> Record on ProMonitor and send to student and parent/guardian/carer/school as appropriate, OR Withdrawal Letter sent. IF Exclusion, inform student support, maths and English and student experience manager. 	Deputy or Head of School, or Student Experience Manager	Within 3 days of meeting	Stage 3 – Review Meeting downloaded and sent OR Withdrawal Letter

Withdrawal

WDR	Action	Who	When	Document
Withdraw from course /Moulton	<ul style="list-style-type: none"> Withdrawal form completed and actioned. 	D/HoS	Within 3 days of meeting	Withdrawal Form
Withdraw from course /Moulton	<ul style="list-style-type: none"> Withdrawal form completed and actioned. If EHCP consultation with SEND Director / SLT 	VP	Within 3 days of meeting	Withdrawal Form
MIS	<ul style="list-style-type: none"> Record Withdrawal and add to exclusion list 			

Appendix 4 – Stages 1-3 – Meeting Invite Letter

**Delete as appropriate*

< *Date* >

< *Addressee* >

Dear < *Name* >

***Invitation to Stage 1 Disciplinary: Formal Verbal Warning Meeting**

***Invitation to Stage 2 Disciplinary: Written Warning Meeting**

***Invitation to Stage 3 Disciplinary: Exclusion Hearing**

Following your previous behavioural meeting with Moulton College, you are now invited to a (insert stage of meeting)/ This is in relation to:

- < *summary of suspension/behaviour/disciplinary issue(s) and date(s) if appropriate* >

This meeting will take place at < *location* > on < *date & time* >. Please report to Reception five minutes prior to the appointment.

I enclose a copy of our *Student Behaviour Support and Disciplinary Policy*, and confirm that a member of your family, advocate or friend may accompany you to the meeting for support.

Please find enclosed a copy of the previous stage report and action plan, which will inform the meeting. You will be given the opportunity to discuss these issues at the meeting.

I must also inform you, that should you fail to attend the meeting, it will still take place and a decision will be made in your absence.

Yours sincerely

< *Manager Name* >

< *Job Title* >

< *Contact Details* >

Enc: Student Positive Behaviour Policy
Previous Stage Form and Action Plan (from ProMonitor) and any other relevant documentation to the meeting

cc < *Parent/Guardian if under 18* >

Appendix 5 – Stage 1 Outcome Letter

< Date >

< Addressee >

Dear < Name and (Student Number) >

'Stage 1' Disciplinary: Formal Verbal Warning

I write to formally inform you that I have had reason to issue you with a **Stage 1 verbal warning** today for:

- < reason(s) for verbal warning >

This has now been recorded on your student record. This is the first stage of the College's *Student Behaviour Support and Disciplinary Policy* and I enclose a summary of the warning, and an action plan that you are required to complete.

I trust that you will respond to the targets given and look forward to seeing improvements. However, for transparency, should you fail to respond to the actions in the timeframe that we have agreed, we may have no alternative but to progress onto further stages of the disciplinary policy.

Should you wish to discuss this further, please do not hesitate to contact me.

Yours sincerely

< Lecturer / Course Manager >

< Contact Details >

Enc: Stage 1 Disciplinary Action Plan (from ProMonitor)
Student Positive Behaviour Policy

cc < Student ILP ProMonitor >
< Parent/Guardian if under 18 years old >

Appendix 6 – Stage 2 Outcome Letter

< Date >

< Addressee >

Dear < Name and (Student Number) >

'Stage 2' Disciplinary: Written Warning

I write to inform you that I have had to issue you with a **Stage 2 Written Warning** today for:

- < reason(s) for written warning >

This is following your previous Formal Verbal Warning, which was issued on < date >.

Unfortunately, as you have failed to respond to the support provided, you have been set a further action plan, which now been recorded on your student record.

Should you fail to complete these actions within the agreed timeframe we may have no alternative but to progress you on to further stages in the disciplinary process, which could result in exclusion from the College.

Should you wish to discuss this further, please do not hesitate to contact me.

