

STUDENT RELATED POLICY: STUDENT DISCIPLINARY POLICY & PROCEDURE FOR FE STUDENTS

This policy is biennially reviewed to ensure compliance with current regulations

Approved/reviewed by	
Approved by: Executive Leadership Team Reviewed by: Assistant Principal: Student Experience, Assistant Principal: Quality, Performance & Standards	
Date of next review	August 2026

This policy and procedure is subject to The Equality Act 2010 which recognises the following as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual orientation, and Disability.

1. Document Control

1.1. Document Details

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1.2. Revision History

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1.0	Aug 2019	Vicki Locke / Dawn Telford	Definitive Release
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2.1	Mar 2022	Vicki Locke / Sharon Posey	Amendments
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3.0	Sept 2023	Abid Hussain	Definitive Release
3.1	Aug 2024	Abid Hussain / Tom Hughes	Amendments to points 1.1, 2.1, 2.2, 3.3, 3.4. Addition Sections: Point 5 (Praise), Point 6 (Dealing with extreme behaviour on-site), Point 6.2 (ID Badges), 6.3 (Searching and Screening), Point 7 (Management of Procedure for Concerns within an academic area). Stages of Disciplinary Procedure re-written with additional sections (Points 7.1 – Point 9). Amendments to Appendices 1 - 5
3.2	Jan 2025	Sharon Posey	Wording re: video recording added to Appendix 5 – 1 st Written Warning column
3.3	July 2025	Sharon Posey	Amends to Appendix 3 and Appendix 4 to remove mention of VITAL and replace with Pro-Monitor

1.3. Distribution

Name	Email	Organisation
All Staff	Uploaded to SharePoint	Boston College

1. INTRODUCTION

- 1.1 Effective learning relies on maintaining reasonable behaviour standards both in and out of the classroom. This policy and its accompanying procedures aim to uphold good classroom discipline and establish a fair and transparent system for addressing any disciplinary issues that may occur in the classroom, on college premises, college transport, or online. Essentially, this policy will replicate, as closely as possible, that of an employment disciplinary process to develop and prepare all students to be employable and prepared for work and promote a safe and professional environment for all students to learn and thrive.

The College delivers its teaching and training through a range of Programme Areas each managed by a Senior Learning Lead (SLL).

Programme Areas are divided into Curriculum Areas, each one supervised by a Director of Learning (DoL).

All of the above-mentioned report to the Deputy Principal who is responsible to the Principal for maintaining high standards of student conduct and achievement.

- 1.2 The following procedures are designed to uphold these standards whilst, at the same time, ensuring equality, transparency, and consistency of approach.
- 1.3 It is our intention that this policy will replicate, as closely as possible, that of an employment disciplinary process to ensure that students are ready and prepared for the transition to work if they are not currently employed.
- 1.4 This policy applies to all Further Education students. In the case of part-time students, the words 'managing agents' or 'employers' may be substituted for the word 'parents'. For very short one day courses please see Appendix Two.
- 1.5 Where students are sponsored by an employer or attendance is recommended by the Job Centre / Training Advisor, the College will notify them irrespective of the age of the student.

2. PRINCIPLE

- 2.1 The policy will aim to address any initial behavioural concerns through a supportive and developmental informal process to enable the student the opportunity to demonstrate growth, maturity and understanding before progressing to formal procedures. At every stage in the procedure the student will be advised of the nature of the complaint or concern against them and will be given the opportunity to state their case before a decision is made.

- 2.2 This disciplinary policy covers issues of behaviour, breach of policies, conduct, and academic performance. Whilst attendance may be a cause for concern, a bespoke approach for addressing poor attendance is outlined in the Student Attendance Policy [Student Attendance.pdf](#)
- 2.3 The procedure may start at any stage according to the student's alleged misconduct. Immediate suspension may be used in situations of suspected gross misconduct, or where safety/safeguarding is a concern (See 7.3). Suspension in this case does not imply that the student is guilty of the offence, this is a neutral action pending investigation/fact finding. In the event of suspected gross misconduct involving acts of violence against other students or staff and where there is evidence that the student presents a danger to members of the College community, the disciplinary process may proceed without the student being invited to attend the panel hearing.
- 2.4 The student will have the right of appeal against any formal disciplinary action taken following a Disciplinary Hearing.

