

Student Management Policy

Policy Review Area	Teaching, Learning and Quality
Lead Manager	Assistant Principal, Teaching, Learning and Quality
Approval Level	CMG
Start date	September 2019
Review Cycle	1 year
Next Review	August 2020

1. Introduction

Greater Brighton Metropolitan College (GB MET) aims to create a caring and purposeful learning environment for all students, apprentices and staff with an emphasis on mutual respect and high expectations. High standards of student behaviour are strongly linked to high achievement and contribute to the creation of a safe and welcoming learning and working environment.

Inappropriate behaviour has many causes which are sometimes complex. The GB MET aim is to ensure that students stay at College and successfully complete their course. Managing behaviour should be seen firstly as a support issue, with actions to clarify expectations, address and change behaviour. If the misconduct is serious, persistent or causing serious disruption to others then the Student Management policy should be implemented. There are three areas which will be addressed through the student behaviour management process: course progress, attendance, and behaviour.

2. Principles

- The standards of behaviour are set out in code of conduct. These must be discussed and agreed with students and apprentices at induction.
- The management of student behaviour is the responsibility of all GB MET staff (teaching and nonteaching), through adherence to the agreed procedures detailed in this policy document.
- This policy applies to all students and apprentices and to all areas of the College, including outside the classroom and in the immediate College vicinity.
- Incidences that take place outside the College that may affect students and their learning within the college also fall under the remit of this policy and breaches should be addressed. This includes incidents related to social media.
- The behaviour of students and apprentices can be strongly influenced by the behaviour of staff; how we prevent and respond to situations can greatly influence the outcomes.
- Any student or apprentice who believes that they have been treated unfairly or not in accordance with the procedures may appeal under this policy.
- Parents/carers of students 18 and under will be kept informed unless there are safeguarding related reasons not to do so.
- If incidents involve school-age learners, schools will be informed by the 14-16 Team.
- Sponsoring employers may be informed if the Student Management Policy has been used.

3. Setting Standards

All staff are responsible for responding to and dealing with inappropriate behaviour when it occurs even if the student or apprentice are not from their own teaching area or department. This is vital in creating a safe, calm atmosphere that is pleasant for all of us to work and learn in.

Learning is more effective if it takes place in an environment of mutual respect and where students and apprentices have clear guidelines and expectations of what is and what is not acceptable.

The College has a clear expectation of student behaviour as outlined fully in the Student Charter.

These expectations must be made clear at induction and reinforced regularly throughout the year, at a minimum of every half term.

The standards must be applied consistently and fairly and to all students and apprentices. Any exceptions must be justified and relevant to the circumstances.

If you feel unsure about dealing with an incident, you may seek support from any College Manager or your line manager.

If a member of staff, student or apprentice has serious concerns that a student or apprentice is in possession of drugs on a College site then they should notify the Duty Manager. The Duty Manager can search the student/apprentice within the Drugs and Alcohol policy guidelines.

4. Stages of the Student Management Policy

4.1 Informal warnings (issue by any member of staff)

Unacceptable behaviour, attendance or performance should be dealt with immediately. Where appropriate this should be handled informally and should include discussions with students/apprentices about college expectations. Any support needs identified should be dealt with or referred onto the relevant student services team. If the unsatisfactory behaviour is persistent the student disciplinary process should be clarified and explained.

All informal warnings should be recorded onto e-Trackr.

4.2 Stage 1 - Formal Warning (issued by Study Programme Personal Tutor/named tutor/Assessor)

Where staff concerns have become too serious for informal action, or where misconduct persists despite an informal warning, a written Formal Warning should be issued.

A Student Incident Report Form should be completed by all relevant witnesses and sent to the named tutor or assessor on e-Trackr. The incident should be investigated and the findings recorded.

If proven, a formal meeting should be held and chaired by the Personal Tutor/named tutor/assessor.

The purpose of this meeting is to issue a Stage 1 Warning, set and agree targets and an action plan. Parents/Carers of age appropriate students/apprentices must be notified and invited to attend the disciplinary meeting. The employer for the apprentice should also be notified and at the request of the student, a student advocate can also be present.

