



Richmond upon  
Thames College

Policy Name: Student Support and Disciplinary Policy

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Policy Responsibility: Assistant Principal Quality and Curriculum

Approved By: College Leadership Team

For Action By: All College staff and students

For Information to: All College staff, students and parents/carers and employers

Version Control:

## **1. Introduction**

- 1.1.** Richmond upon Thames College (RuTC) is dedicated to promoting values of honesty, integrity, mutual respect and personal accountability to support our students in becoming fully rounded members of society with a strong sense of social and moral responsibility. We prepare our students for life in Modern Britain by developing an understanding of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs and this is reflected in our policies. Misconduct and poor behaviour or conduct pose a significant health and safety risk to the student, other students and staff and place a liability on the College to ensure it is a safe, learning and working environment.
- 1.2.** We are committed to providing a caring, friendly and safe environment for all our students and staff so learning can take place in a relaxed and secure atmosphere. The purpose of this policy is to support our students to follow the Code of Conduct detailed in the RuTC Partnership Agreement and to set out the appropriate action that will be taken whenever a student's conduct falls below that expected by the College.

## **2. Scope & Purpose**

- 2.1.** The purpose of this policy is to assist staff to clearly understand the options open to them when it is necessary to challenge poor or unacceptable behaviour that has fallen below the expected standards outlined in the RuTC Partnership Agreement or other College policies. It provides guidance on formal interventions that should be put in place in order to manage behaviour that does not meet the College's expectations and ensures a consistent approach throughout the College.
- 2.2** This policy is to be followed for all types of poor or unacceptable behaviour including:
- Persistent Poor Attendance
  - Poor Behaviour
  - Breaching or failing to comply with College rules or policies
  - Any conduct of any sort that poses a health, safety or security risk to the student or others, staff or the College environment.
  - Academic Misconduct, for example malpractice or breaching Awarding Organisation policies/procedures
  - Poor commitment to the course of study on which they are enrolled for example non-submission or lateness of work
- 2.3** Different types of poor behaviour are not to be dealt with in isolation. The policy provides a formal process to ensure a holistic and consistent approach to addressing all behaviour that falls below expected standards. All staff have a responsibility to challenge poor or unacceptable behaviour and this can be achieved through general behaviour management techniques, such as conversations with the student, informal verbal warnings, target setting etc.
- 2.4** All staff are responsible for managing behaviour around the college campus and ensuring students adhere to the Code of Conduct as set out in the RuTC Partnership Agreement. Teaching staff are expected to manage the behaviour of students in the classroom using appropriate classroom management techniques, guidance and having mature conversations in groups or one to one.
- 2.5** This policy is for all students/apprentices who are enrolled on a programme of study at the College, regardless of where or when the poor or unacceptable behaviour takes place. For the avoidance of doubt, the College

may take action under the policy where the alleged behaviour takes place away from the College premises, if it is appropriate to do so.

- 2.6 Students with declared additional learning needs (e.g. a disability or health condition) may require additional consideration on a case by case basis. All staff must take account of the additional support needs of students when following all aspects of this policy.
- 2.7 Poor or unacceptable behaviour may be dealt with under any stage of the policy without having to go through earlier stages.
- 2.8 Any written notification by the College to a student will be sent to the contact address confirmed to the College by the student at enrolment, or to any new contact address subsequently confirmed by the student or parent/carer in writing to the College.

### 3. Cause for Concern Pathways Overview

- 3.1 There are three discrete Cause for Concern pathways that are followed to help ensure that appropriate actions are taken:
  - Programme Engagement: Concerns related to participation in class, submission of work, punctuality and attendance.
  - Fitness to Study: Mental or physical health concerns which impact on the viability of a full-time, on-site study programme.
  - Misconduct: Procedures for one-off incidents that contravene the Partnership Agreement and Code of Conduct.

The 'Cause for Concern Pathways' table on page 4 provides an overview of each of the three pathways, indicating the different levels of concern and the staff member who will lead on the intervention.

As the level number increases, so does the level of concern, and depending on the changing nature of a student's situation, the College may transfer the concern to a different pathway at the same level or above. In addition, a non-consecutive disciplinary level may be actioned (i.e. without having already actioned one or more earlier level) where the situation determines that this is appropriate.

