

## Disciplinary Procedure SCA2b

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

### 1 SUMMARY OF PROCESS

#### 1.1. Informal warnings (Stage 1)

Informal warnings for misconduct can be issued by any member of staff. They will agree supportive measures with the student and any reparation measures. This is usually done in a meeting with the student. A parent / guardian would only be invited at the discretion of the staff member – this is the exception. The outcome will be recorded on the student record.

Failure to comply with supportive / reparation measures after an informal warning is considered misconduct and action under the formal disciplinary process should be taken.

#### 1.2. Jurisdiction Stage 2 to 4 Formal Disciplinary Meetings

Depending on the nature /seriousness of the offence the Chair would **normally** be as follows:

Stage 2	Course Manager / Student Services Manager (if residential student)
Stage 3	Head of Department / Academic Leader (HE) / Centre Manager
Stage 4	Director or Executive Director

#### 1.3. Investigating Officer

An Investigating Officer (IO) will be selected by the Chair, where the alleged offence is behavioural (as opposed to academic), to gather evidence. The role of the IO is to provide a neutral summary of the evidence gathered. This will be at the discretion of the Chair at Stages 2 and 3, depending on the nature and complexity of the case, but will be mandatory at Stage 4.

The IO will suspend investigations and await further instruction from the Chair if:

- The IO uncovers evidence of a criminal offence. In this case the Chair may choose to report the offence to the Police.
- The IO suspects that the student is not fit to study. In this case the Chair will refer the student to the Fitness to Study Policy.

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- The IO discovers that the Police are investigating the incident in question or that the incident is in the hands of the courts. In this case the Chair will cease activity until legal process has been exhausted. The Chair will decide whether suspension pending legal process is required. Any suspension must be approved by a Senior Postholder.
- The IO discovers an issue concerning the student being investigated that needs to be referred to the safeguarding team. In this case the IO will contact a Designated Safeguarding Officer for advice and guidance.

The IO should complete their investigation / obtain witness statements and other evidence, **within 5 working days** of the original request for them to undertake the investigation, where possible.

### **1.4. Invitations to a Disciplinary Meeting**

Invitations to formal disciplinary meetings will be made in writing. If the student is under 18 or has turned 18 during the academic year, the parent / carer of the student will be notified of the outcome of meeting but will not normally attend at a Stage 2 meeting unless the Chair feels that it would be appropriate. The Chair will also ensure that appropriate members of staff are invited to the meeting, including any relevant curriculum staff.

**1.5.** Students at Stage 3 and 4 have the right to be accompanied at the meeting by a representative of the Students' Union or by one other person of their own choosing, other than a member of the legal profession acting in a professional capacity.

**1.6.** The invitation will set out the nature of the allegations and to which documents (e.g. policy / Code of Conduct) the breaches relate.

### **1.7. Notes of meetings**

- Stage 2 and Stage 3: Notes will be taken of the key points of evidence and findings of Stage 2 and 3 meetings by an Administrator.
- Stage 4: Minutes will be taken at Stage 4 meetings by one of the College PA Team.

### **1.8. Distribution of evidence / other documentation**

It is NOT college policy to issue copies of the evidence / any witness statements / accompanying documents to ANY of the attendees prior to or subsequent to the meeting.

## **2 THE MEETING**

The following guiding principles should guide decision and outcomes of this policy.

**2.1.** The Chair will hold the disciplinary meeting and the result will be recorded on the student file.

The general purpose of the meeting is as follows:

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- To ensure that the student is capable of participating in the disciplinary process;
- To ensure that the college has jurisdiction over the incident being investigated;
- Confirm which college policy(s) / procedure / part of the Code of Conduct the student is alleged to have breached;
- Establish, based on the evidence presented, whether on the balance of probability the student did or did not commit the breach in question;
- To clearly state its finding; whether the student has committed a breach of policy or not;
- If the breach is found to have occurred, offer the student an opportunity to mitigate their actions; AND
- For the Chair to put in place measures - supportive measures designed to prevent further breaches of policy by the student and / or punitive measures where appropriate.

### **2.2. Non- attendance by student**

Whilst students are always invited to attend, should a student choose not to attend a disciplinary meeting, the Chair may decide to hold the meeting in their absence. A student who fails to attend a disciplinary meeting forfeits the right of appeal.

