

Policy Name	Student Disciplinary Policy
Department	Student Services
Created by (Job Title)	Director of Student Services
Date Written	August 2022
Date of Next Review	August 2023
E & D Disclaimer	This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories as Protected Characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender) and Sexual orientation. We will continue to monitor this policy to ensure that it provides equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.

Purpose

At The Bedford College Group we are committed to providing a learning environment in which students can fulfil their potential and participate freely in college activities. All staff are expected to help and support students in achieving high standards of performance, behaviour and success, and have a shared responsibility to raise expectations and aspirations. All members of staff also have a responsibility to ensure that student discipline is maintained.

This policy and guidelines sets out the code of conduct to which students are expected to adhere to, in return for being admitted to the College and provided with educational and other services and facilities. In addition this code sets out the procedure that should be followed where the Code of Conduct is breached.

This Code of Conduct covers both behavioural expectations and expectations for performance on the programme of study.

Breach of the Code of Conduct may lead to disciplinary action being taken against a student and repeated breaches or a single very serious breach may result in a student being suspended or permanently excluded from the College.

The Code of Conduct applies to all students registered at the college full-time or part-time whether or not their course is validated by, or associated with, any other institution and at all times during the year whether or not during the College terms. Additional considerations for dealing with students with learning difficulties and/or disabilities are included within the guidelines.

If any member of staff considers that a student is behaving inappropriately or has committed a minor breach, they should take action proportionally to the issue or concern.

It is always important to adhere to the behaviours outlined in the college's Code of Conduct and disciplinary policy and procedures, as it is part of the student's progression to work and independence, and their learning experience in college.

It is essential to record every part of the process on ProMonitor / OneFile to ensure accurate records are kept. This is the responsibility of all staff concerned in the particular case.

Principles

The Disciplinary Policy and Guidelines are designed to:

- provide a framework for addressing issues of academic neglect
- encourage all students to meet the high standards of attendance, punctuality and work performance expected by the college
- encourage all students to meet the standards of behaviour required by the college
- ensure that students know what is expected of them
- ensure that students understand the consequences of poor performance and academic neglect
- ensure consistent treatment for all regardless of disability, age, race, gender, religion and belief, sexual orientation, gender reassignment, pregnancy and maternity
- ensure procedural fairness
- ensure that students are given access to a fair hearing.

Scope

This policy seeks to support the achievement of the College's key objectives through providing a framework to support student performance and discipline.

It is the responsibility of Directors and Heads of Departments to ensure their staff are conversant with the policy and for all staff to implement it, at all times through the procedures.

The Policy and Guidelines should be used to address issues of unacceptable behaviour, whether that be academic or misconduct. It is underpinned by the Code of Conduct, which clearly sets out for students the college's expectations of them in relation to all aspects of their college life.

This policy is to be read in conjunction with:

- Student Disciplinary Guidelines
- Student Anti-Bullying and Harassment Policy
- Sexual Violence and Sexual Harassment Policy and Procedures
- Fitness to Study Procedure
- Rules and Regulations stated in the Student Handbook
- ICT Acceptable Use Policy
- Netiquette Guidelines for Students
- Other regulations explicit in course literature and specialist areas.

The reporting procedure is detailed in the Student Disciplinary Guidelines.

Through the promotion of responsible attitudes and behaviour, the College will make every effort to promote to students, staff and the broader community that it takes a responsible attitude towards student discipline. This will/could involve the following:

- The availability of this policy and procedure to students and staff, via Connect, Moodle and the College websites
- The inclusion of sessions on student behaviour and the Student Discipline Policy within the Induction and Tutorial programme
- The display in open-access areas of information about behaviour expectations

Students have the right to be accompanied by a parent / guardian / employer or friend at all stages of the procedure. This would normally not be a student on the same course. It is the student's responsibility to contact his/her supporter. The role of the supporter is to provide moral support and ensure the student has understood the process and any questions being asked. It is not the role of the supporter to speak on the student's behalf. The procedure does not allow for legal representation on behalf of the student in disciplinary interviews.

Equality and Diversity

The Disciplinary Policy and Guidelines will be implemented in accordance with the Equality and Diversity Policy. Students who are subject to a disciplinary action relating to their behaviour or academic performance will not be discriminated against or victimised on any grounds.

Members of staff involved in a disciplinary case must consider any equality and diversity matters which may be relevant, particularly in relation to the following strands that are referred to in the Equality Act 2010: age, disability (including mental health and wellbeing), race, gender, gender reassignment, pregnancy and maternity, religion or belief and sexual orientation. Reasonable adjustments should be made in accordance with the Equality and Diversity policy.

Members of staff involved in a disciplinary case must reflect on their decisions and ensure that their judgements are not influenced by unconscious bias.

The disciplinary actions are monitored by disability, ethnicity and gender, and any significant over-representation of groups of people should be addressed at departmental level. Heads of Department and Directors have a responsibility to ensure that the disciplinary procedure is applied consistently from an equality point of view by all members of staff in their areas.