The SMART Targets form should be signed by the student/apprentice and the Chair and be logged on e-Trackr. A date to review progress against the SMART targets should be agreed at the time of signing the form. Copies of the form should be given to:

- student/apprentice
- parent/carer if student is 18 or under
- employer/sponsor/school if applicable

The Chair is responsible for monitoring the smart targets and action plan.

Examples of Stage 1 incidents:

- Frequent incidents of non-attendance without legitimate reasons
- Regular lateness
- Being impolite/disrespectful to staff/other students/apprentices
- Using inappropriate language and behaviour towards fellow students or staff
- Disturbing the learning of other students
- Not complying with general class rules as agreed during induction
- Not making sufficient effort during timetabled sessions
- Non-submission or late submission of homework
- Minor breaches of Health & Safety rules

4.3 Stage 2 - Formal Warning (issued by Curriculum Manager)

A Student Incident Report Form should be completed by all relevant witnesses and sent to the named tutor or assessor on e-Trackr. The incident should be investigated and the findings recorded.

If proven, a formal meeting should be held and chaired by the Curriculum Manager. The purpose of this meeting is to issue a Stage 2 Warning, set and agree targets and an action plan.

In the event of an escalation from a Stage 1 the Chair will review progress and evidence from the previous action plan.

Parents/Carers of age appropriate students/apprentices must be notified and invited to attend the disciplinary meeting. The employer for the apprentice should also be notified. At the request of the student, a student advocate can also be present.

The SMART Targets form should be signed by the student/apprentice and the Chair and be logged on e-Trackr. A date to review progress against the SMART targets should be agreed at the time of signing the form. Copies of the form should be given to:

- student/apprentice
- parent/carer if student is 18 or under
- employer/sponsor/school if applicable

The Chair is responsible for monitoring the smart targets and action plan.

Examples of incidents:

- Ongoing and persistent issues from Stage 1
- Failure to submit work or late submission of coursework
- Bullying or threatening behaviour
- Damage to College/student property
- Actions harmful to self or others
- Ongoing health and safety breaches
- Plagiarism or fraudulent claiming of work
- Bullying or harassment based on protected characteristics (ie race/gender/sexual orientation)

4.4 Stage 3 - Formal Warning (issued by Curriculum Head)

Ongoing and persistent issues from Stage 2.

A student Incident Report Form should be completed by all relevant witnesses and send it to the Tutor of the Study Programme. This could result in either a final set of targets being set or permanent exclusion (by the Head of Department and approved by the relevant Assistant Principal). For students/apprentices sponsored by employers, the employer will be informed.

4.5 Stage 4 - Gross Misconduct

If a student is suspected of a more serious act, then the Head of Curriculum can decide to move straight to Stage 3 Gross Misconduct.

Examples of gross misconduct:

- Deliberate and serious violation of the College's health and safety rules and procedures
- Violent, dangerous or intimidating conduct
- Incapacity owing to the consumption of alcohol or misuse of drugs (any disclosed prescribed medical treatment or condition will be taken into account when determining what action is appropriate).
- Harassment, victimisation or discrimination against another student/apprentice, member of staff or visitor on any grounds, including age, disability, ethnic origin, gender, sexual orientation, marital status, religion or belief
- Serious damage deliberately sustained to the property of the College, other students/apprentices, staff or members of the public
- Serious negligence which causes unacceptable loss, damage or injury
- Theft or unauthorised possession of any property or facilities belonging to the College or any member of staff or student/apprentice
- Deliberate falsification of College documentation, records and course work.
- Serious misuse of College property or equipment, including use of photocopiers, phones, faxes and other IT equipment for personal purposes without prior agreement
- A criminal offence which may adversely affect the College's reputation or your suitability to continue on the course, e.g. the supply or purchase of illegal substances.

4.6 Suspension

Any student/apprentice alleged as responsible for an incident of formal/gross misconduct can immediately be given a suspension in agreement with the relevant Head of Curriculum. The Duty Manager can also take on this responsibility. It should be made clear to the student/apprentice that suspension is a neutral act. When a student/apprentice is suspended the Head of Curriculum or Duty Manager must inform the parent/carer immediately and prior to the student leaving the campus. If required arrangements can be made to ensure the student reaches home safely e.g. taxi arrangements.