## **3 OUTCOMES OF A DISCIPLINARY MEETING WHERE DECISION IS TO UPHOLD THE DISCIPLINARY**

### **3.1.**

- Stage 2: First written warning plus any supportive outcomes /sanctions / suspended sanctions
- Stage 3: Final written warning plus any supportive outcomes / sanctions suspended sanctions
- Stage 4: Possible exclusion (temporary or permanent), plus any supportive outcomes / sanctions / suspended sanctions

### **3.2. Behaviour Contract**

All outcomes from any formal disciplinary meeting will be written into a Behaviour Contract, that the student will be required to sign. (Failure to sign however does not render the contract invalid, the content will remain valid). A Behaviour Contract remains in force until the disciplinary is no longer current.

### **3.3. Supportive Outcomes**

Supportive outcomes are normally used to facilitate changes in a student's behaviour. Typically this will include:

- Action Plans (these should be supportive, in that they support the students' progress towards their learning outcomes)
- Restrictions on the student (that are designed to facilitate a student's compliance with the Behaviour Contract)
- Additional tutorial sessions / duties as appropriate (these should be supportive, in that they support the students' progress towards their learning outcomes).

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Any failure of a student to comply with supportive outcomes is in itself misconduct.

### **3.4. Punitive Outcomes / Sanctions**

Punitive outcomes / sanctions are normally only used for students who are found to have knowingly committed academic or behavioural misconduct.

A range of punitive sanctions can be imposed by the Chair on the student. Further guidance can be found in SCA2 Penalty Tariff (see Appendix 1). The tariff sets out for the Chair a guide to determine potential outcomes from a variety of incidents. The list is not exhaustive, is meant purely as a guide and the outcomes for the student are ultimately entirely at the discretion of the Chair.

When imposing punitive sanctions, Chairs should consider the students mitigation for their actions, the students normal behaviour, academic progress to date, impact on the students ability to continue at college, the impact of a suspension if suspension has been used, and any issues of natural justice (i.e. if a student's behaviour principally 'injured' themselves, has punishment enough occurred?).

The Chair does not need to consider any precedent perceived from previous disciplinary outcomes for other students imposed for similar issues as punishments should be tailored to the individual's circumstances. This does NOT apply in cases of joint venture where all students should receive equivalent punishments for the same incident.

Failure to comply with punitive outcomes is in itself misconduct.

Any recommendation by a Chair at Stage 4 for temporary or permanent exclusion of a student must be referred to a Senior Postholder for review and confirmation before the final decision is notified to the student.

### **3.5. Suspended Punitive Sanctions**

3.5.1. To support students in behaviour change it may be appropriate to suspend some punitive sanctions for a period to allow students to evidence behaviour change. Where suspended sanctions are to be used, the Behaviour Contract;

- will explicitly cite the behaviour(s) which need(s) to change/cease;
- will explicitly state the sanction(s) which will be implemented should the student not change the cited behaviour(s); and
- will explicitly refer to the timeframes of suspended sanctions and any review dates

3.5.2. If, at any time, a student fails to comply with suspended sanctions to the satisfaction of the Chair then the sanctions stated will be implemented immediately. As the student has already been found in breach of college policy there is no need for a further disciplinary meeting, nor further exploration of evidence; the implementation of sanctions is therefore entirely at the discretion of the Chair.

3.5.3. The Chair will notify the student of the implementation of sanctions in writing. Once sanctions are implemented the student may appeal. The student cannot appeal against sanctions on the grounds of the historic nature of the original policy

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breach.

3.5.4. Suspended sanctions remain in force until either the disciplinary is no longer current or are lifted by the issuing Chair. This decision to lift is entirely at the discretion of the Chair and does not require a meeting with the student. Should a Chair choose to lift suspended sanctions, this decision will be communicated to the student in writing.

3.5.5. Whilst the subject of a Behaviour Contract, if a student is alleged to have committed further misconduct where such behaviour is not covered by the Behaviour Contract then that student will be referred for the new alleged breach to a Chair at the next level of the disciplinary process. Should the student be found to have committed new misconduct then in addition to any sanctions applied for the new misconduct, the suspended sanctions of any existing Behaviour Contract will be automatically implemented in full.

## 4 APPEALS

At the end of a formal disciplinary process the student will be informed that they have the right to appeal.

