

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 are 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 regarding 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 (whether in person or online), 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.

1.9 This Policy and Procedure only applies to official working weeks days (this excludes all public holidays and college holidays/closures)

Probation - Stage 0 (first 10 or 42 days):

- During probation (stage 0) learners will be supported through the process by their personal tutors and teachers. Learners will be focused on two common College wide targets. These will apply to all learners and for most learners these targets will be reviewed and personalised at the first Student Review Board.

- During the probation phase learners will complete their college induction so as they are fully prepared to be a successful Oaklands College learner.
- Some learners will not be successful in meeting the common College targets and through meetings and e-ILP updates these learners will be supported, challenged, and sanctioned to make rapid improvements.
- Learners who do not meet the College's high expectations will not pass probation and will be removed from the College roll and be referred by the Careers Advisor to external agencies.
- At the start of the probation phase there will be a small number of learners who will be placed on a Stage 3 (Manager Contract) at the start of the academic year.
- The College will communicate learner probation progress through the Pro-Monitor e-ILP only.

2. Students who fall behind with their study programme.

2.1 For 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 personal tutor. The subject tutor must record either a Not Submitted or Referral 'cause for concern' comment on the student's ILP with details on the relevant assignment/assessment and also ring parents / guardians. The subject tutor will meet with the learner for an informal resolution meeting and prepare an action plan including review dates, support, and intervention (as per Awarding Body guidelines.) which is placed on the student's iLP.

For any student that has fallen behind with the practical assessments of their programme, the subject tutor must record a 'cause for concern' on the student's ILP and follow the above steps with regards to a meeting and contacting parents guardians. (Informal resolution meeting)

2.2 A letter will be sent to the parent/carer/employer from the Curriculum Administration team detailing the support that is being offered and stating that failure to achieve the set targets will lead to a meeting with the CTM/TL/PT

Stage 1

2.3 Failure to attend sessions or complete work after the initial meeting will lead to a meeting being arranged within 5 working days with the student, parent/carer/employer and CTM/TL. An action plan will be agreed, logged on the student's ILP and monitored over two weeks.

Stage 2

2.4 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 CTM/TL/Deputy Director. An action plan will be agreed, logged on the student's ILP and monitored.

Stage 3

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 to determine whether the student is withdrawn from their programme. The panel 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 agreed (within a strict timeframe) which will be monitored and recorded on the student's ILP.

2.6 The student can appeal against the decision by contacting the Vice Principal Student Experience and Progression on appeals@oaklands.ac.uk within 5 working days. (Please see 4.4 below). The appeal must first consider whether there are enough grounds for appeal.

2.7 When the student is up to date the subject tutor must update Markbook and inform the student's PDR Tutor. The 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.

2.8 It is the responsibility of the- CTM / TL to ensure that the content of delivery has been taught prior to the handing out of the assignment or the date of the exam

2.9 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

3.1 This may include but is not limited to: Disrupting others from learning in the classroom or LRC, smoking/vaping 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. This includes any other behaviour that contravenes colleges guidelines, the law or is deemed inappropriate both on site and online. 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. If the behaviour is repeated, then an informal resolution meeting is held with either the Duty Manager or the personal tutor and parents / guardians are notified.

3.3 Once there is a third 'cause for concern', the CTM/TL 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 CTM/TL that will be monitored and recorded on the student's ILP stating that if there are any further concerns, this will lead to a meeting with the Deputy Director.

3.4 If the targets of the action plan are not met or there is another 'cause for concern' the Deputy Director 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 Deputy Director that will be monitored and recorded on the student's ILP stating that if there are any further concerns, this will lead to a meeting to include the Director of Curriculum (new title to be added) and parent/carer/employer to discuss if the student can continue their programme.

3.5 Any further incidents of misconduct or failure to meet the action plan will lead to a meeting with the Director and Deputy Director of faculty, student, and parent or carer which may lead to the student being excluded from their programme.

3.6 Students who are smoking/vaping 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 below (and other comparable) behaviour is deemed 'gross misconduct' and will automatically instigate a meeting with the student, parent/carer and Director and Deputy Director of Faculty to determine whether the student can continue their programme and if so, what restrictions will be put in place. If the student is allowed to remain on their 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 being carried out. If the student suspended is under 18 years of age, parent/carers must be informed immediately. It is the responsibility of the CTM / TL to ensure that authorised absence is completed on the student's Individual Learning Plan. Where possible, work will be set on Canvas for the student whilst they are not in college. In the case of an incident involving residential students, the incident should be reported to the Residential Manager.

