**STUDENT BEHAVIOUR PROCESS POLICY AND PROCEDURE**

**1. Context**

Oaklands is a community of learners and is proud to be a partner in its students’ journeys, ensuring each and every one of its students is treated and respected as an individual - Oaklands expects the best for and from its students.

As part of this, we consistently encourage and support our students and apprentices to be the best that they can be. This includes a rigorous monitoring of performance, behaviours, and attitudes, which we believe are imperative to support our students to achieve their full potential.

The College promotes positive behaviours through a clear and consistent behaviour management approach with regard to any student or apprentice who falls behind on their programme. The College is determined to provide a safe, respectful, and caring environment where any form of bullying or harassment is not tolerated, differences are celebrated, and all students feel valued and treated with dignity and respect. The College takes all allegations of bullying or harassment seriously and provides support to any student who feels they are being bullied or harassed. All staff, both teaching and quality and resources, have a responsibility to promote positive behaviours through their own conduct and their interactions with students.

1.1 Oaklands College aims to provide a supportive behaviour management policy that supports students and apprentices through a staged series of interventions and to ensure that timely interventions are put in place when necessary.

1.2 Where a student or apprentice has fallen behind with their programme or breached College rules or expected behaviours, sanctions will be imposed as part of the support put in place. This also applies to any concern relating to the behaviour of students in residential accommodation.

1.3 If any concerns relating to a student’s behaviour are identified as a safeguarding issue, the safeguarding team will take the necessary action as per the safeguarding policy, which can be found on the intranet.

1.4 Students are placed on the appropriate stage depending on the seriousness of the concern.

1.5 Students being supported through the referral have the right to be accompanied by their parent or carer (if under the age of 18).

1.6 When there is a concern regarding an Apprentice, the Employer will also be informed.

1.7 Meetings must be held at a mutually convenient time and place. If a student fails to attend, it will be at the chair’s discretion whether the meeting takes place in their absence or is rescheduled. Any meeting can only be rescheduled once.

1.8 All records of ‘cause for concerns’ and support are kept on the student’s Individual Learning Plan (ILP) and details of all aspects of interventions recorded. Action plans will be set and monitored and recorded on the student’s ILP.

**2. Students who fall behind with their study programme.**

2.1For any student that has not handed in their work in line with the Markbook assessment schedule or not achieved at least a pass grade, the subject tutor will inform the PDR Tutor. The PDR Tutor must record either a Not Submitted or Referral ‘cause for concern’ comment within 3-5 days for the attention of the Servicedesk on the student’s ILP with details on the relevant assignment/assessment (stage zero)

For any student that has fallen behind with the practical assessments of their programme, the PDR tutor must record a ‘cause for concern’ on the student’s ILP for the attention of the Head of Department.

2.2 A letter will be sent to the parent/carer/employer from the Admin team detailing the support that is being offered and stating that failure to achieve the set targets will lead to a meeting with the Co-ordinator.

2.3 PDR Tutor to have an initial discussion with the student in a 1:1 in the PDR to discuss and set targets around the concern and record under the ‘meetings/student behaviour’ tab as a 1:1.

2.4 Failure to attend sessions or complete work will lead to a meeting being arranged within 5 working days with the student, parent/carer/employer and Co-ordinator. An action plan will be agreed, logged on the student’s ILP and monitored (stage 1)

2.5 Failure to meet the targets set in the action plan will lead to a meeting being arranged within 5 working days with the student, parent/carer/employer and Head of Department. An action plan will be agreed, logged on the student’s ILP and monitored (stage 2).

2.6 Failure to meet the targets set in the action plan will lead to a meeting being arranged within 5 working days with the student, parent/carer/employer and Director to determine whether the student is withdrawn from their programme. The Director will send a letter to the parent/carer/employer formally advising them of their decision. If the decision is that the student can remain on programme, an action plan will be monitored and recorded on the student’s ILP (stage 3).

2.7 The student can appeal the decision by contacting the Principal in writing within 5 working days from the date of the letter whose decision is final. The appeal meeting will be held by a member of the Senior Leadership Team.

2.8 When the student is up to date the subject tutor must update Markbook and inform the student’s PDR Tutor. The PDR tutor will then add a comment to the ILP requesting that a compliment letter is sent to the parent/carer/employer advising that the student is now up to date.

2.9 It is the responsibility of the Head of Department to ensure that the content of delivery has been taught prior to the handing out of the assignment or the date of the exam

2.10 It is the student’s responsibility to ensure that the standard of work submitted meets the awarding body requirements. Poor standards of work will be investigated.

**3. Misconduct**

3.1This may include but is not limited to**:** Disrupting others from learning in the classroom or LRC, smoking in a smoke free zone, failure to follow instructions or College rules including not wearing ID badges, minor breach of health and safety, behaviour linked to the residential code of conduct or being rude to a staff member. The behaviour is to be addressed by the staff member and recorded on the student’s ILP as a ‘cause for concern’ which is visible to parent or carer.