4.1 Appeals must be in writing (using the Appeals Form – See Appendix 2) and must include the grounds of the appeal and any new evidence to be brought to the appeal. Appeals against disciplinaries at Stages 2 and 3 must be addressed to the Chair of the original hearing. Appeals against Stage 4 disciplinaries must be addressed to the Chief Executive's Office. The request for an appeal will be passed to a Chair at the next level of the process. Appeals must be made within 5 working days of the original disciplinary hearing.

4.2 The Chair will consider the appeal and will act depending on the grounds. The Chair has 4 possible outcomes to the appeal The Chair may, but is not required to, call the student to a meeting to discuss the appeal. The Chair will write to the student and explain the outcome of the appeal against the grounds outlined by the student. There is no further right of appeal under this policy.

4.3 The Chair considering the appeal can find:

- That the appeal was vexatious or otherwise designed to undermine or frustrate the college disciplinary system. In this case the chair may increase the severity of the punitive measures.
- Against the appeal in which case the disciplinary outcome and any punitive sanction stands.
- To partially uphold the appeal. In which case the chair may decrease the severity of the punitive measures.
- To fully uphold the appeal:

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- In that the finding of the disciplinary was erroneous. In which case the disciplinary is struck from the record in its entirety.
- OR the college failed to follow policy. In which case the disciplinary is struck from the record in its entirety.
- OR that the student should not have been subject to the disciplinary policy due to being unfit to study. In which case the disciplinary is struck from the record in its entirety AND the student will be referred to Fitness to Study.

### **4.4 Students under a Behaviour Contract**

- There is no right of appeal against suspended sanctions or a Behaviour Contract unless and until sanctions are actually implemented. Once implemented the student may appeal within 5 working days and the process described above.

## **5 APPEAL AGAINST EXCLUSION**

### **5.1 Timescale for Appeal**

Notice of appeal must be lodged with the Chief Executive's office within five working days of the date of recommendation of exclusion and must give the grounds and brief particulars of the appeal. The recommendation will not be considered until the expiry of the period for lodging the appeal.

In the case of a recommendation for exclusion, if there is no appeal against the recommendation within five working days from the date of the notification of that outcome, a Senior Postholder may implement the outcome or, if they see fit, any lesser sanction without any further proceedings within ten working days of the date of the recommendation. The decision will, in any event, be confirmed in writing to the student within two working days of being taken.

### **5.2 Hearing Appeals**

A Senior Postholder only can hear an appeal against any recommendation for permanent exclusion. If a Senior Postholder is not available within the timescale allowed, the authority can be delegated to the Chief Executive.

### **5.3 Appeal Meetings**

If a notice of appeal is lodged within the time allowed, an appeal meeting Chaired by a Senior Postholder will be arranged to take place within fifteen working days of the notice of appeal being lodged. The student will be given at least three working days' notice of the time and place of the appeal meeting and will be entitled to be accompanied by a friend, student representative or relative but NOT by a legal or other professional adviser. Any documents considered at the disciplinary meeting will be available to the Chair for the purposes of the appeal, together with the notes of the meeting.

At the appeal meeting, the student will be invited to explain the grounds of the appeal and to

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state his or her case. The senior member of staff who made the recommendation to exclude will be asked to respond to the appeal and explain the reasons for the recommendation. The Chair may ask questions of the student and the member of staff and will then consider whether to allow or dismiss the appeal. Witnesses will not normally be asked to attend except in relation to any relevant new evidence which has come to light since the disciplinary meeting.

**5.4 Outcomes of Appeal against Exclusion**

If the appeal is allowed, the Chair may decide that alternative disciplinary sanctions should be taken. The Chair may also decide that no further disciplinary action should be taken.

If the appeal is dismissed, the original recommendation of the disciplinary Chair will stand. The Chair of the appeal may not impose any greater sanction against the student than that recommended as a result of the disciplinary meeting.

Within five working days of the appeal meeting, the final decision by the Chair will be confirmed in writing to the student.

