

BEHAVIOUR MANAGEMENT POLICY

Audience:	STUDENT
Requirement:	ESSENTIAL
Policy Owner:	Dir Student Experience
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Review Cycle:	Every 2 years
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SOUTH HAMPSHIRE COLLEGE GROUP

BEHAVIOUR MANAGEMENT POLICY

1.0 Statement of Principles

1.1. The purpose of the policy is to positively manage behaviours of students and apprentices at the South Hampshire College Group (SHCG). Our vision is to deliver excellence in technical and professional further and higher education. Our purpose is to equip all our students and apprentices to be prepared for their 'next steps', through:

- Delivering inspiring, teaching, learning and assessment
- Providing excellent customer service and student support
- Consistently setting a culture of high expectations
- Being accountable for students' progress and employers' future success

1.2. The college recognises there are many factors that can influence the behaviour of young people but that positive experiences can have a greater effect in moderating behaviour and improving opportunities for success in later life. SHCG are committed to creating a positive and inclusive learning environment that fosters respect and individual accountability whilst maintaining a safe and supportive environment for learning. SHCG aligns to equity, diversity and inclusion principles and values difference.

2.0 Scope

2.1. The policy applies to all students and apprentices enrolled on a programme of study at South Hampshire College Group participating in any college related activity and covers both academic and non-academic misconduct. The policy itself is designed to support students and apprentices through staged and supported interventions that give opportunity for students and apprentices to enact positive change.

2.2. The policy recognises that in some instances students or apprentices with additional learning needs and/or disabilities may require considerations on a case-by-case basis to ensure reasonable adjustments are made.

- This policy relates to 16–18-year old's, adults, apprentices, students placed at college by their school, and students on a work experience placement.
- This policy relates to online and remote delivery
- The policy includes Higher Education (HE) students. Where the College works with HE institutions their respective policies and procedures should in addition be adhered to.

3.0 Detail

3.1 The College strives to equip students and apprentices for their next steps and does this by setting high expectations and reinforcing and rewarding positive behaviours accordingly.

- 3.2 As a college we are committed to improving behaviour and recognise that improved behaviours will lead to greater engagement, improved retention, improved wellbeing for both staff and students and fewer incidents of negative behaviour. It is important as a college that we recognise and celebrate the achievements of our students and apprentices to create an environment which encourages and rewards success.
- 3.3 As a college we will aim to encourage and celebrate positive behaviours by;
- Hosting celebratory events throughout the academic year including annual awards
 - Showcasing student talent via events, classroom and/or corridor displays
 - Offering verbal praise
 - Attendance recognition and certification
 - Progress reports shared with parents/carers/guardians/employers
 - Liaison with employers
 - Rewards and incentives
- 3.4. All staff are responsible for modelling and promoting good behaviour so as to raise motivation and engagement. The college expects all staff to confidently and reasonably challenge behaviour that does not align to the expectations of the college group.
- 3.5. 'Non-negotiables' are deemed unacceptable codes of conduct and are shared with students and apprentices during enrolment and induction. Positive reinforcement of these from all staff within the College is needed to ensure a culture of high expectations are set and aspired to throughout the students' and apprentices' journey.
- 3.6. In order to encourage positive behaviours, the following principles will be adhered to by staff, students and apprentices:
- Always wear lanyards and display ID when on any College site
 - Adhere to the College's 'No Smoking and Vaping' policy and only smoke in the permitted areas
 - Follow and adhere to all the South Hampshire College Group's Health & Safety and Emergency procedures
 - Follow and adhere to all the South Hampshire College Group's policies and procedures, including examination codes of conduct set out by the awarding organisations
 - Follow and adhere to work place policies and procedures that exist during apprenticeships, IP or WEX
 - Nominated staff to facilitate 'meet and greet' sessions daily
 - Clear classroom 'Non-Negotiables' to be visible across each site and maintained by staff.
- 3.7. By signing a learning agreement, students and apprentices are agreeing to comply with South Hampshire College Group policies and procedures. If a student or apprentice does not meet the College's Code of Conduct, the Disciplinary Procedure may be applied.

4.0 Discipline

- 4.1. In some instances, the College recognises that students and or apprentices may not engage and exemplify the Colleges expectation of behaviour and performance and in such cases, a graduated approach to improve behaviours will be undertaken. (See 5.0 for discipline procedure).
- 4.2. All staff have a role to play in that any staff member can and should challenge a student or students they see acting in a way that is disruptive or which causes a nuisance to others.
- 4.3. Cases of Minor misconduct should be addressed systematically by staff through the offer of adequate support and or intervention. Where such interventions do not have the desired impact or the student and or apprentice does not engage with support and behaviours continue to occur more formal interventions can be applied. (See 5.0 for discipline procedure and Appendix 1 for examples of Minor Misconduct)
- 4.4. In the case of Gross misconduct, other more serious breach of the Disciplinary Code, persistent repetition of minor acts, refusal to accept a verbal warning or where previous warnings have failed to improve the behaviour, a more formal procedure will be implemented. (See 5.0 for Discipline procedure and Appendix 1 for examples of Gross Misconduct)