The Cause for Concern procedures provide an overview of each of the concern levels in relation to Programme Engagement and Misconduct and the subsequent activity that will take place. The separate *Fitness to Study Procedures* document outlines the levels for this particular Cause for Concern Pathway and can be found on the College website.

## Cause for Concern Pathways

Programme Engagement		Misconduct		Fitness to Study		D I S C I P L I N A R Y	
Intervention	By whom	Intervention	By whom	Intervention	By whom		
<b>Subject Concern &amp; Support Plan</b> <ul style="list-style-type: none"> <li>Follows initial informal support</li> <li>Agreed with student</li> <li>Recorded on ProMonitor</li> <li>Communicated to parent/carer</li> <li>Reviewed within two weeks</li> </ul>	Lecturer	<b>Verbal Warning</b> <ul style="list-style-type: none"> <li>Student reminded of College's expectations</li> <li>Student asked to attend workshop if appropriate</li> <li>Recorded on ProMonitor</li> </ul>	Any member of College staff	<b>Student Mental Health &amp; Wellbeing Policy</b>	HoSE / WEA / SEEL / STL	1	
<b>Formal Concern &amp; Support Plan</b> <ul style="list-style-type: none"> <li>Where similar concerns apply across more than one subject area and/or lecturer</li> <li>Agreed with student</li> <li>Recorded on ProMonitor</li> <li>Communicated to parent/carer and subject lecturers</li> <li>Reviewed within two weeks</li> </ul>	Tutor						
<b>Stage One Disciplinary: Written Warning</b> <ul style="list-style-type: none"> <li>Issued in formal 1:1 setting</li> <li>Recorded on ProMonitor</li> <li>Communicated to parent/carer</li> <li>SMART targets set and reviewed</li> </ul>	Tutor	<b>Stage One Disciplinary: Written Warning</b> <ul style="list-style-type: none"> <li>Issued in formal 1:1 setting</li> <li>Recorded on ProMonitor</li> <li>Communicated to parent/carer</li> <li>SMART targets set and reviewed</li> </ul>	Tutor / Duty Officer				2
<b>Stage Two Disciplinary: Final Warning</b> <ul style="list-style-type: none"> <li>Issued in formal 1:1 setting</li> <li>Recorded on ProMonitor</li> <li>Communicated to parent/carer</li> <li>SMART targets set and reviewed</li> </ul>	HoS / AHoS	<b>Stage Two Disciplinary: Final Warning</b> <ul style="list-style-type: none"> <li>Issued in formal 1:1 setting</li> <li>Recorded on ProMonitor</li> <li>Communicated to parent/carer</li> <li>SMART targets set and reviewed</li> </ul>	HoS / AHoS / HoSE / SLO				
<b>Stage Three Disciplinary: College Panel</b> <ul style="list-style-type: none"> <li>Student and parent/carer invited</li> <li>Recorded on ProMonitor</li> <li>May result in further sanctions including temporary or permanent exclusion</li> <li>If student not permanently excluded SMART targets set and reviewed</li> </ul>	CLT / HoS / HoSE	<b>Stage Three Disciplinary: College Panel</b> <ul style="list-style-type: none"> <li>Student and parent/carer invited</li> <li>Recorded on ProMonitor</li> <li>May result in further sanctions including temporary or permanent exclusion</li> <li>If student not permanently excluded SMART targets set and reviewed</li> </ul>	CLT / HoS / HoSE / SLO				

## 3.2 Programme Engagement

Interventions are actioned in response to concerns related to:

- **Participation in class:** If there are concerns related to behaviour and work-production in class
- **Submission of work:** If a student's independent study work is not submitted on time or is incomplete. Lecturers may also raise concern if required progress is not being made with coursework or other major assignments
- **Punctuality:** If a student is continually late to a lesson or lessons
- **Attendance:** If a student has an unauthorised absence or absences

The Programme Engagement pathway has five levels of intervention that will be actioned to address identified concerns:

### 3.2.1 Subject Concern & Support Plan

A first response to a student issue will be a subject teacher actioning informal support to help address any initial concerns that arise. In addition, a subject teacher will communicate an initial concern which will seek to put in place support to resolve any early issues that may arise with a student. If, despite initial support, a subject teacher still has an academic engagement concern, they will complete a Subject Concern Plan communication on ProMonitor that will be sent to the student, parent/carer and Tutor. Ideally the Subject Concern Plan will be agreed in person together with the student but may sometimes need to be completed in a student's absence.