**6 RELEVANT COLLEGE POLICIES / PROCEDURES**

This Procedure should be read in conjunction with:

- SCA2 Disciplinary Policy
- SCA9 Bullying and Harassment Policy

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**APPENDIX 1: PENALTY TARIFF**

	Stage	Immediate Response	Minimum Tariff	Maximum Tariff (in addition to minimum)
<b>DRUGS OR ILLEGAL SUBSTANCES</b>				
Caught in possession of class A drugs or suspected class A drugs (any amount)	4	Confiscate. Suspension. Inform police and allow them to investigate. Student to be removed from site. Inform parents if <18. Inform employer if WBL.	<b>Zero tolerance.</b> Expulsion mandatory.	
Caught in possession of cannabis or other class B or C drugs or psychoactive substances, previously known as 'legal highs' or similar	4	Confiscate. Suspension. Advise Student of Disciplinary Action Inform parents if <18. We reserve the right to inform police. Inform employer if WBL.	Behaviour Contract must include (at least): Attendance at drugs awareness package Fine of £150 Temporary removal from site Temporary removal of residential place Banned from social events	NB: repeat offence in this category may result in permanent exclusion from college. If no exclusion, Chair to determine appropriate sanctions
Supply or intent to supply any illegal drugs to other students or members of the public. Usually indicated by quantity or storage of multiple 'deals'	4	Confiscate. Suspension. Inform police and allow them to investigate. Student to be removed from site. Inform parents if <18. Inform employer if WBL.	<b>Zero tolerance.</b> Expulsion mandatory.	
Possession of drugs paraphernalia (e.g. grinders, bongs, pipes etc.) or any evidence that strongly suggests drug use	3	Confiscate. Advise Student of Disciplinary Action Inform parents if <18. Inform employer if WBL	Behaviour Contract must include (at least): Attendance at drugs awareness package Fine of £75 Temporary removal from site Temporary removal of residential place	NB: repeat offences in this category will be dealt with at stage 4 and may result in permanent exclusion, either from college and / or from accommodation. If no exclusion, Chair to determine appropriate sanctions

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	Stage	Immediate Response	Minimum Tariff	Maximum Tariff (in addition to minimum)
Suspected of being under the influence of illegal substances or legal highs on site where staff have reasonable suspicion, regardless of where drugs were taken.	3	Ideally remove from site. Advise Student of Disciplinary Action Inform parents if <18. Inform employer if WBL	Behaviour Contract must include (at least): Attendance at drugs awareness package Fine of £100 Ban from social events Temporary removal from site Temporary removal of residential place	NB: repeat offences in this category will be dealt with at stage 4 and may result in permanent exclusion, either from college and / or from accommodation. If no exclusion, Chair to determine appropriate sanctions
<b>ALCOHOL</b>				
Supply of alcohol to under 18 (age of perpetrator irrelevant). This includes sharing alcohol obtained legally or illegally AND selling alcohol to under 18s or buying it for them.	4	Confiscate and dispose Advise Student of Disciplinary Action Inform parents if <18. Inform employer if WBL We reserve the right to inform police	Behaviour Contract must include (at least): Fine of £150 Temporary removal from site Temporary removal of residential place Banned from social events	NB: repeat offence in this category may result in permanent exclusion from college and / or from accommodation If no exclusion, Chair to determine appropriate sanctions
Intoxication / drunkenness leading to illegal activity including public urination, aggression, abusive language, violence and / or vandalism.	4	Advise Student of Disciplinary Action Inform parents if <18. Removal from site Inform employer if WBL We reserve the right to inform the police	Behaviour Contract must include (at least): Fine of £150 Temporary removal from Site Temporary removal of residential place Banned from alcohol consumption. Banned from social events Student to pay any costs of cleaning / damage caused.	NB: repeat offence in this category may result in permanent exclusion from college and / or from accommodation If no exclusion, Chair to determine appropriate sanctions
Intoxication / drunkenness requiring staff / professional intervention, i.e. incapacity (to follow instruction / stand / walk), vomiting, collapse, unconsciousness, incapability, non-violent anti-social behaviour or other.	3	Advise Student of Disciplinary Action Inform parents if <18. Removal from site Inform employer if WBL We reserve the right to inform the police	Behaviour Contract must include (at least): Fine of £100 Temporary removal from site Temporary removal of residential place Banned from social events for specified time	NB: repeat offence in this category will be dealt with at stage 4 may result in permanent exclusion from college and / or from accommodation Behaviour Contract must include (at least): Fine of £150 If no exclusion, Chair to determine appropriate sanctions