Suspended students are required to stay away from the College whilst the circumstances of the incident are investigated. The period of suspension must be as short as possible and the time-frame clearly communicated to students/apprentices and their parents/carers.

Where an incidence of misconduct also breaches criminal law, it may be necessary to inform the Police. This will be decided upon by a member of the SL. Parents/carers/employers of apprentices must be notified immediately.

Suspension should only be used when there are reasons to believe that the student/apprentice presents a risk to others in the college or is in need of a 'cooling off period' while the facts are established. Students/apprentices should be marked as an authorised absence in registers.

4.7 Non-attendance to English and/or Maths

In the event of continued non-attendance (2 consecutive weeks) or intermittent attendance patterns (e.g. attends one subject but not the other or attends every other week), a curriculum department manager can approve the suspension of the student attendance to the vocational programme until expected attendance levels to English and/or Maths has been met.

Process for suspension to vocational programme

1. Personal Tutor reviews attendance data and liaises with the relevant English and/or Maths tutor
2. for students who have not attended, the Personal Tutor to check with Head of ALS for extenuating circumstances
3. Personal Tutor presents a case to the curriculum department manager to request a suspension to vocational programme
4. The curriculum department manager to approve/decline
5. In the event of approval, the department manager to meet with parents and follow up with a formal letter (template available).

The Personal Tutor/named tutor/assessor is responsible for monitoring attendance and reinstating approval for attendance to the vocational part of the study programme.

Where behavioural incidents have taken place within English and maths classes it is expected that there is a joint approach between the teams to tackle and address this.

4.8 Formal Investigation

The Head of Curriculum will undertake a formal investigation and become the lead investigator. This could involve interviewing students/staff or other witnesses. Records of these meetings must be kept.

4.9 The Formal Hearing

The student/apprentice will be invited by letter to attend a Formal Hearing with copies sent to the student's parents/carers. The Hearing should be held at the earliest possible time (usually no longer than 10 working days after an incident). The student/apprentice may have someone to accompany them at the Formal Hearing such as a relative/family friend or member of staff to act as an advocate (but not a legal representative). The student/apprentice should confirm their attendance and the attendance of their advocate. If the advocate is a student/apprentice at the College this will need to be approved as appropriate by the Chair of the panel.

The hearing will be chaired by the Head of Curriculum. The evidence from the investigation will be presented and discussed. The student/apprentice will be given every opportunity to respond to allegations and concerns. The Chair will consider all the information and where there is a conflict of views, make a judgement based on the balance of probabilities. No decisions should be communicated in the meeting itself.

At the end of the Formal Hearing the Chair can recommend the following action:

- Complete exoneration
- Partial exoneration
- Further investigation
- Continuation on the course with specified conditions
- Recommend transfer to another college course or other another college
- Exclusion with a time limit for re-enrolment
- Permanent Exclusion

The student/apprentice will be informed in writing of the decision within 5 working days, with the letter copied to parents/carers where appropriate in a Formal Hearing Outcome Letter signed by the chair of the meeting.

In the event of the Chair's recommendation for exclusion with a time limit for re-enrolment or permanent exclusion the relevant Assistant Principal will agree the suitable time limits to ensure that there is whole college consistency.

4.10 Vandalism

Students/apprentices who are found to have committed malicious and/or criminal damage or vandalism on any college premises will be expected to pay towards the cost of repair or replacement. The agreement of compensation will form part of the hearing outcome. The terms of repayment will be outlined in the outcome letter.

4.11 Appeals

A student/apprentice has the right to appeal against exclusion within 5 working days to the relevant Senior Manager. This right to appeal must be detailed in the exclusion letter. If there is no appeal during the 5-day period, the decision is ratified. In the event of an appeal a relevant Senior Manager will convene an appeals Panel within 10 working days of receipt of the appeal. Any evidence additional to that already presented at the Formal Hearing must be submitted at least three working days before the meeting.

The Appeals Panel will be chaired by a member of the Senior Manager not previously involved in the case. For serious, controversial or contentious cases, to ensure objectivity and independence the meeting may be chaired by the College Principal.