Yours sincerely

< Name of Deputy/Head of School >

Head of School

< Contact Details >

Enc: Stage 2 Disciplinary Action Plan
Student Positive Behaviour Policy

Cc: < student ILP ProMonitor >
< Parent/Guardian if under 18 >

Appendix 7 – Student Behaviour Incident Investigation Form (Discipline Stg. 2 & 3)

Name of investigating officer (CM – Stage 2 / CM – Stage 3):

Name of apprentice/student:

Incident:

Date of Incident:

Seriousness of incident:

- Low Level
 Serious Misconduct
 Gross Misconduct

INVESTIGATION

In investigating the incident, you should:

Date of
action /
interviews

Date
completed

- 1 Interview the person(s) making the initial report
- 2 Interview the student(s)
- 3 Interview other parties as appropriate:
 - a) Apprentices/Students
 - b) Staff
 - c) Other
- 4 Locate and review the evidence held on the individuals ILP
- 5 Collect any evidence
- 6 Collect any relevant written statements

Following your investigation, you should:

- 7 Write a summary of the investigation with conclusions or recommended actions
- 8 Inform the Chair of the meeting of your conclusions and agree how to proceed
- 9 Send an electronic copy of your written report, interview notes and written evidence to the Chair no later than **24 hours before** the meeting.
- 10 Chair of the meeting will **save all documentation in secure and confidential storage.**

Summary:

Recommendations:

Signed:

Date:

Appendix 7b – Checklist for Investigating Officer

INVESTIGATION CHECKLIST

Date

Interview of all parties involved & complete written evidence of interviews

- Apprentices / student (s)
- Staff
- Other

Obtain statements from all parties involved

- Apprentices / student (s)
- Staff
- Other

View CCTV evidence, where applicable

Screen shot/print **attendance records** (if appropriate)

Screen shot/print ProMonitor **SMART Targets**

Screen shot/print ProMonitor **Comments**

Screen shot/print ProMonitor **Markbook**

Fully complete Investigation form (Appendix 7) and place at the front of the portfolio.

Collate portfolio of evidence for Chair of Disciplinary Hearing within 10 working days

Provide portfolio of evidence to the Chair no later than 24 hours before the disciplinary hearing.

Appendix 8 – Investigating the Student Behaviour Incident Report

On receipt of the student Behaviour Incident Report, the Course Manager must:

- Log the date received and send an acknowledgement to the person who has submitted the report.
- Start to investigate the reported misconduct, sensitively, fairly and objectively, gathering relevant evidence (including information on ProMonitor/The Markbook), following the steps below and recording the details on the student Behaviour Incident Investigation form.

The steps are:

- 1 Interviewing the student/s involved in the serious or gross misconduct (keep notes of the interview/s).
- 2 Interviewing any other relevant parties e.g., observers of the incident, other students, and staff (keep notes of the interview/s).
- 3 Summarise finding on the student behaviour Incident Investigation form and make recommendations in readiness for the formal disciplinary meeting. The recommendations may be:
 - No further action as there is no real evidence of misconduct on the part of the student.
 - An informal resolution through discussion, negotiation, and mediation where this offers a genuine solution and is not excessively lenient given the circumstances.
 - A formal action plan with clear expectations and review date and the consequences of not achieving the actions (completed on ProMonitor – Stage 2 Meeting Form).
 - Exclusion from the College
- 4 The investigation should normally be completed no later than ten working days, and the **completed form provided to the chair of the disciplinary hearing at least 24 hours in advance** of the hearing taking place.
- 5 All records should be provided to the nominated chair of the hearing.
- 6 The chair of the hearing will store all records safely and electronically:
 - a. In the secure and confidential disciplinary file in the Teams folder > [Student Disciplinary Folder](#).
 - b. Create a new folder named as disciplinary reference number, and the student surname (i.e., 'Stg3123-Smith').
 - c.

Appendix 9 – Stage 3 – Final Written Warning Letter – Non-Exclusion Outcome

< *Date* >

< *Addressee* >

Dear < *Student Name and (Student Number)* >

Stage 3 Disciplinary: Outcome of Stage 3 Disciplinary Meeting

Following your attendance at the Stage 3 Disciplinary Hearing on < *date* >, I can confirm that after careful consideration of the presented evidence, I have determined that you will be issued with a **Stage 3 Disciplinary Final Warning**, and action plan. This means that you will, on this occasion, be able to return to your studies at the college.

I have enclosed your Stage 3 disciplinary action plan. It is a condition of your Final Warning that you sign return this to your Head of School, upon your return to College on < *day & date* >.