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	Stage	Immediate Response	Minimum Tariff	Maximum Tariff (in addition to minimum)
Possession of, or under the influence of alcohol on site if under 18 [any evidence of alcohol possession, consumption or being under the influence of alcohol on site whether or not the alcohol was obtained, purchased or consumed on the premises or not]	2	Confiscate and dispose. Advise Student of Disciplinary Action Inform parents if <18. Inform employer if WBL We reserve the right to inform the police	Behaviour Contract must include (at least): Fine of £50 Ban from social events for specified time	NB: repeat offences in this category will be dealt with at stage 3 and above. Behaviour Contract must include (at least): Fine of £100 May result in permanent exclusion from college and / or from accommodation
If over 18, personal possession of an unreasonable amount of alcohol	2	Confiscate and dispose Advise Student of Disciplinary Action	Behaviour Contract: Chair to determine any appropriate further sanctions over and above loss of alcohol	NB: repeat offences in this category will be dealt with at stage 3 and above. Behaviour Contract must include (at least): Fine of £100
<b>WEAPONS, AMMUNITION AND EXPLOSIVES</b>				
Possession of a weapon. (Including any knife e.g. all non-folding blades, <b>all</b> lock-knives, <b>all</b> flick-knives etc., (see Screen and Search Policy SCA32 for full details of all prohibited weapons).	4	Confiscate and dispose Advise Student of Disciplinary Action Suspension Inform parents if <18. Inform employer if WBL We reserve the right to inform police.	<b>Zero Tolerance.</b> Expulsion probable. Dependent on type of weapon (legal or illegal) and intent, possible criminal offence. Behaviour change contract must include (at least): Residential students: exclusion from residences on temporary or permanent basis. Fine of £150	
Possession of a firearm or explosives or any article restricted under current firearms or explosives legislation (e.g. crossbows, bb guns, catapults, air guns or replicas)	4	Confiscate and dispose Advise Student of Disciplinary Action Suspension. Inform parents if <18. Inform employer if WBL. We reserve the right to inform police.	<b>Zero Tolerance.</b> Expulsion probable. Dependent on item found (legal or illegal) and intent, possible criminal offence  Behaviour change contract must include (at least): Residential students: exclusion from residences on temporary or permanent basis. Fine of £150	

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	Stage	Immediate Response	Minimum Tariff	Maximum Tariff (in addition to minimum)
Possession of ammunition	3	Confiscate and dispose Advise Student of Disciplinary Action Inform parents if <18 Inform employer if WBL We reserve the right to inform police	Behaviour Contract must include (at least): Fine of £50	NB: repeat offence in this category will be dealt with at stage 4 and may result in removal of residential place and or suspension from college. Behaviour Contract must include (at least): Fine of £100
<b>HEALTH AND SAFETY</b>				
Breach of college H&S rules leading to injury of third party OR damage to property OR bringing the college into disrepute (Inc. not responding to fire drills).	4	Advise Student of Disciplinary Action Suspension likely. Student to be removed from site. Inform parents if <18. Inform employer if WBL.	<b>Zero tolerance:</b> Expulsion possible. Immediate removal from residential accommodation. Relevant authorities informed  Behaviour change contract must include (at least): Residential students: exclusion from residences on temporary or permanent basis Fine of £150 plus costs of damages to be borne by student	
Tampering with Safety equipment including tampering with smoke alarms, fire extinguishers or CCTV	4	Suspend Advise Student of Disciplinary Action Inform parents if <18 Inform employer if WBL	<b>Zero tolerance:</b> Expulsion possible. Immediate removal from residential accommodation. Relevant authorities informed  Behaviour change contract must include (at least): Residential students: exclusion from residences on temporary or permanent basis Fine of £500 plus costs of damages to be borne by student	
Dangerous driving where injury or damage results	4	Advise Student of Disciplinary Action. Suspension. Inform parents if <18. Inform employer if WBL We reserve the right to inform police.	Zero Tolerance. Expulsion possible. Possible criminal offence.  Behaviour change contract must include (at least): Permanent ban from using any vehicle on or near any college premises. Fine of £150 May result in permanent exclusion from college and /or from accommodation	