Students/apprentices may have someone to accompany them at the Formal Hearing such as a relative/family friend or member of staff to act as an advocate (but not a legal representative).

The panel may:

- completely exonerate the student/apprentice
- partially exonerate the student/apprentice
- uphold the previous decision

The decision, which is final, will be notified in writing within 5 working days from the appeal in an Appeal Outcome Letter.

4.12 Future progression

Wherever possible students/apprentices who have been permanently excluded or have a disciplinary history should be supported to access the wider GB MET offer. However, in cases of gross misconduct it may be necessary for a risk assessment to be completed by the Safeguarding Team led by the Head of Student Services.

4.13 14 – 16 Students

The Student Management Policy applies to all 14-16 students with the following variations to reflect the age and statutory status of these students.

The 14-16 student, parent/carer and school must be kept fully informed through the 14-16 Coordinator about the process.

If a student is subject to a fixed term exclusion by the school, the College placement will usually continue. In the case of a permanent exclusion from school the College placement should be assumed to continue unless there are specific concerns about safety or safeguarding. This should be detailed in the official paperwork completed by the 14-16 Co-ordinator used to notify parents/carers/guardians. For all exclusion types the Head of Curriculum will be kept informed.

A student who is excluded from a 14–16 programme should still be allowed to apply for post-16 programmes unless there are exceptional circumstances. This should be made clear to students as part of the formal hearing notifications.

5. Recording

All information relating to the enactment of this policy should be logged on e-Trackr. This will be held on the students file for the duration of their time at College and retained for 7 years.

6. Reporting

The Assistant Principal - Teaching, Learning and Quality will be responsible for reporting and monitoring exclusions to the Executive Team.

7. Vulnerable students

The College will be proactive in identifying and working with students with identified behavioural needs from when they first apply to the College. Some students/apprentices may have an Education, Health and Care Plans (EHCP) to outline specific support for their behaviour, performance or attendance. Students/apprentices who have been admitted onto courses will have this support identified and the EHCP will be shared with appropriate teaching and support staff.

8. Safeguarding

Incidents of Student Misconduct could link with Safeguarding if it is perceived that a student is at risk or if a student makes a safeguarding disclose as part of this process. The relevant Safeguarding Lead should be involved at the earliest possible stage and reports provided by staff to ensure that the safeguarding of students remains a priority.

9. Management of student disciplinary

In the event of intervention/support from a Duty Manager/Health and Safety Manager/Learning Mentors it is still the curriculum department's responsibility to lead on individual student disciplinary until its conclusion.

Student Management Summary

Classroom/wider College Student Management	Lead: Any member of MET staff
Performance/behaviour or attendance concerns. Expectations clarified. Informal discussions with student to identify any support needs	Support needs flagged and referrals made
Record: e-Trackr	Notify: Student support services if required

Stage 1: Formal Warning	Lead: Study Programme Personal Tutor/named tutor/Assessor
Review meeting with student and tutor Parent/carer invited and expected to attend Employer notified (apprentices).	SMART targets and review meeting booked within agreed timeframe.
Record: e-Trackr	Notify: Curriculum Manager/Support Team

Stage 2: Formal Warning	Lead: Curriculum Manager
Stage 1 targets not met and concerns persist. Parent/carer invited and expected to attend Employer notified (apprentices).	Further/ SMART Targets set and review meeting booked within agreed timeframe. Referral to student support services if applicable
Record: e-Trackr	Notify: Curriculum Head

Stage 3: Formal Warning or Gross Misconduct	Lead: Head of Curriculum
Stage 2 SMART Targets not met. Or Stage 3 Gross Misconduct Incident and investigation Parent/carer invited and expected to attend Employer notified (apprentices).	Permanent exclusion approved by Head of Curriculum Refer to other time-limit exclusion from GB MET. New applications welcome after period 6 months – 5 years. Right to appeal to Assistant Principal
Record: e-Trackr	Notify: Assistant Principal

Supporting policies/documents

- Anti-bullying policy
- Drug and Alcohol Policy

Appendices

- Letter templates for every stage
- SMART targets for improvement pro-forma
- Incident/accident report form