3. SUPPORT PROCEDURES

- 3.1 During a course of study at Boston College, we appreciate that there may be occasions where a student may experience personal difficulties, and these may have a negative impact on their course of study.
- 3.2 Although the College will do their utmost to provide appropriate support, they need to ensure that the student continues to achieve their learning goals and make adequate progress on their course.
- 3.3 In this instance we may conduct a support meeting with agreed achievable targets for them to aim towards, this may be used to improve attendance, handing in work, or personal issues including mental health etc.
- 3.4 If it is found that the support has been offered or put in place and the student has not engaged with the process, then the student may be referred to the Fitness to Study policy [Boston College Fitness to Study Policy.pdf \(sharepoint.com\)](#), Student Attendance Policy or start the disciplinary procedures.
- 3.5 The tutor, Success Coach or a Safeguarding and Wellbeing Officer will monitor and review the agreed support arrangements.

4. **PROBATION** (Does not apply to all students)

STUDENTS NEED TO BE AWARE THAT THE DISCIPLINARY PROCEDURES DO NOT APPLY WHILST ON PROBATION.

- 4.1 In some instances it will be appropriate for students to be placed on probation at the start of their course. Every student placed on probation will be given a letter clearly stating that they have been put on probation. The probation targets are held on VITAL. This may be due to one or more of the following reasons: -
- any student applying after 1st August (except for apprentices) will automatically be classed as a late applicant and placed on probation until all application criteria have been met.
 - an unsatisfactory reference.
 - the student needs to demonstrate that they can undertake the course.
 - a returning student who has previously been on a final written warning
 - students who have changed course and are continuing at the College at the same level.
- 4.2 When the student is placed on probation their course tutor and/or Senior Learning Lead will provide the student with clearly defined guidelines on why they are on probation and what they need to achieve to be taken off probation. A student will only be placed on probation for a maximum of five weeks from the start of their course. If the student fails to meet the conditions of their probation, then their course may be terminated, and a referral made to the Careers team for alternative options.
- 4.3 The student will be asked to agree their probation and targets set on VITAL. Students will not have their probation period extended, however, if reoccurring problems persist after a clear probation period the student will go through disciplinary procedures in the usual way.

5. **PRAISE**

- 5.1 At Boston College, we recognise the critical role that positive reinforcement plays in student development and motivation. Praising students for their achievements and good behaviour fosters a supportive and encouraging learning environment. It not only boosts individual self-esteem but also promotes a culture of excellence across the College.

To ensure that all instances of positive behaviour are acknowledged and tracked, it is essential that staff record praise on VITAL. This documentation helps in monitoring student progress, provides valuable feedback, and supports a consistent approach to celebrating student success. By systematically recognising and recording positive behaviour, we can enhance student engagement and contribute to their overall academic and personal growth.

6. DEALING WITH EXTREME BEHAVIOUR/INCIDENTS ON SITE

- 6.1 Behaviour Management is the responsibility of all staff at Boston College and must be addressed by a member of staff who is responsible for the student group or individual. When incidents occur outside of contact time, the first member of staff on the scene or present at the time of the incident should take responsibility for managing the student's behaviour.

Where an incident is of a serious nature or where unacceptable behaviour continues to escalate and the situation cannot be brought under control, staff should **contact the Campus & Security Liaison Manager and/or Security Team** to help minimise risk to students, staff, visitors and property as a result of extreme behaviours.

The Campus & Security Liaison Manager and/or security team will then be responsible for advising and assisting the member of staff to deal effectively with the student or group in the most appropriate way. This may involve:

- Clearing and securing the area
- Isolating the student(s) causing the extreme behaviour
- Sending students home to cool off (see section 7.3)
- Suspending students (see section 7.3)
- Contacting the police

If staff feel that the Police need to be contacted, they must inform the Campus & Security Liaison Manager and/or Security Team as quickly as possible. Only the Campus & Security Liaison Manager, Security Team, Head of Safeguarding or Assistant Principal: Student Experience should contact the Police. Where this is not possible, a member of CLT or ELT can contact the police.