The types of supportive intervention that may be applied include:

- 1 to 1 with student to gain a full understanding why issues are occurring
- Subject tutorial/workshop
- Provision of further guidance in relation to work submission and expectations
- Communication with parent/guardian
- Referral to in-college support (e.g. Inclusive learning or Student Services support as appropriate)

The Subject Concern Plan must state the nature of the concern, support referred to (subject/services/external), set clear and achievable SMART targets to address the issue and a date to review. The review should normally be within two weeks of the initial concern plan and the outcome of the review will be recorded on ProMonitor and emailed to the student, parent/guardian and Tutor. If the targets set are not met, at the Subject Review, with the individual student's situation taken into consideration, the subject teacher will refer the concern to the either the Tutor for more guidance, or to progress to a further level of intervention. If significant progress has been achieved, but improvement still needs to be made, another Subject Concern Plan will be written by the subject teacher. Where appropriate, Subject Concern Plans can continue to be issued after higher levels of concern have been issued.

### 3.2.2 Formal Concern & Support Plan

A Tutor may intervene where there are similar significant unresolved concerns across subject areas/teachers and the required level of improvement has not been seen. The Tutor will complete a Formal Concern Plan and agree targets with the student. Tutor will communicate this on ProMonitor and will be sent via email to student, parent/carer and subject lecturers.

The principles and process for the Formal Concern Plan are consistent with the Subject Concern Plan. If at the review the targets set have not been met, the Tutor will refer the concern to the Head of School who will decide what further support, communications or referrals are required. A Tutor will always maintain oversight of their students and continue to monitor and intervene in relation to their progress throughout the duration of their study programme.

### **3.2.3 Stage One Disciplinary: Written Warning**

Where a student's programme engagement continues to present significant cause for concern following the appropriate Support Plans, the student's Tutor may issue a Written Warning:

- Issue a Stage One Disciplinary in a formal 1-1 setting if possible and practical
- Contact parent/carer by phone/email/letter (if not in person)
- Record on ProMonitor and make visible to student and parent/carer (check the 'Visible in ProPortal' box)
- Send standard confirmation letter/email to parent/carer (uploaded on ProMonitor in 'uploaded documents' section)
- Set SMART target(s) and identify support that is being put in place to help the student to achieve these
- Tutor to update Student's Risk Indicator and Badge
- Monitor and review student's progress towards achieving the SMART target(s)
- Failure to meet target(s) may result in proceeding to Stage Two Disciplinary
- Member of staff issuing warning to inform HOS/AHOS via ProMonitor
- Upon satisfactory completion of the SMART Target(s), the Stage One can, at the discretion of the issuing member of staff, be revoked; if the stage is revoked, the risk indicator/badge must be changed

### **3.2.4 Stage Two Disciplinary: Final Warning**

Where a student's programme engagement continues to present significant cause for concern following a Written Warning, the student's Head of School (HoS) or Assistant Head of School (AHoS) may issue a Final Warning:

- Issue a Stage Two Disciplinary in a formal 1-1 setting if possible and practical
- Contact parent/carer by phone/email/letter (if not in person)
- Record on ProMonitor and make visible to student and parent/carer (check the 'Visible in ProPortal' box)
- Send standard confirmation letter/email to parent/carer (uploaded on ProMonitor in 'uploaded documents' section)
- Set SMART target(s) and identify support that is being put in place to help the student to achieve these
- Member of staff issuing Stage Two to update student's Risk Indicator and Badge
- Monitor and review student's progress towards achieving the SMART target(s)
- Failure to meet target(s) may result in proceeding to Stage Three Disciplinary
- Upon satisfactory completion of the SMART Target(s), the Stage Two can, at the discretion of the issuing member of staff, be revoked; if the stage is revoked, the risk indicator/badge must be changed

### **3.2.5 Stage Three Disciplinary: College Panel**

Where a student's programme engagement continues to present significant cause for concern following a Final Warning, the student will be asked to attend a College Panel to determine the final outcome of their disciplinary. The outcome may be further disciplinary sanctions, including temporary or permanent exclusion.