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	Stage	Immediate Response	Minimum Tariff	Maximum Tariff (in addition to minimum)
Breach of college H&S rules (including breaches leading to injury of self – natural justice).	3	Warning. Advise Student of Disciplinary Action Inform parents if <18. Inform employer if WBL	Behaviour Contract must include (at least): Fine £150 H&S refresher with appropriate staff. Temporary removal of residential place	NB: repeat offence in this category will be dealt with at stage 4 and may result in removal of residential place and or suspension from college. Behaviour Contract must include (at least): Fine of £100
Inappropriate driving on campus that puts college community at risk	2	Warning Advise Student of Disciplinary Action Inform parents if <18 Inform employer if WBL	Behaviour Contract must include (at least): Temporary ban from using any vehicle on campus (unless supervised as part of practical timetabled sessions)	NB: repeat offences in this category will be dealt with at stage 3 and above. Behaviour Contract must include (at least): Fine of £50 Permanent ban of use of any vehicle on campus or college property (unless supervised as part of practical timetabled sessions)
<b>ABUSIVE/VIOLENT OR BEHAVIOUR OF A SEXUALISED NATURE</b>				
Acts of indecency including sexual activity in public spaces	4	Suspend Advise Student of Disciplinary Action. Inform parents if <18 Inform employer if WBL We reserve the right to inform police.	<b>Zero Tolerance.</b> Expulsion possible. Unlimited fine. Possible criminal offence.	
Assault or other violence to person where injury results or of a sexual nature	4	Suspend. Advise Student of Disciplinary Action Inform parents if <18. Inform employer if WBL We reserve the right to inform police.	<b>Zero Tolerance.</b> Expulsion possible. Unlimited fine. Possible criminal offence.	

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	Stage	Immediate Response	Minimum Tariff	Maximum Tariff (in addition to minimum)
Abusive language or behaviour with racist, sexist or homophobic elements to any member of the college community.	4	Suspend. Advise Student of Disciplinary Action Inform parents if <18. Inform employer if WBL We reserve the right to inform police.	<b>Zero Tolerance.</b> Expulsion possible. Unlimited fine. Possible criminal offence.	
Threatening behaviour including threats of violence or other aggravating elements.	3	Ideally remove from site. Advise Student of Disciplinary Action Inform parents if <18. Inform employer if WBL We reserve the right to inform police	Behaviour Contract must include (at least): Ban from social events for a specified period Fine of £50. Reparation/restorative action	NB: repeat offences in this category will be dealt with at stage 4 and may result in permanent removal of residential / college place. Behaviour Contract must include (at least): Fine of £100
Fighting	3	Ideally remove from site. Advise Student of Disciplinary Action Inform parents if <18. We reserve the right to inform police if injury results. Inform employer if WBL	Behaviour Contract must include (at least): Fine of £50 to all Ban from social events for a specified period Temporary loss of residential place Reparation/restorative action <i>If injuries present see assault or other violence to person</i>	NB: repeat offences in this category will be dealt with at stage 4 and may result in permanent removal of residential / college place. Behaviour Contract must include (at least): Fine of £100
Use of aggressive or abusive language or behaviour to any member of the college community.	2	Advise Student of Disciplinary Action Inform parents if <18. Inform employer if WBL	Behaviour must include (at least): Reparation/restorative action	NB: repeat offences in this category will be dealt with at stage 3 and above. Behaviour Contract must include (at least): Fine of £50