NB. Note that this guidance is separate from the Armed Attack Response Policy.

6.2 ID Badges

All Students **MUST** wear their ID badges whilst on campus. It is the responsibility of all staff to challenge any students not wearing their ID badge. Where a student has forgotten or lost their ID badge, they must immediately obtain a new badge from the reception desk at the campus on which they are based. Up to 2 badges (with lanyards, if required) can be re-issued to the student, free of charge, further badges will incur a cost and disciplinary action. Any student found to be using their ID badges inappropriately, such as passing them to non-students or giving access to restricted areas to non-students, will result in suspension.

Please refer to Visual ID Policy.

6.3 **Searching and Screening**

If a student is suspected of being in possession of:

- Alcohol, drugs, substances or related paraphernalia
- Stolen goods
- Offensive weapons, knives and blades
- Items that could cause personal injury and/or damage to property or people

Please refer to Searching, Screening and Confiscation Policy [Searching Screening and Confiscation.pdf \(sharepoint.com\)](#)

7. **MANAGEMENT OF PROCEDURE FOR CONCERNS WITHIN AN ACADEMIC AREA**

Minor infringements of college rules will be dealt with informally and the process outlined in 7.1 should be followed. In the case of other breaches, or where the student is deemed to have brought the College into disrepute, the formal procedure will apply and may be commenced at any stage (7.2).

If a student has a recognised and documented disability or illness and the disciplinary matter is clearly indicated as a symptom of that disability / condition, then the matter will be dealt with in the first instance as a support issue with the Inclusive Learning Team. Only if the investigation then shows then the support measures in place are adequate and the student continues to breach the code of discipline expected by the College will this matter be taken further through the disciplinary process. However, in cases of gross misconduct or where the student is a risk to self or others the disciplinary procedures will apply immediately, with the involvement of the Inclusive Learning Team.

7.1 **STAGE 1 – Informal Warning (Cause for concern)**

Poor behaviour, attitude or progress or any incidents of misconduct should be raised as a Cause for Concern (C4C), which should be notified to the area Success Coach and Senior Learning Lead by:

- Cause for Concern (C4C) on VITAL
- Data, such as attendance, punctuality or assessment grades
- Email
- Observation
- Conversation with a student or any staff member

NB. Attendance may be a reason for an informal warning, however the Student Attendance policy process must be followed (see Student Attendance policy).

As soon as the Success Coach or Senior Learning Lead is aware of a Cause for Concern they should work with the relevant course co-ordinator to:

- 1) Ensure the C4C is logged on VITAL (Individual Learning Plan)
- 2) Any concerns for students who are Children in Care or Care Leaver should be notified to the Safeguarding and Wellbeing Team. If the student has High Needs or an EHCP, the Inclusive Learning Team must be notified.

- 3) Investigate the concern thoroughly and establish potential reasons for behaviour or misconduct by meeting with witnesses, other appropriate staff member(s) or student(s), stakeholders such as work placement providers and the student who has had a C4C raised against them. It is essential that the full picture of the student's behaviours and background are considered and that the student's support needs are being met.
- 4) Make a judgement on the severity of the concern or misconduct (if founded) and decide on the action to take, considering also the following options:
 - Sending the student(s) home to cool off – 24 hours
 - Offering support from wider Student Services teams
 - 1-1 / group activities or workshops
 - Student Attendance Policy/Behaviour Contracts
 - Bespoke actions (such as mediation)
 - Fitness to Study Policy and Procedures
 - Formal disciplinary process

Ensure each student is treated as an individual and assess the impact of any action to be taken

- 5) Set a clear and SMART Action Plan (Template Appendix Four) and follow this up with a review to ensure compliance with the set targets. If improvement is not seen, progress the student through the formal disciplinary stages as appropriate
- 6) Complete the follow up section of the C4C with the action being taken

Not all C4C's will lead to disciplinary action and there is no set number of C4Cs that lead to disciplinary action. However, all must have agreed targets set to improve which are recorded on VITAL. Multiple C4Cs i.e. attendance, punctuality and behaviour can be grouped together in one action plan. If a student has been issued a Cause for Concern and shows no positive improvement against the targets outlined on their action plan, then the student should be issued a Stage 2 – Verbal Warning.