- Invite student and their parent/carer to attend the Panel hearing at the college (N.B. In certain situations, if appropriate, the Panel hearing may take place without the student and/or their parent/carer)
- Record on ProMonitor and make visible to student and parent/carer (check the 'Visible in ProPortal' box)
- Send confirmation letter/email to parent/carer (uploaded on ProMonitor in 'uploaded documents' section)
- Chair of Panel to update Student's Risk Indicator and Badge
- If the Panel hearing has not resulted in permanent exclusion, set SMART target(s) and identify support that is being put in place to help the student to achieve these
- Monitor and review student's progress towards achieving the SMART target(s)
- Failure to meet target(s) may result in permanent exclusion

Depending on the referral or the nature of the situation, the membership of a College Panel will be at least two representatives from the following:

- College Leadership Team (CLT)
- Head of School
- Head of Student Engagement (HoSE)

All Panel Members must be independent from involvement in the preceding stages of the Programme Engagement pathway. See Appendix 1.

### **3.4 Misconduct**

Misconduct relates to a breach of the Partnership Agreement / Code of Conduct while on the College campus, within the surrounding community, during the College working day or while engaged in College-related activity (whether on the College campus or not). Misconduct interventions are actioned at levels 1 to 3 due to the nature of the concerns.

Misconduct may involve one or more of the following (N.B. this is not an exhaustive list, nor is it in any particular order of severity):

- Any breach of the commitments set out in the Code of Conduct and/or the RuTC Partnership Agreement
- Being in possession of, distributing or being under the influence of illegal drugs or alcohol
- Bullying, fighting, intimidation, taunting or harassment towards any member of the College community
- Damage to any College building, furnishings or property, or the property of others
- Criminal theft or activity
- Any behaviour which will bring the College name into disrepute or which has an adverse effect on the College or other members of the College community
- Possession or use of a prohibited item
- Plagiarism or collusion
- Breaching of examination rules
- Failure to present an ID Card when challenged

The Misconduct pathway has four levels of intervention that will be actioned to address identified concerns:

#### **3.4.1 Verbal Warning**

In cases of general poor behaviour or where a student breaches the Code of Conduct and/or RuTC Partnership Agreement, a verbal warning may be issued by any College staff member, who should:

- Remind the student of the College's expectations, referring to the RuTC Partnership Agreement
- Ask the student to attend a workshop, if appropriate
- Record verbal warning on ProMonitor

#### **3.4.2 Stage One Disciplinary: Written Warning**

Where a student's behaviour continues to fall below College expectations following a Verbal Warning, or where the severity of the breach of discipline determines that it is appropriate, the student's Tutor or the Duty Officer may issue a Written Warning:

- Issue a Stage One Disciplinary in a formal 1-1 setting if possible and practical
- Contact parent/carer by phone/email/letter (if not in person)
- Record on ProMonitor and make visible to student and parent/carer (check the 'Visible in ProPortal' box)
- Send standard confirmation letter/email to parent/carer (uploaded on ProMonitor in 'uploaded documents' section)

- Set SMART target(s) and identify support that is being put in place to help the student to achieve these
- Tutor to update Student's Risk Indicator and Badge
- Can include sanctions such as exclusion from certain areas/facilities/activities
- Monitor and review student's progress towards achieving the SMART target(s)
- Failure to meet target(s) may result in proceeding to Stage Two Disciplinary
- Member of staff issuing warning to inform HOS/AHOS via ProMonitor
- Upon satisfactory completion of the SMART Target(s), the Stage One can, at the discretion of the issuing member of staff, be revoked; if the stage is revoked, the risk indicator/badge must be changed

### **3.4.3 Stage Two Disciplinary: Final Warning**

Where a student's behaviour continues to fall below College expectations following a Written Warning, or where the severity of the breach of discipline determines that it is appropriate, the student's Head of School, Assistant Head of School, the Head of Student Engagement (HoSE) or the Student Liaison Officer (SLO) may issue a Final Warning:

- Issue a Stage Two Disciplinary in a formal 1-1 setting if possible and practical
- Contact parent/carer by phone/email/letter (if not in person)
- Record on ProMonitor and make visible to student and parent/carer (check the 'Visible in ProPortal' box)
- Send standard confirmation letter/email to parent/carer (uploaded on ProMonitor in 'uploaded documents' section)
- Set SMART target(s) and identify support that is being put in place to help the student to achieve these
- Member of staff issuing Stage Two to update student's Risk Indicator and Badge
- Can include sanctions such as exclusion from certain areas/facilities/activities
- Monitor and review student's progress towards achieving the SMART target(s)
- Failure to meet target(s) may result in proceeding to Stage Three Disciplinary
- Upon satisfactory completion of the SMART Target(s), the Stage Two can, at the discretion of the issuing member of staff, be revoked; if the stage is revoked, the risk indicator/badge must be changed

### **3.4.4 Stage Three Disciplinary: College Panel**

Where a student's behaviour continues to fall below College expectations following a Final Warning, or where the severity of the breach of discipline determines that it is appropriate, the student will be asked to attend a College Panel to determine the final outcome of their disciplinary. The outcome may be further disciplinary sanctions, including temporary or permanent exclusion.

- Invite student and their parent/carer to attend the Panel hearing at the college (N.B. In certain situations, if appropriate, the Panel hearing may take place without the student and/or their parent/carer)
- Record on ProMonitor and make visible to student and parent/carer (check the 'Visible in ProPortal' box)
- Send confirmation letter/email to parent/carer (uploaded on ProMonitor in 'uploaded documents' section)
- Lead member of Panel to update Student's Risk Indicator and Badge
- If the Panel hearing has not resulted in permanent exclusion, set SMART target(s) and identify support that is being put in place to help the student to achieve these
- Monitor and review student's progress towards achieving the SMART target(s)
- Failure to meet target(s) may result in permanent exclusion

Depending on the referral or the nature of the situation, the membership of a College Panel will be at least two representatives from the following:

- College Leadership Team
- Head of School
- Head of Student Engagement
- Student Liaison Officer
- Student Engagement & Equalities Lead (SEEL)

All Panel Members must be independent from involvement in the preceding stages of the Misconduct pathway. See Appendix 1.

## **Fitness to Study**

Due to the more complex support needs of students who are affected by fitness to study concerns, there is a separate document that outlines the Fitness to Study Procedures which can be found on the College website. This may involve a range of staff including the student's Tutor, the Head of Student Engagement, the Student Engagement & Equalities Lead, the Welfare and Engagement Advisers (WEA), the Safeguarding Team Leader (STL).

## **4. Explanation of Terms and Sanctions**

**4.1** The staged approach to dealing with cases of poor or unacceptable behaviour provides a number of options for staff to address the behaviour if informal methods (where appropriate) have been exhausted. These options are explained below. In all cases, an assessment of the circumstances will be carried out to determine the most appropriate course of action.

### **4.2 Exclusion: with immediate effect**

This means the student is withdrawn (excluded) from the college with immediate effect.

MIS must be informed of the exclusion so that ProSolution can be flagged accordingly.

Students who are excluded are not permitted to re-enrol in subsequent years.

In some cases, students may be allowed to sit external examinations despite their exclusion from College, in which case they will only be allowed on College premises at set times for this reason and will be escorted to and from the exam hall.

### **4.3 Conditional Exclusion**

This means the student is not immediately excluded but may face immediate exclusion in the event of further poor or unacceptable behaviour, or failure to meet any conditions set by a College Panel.

### **4.4 Suspension**

Some staff have the authority to suspend a student from College premises, such as any member of the College Management Team, Duty Officers and anyone else specifically authorised to do so by the College Leadership Team.

#### **4.4.1 Students may be suspended while an investigation is carried out into an incident.**

Any student suspended for such alleged misconduct will be subject to a formal investigation where facts, accounts and information are obtained, with any further evidence assessed as to relevance, reliability and credibility. An investigation report will be prepared by the Student Liaison Manager. This report will be presented to the college panel. This report is College property and is not available to the suspended student as there may be GDPR requirements and confidential information relating to witnesses contained in the report. However, extracts of the report that can be shared with the student where considered necessary and will be put to the student at the panel for the student to make any representations or pass comment as to the accuracy of any matter under investigation.

A precautionary suspension is not an assumption of culpability but allows for the gathering of information regarding the incident and assessing risk.