I must remind you that failure to respond to these agreed actions will leave us with no alternative but to ask you to leave the College.

Should you wish to discuss this further, please do not hesitate to contact me.

Yours sincerely

< *Chair of Hearing Name* >

< *Chair of Hearing Role* >

< *Contact Details* >

Enc: Stage 3 Disciplinary: Code of Conduct Contract

cc. < *Parent/Guardian if under 18 years old* >

Appendix 10 – Stage 3 – Final Written Warning Letter – Exclusion Outcome

< *Date* >

< *Addressee* >

Dear < *Student Name* >

Stage 3 Disciplinary: Outcome of Hearing

Following your attendance at the above-mentioned stage 3 disciplinary hearing on < date >, I can confirm that, after careful consideration of the evidence provided and recommendation from the Chair, I have no other alternative but to exclude you from your course at Moulton College. This exclusion is for:

- < Reason for exclusion >

As a result, you are also excluded from Moulton College and I ask that you return your Student Lanyard and ID card, and refrain from entering college premise for the remainder of this academic year. If you wish to join a course at Moulton College in future years, your application will be judged objectively.

If you wish to appeal this decision, I enclose a copy of the *Student Behaviour Support and Disciplinary Policy*, which details the process.

Yours sincerely

< *Vice Principal's Name* >

Vice Principal

< *Contact Details* >

Enc: *Student Positive Behaviour Policy*

cc < *Parent/Guardian if under 18* >

Appendix 11 – Mediation Guidelines

Guidelines for Mediation

1. The mediator will normally be a member of the student Support Team. The mediator can help students to resolve their dispute and to co-exist at the College by using the following procedure:
 - Both parties define the problem as they see it, alone with the mediator.
 - The impartial mediator identifies the key issues for both parties – these are listed on paper
 - At the end of the individual session with the mediator, the mediator ascertains whether the parties are willing to meet together, along with the mediator. This is the point when real mediation can take place if both parties are willing to try to move towards reconciliation.
 - At the joint meeting, led by the mediator, both parties should be encouraged to speak and express their opinion with only one person allowed to speak at a time. The mediator needs to firmly control the meeting to ensure that it does not turn into a battle.
 - The mediator sets up a plan of action which will satisfy each party and secures agreement on these.
 - A follow up meeting is agreed, and the situation monitored at agreed intervals.
2. Outcomes are likely to involve apologies; changed behaviour and some support to achieve changed behaviour, e.g., anger management or other skill improvements.
3. The mediation approach cannot always replace a disciplinary approach and student perpetrators may be placed on a contract or in more extreme cases be excluded using the College disciplinary procedures.

Appendix 12 – Order of Proceedings at Stage 2 and 3 Hearings

- 1) The Chair of Stage 2 or Stage 3 disciplinary hearings will:
 - Ensure that all parties know who is involved in the meeting and their roles.
 - Outline the purpose and format of the meeting and confirm that all parties will have an opportunity to contribute
 - Explain the stages of the disciplinary procedure
 - Outline why the meeting is taking place
 - Outline the possible outcomes of the meeting
- 2) The Investigating Manager (IM) will present details of allegation(s) and a report detailing the investigation undertaken.
- 3) The Chair and other parties will have the opportunity to question the IM.
- 4) The Chair will ask for any additional information to be submitted.
- 5) The student and/or their representative will present the case against the allegation(s) and explain any mitigating factors that may exist.
- 6) The Chair and IM will have the opportunity to seek clarification by questioning the student and/or representative.
- 7) The Chair will summarise the case against the student without introducing any new factors.
- 8) The meeting will be adjourned for the Chair to make their decision. If, in the opinion of the Chair, the allegations are considered to be true, the Chair will take into account the following factors when deciding upon appropriate disciplinary action:
 - Any mitigating factors, e.g., health domestic matters, bereavement, etc.
 - The student's current disciplinary record
 - The nature of the offence
 - All evidence presented at the disciplinary hearing
 - Statements and other information provided by witnesses
 - Sanctions imposed for similar offences
- 9) The meeting will reconvene, and the student advised of the decision. If a decision cannot be reached and is deferred, then all parties will ordinarily be advised of the outcome within two working days.
- 10) If exclusion is recommended, it must be approved by the Vice Principal (or the Principal in their absence) and the confirmation letter to the student (and parent) is to be wet signed.
- 11) Written confirmation of the decision will be sent within five working days of the meeting.

