

LEARNER RELATED POLICY: HALL OF RESIDENCE – DISCIPLINARY / SANCTIONS

This policy is biennially reviewed to ensure compliance with current regulations

Approved/reviewed by	
Approved by: Executive Director: Business, Innovation and Partnerships	
Reviewed by: International Manager, Head of Learner Services	
Date of next review	June 2023

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability, Socio-Economic Disadvantage

1. Document Control

1.1. Document Details

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1.2. Revision History

Version	Date	Author	Comments
1.0	June 2021	Adrian Humphreys / Tammy Doughty / Dawn Telford	Definitive Release
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1.3. Distribution

Name	Email	Organisation
All Staff	Uploaded to SharePoint	Boston College

This policy outlines the procedure which will be used when there are issues identified that breach the terms of the Licence Agreement between Boston College and residential learners. It should be read in conjunction with the Halls of Residence Disciplinary procedure.

Discipline within the Halls of Residence is taken very seriously. On arrival at the College as part of induction, all residential learners are advised about the Halls of Residence Disciplinary policy and procedure. They receive a copy of the procedure which they are asked to read. They sign and date the procedure to acknowledge that they understand the document. They are given the opportunity to ask questions if they do not understand any of the content. All residents receive regular reminders during their induction period to reinforce the message about the importance of discipline and the consequences of breaking the rules. This is to ensure that all residents have understood their responsibilities.

Any behaviour or activity which breaches the College rules or Licence Agreement will be recorded and dealt with according to the following stages. At some stages restorative justice arrangements may be offered.

Stage 1 – Verbal Warning

Up to two minor breaches are recorded as ‘white’ reports and at each stage, residents are informed in person by International Office Staff and in writing of the reason for the report with any action to be taken. Relevant members of staff are also informed. Examples of minor breaches are included in the Disciplinary Procedure.

Stage 2 – Written Warning

After 2 ‘white’ reports or 1 ‘yellow’ for a more serious breach, a disciplinary meeting is held with the International Office Manager to issue the written warning. This meeting allows the resident to state their case and for the International Office Manager to explain the next stages of the disciplinary process. The outcome of the meeting will be confirmed in writing to the resident. Educational agents, parents, guardians and relevant members of staff will be informed as appropriate. Examples of breaches included in this section of the policy can be found in the Disciplinary procedure.

Stage 3 – Final Written Warning

After 2 ‘yellow’ reports or 1 ‘red’ report for a more serious breach, a disciplinary meeting is held with the International Office Manager and the Executive Director of Business, Innovation and Partnerships or a member of the Senior Leadership Team and the learner’s Curriculum Leader. This meeting allows the resident to state their case and for the staff to explain the final stages of the disciplinary process. The outcome of the meeting will be confirmed in writing to the resident. Educational agents, parents, guardians and relevant members of staff will be informed as appropriate. Examples of breaches included in this section of the policy can be found in the Disciplinary procedure.

Stage 4 – Disciplinary Panel

The Learner Disciplinary Panel will be convened as soon as possible by the Management Office and normally within ten working days of the initial verbal notification to the learner. The Management Office will write to the learner, (and if appropriate to the parents) within 5 working days of notification from the International Office Manager, with the date of the hearing and a description of the alleged offences. The learner should be clear about the reasons for the hearing. The evidence to be presented should be described and where appropriate included, eg:

- summary of the evidence to be presented
- attendance records
- statements by witnesses
- progress reports
- video material
- records of interviews.

All information collected as evidence to be presented should be reviewed by the International Office Manager. It is the responsibility of the International Office Manager to ensure that names of learners (apart from named learner in disciplinary) or information which could lead to a learner or staff being identified should be redacted. This ensures that witnesses are protected from repercussions. The Management Office will undertake a final check prior to the information being sent, however, it is the International Office Managers responsibility to ensure all personal information (ie.names) are redacted.

The Disciplinary Panel will consist of three members of staff: -

- a member of the College Management Team (other than Curriculum Leaders) or the Senior Leadership Team (except the Principal or Deputy Principal). This member will be the chair of the panel.
- the remaining two members will be either a College Manager, a Head of Curriculum or a Curriculum Leader from a different area than the learner is currently studying in.
- the learner may be accompanied by a friend, member of the Student Union or parent / guardian if they are under the age of 18 (if a learner has a learning difficulty / disability or mental ill health issue then we recognise that their parent / carer may wish to accompany them regardless of their age).

The Learner Services department may advise and support the learner if necessary to ensure that the learner is clear on the procedures and what is taking place.

The Disciplinary Panel will follow the same format as the Learner Disciplinary Policy and Procedure for FE Learners.

The disciplinary panel has the power to;

1. Terminate of the Licence Agreement and/or termination of course
2. Recommend one further contravention will result in termination of the Licence Agreement
3. Impose disciplinary sanctions put in place as requested by the panel
4. Conclude no further action to be taken

The outcome of the meeting will be confirmed in writing to the resident. Educational agents, parents, guardians and relevant members of staff will be informed as appropriate.

Residents will have the right to appeal the decision made by the panel. The Deputy Principal will consider any appeal which must be made in writing within 10 days.

Appeals

A learner who wishes to appeal against the decision of the disciplinary panel should do so in writing to the Deputy Principal within 10 working days of the panel.

A learner has the right to appeal if they can demonstrate either:

- The original panel was conducted improperly or;
- They have new evidence to present

The Deputy Principal will review the information and either:

- Uphold the panel's decision
- Impose new sanctions
- Conclude no further action

The learner will be informed of the Deputy Principal's decision within 5 working days of receiving the letter of appeal. The decision of the Deputy Principal is final.

Stage 5 – Termination of Licence Agreement

After any further violation in line with the disciplinary panel's decision, the resident will be issued with a termination letter and given 4 weeks to vacate the accommodation and vacate the premises. The termination of the licence agreement will be issued by the International Office Manager and the Executive Director: Business, Innovation and Partnerships or a member of the Senior Leadership Team. Educational agents, parents, guardians and relevant members of staff will be informed as appropriate.