5.0 Bullying and Harassment

- 5.1. SHCG is committed to creating an inclusive and respectful environment for all members of our community. We believe that all individuals have the right to work, learn, and study in an environment free from bullying and harassment
- 5.2. We are committed to establishing clear standards for behaviour, consistent channels for reporting inappropriate behaviour, and effective strategies to manage and prevent negative or harmful behaviour. All students are expected to adhere to the college 'non negotiables' and other college policies
- 5.3. Instances of bullying and harassment will be taken seriously and students and apprentices who report bullying and harassment will be provided with support.
- 5.4. SHCG has zero tolerance to occurrences on campuses, online and also off campus when on college business, including external, academic or social functions related to the college group. SHCG may also respond if the claimant is not a member of the SHCG community, but the alleged bully or harasser is.

Definitions of bullying and harassment

- 5.5. Bullying is offensive, intimidating, malicious or insulting behaviour that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Bullying can take the form of physical, verbal and non-verbal conduct. Non-verbal conduct includes cyberbullying, use of social media and other technologies
- 5.6. Harassment is unwanted behaviour, which causes mental or emotional suffering or has the purpose or effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may occur physically, verbally or non-verbally and it can be intentional or unintentional.
- 5.7. Under the Equality Act 2010, harassment relating to one or more protected characteristics is illegal. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage and civil partnership, sex and sexual orientation. SHCG considers all harassment to be unacceptable, whether or not it relates to a protected characteristic.
- 5.8. Everyone in the College must take responsibility for promoting a common anti-bullying approach and all members of the College community are expected to report and challenge incidents of bullying without fear.
- 5.9. Students and apprentices who have been accused of bullying or have been found to have bullied another student or apprentice will be supported to address concerns and will be dealt with as per the disciplinary procedure outlined in this policy. In some cases, it may be deemed as gross misconduct and follow the procedure for such.

6.0 Stages of Disciplinary

The stages of the disciplinary procedure are as follows;

6.1 Informal intervention

- Outcome: An opportunity to begin dialogue with a student or apprentice and engage them in seeing why their behaviour is inappropriate and encourage them to take responsibility for their actions. This will include a recording of negative behaviour.

6.2 Stage 1 Disciplinary

- Outcome: Verbal Warning and targeted actions

6.3. **Stage 2 Disciplinary**

- Outcome: Written Warning and targeted actions

6.4. **Stage 3 Disciplinary**

- Outcome: Final Warning and target actions, alternatively in cases of serious or gross misconduct suspension or permanent exclusion can be ruled (see 6.1).

6.5. In a small minority of cases the Vice Principal (VP), Director of Student Experience and Transition (DoSE) or Designated Safeguarding Lead (DSL) may deem it appropriate to forgo stage 1 and 2 and go straight to stage 3.

6.6. In cases of suspected, alleged or actual gross misconduct the Vice Principal (VP), or Director of Student Experience and Transition (DoSE) or Designated Safeguarding Lead (DSL) may suspend a student or apprentice immediately whilst an investigation is carried out, which may be followed by a stage 3 disciplinary meeting. (See 6.1 suspending a student or apprentice)

6.7. The College recognises the importance of context and before initiating the disciplinary process will attempt to ascertain whether or not there are any other factors influencing the student or apprentice that could be an underlying cause of their behaviour. If the student's or the apprentice's difficulties are the primary cause of poor discipline and the incident is not of a serious nature, then it may be more appropriate to follow the Fitness to Study Procedure.

6.8. Each case will be considered on a case-by-case basis taking into consideration any difficulties, NB. even if there is evidence that the student or apprentice has mental health/emotional or behaviour needs, it may still be appropriate to invoke the disciplinary procedure because this in no way lessens the duty of care the College owes to other students, apprentices and staff.

6.9. Students and or apprentices seeking to progress internally at the College will have their next steps informed by their disciplinary. For students or apprentices who have been placed on a Stage 3 in previous years, the VP or the DoSE will decide whether to accept an application. If a place is offered, they will decide what disciplinary stage is appropriate at the start of the new course.

6.10. An excluded student or apprentice will not usually be considered for re-enrolment at the College for a period of three years. A student or apprentice reapplying for a place at the college within 3 years would be expected to demonstrate how they have addressed their attitude towards the College Values before being considered for a place.

7.0 Suspending a Student or Apprentice

7.1. In some instances, it will be necessary to suspend a student or apprentice from the College pending an investigation. Suspension of a student requires the agreement of a member of the Senior Leadership Team - The Director of Student Experience and Transition or Vice Principal.

- In the absence of a Senior Manager, a Curriculum Director or Designated Safeguarding Lead (DSL), may suspend a student or apprentice if it is considered in the best interests or safety of that student, apprentice or other students/ apprentices and staff.
- In order not to disadvantage the student or apprentice while under suspension, every effort should be made to enable the student or apprentice to continue his or her studies, either by means of online learning or by notes, hand-outs and work activities being sent by post or email to the student. This however, will not always be possible and each case will be assessed on an individual basis and could depend on course type.
- Students and apprentices may be suspended if they are being investigated by the police for a crime that is judged to have a potential harmful impact on students, apprentices or staff in college.
- A suspension may also be applied if the college becomes aware of behaviour that opposes our values or brings the college into disrepute.
- If the college becomes aware of any criminal activity (either in college or not) we have a duty to report this to the police.
- If the college becomes aware of previous criminal activity that was not disclosed at the time of enrolment suspension can be invoked whilst an investigation takes place.
- The suspension is to protect the student/apprentice and others and will be reviewed once the outcome of the police investigation is known.