Always do something – non action is not an option.

7.2 Formal Stages

If the misconduct is sufficiently serious, the Student Disciplinary Procedure may start at any stage

Disciplinary sanctions are applicable for 12 calendar months and recorded on VITAL

Guidance on possible sanctions can be found in Appendix 5.

STAGE 2 – VERBAL WARNING

A student whose conduct is unsatisfactory will be seen by their tutor and given a verbal warning and issued with a Stage 2 Verbal Warning. The warning will be recorded on VITAL or Smart Assessor in the case of apprentices.

If the student is under 18 years of age (or under 25 if a vulnerable student) parents/guardians will be informed by letter.

The student will be advised why they have been given the warning and that this forms the first stage of our formal procedures and that a repetition will result in further disciplinary action.

A formal verbal warning can be given to students by tutors.

If a student has a verbal warning on their record, and there is further misconduct of the same nature, the student should be progressed to the next stage, First Written Warning. If the misconduct is of a different nature to what they received the first verbal warning for, the curriculum team should use their professional judgement as to whether an additional verbal warning is the appropriate sanction, or whether the student needs to be progressed to the next stage; First Written Warning.

The verbal warning must include SMART targets for the student to achieve, and an appropriate period of review must be established to ensure the student is making positive progress.

Refer to the process outlined in Stage 1 to record the Verbal Warning.

Any concerns for students who are Children in Care or Care Leaver should be notified to the Safeguarding and Wellbeing Team. If the student has High Needs or an EHCP, the Inclusive Learning Team must be notified.

STAGE 3 – FIRST WRITTEN WARNING

In more serious cases, where there are repeated instances from stage 2, or where a verbal warning has not produced a positive improvement, the student will be interviewed by the Senior Learning Lead. If it is found that action needs to be taken the Senior Learning Lead will: -

- i) Make clear to the student the matter of the complaint or concern.
- ii) Identify specific objectives for the student to attain and produce an action plan.
- iii) Record the warning on VITAL or Smart Assessor in the case of an apprentice and issue a Stage 3 First Written Warning. The Written Warning will be applicable for 12 months and this needs to be made clear to the student.
- iv) The warning will state that failure to improve performance or further incidents of misconduct during the period of warning will result in action under Stage 4.

If the student is under 18 years of age (or under 25 if a vulnerable student) parents/guardians will be informed by letter that will detail the reasons for the written warning, along with the actions that have been set for the student.

Any concerns for students who are Children in Care or Care Leaver should be notified to the Safeguarding and Wellbeing Team. If the student has High Needs or an EHCP, the Inclusive Learning Team must be notified.

STAGE 4 – FINAL WRITTEN WARNING

If the student's conduct continues to be unsatisfactory, or where the offence is very serious, a Final Written Warning can be issued by the Senior Learning Lead. If the students' Senior Learning Lead is not available, this should be conducted by the Director of Learning for the area. Students need to be aware that if they are in receipt of financial support, they may lose this because of their behaviour.

At this stage the Senior Learning Lead will consider all or some of the following: -

- i) Make clear to the student the matter of the complaint or concern.
- ii) Identify the specific objectives for the student to attain.
- iii) Record the final warning on VITAL or Smart Assessor in the case of an apprentice and issue a Stage 4 Final Written Warning. A Final Written Warning will be applicable for 12 months and this needs to be made clear to the student.
- iv) It is acknowledged that when a student reaches the final warning that the next stage is for them to be referred to a disciplinary hearing with the Director of Learning, however, it is understood that occasionally a student may make a minor misdemeanour that does not warrant being taken to disciplinary hearing. In this instance it will be down to the Director of Learning, or appropriate Senior Manager in their absence, to meet with the student and agree an action plan. This may include one or more targets and needs to be agreed and signed by both parties. Again, a copy of this will be placed on the student's file, a copy to Safeguarding and Wellbeing Officer, a copy given to student and a copy sent home if the student is under 18.
- v) If behaviour does not improve the next stage is to be referred to a disciplinary hearing by the Disciplinary Committee, which deals with unsatisfactory conduct, attendance, and academic performance.