Appendix 13 – Examples of Serious and Gross Misconduct

Misconduct

1. Failure to observe any of the points in the Code of Conduct is deemed as misconduct. The lists below are not exhaustive but act as a guide to the seriousness of the action so that appropriate sanctions that may be applied.

Serious Misconduct

2. The following are deemed Serious Misconduct and as a result will be considered under Stage 2 of the disciplinary procedure:
 - Foul and abusive language used but not directly at others, despite continual warnings.
 - Plagiarism – copying the work of others (students, from books or the internet), letting other students copy your work
 - Submitting work done by others as own, including the intentional practice to pass off results of AI software such as ChatGPT as their own.
 - Unauthorised use of property or systems belonging to the College.

Gross Misconduct

3. The following are deemed Gross Misconduct and as a result will be considered under Stage 3 of the disciplinary procedure:
 - Foul and/or abusive language used toward other students, members of staff or visitors.
 - Threatening behaviour towards other students, members of staff or visitors.
 - Physical, sexual, racial, homophobic, transphobic assault, harassment, or any violent and abusive behaviour directed at other students, members of staff or visitors.
 - Inciting hatred, and/or distributing literature or materials that incite hatred, against any person or group.
 - Harassment, bullying or abusive behaviour towards others through any form of electronic communication or on social media.
 - Theft of, damage to, property or systems belonging to the College, other students, members of staff or visitors.
 - Possession, sale, or use of illegal drugs, legal highs, solvents, alcohol or non-medical use of prescribed drugs on college property or whilst on college organised activities.
 - Acts or omissions which may result in the security, safety or welfare of other students, members of staff or visitors being put at risk.
 - The taking of still or moving images of college employees without their explicit permission.
 - Inappropriate access to web material deemed unsuitable or inappropriate use of college email.
4. Where student actions are deemed to be Gross Misconduct, the college reserves the right, in the first instance, to [suspend](#) the student pending formal investigation.

Appendix 14 – Notification of Suspension Letter

< *Date* >

< *Addressee* >

Dear < *Name* >

Notification of Suspension

I write to inform you that I have had to issue < *Name* > with a suspension today for < *reason for warning* >. The period of the suspension *is* < *insert duration* >, and as a result < *Name* > is not permitted onto any Moulton College campus until < *insert date* >.

This does not necessarily mean that < *Name* > has conducted any wrong doing. The college uses suspension *in order to allow a full, thorough, and safe investigation into an incident to take place without obstruction* (Point 43 of discipline policy). We will advise you of any further action once we have had opportunity to establish further details and gather any evidence.

However, should < *Name* > fail to adhere to the suspension and co-operate with the investigation, we may have no alternative but to consider taking appropriate levels of disciplinary action.

Should you wish to discuss this further, please do not hesitate to contact me.

Yours sincerely,

< Head of School *Name* >

Head of School

< *Contact Details* >

Enc: *Student Positive Behaviour Policy*

cc < *student ILP ProMonitor* >

< *Parent/Guardian if under 18* >

Appendix 15 – Extraordinary circumstances where strict controls are required to maintain the safety and welfare of self and others, such as unplanned environmental concerns, pandemics, etc.

1. In some circumstances there are situations where strict and immediate compliance is required to maintain the health, safety and welfare of self and others. During these identified occasions, it is important for students to follow the prescribed safety guidance issued by staff members.
2. Any breach of safety measures will result in disciplinary action being taken. This includes:
 - a. Not wearing, or refusal to wear, face coverings in communal or other identified areas
 - b. Noncompliance with social distancing
 - c. Consistent noncompliance
 - d. Hygiene; with regards to spitting, or cross contamination of areas
3. If students refuse to comply with reasonable mandated health and safety requirements, they will be asked to leave the site if they are perceived as high risk.
4. Disciplinary relating to breaches of Health, Safety and welfare should be recorded at Stage 3, unless extenuating circumstances are to be considered.
5. As this disciplinary process does not require investigation, i.e., there is clear and immediate evidence of a breach of Health and Safety, there is no need for an investigation or disciplinary hearing to take place, unless extenuating circumstances are to be considered.
6. Opportunities for appeal still apply, in accordance with points 88 to 93 of this policy.