8.0 Exclusion

Permanent exclusion can only be decided at a Stage 3 meeting or thereafter where targets from a Stage 3 meeting have not been met. An excluded student or apprentice may not be considered for re-enrolment at the College for a period of up three years, a student reapplying for a place at the college within 3 years of exclusion would be expected to demonstrate how they have addressed their attitude towards the College Values before being considered for a place. This should include an employer/sponsor reference that can comment on the individual's values and behaviours.

Re-enrolment following an exclusion remains at the discretion of the college.

9.0 Compensation Orders

In some cases, where the breach of discipline involves causing damage to property, the student or apprentice may be required, in addition to any disciplinary penalty, to reimburse the College for the cost of repairs. In addition, the College reserves the right to involve the Police in relation to the damage of property or any part of the campus or buildings.

10.0 Academic Misconduct

In cases where the misconduct relates directly to matters of an academic nature (for example plagiarism, cheating or collusion) the procedure to be followed differs in some respects from that detailed above.

- If the student or apprentice concerned is a Further Education learner, the matter will normally be treated as an educational issue and the student will be given further advice and guidance regarding appropriate conduct in examinations and assessments.
- If further repetitions of similar behaviour occur, the matter will be treated as any other disciplinary issue and the procedure above will be followed.
- If the student concerned is a Higher Education student or apprentice, the currently published version of the College's Academic Misconduct Policy will be followed.
- For the purposes of those regulations, the matter should be directed to the Director of Quality.

11.0 Appeals

11.1. A student or apprentice may appeal against any disciplinary action (including compensation orders) taken against them by a disciplinary panel.

11.2. Appeals will normally only be considered on the following grounds:

- That evidence produced identifies there was a material administrative error in conducting the disciplinary procedure or that it was not conducted in accordance with the published procedure.
- That evidence produced identifies that some other material irregularity has occurred.
- That new evidence is available that was not available at the time of the hearing that could materially affect the hearing panel's decision

11.3. Appeals should be submitted to the Deputy Principal for the Group within 10 working days of the date on which the written confirmation of the hearing was sent.

11.4. If the case relates to Academic Misconduct and the student is a Higher Education student, they may still have the right of appeal within the Academic Misconduct Policy and Procedure. Details of who to contact in this instance will be included in the formal response from the Deputy Principal.

Appendix 1: Guidance on Categories of Misconduct

Minor Misconduct

Minor misconduct includes behaviour which is persistently disruptive; which causes a disturbance or nuisance to others. The following examples of minor misconduct are for illustration only – the list is not prescriptive or exhaustive.

- Unauthorised use of mobile phones or other devices in classrooms or work environments.
- Failure to display wear student ID lanyard.
- Non-compliance with regulations regarding study areas (e.g. eating or drinking in unauthorised areas).
- Addressing staff or fellow students in an impolite, inappropriate or offensive manner.
- Poor attendance and/or punctuality and/or unauthorised attendance.
- Misuse or unauthorised use of college facilities or property (this could also be serious or Gross misconduct, depending on the offence).
- Obstruction or disruption of college processes and procedures.
- Failure to follow a reasonable instruction from a member of staff.

Serious Misconduct

Serious misconduct includes threatening behaviour and bullying or harassment of staff, students or apprentices. The following examples of serious misconduct are for illustration only – the list is not prescriptive or exhaustive.

- Peer on Peer abuse, abusive, threatening or bullying behaviour towards staff and students via any means including phone, text, emails or on internet blogs, forums, Facebook, Twitter or any other social media.
- Intentional or reckless damage or defacement of college property or the property of other members of the College community.
- Repeated failure to wear student ID lanyard.
- Fraud, deceit or dishonesty in relation to the College or its staff
- False or malicious allegations against college staff e.g., fabricated complaints that may have been raised initially as part of the College Complaints Procedure.
- Non-compliance with penalties imposed for minor misconduct.
- Failure to comply with college policies or procedures.

Gross Misconduct

Gross misconduct is behaviour which calls into question a student's or apprentices status as a student or apprentice of the College. The following examples of gross misconduct are for illustration only – the list is not prescriptive or exhaustive.

- Bringing the College into disrepute.
- Dealing in, possessing or using illegal substances.
- Physical assault, or threat of physical assault, on a member of staff or a student.
- Use or threaten to use a weapon
- Racial hatred or abusive actions
- Criminal conviction for any of the above/ offences against a person of a violent or sexual nature.
- Fraud, deceit or dishonesty in relation to the College.
- Theft of property.
- Non-compliance with penalties imposed for serious misconduct.
- Abuse of College IT systems.