#### **4.4.2 The suspension of a student may happen for a range of other reasons.**

For example:

- If it is in the best interests of the student
- If there is a risk of harm or damage to members of the College community and/or property or premises.
- If the suspension is necessary to ensure the health safety and security of the student, others, staff or the college.
- If a student is awaiting the outcome of any police enquiries and/or criminal proceedings
- If there is a Safeguarding concern

**4.4.3** The duration of the suspension is the decision of the member of staff issuing the suspension (see section 4.4 above).

**4.4.4** A suspension will normally be for no more than seven days in the first instance but a period of suspension may be extended subsequently if authorised by the Assistant Principal Curriculum and Quality. This may be for any further period or periods of time as determined to be reasonable in the circumstances. Any extended period(s) of suspension will be subject to monitoring in order to assess whether the student's continued suspension is reasonable.

**4.4.5** Parents/carers/employers are to be notified by phone of the suspension or continued suspension, together with details of the reasons for the suspension or continued suspension, and written confirmation will be sent by the College to the student and parent/carer normally within 24 hours of the decision to suspend or to extend a suspension. (Parents/carers of students under 18yrs must be informed as this could present a Safeguarding issue).

**4.4.6** The College may at its discretion exceptionally allow a student limited permission to enter College during a period of suspension (e.g. to sit external examinations or to complete or collect coursework). Such permission will be authorised by the Student Liaison Officer in advance of attendance by the student and the student's attendance will be subject to supervision by a nominated member of College staff.

#### **4.5 Exclusion from College Activities, Facilities or Areas**

Students may be excluded from participating in a planned activity or excluded for a set period of time from using certain facilities (e.g. Library or Careers) or from accessing certain areas (e.g. the canteen).

#### **5.0 Potential Criminal Offences / Police Involvement**

**5.1** Where a member of staff suspects that a student may have committed a criminal offence, the College may refer the matter to the police. Notwithstanding such referral, the College may continue disciplinary proceedings under this policy and/or suspend the student pending the outcome of any police enquiries and/or criminal proceedings which may be brought against the student.

**5.2** Where the College refrains from taking action under this policy whilst any police enquiries and/or criminal proceedings are underway, it reserves the right to subsequently at any time commence or recommence proceedings under this policy.

**5.3** It is emphasised that in relation to the application of this policy, the College is not bound by the results of any criminal proceedings against a student, nor is it bound to await the outcome of any criminal trial.

## **6.0 Parents and Carers**

**6.1** The College will inform the student's parents/carers of:

- a) Actions taken under this Disciplinary Process and the reasons for them
- b) Suspensions (see section 4.4.5 above)
- c) The College's intention to hold a Final Warning Meeting
- d) The outcome of any College Disciplinary Panel or Appeal Panels
- e) Any decisions made relating to misconduct and the reasons for them and
- f) Any Review decisions (and the reasons for them)

The College may also notify the parents/carers of students of any informal warnings and any other formal action taken.

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### ***Appendices***

- 1. College Disciplinary Panels
- 2. Guidelines for Conduct of Disciplinary Panel
- 3. Reviews of College Panel Decisions
- 4. Staged Disciplinary Process Flowchart

## Appendix 1

### College Disciplinary Panels

A College Panel considers, assesses and reviews a student's suitability to remain a member of the College community. The College Panel is not a court of law and sets "no findings of guilt or innocence". It is not an adversarial process, but an inquisitional process to determine the level of misconduct or breaches of the student code that pose a health, safety or security risk to the student, staff, others or pose a risk of any sort to the College. This would include reputational risk. The Panel is an internal disciplinary process. The Panel takes into consideration a student's College record which includes attendance data, commitment to the chosen course and behaviour.

A student may be referred to a College panel for the following reasons:

1. Failure to meet 'Stage Two' targets.
2. Further poor or unacceptable behaviour where 'Stage Two' targets have already been set.
3. Poor or unacceptable behaviour of significant severity warranting referral directly to a College panel.

Five days' written notice will be provided in order to give the opportunity for further information to be submitted for consideration. The written notice will include the following:

- a) The nature of the poor or unacceptable behaviour.
- b) The student's entitlement to representation at the Disciplinary Panel, if applicable
- c) The deadline for submission of further information
- d) Confirmation of the date, time and place of the Panel

If the student wishes to do so, s/he may submit a written response to the College, which should be received at least two working days in advance of the date of the Disciplinary Panel.