The Director of Learning may suspend the student until the Disciplinary Committee meets if the nature of the alleged offence is deemed of a very serious nature or where safety is a concern. The Director of Learning will inform the student, and if under-18 the parents, verbally (where possible), that they are being taken to a disciplinary hearing and then in writing. The Directorate Support Team should send a copy of the letter to the Director of Learning, Senior Learning Lead, Tutor, Success Coach and in the case of an apprentice, the employer. The Senior Learning Lead must inform the Management Office and supply them with any evidence they intend to provide at the hearing (See 7.5).

Any concerns for students who are Children in Care or Care Leaver should be notified to the Safeguarding and Wellbeing Team. If the student has High Needs or an EHCP, the Inclusive Learning Team must be notified.

7.3 **Suspensions and Cooling Off Periods**

Suspension in this case is not a punishment or an indication of guilt, but a neutral action to give the College the opportunity to investigate the allegations.

In circumstances of extreme behaviour and/or serious incidents please refer to section 6.

All suspensions should be immediately notified to the Directorate Support Team who will be responsible for the processing and administration of all student suspensions. Student Services and Safeguarding also need to be notified.

When it is alleged that **gross misconduct** has occurred a student may be suspended from college immediately pending a formal investigation. Any member of staff believing that gross misconduct may have occurred should contact either the Campus Security and Liaison Manager or one of the following members of staff with the authority to suspend students:

- A Director of Learning
- Deputy Principal

The relevant manager (as above), will review the situation and make a judgement on which of the following actions to take:

- No further action
- Issue the student(s) with a formal warning
- Send the student(s) home to cool off (maximum 48 hours – The student must have a meeting with a manager in curriculum before returning to college)
- Activate a formal suspension and investigation

In a case of gross misconduct involving more than one student, all students involved may be suspended pending an investigation.

Any student who is suspended will be asked to leave college premises immediately (or as soon as practically possible) and will not be allowed on to any college premises, or involved in any college related activity, except when invited to a meeting as part of the investigation.

Any verbal suspension will be confirmed in writing to the student, and the parent, carer or guardian if the student is under 18 (or under 25 if a vulnerable student), within 24 hours. This will go out as an email to the email address we have on file and a paper copy to the home address. The 24 hours does not extend the time frame for the mail delivery services. We cannot be held responsible for any postal issues.

The written notice of suspension will state:

- The allegations made against the student
- The date and time of the investigatory meeting
- That the student will not be allowed on college premises until the case is resolved
- Where to access the Student Disciplinary Policy and Procedure

The Directorate Support team will record the suspension on VITAL and appoint an investigating officer. A formal investigation will then commence (see section 7.4). NB. The Investigating Officer cannot be the Senior Learning Lead or any staff from the suspended student's curriculum area.

Any student who is on suspension **WILL be allowed to sit planned exams**. Students may be allowed to attend a planned event at the discretion of members of CLT, however, they must be supervised at all times whilst on college premises.

Students are advised to contact their Tutor, Success Coach or Senior Learning Lead to continue working on their course work at home.

7.4 Investigations

All suspended students will be required to attend an investigatory interview within five working days of the suspension notification, however persons involved in the process must be advised that in extenuating circumstances, the five-day period may be exceeded. In certain situations, an investigation may take place without the student being suspended.

The investigating officer will gather, and review evidence surrounding the incident / concern and liaise with any relevant witnesses. It is the responsibility of the investigating officer to ensure that names of students (apart from named student in disciplinary) or information which could lead to a student or staff being identified should be redacted. This ensures that witnesses are protected from repercussions. Depending on the findings of the investigation and the severity of the incident, the investigating officer, **in agreement** with the Assistant Principal: Student Experience or Deputy Principal, can decide to:

- Lift the suspension with no further action
- Issue the student with a verbal, first written or final written warning
- Refer the student to a Disciplinary Panel Hearing, for which the maximum sanction is exclusion

In the case of a referral to a disciplinary panel hearing, the written notice will state:

- The allegations made against the student
- The student's entitlement to bring a parent or other representative
- The student's entitlement to request for a college staff member to attend as an advocate
- Confirmation of the date and time of the Disciplinary Panel Hearing
- That the student should not be on college premises in the intervening period

The outcome of an investigation will be notified to the student, parent/carer (where applicable) and relevant staff members by the Directorate Support team and any targets set or actions to be taken as a result of an investigation will be referred to the Senior Learning Lead, who will also be responsible for reviewing the student's progress. The success coach and/or tutor can support this process.