3.2 PDR Tutor to have an initial discussion with the student in a 1:1 in the PDR to discuss and set targets around the concern and record under the ‘meetings/student behaviour’ tab as a 1:1. PDR Tutor to review targets within 5 working days. If targets have not been met another cause for concern is to be issued.

3.3 Once there is a third ‘cause for concern’, the Co-ordinator will hold a behaviour meeting with the student, parent/carer/employer within 5 working days. A letter will be sent home with an action plan set by the Co-ordinator that will monitored and recorded on the student’s ILP stating that if there are any further concerns, this will lead to a meeting with the Head of Department.

3.4 If the targets of the action plan are not met or there is another ‘cause for concern’ the Head of Department will hold a behaviour meeting with the student, parent/carer/employer within 5 working days. A letter will be sent home with an action plan set by the Head of Department that will monitored and recorded on the student’s ILP stating that if there are any further concerns, this will lead to a meeting with the Director of Curriculum and parent/carer/employer to discuss if the student can continue on their programme.

3.5 Any further incidents of misconduct or failure to meet the action plan will lead to a meeting with the Director of Curriculum, student, parent or carer with an outcome that the student may be excluded from their programme.

3.6 The student can appeal the decision by contacting the Principal in writing within 5 days from the date of the letter whose decision is final. The appeal meeting will be held by a member of the Senior Leadership Team

3.7 Students who are smoking in smoke free zones must be given a ‘cause for concern’ as well as being directed to the relevant smoking area.

**4. Gross Misconduct**

4.1 The following (and other comparable) behaviour is deemed ‘gross misconduct’ and will automatically instigate a meeting with the student, parents/carer and Director of Curriculum to determine whether the student can continue on their programme and if so, what restrictions will be put in place. If the student is allowed to remain on programme and there are any further incidents this will lead to exclusion.

A student may be suspended by a Manager where a serious incident has occurred ( or is alleged to have occurred) and ‘there is a need for a cooling off period’, or whilst an investigation is been carried out. If the student suspended is under 18 years of age, parents/carers must be informed immediately. In the case of an incident involving residential students, the incident should be reported to the Residential Manager.

* Fighting with or assaulting another student, member of staff or visitor.
* Use of abusive behaviour against a student, member of staff or visitor.
* Racial, sexual harassment or sexual violence .
* Discriminatory behaviour towards people with learning difficulties or disabilities, including harassment and name calling or other forms of offensive language about people with learning difficulties or disabilities.
* Carrying of weapons or articles intended for violent use, be it for defence or attack.
* Assault and robbery (mugging) and demanding money with menaces.
* Theft of personal property.
* Theft of College property.
* Being in possession of, or under the influences of illegal drugs or alcohol
* Buying or selling illegal drugs on College premises.
* Vandalism to College or personal property, including the defacing of College property with graffiti.
* Interfering with equipment provided for health, safety and fire precautions including the false activation of the fire alarm system.
* Committing arson on College premises.
* Cheating within any form of assessment.
* Deliberate or careless introduction of a computer virus.
* Accessing any form of offensive material or executable files (virus risk) from the College computers.
* Plagiarising material (electronically or paper-based).
* Fraudulent signing of bursary forms.
* Improper behaviour or bringing the College into disrepute.

4.2 The student can appeal against the decision by contacting the Principal in writing within 5 days from the date of the letter whose decision is final. The appeal meeting will be held by a member of the Senior Leadership Team

4.3 If suspension of a University of Hertfordshire HE student is necessary, the Director authorising the suspension must inform the Oaklands HE Manager, or in his absence the Oaklands HE Coordinator, who will inform the Dean of Students Office at the University of Hertfordshire: [deanofstudents@herts.ac.uk](mailto:deanofstudents@herts.ac.uk). This notification must be made as soon as possible. In addition, the return to study date should be confirmed at this time. This date should reflect the date that the suspension is lifted, rather than the first date the student actually re-attends their course, either virtually or physically.

Suspension of University of Hertfordshire students should be conducted with regard to the following University policies: [Student Discipline](https://www.herts.ac.uk/__data/assets/pdf_file/0013/233104/SA13-Student-Discipline.pdf) and its appendix [Suspension or Exclusion from the University by the Vice-chancellor](https://www.herts.ac.uk/__data/assets/pdf_file/0019/235162/SA13-apxIV-Susp-Excl-from-UH-by-the-VC.pdf). Attention is drawn to paragraph 8.1.3 in the Student Discipline policy, and the associated policy [Student Mental Health and Wellbeing](https://www.herts.ac.uk/__data/assets/pdf_file/0005/232529/EQ07-Student-Mental-Health.pdf).