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	Stage	Immediate Response	Minimum Tariff	Maximum Tariff (in addition to minimum)
<b>STUDENT EXPECTATIONS</b>				
Cruelty to animals  (Students on AM, VN, AG & EQ or other animal related courses – offences of this nature will automatically be dealt with at Stage 4 – see Maximum Tariff column for detail)	3	Prevent access to animals Advise Student of Disciplinary Action Inform parents if <18. We reserve the right to inform police/RSPCA/RCVS as appropriate Inform employer if WBL.	Behaviour Contract must include (at least): Banned from access to animals unless under staff supervision Removal of any dogs in kennels / animal academy Temporary or permanent removal of residential place possible. Fine £150, plus costs of any damage / vet bills	NB: repeat offences in this category will be dealt with at stage 4 and <b>Zero tolerance will apply:</b> Expulsion mandatory Unlimited fine plus costs of any damage / vet bills Outcome of investigation by RCVS may impact on future professional registration
Bullying, intimidation and manipulation of others (including Cyber Bullying) (see also SCA9)	3	Advise Student of Disciplinary Action Inform parents if <18. Inform employer if WBL.	Behaviour Contract must include (at least): Bullying awareness session Reparation/restorative action Written commitment to no further incidents of this nature	NB: repeat offences in this category will be dealt with at stage 4 and above. Behaviour Contract must include (at least): Fine of £50 Possible temporary or permanent exclusion from college and / or from accommodation
Vandalism or damage to property	2	Warning. Advise Student of Disciplinary Action Inform parents if <18 We reserve the right to inform police Inform employer if WBL.	Behaviour Contract must include (at least): Costs of repair to be borne by student. Reparation/restorative action	NB: repeat offences in this category will be dealt with at stage 3 and above. Behaviour Contract must include (at least): Fine of £100 Costs of repair to be borne by student/s Possible temporary or permanent exclusion from college and / or from accommodation

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	Stage	Immediate Response	Minimum Tariff	Maximum Tariff (in addition to minimum)
Breach of College Rules, Safeguarding policy and/or Student Code of Conduct - Inc. poor attitude, anti-social behaviour, smoking out of area, littering, failure to display valid parking permit, inappropriate use of college computers and internet search engines, non-attendance in classes or session, poor punctuality, non-submission of work etc. <i>(This is not an exhaustive list)</i>	1	Warning Advise Student of Disciplinary Action	Informal Warning to be recorded  Supportive and Reparation/restorative measures put in place	NB: repeat offences in this category will be dealt with at stage 2 and above. Behaviour Contract must include (at least): If <18 Parents to be informed Reparation/restorative action Possible temporary exclusion from college and / or from accommodation Fine of £50
Refusal to wear badge / lanyard	1	Warning. Advise Student of Disciplinary Action	Informal Warning to be recorded  Supportive and Reparation/restorative measures put in place	NB: repeat offences in this category will be dealt with at stage 2 and above. Behaviour Contract must include (at least): If <18 Parents to be informed Fine of £50 Temporary removal of residential place
<b>RESIDENTIAL RULES / CONTRACT</b>				
Breach of college residential rules/contract - Inc. signing in and out, guests on site, curfews, security, separate blocks, non-attendance at house meetings, poor block and room cleanliness etc. <i>(This is not an exhaustive list)</i>	1	Warning Advise Student of Disciplinary Action	Informal Warning to be recorded  Supportive and Reparation/restorative measures put in place  Student/s to pay any costs of additional cleaning in accommodation where necessary	NB: repeat offences in this category will be dealt with at stage 2 and above. Behaviour Contract must include (at least): If <18 Parents to be informed Fine of £50 Temporary amended curfew and/or reparation activity Student/s to pay any costs of

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				additional cleaning in accommodation where necessary Temporary removal of residential place
<b>CRIMINAL OFFENCES</b>				
Charged or Convicted with a criminal offence whilst a student at the college (on or off the premises) [Bringing the college into disrepute]	4	Suspension pending criminal investigation and/or further action and admissions panel. Advise Student of Disciplinary Action Inform parents if <18. Inform employer if WBL	Immediate removal from residential accommodation. Stage 4 and Admissions panel needed before return to college. Conditions likely.	

**Notes:**

Possession. Indicates either actual possession OR item was present in room or locker OR item was stored on or near the site in a vehicle or hiding place that can be related to the student.

Weapon. See weapons policy for a definition and exclusions.

Criminal offences. In all cases where a criminal offence is suspected the Police will be informed.

Zero Tolerance: These offences run directly against the ethos of the college and cannot be mitigated during disciplinary. Students committing these offences should expect to be expelled.

Suspension. Suspension is not a punishment and is used to diffuse situations and protect the college community. Suspension does not imply guilt and is therefore without prejudice.

Confiscation. Any article confiscated will either be destroyed or handed to police. Items which it is illegal for a student to possess will not be returned under any circumstances.

Fines. Failure to pay fines will result in further disciplinary action and may effect a student's ability to complete their course.

Reparation: where it is thought appropriate, sanctions may also include reparation activities at the discretion of the Chair

Version: August 2018	Next Review: August 2019	Author: Director of Student Services	SMT Owner: Director of Student Services
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