Typical guidance relating to non-compliance

For non-compliance of safety measures such as Health and Safety, inc. Biohazard.

7. the consequence of not complying with a reasonable request will be made very clear to the student, i.e., *“this is now deemed Gross Misconduct and you may be issued with a stage 3 Formal Written Warning by your HoS”*
8. If a student continues to not comply, Staff must make it clear that this will now be reported to their HoS and that this will result in a stage 3 Formal Written Warning and that their NOK will be notified (if under 18). Non-compliant students may also be asked to leave the site.
9. This must be communicated with the student at the time, and the staff member must alert this on Promonitor and contact the relevant HoS. It is important that the reporting staff member makes a statement of this in case of any future appeal by the student.
10. There will be no ‘hearing’ for this as this is a straightforward health and safety breach and the letter can be signed by the relevant HoS.

11. Curriculum Administrator to arrange for the letter to be sent. There is no need to suspend the student.

For non-compliance and where the student becomes rude, aggressive or threatening

12. student behaviour is a different scenario and is covered under another part of the disciplinary process for behavioural Gross Misconduct.

13. This will be treated in the same way as any other Gross Misconduct incident, with the added layer of a Health and Safety breach, which based on the situation in hand, may also result in a suspension.

Appendix 16 - Equality Impact Assessment (EIA)

Please complete both sides of this Equality Impact Assessment and ensure that the latest copy of this is recorded with the Quality department.

Policy Reference and Name	CUR-06 Student Positive Behaviour Policy
Assessment date	August 2024
Completed by	Tony Mangan
What are the aims of the policy?	To provide clear guidance on the provision of student support and behavioural guidelines
Who does the policy affect?	All students engaged in learning with Moulton College
Who is involved in implementing the policy?	Leaders, Managers, All college staff, the students themselves
What information is currently available about the impact of this policy and its associated procedures?	Prior policy and procedure
Do you need more information to help you make an assessment about the impact of this policy and its associated procedures?	No
Do you have any examples that show how this policy will have a positive impact on any of the equality characteristics listed in the table below?	This policy is fair to all students, regardless of protected characteristic or vulnerability. This is because it focuses on the student ability to adhere to the college's code of conduct and behavioural guidelines. Where a student is unable to meet any identified guidelines due to a specific characteristic, this would be identified at induction, prior to signing the code of conduct, and appropriate levels of support identified to aid the student to meet the code of conduct.
Which other policies does this policy link with?	These are listed on page 2 of the policy
What consultation has taken place in the development of this policy?	Previous applications of the policy, feedback from users of the policy, Parental feedback, Discussion with leaders, managers and students.

Version 24.09.2020

Use the table below to assess the impact of this policy on each of the listed characteristics. Your decision must be evidence based. Sources of evidence might include success rates, achievement gaps, application and enrolment data, student voice, consultation outcomes, recruitment and employment data, customer feedback or complaints, meeting minutes.

Characteristic (These characteristics are protected under the Equality Act 2010)	Negative impact? Y / N	Evidence to support your impact assessment decision	Requires further action? Y/N
Age	N	This policy applies to all ages.	N
Disability	N		N
Race	N		N
Gender, inc. re-assignment	N		N
Sexual orientation	N		N
Religion / belief	N		N
Pregnancy / maternity	N		N
Marriage / civil partnership	N		N
Socio-economic	N		N

Overall EIA judgement

Select	
✓	No change required The assessment is that the policy is/will be robust. There is no evidence of potentially unlawful discrimination and all reasonable opportunities to advance equality and foster good relations have been taken, subject to continuing monitoring and review
	Adjust the policy or practice This involves taking steps to remove any barriers, to better advance equality and/or to foster good relations. This may involve removing or changing the aspect of the policy that creates any negative or unwanted impact. It may also involve introducing additional measures to reduce or mitigate any potential negative impact
	Continue the policy This means adopting/continuing with the policy despite the potential for adverse impact. Set out the rationale for this decision, including how the decision is compatible with our legal obligation. Where there is discrimination, but it is considered not to be unlawful – the objective justification must be recorded
	Stop the policy If there would otherwise be unlawful discrimination or adverse effects that are not justified and cannot be prevented/mitigated