If an investigation is required following an incident involving students across multiple curriculum areas, a Director of Faculty will nominate a Deputy Director or CTM/TL to undertake this. The CTM/TL or Deputy will invite all relevant students and parent /carer in to investigate the alleged incident and then submit a report to the relevant Director. If a stage 3 meeting is deemed necessary, then the Director of Faculty will chair these meetings. This will usually be within 10 working days from the alleged incident.

If any criminal activity is suspected the College may involve the Police and such activities may result in criminal prosecution. The College will escalate the disciplinary immediately to stage 3, however will be guided by the Police in terms of continuation of formal disciplinary procedures so as not to obstruct any criminal investigation, and to reduce the risk of decisions being made without full consideration of all relevant information/evidence.

Where a member of staff is concerned that the student/apprentice poses a risk to themselves or others whilst enrolled, they should follow the safeguarding procedure for referral, rather than the student behaviour process policy and procedure in the first instance.

Examples of Gross Misconduct (on campus and online):

- Fighting with or assaulting another student, member of staff or visitor.
- Use of abusive behaviour against a student, member of staff or visitor (e.g. verbal, physical, online, posturing, or other)
- 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.
- Failure to disclose criminal conviction/pending investigation
- 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 (this can also include inappropriate behaviour from a student's family member or friend towards another student, parent or visitor).
- Dangerous driving of any vehicle (car, motorbike, motor scooter, other motorized vehicle) on campus
- Smoking outside designated areas causing harm to others

4.2 Possible outcomes following the stage 3 meeting include:

- The student/apprentice continues the course with no sanctions if there is no case to answer.
- The student/apprentice continues the course with a support and action plan in place, with agreement that they may be withdrawn if the plan is not achieved following reasonable timeframes.
- The student/apprentice is excluded from learning and/or residential provision, which may include recommendations for alternative provision and conditions for future applications.

The decision will be put in writing within 5 working days of the meeting.

4.3 Where the outcome of the stage 3 disciplinary results in a final written warning, should any conditions be broken/not adhered to by the student/apprentice, this could result in their immediate withdrawal, which will be decided and communicated by the appropriate staff member. A stage 3 panel will not be reconvened in relation to the same incident following the issuing of a final written warning.

Appeals

4.4 The student can appeal against the decision by contacting appeals@oaklands.ac.uk within 5 working days. The member of staff (Deputy Principal Curriculum, Performance, and Student Experience) designated to hear the appeal must first consider whether there are enough grounds for appeal. If the member of staff is satisfied that there are not enough grounds for appeal, this decision will be communicated in writing to the student stating the reasons for the denial. The student will be advised that this decision is final.

Appeals will only be considered on the following grounds:

- That there is additional evidence available that could not have been made available at the time of the original hearing.
- There are grounds for mitigation of the sanction imposed that were not known about at the time of the original hearing.
- Proper procedures were not followed.
- The penalty is unreasonable in relation to the offence

Appeal hearings will be held as soon as it is reasonably practicable and usually within 15 working days of the notice of appeal being received. The appeal meeting will be held by a member of the Senior Leadership Team whose decision is final.

Further days may be required to ensure the appropriate individuals and documents are available.

HE Student Behaviour Process Policy and Procedure

4.5 If suspension of a University of Hertfordshire HE student is necessary, the Director/CTM authorising the suspension must inform the Oaklands HE Manager or in their absence the Oaklands HE Coordinator, who will inform the Dean of Students Office at the University of Hertfordshire: 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 re-attends their course, either virtually or physically.

Suspension of University of Hertfordshire students should be conducted regarding the following University policies: [Student Discipline](#) and its appendix [Suspension or Exclusion from the University by the Vice-chancellor](#). Attention is drawn to paragraph 8.1.3 in the Student Discipline policy, and the associated policy [Student Mental Health and Wellbeing](#).

4.6 The Student Disciplinary Policy and Procedure is not intended to be a court of law. For the avoidance of doubt, the standard of proof to be used in making findings of fact or in imposing disciplinary penalties is the 'balance of probabilities' i.e., that it is more probable than not that the alleged misconduct or poor behaviour occurred.

4.7 Every effort will be made to hold any meeting and to provide a decision within the relevant timescales provided under the student disciplinary process. However, if the matter is a complex one or if it requires detailed investigation, or if the relevant personnel are unavailable, it may not be possible to meet those timescales. In these circumstances, the student will be informed of the reason(s) for the delay, and the timescales in which a meeting will be held, or a decision can be expected.

4.8 The College may, at times, be obliged to refer to upheld findings of misconduct or poor behaviour in a student reference to discharge its legal obligation to provide a true and accurate reference to future education providers or future employers.

4.9 The College may be obliged to disclose information arising from a disciplinary investigation, interview or meeting to the Police on receipt of a written request, provided that the college is satisfied that it is permitted to do so under the Data Protection Act 1998.