If the decision is made for referral to a Disciplinary Panel hearing, refer to section 7.5.

7.5 Disciplinary Hearings

The Student Disciplinary Committee will be convened as soon as possible by the Management Office and normally within fifteen working days of the decision made. The Management Office will write to the student, (and if appropriate to the parents/guardian) within 5 working days of notification of the decision with the date of the hearing and a description of the alleged offences. The student should be clear about the reasons for the hearing. The evidence to be presented by the investigating officer should be described and where appropriate include, e.g.: -

- Summary of the evidence to be presented
- Attendance records
- Statements by witnesses
- Disciplinary records from VITAL/Smart Assessor
- Progress reports from VITAL/ Smart Assessor
- Video material
- Records of interviews.

All information collected as evidence to be presented should be reviewed by the Disciplinary panel. The investigating officer will undertake a final check prior to the information being sent. If a formal investigation has been conducted following an immediate suspension, the investigating officer is required to present their findings from the investigation.

The Committee will consist of three members of staff: -

- i) The Assistant Principal: Quality, Performance & Standards, Director of Learning: Adults and Apprenticeships, or a member of the College Management Team (other than Senior Learning Leads) or the Executive Leadership Team (except the Principal, Deputy Principal or Assistant Principal Student Experience). This member will be the chair of the panel.
- ii) The remaining two members will be either a College Manager, a Director of Learning or a Senior Learning Lead from a different area than the student is currently studying in.

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

8. **FORMAT OF HEARINGS**

The chair will: -

- a) introduce those present and explain their roles.
- b) explain the purpose of the hearing and how it will be conducted.
- c) explain the powers of the panel.
- d) ensure that the student knows and understands the allegations.
- e) ensure the student has received the Boston College Student Disciplinary Policy and Procedure for FE Students.

Conduct of the hearing: -

- a) the Investigating officer will present the case and evidence
- b) the student will be given the opportunity to respond to the evidence presented
- c) the panel may question the Investigating Officer
- d) the student should present their case and evidence
- e) the panel may question the student
- f) Parents/Carers/Guardians or representatives of the student are only there to support the student
- g) the panel will be given the opportunity to ask any further questions
- h) ask the student: -
if they wish to make any further points
if there are any other factors they would like to be taken into account
- i) the student and any other student representatives will be asked to leave the meeting to allow the panel to agree a decision

The Decision: -

- a) the student and any student representatives will be invited to return when the decision is announced.
- b) the student will be informed of the requirements and procedures for an appeal.
- c) the student will be formally informed of the decision in writing within five working days. The letter will be checked by the panel chair prior to it being sent to ensure that it is consistent with the hearing decision. The student's sponsors will be informed or parents if the student is under 18.
- d) the Chair will complete Part B of the 'Disciplinary Hearing Record Form' (See Appendix One) which will be sent to the Management Office who in turn will notify the Director of Learning and the Director of Information Services, Funding and Compliance, of the decision. A copy will be kept on the student's file.

The Student Disciplinary Procedure is not prescriptive about possible actions or penalties which may be imposed. Where a student is found to have committed an offence, action may include: -

- i) a final written warning, detailing issues to be addressed. If the student does not meet these requirements, they may be excluded. In this instance the student will not have to go back to a disciplinary panel; and the decision can be made by the Deputy Principal.

- ii) placing the student on an action plan (appendix 4) to the end of the academic year, they will then be asked to report to a nominated member of staff at regular agreed timescales set.
- iii) suspension for a stated period.
- iv) exclusion.
- v) the requirement for a letter or statement of apology.
- vi) other, including support from internal and external agencies.
- vii) financial compensation for damage.
- viii) a specific period of time where college applications will not be accepted.

9. APPEALS

- 9.1 A student who wishes to appeal against the decision of the Disciplinary Panel should inform the Deputy Principal in writing within ten working days of the letter being sent. The College will send these letters first class to ensure prompt delivery. If the student's place is terminated the letter needs to be sent out by recorded delivery.