The student must notify in writing of the names of any witnesses they wish to attend the Disciplinary Panel and exchange copies of those witnesses' written statements at least two working days in advance of the date of the Disciplinary Panel. In exceptional circumstances, and at the College's discretion, a witness may be permitted to retain their anonymity.

At the Panel hearing, the relevant information will be presented by a College representative to the members of the Panel, who will consider, assess and review in order to determine the appropriate outcome. The student will then be able to ask questions of the panel. Mitigation information from the student is vital for the panel to consider any student sanction.

The student will be entitled to be represented/accompanied by a friend, student representative, relative or member of staff who is aged above 18, in addition to being accompanied by his or her parents/carers.

Parents/carers of students will be invited to attend the Disciplinary Panel.

A note-taker may be present at the Disciplinary Panel. Other staff members may also be in attendance where appropriate (e.g. the Student's Tutor, the Duty Officer, Welfare and Engagement Advisor or member of the Inclusive Learning Support staff) in order to provide support for the student. Notes will be taken of the Panel hearing and will be shared with the student after the hearing.

If the student fails to attend the Disciplinary Panel without good reason, the matter will, at the discretion of the Chair, proceed in the student's absence.

The Chair of the Disciplinary Panel may exclude from the proceedings any person (including the student or the student's friend, representative or relative) who behaves unreasonably or who disregards the instructions of the Chair with regard to the Panel.

The Chair of the Panel will write to the student notifying of the outcome and actions to be taken, and of any opportunity to request a Review/Appeal. Reasons will be given for the Panel's decision.

## **Appendix 2**

### **Guidelines for Conduct of College Disciplinary Panel**

The Chair of the Panel will introduce those present and explain the policy for the Disciplinary Panel, including the range of sanctions available.

The College representative will present the College's case, setting out the allegations against the student and the evidence in support of the allegations. The College representative may call witnesses if it chooses or rely on statements of fact. An investigation report may be presented to the Panel in support of any matter.

The student will then have the opportunity to respond to the College's case, including calling witnesses. The College representative may question any witnesses called by the student. As this an adversarial process, the college panel can ask further questions of the student, any witnesses or the college representative as it sees fit to determine the outcome of the panel.

Witnesses will be present only for their submissions and will be instructed by the Chair not to discuss their evidence with other witnesses.

During the Disciplinary Panel, both the student and the College representative may request the Chair for a short adjournment. Such requests will not be unreasonably refused.

The Disciplinary Panel will come to a decision in private. No other individuals will be present during nor participate in a Panel's deliberations.

The Chair of the Panel will arrange for the decision to be recorded in writing to the student and parent/carer.

## Appendix 3

### Reviews of College Panel Decisions

A student may request a Review of a Panel Decision ('Appeal') on one or more of the following grounds, that:

- a) New material evidence has come to light which was not reasonably available at the time of the College Panel
- b) The decision, including any sanction imposed, was manifestly unreasonable, unfair and/or disproportionate
- c) The Student Disciplinary Policy has not been followed and it has resulted in a miscarriage of a fair outcome.

A student who wishes to request an Appeal must do so in writing within 7 days of the date of the College's written notification informing the student of the Panel outcome, clearly stating the grounds upon which the Appeal is requested. The student's request must be addressed to the Principal who will arrange for a review to be undertaken by a member of the College Leadership Team. The student will be informed in writing normally within a further 10 days of the outcome of the review.

The College Leadership Team may reach one or more of the following decisions, to:

- Overturn the original decision including the imposition of any sanction
- Uphold the original decision including the imposition of any sanction
- Uphold the original decision but substitute a different (including a lesser or greater) sanction
- Refer the matter back to the original decision-maker(s) for reconsideration or to a new Panel for fresh consideration.

The decision of the College Leadership Team is final.

#### Other documentation associated with this policy

- Child and Vulnerable Adult Protection Policy
- Study Programmes Policy
- Attendance and Punctuality Policy
- Student E-safety Policy
- Student Substance Misuse Policy
- Code of Conduct and RuTC Partnership Agreement
- Anti-Bullying Policy
- Student mental health policy
- Equality, Diversity and Inclusion Policy