



Northern College

1. Overview

Policy Title	Student Disciplinary Policy
Who does the policy apply to?	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.
Aims	<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 Student 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>
To be read in conjunction with	This policy will align to other key policies - Admissions, Additional Learning Support and Equality and Diversity.
Further advice may be sought from	Assistant Principal Student Experience, Head of Student Support Services
Review arrangements	<p>This policy will be reviewed in line with Northern College annual review cycle. Further details regarding revisions and review cycle can be found in Sections 8 and 9. This policy may be reviewed outside of this cycle should operational guidance require it.</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, staff and stakeholders. The purpose of this policy is 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 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 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. 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 Student Agreement 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 policy towards;
 - 4.3.1. Bullying and harassment, either online or in person;
 - 4.3.2. Discrimination, this includes but is not limited to national origin or religious belief, sexual orientation, age, status as a parent or sexual harassment;
 - 4.3.3. 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;
 - 4.3.4. The misuse or bringing of either alcohol, illegal drugs or other prohibited items onto premises or coming onto College premises under the influence of either alcohol or illegal drugs;
 - 4.3.5. Placing themselves or others at significant risk either physically, sexually, verbally or emotionally;
 - 4.3.6. 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;
 - 4.3.7. The plagiarising of resources or materials.
- 4.4. 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.
- 4.5. Northern College will retain records relating to any Student Disciplinary Procedures at stage 1 and 2 on the student file until the student ends their study with the College. Stage 3 records will be kept for a period of 7 years.
- 4.6. 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
- 4.7. 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 aim to avoid reaching stage 3 of the Policy.
- 4.8. 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, and used where a student does not respond to stage 1 and 2 where used.
- 4.9. The College has the right to ask a student to remain at home or remove themselves from College premises whilst an investigation is completed or if the student is placing others at risk.

- 4.10. Northern College will support students within the disciplinary process and where a student is deemed vulnerable, the student may be referred to counselling, the Student Union or other support where appropriate.
- 4.11. Students will be entitled to be accompanied to disciplinary hearings at stage 3 either by a Student Union 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. Appeals will only be heard when there is new evidence which would impact on disciplinary decisions or where the student believes that the College has not followed Disciplinary Policy or procedure.
- 5.2. Appeals should be made within 5 days of the disciplinary decision. All new evidence and appeal information should be submitted with the appeal.
- 5.3. All appeals decisions are final.
- 5.4. All complaints should follow Northern College Complaints Procedure.

6. Data Protection Act 2018 and GDPR (General Data Protection Regulations)

- 6.1. Northern College is a data controller in terms of the Data Protection Act and GDPR. Personal information and any supporting evidence will be held by the College for audit and referral purposes where appropriate.
- 6.2. 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.
- 6.3. 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.
- 6.4. 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

Document Name:	Student Disciplinary Policy
Version Number:	1.0
Effective from:	22 September 2020
Next scheduled review date:	August 2023
Policy owner:	Assistant Principal – Student Experience
Approved by:	The Board of Governors

9. Revision history

Version No	Effective date	Revision description/summary of changes	Author
1.0	22 September 2020	Complete re-write	Assistant Principal – Student Experience (Diane Lawson)