A student has the right of appeal if they can demonstrate that either: -

- a) the original hearing was conducted improperly, or
- b) they have new evidence to present.

The Deputy Principal will decide whether there are grounds for an appeal. All appeals will be heard by the Student Appeals Committee and any decision of the Committee is final.

The Student Appeals Committee will consist of: -

- a) the Principal or a member of the Executive Team who had not been previously involved in the case (Chair).
- b) a member of the College Leadership Team not previously involved in the case or other nominee of the Principal.

The student may be accompanied by a parent or other representative, or college staff member identified as an advocate.

The Appeal Committee may support, overturn, or vary the decision of the Student Disciplinary Panel. This will not include the imposition of a more severe penalty.

The decisions and any recommendations should be recorded on Part B of the Disciplinary Hearing Record Form and a copy sent to the Director of Learning and Director of Information Services, Funding and Compliance by the Management Office. A copy will also be kept on the student's file.

The student will be informed along with parents / sponsors if appropriate.

APPENDIX ONE

Disciplinary Hearing Record Form

PART A: STUDENT DISCIPLINARY PANEL

To be completed/initiated by the Director of Learning, Senior Learning Lead or Directorate Support Team and then passed to the Management Office for processing and recording.

1. This is a request for:
 - a. Student Disciplinary Committee []
 - b. Student Appeals Committee []
2. Student's Name (in full):

Date of Birth:

EBS Code:

Course (s):

Tutor

Home Address:

Parent/Guardian name and address (if they differ from that of the student):.....

3. Equal Opportunities / Disabilities (you can access this information on EBS)

Equal Opportunities

We are committed to equal opportunities. To help us monitor our policy please complete this section

Ethnic Origin: (please tick)

<input type="checkbox"/> 11 Asian or Asian British - Bangladeshi	<input type="checkbox"/> 12 Asian or Asian British – Indian	<input type="checkbox"/> 13 Asian or Asian British – Pakistani
<input type="checkbox"/> 14 Asian or Asian British – any other Asian background	<input type="checkbox"/> 15 Black or Black British – African	<input type="checkbox"/> 16 Black or Black British – Caribbean
<input type="checkbox"/> 17 Black or black British – any other Black background	<input type="checkbox"/> 18 Chinese	<input type="checkbox"/> 19 Mixed – White and Asian
<input type="checkbox"/> 20 Mixed – White and Black African	<input type="checkbox"/> 21 Mixed – White and Black Caribbean	<input type="checkbox"/> 22 Mixed – any other mixed background
<input type="checkbox"/> 23 White – British	<input type="checkbox"/> 24 White – Irish	<input type="checkbox"/> 25 White – any other White background
<input type="checkbox"/> 98 Any other	<input type="checkbox"/> 99 Not known/not provided	

Please tick if applicable

<input type="checkbox"/> Homeless	<input type="checkbox"/> Living in a hostel or residential care	<input type="checkbox"/> In care or have recently left
<input type="checkbox"/> Traveller	<input type="checkbox"/> Offender service sentence in the community	<input type="checkbox"/> Mental health problems
<input type="checkbox"/> Asylum Seeker	<input type="checkbox"/> Recovering from drug / alcohol dependency	<input type="checkbox"/> Full time carer
<input type="checkbox"/> Refugee	<input type="checkbox"/> Statutory education has been interrupted	<input type="checkbox"/> Ex-offender

Learning Difficulties / Disabilities

Does the student have a learning difficulty?

☐ Yes ☐ No

If Yes, please tick which applies to you:

- ☐ 01 Moderate learning difficulty
- ☐ 02 Severe learning difficulty
- ☐ 10 Dyslexia
- ☐ 11 Dyscalculia
- ☐ 19 Other specific learning difficulty
- ☐ 20 Autism spectrum disorder
- ☐ 90 Multiple learning difficulties
- ☐ 97 Other

Does the student have a disability?

☐ Yes ☐ No

If Yes, please tick which applies to you:

- ☐ 01 Visual impairment
- ☐ 02 Hearing impairment
- ☐ 03 Disability affecting mobility
- ☐ 04 Other physical disability
- ☐ 05 Other medical condition
- ☐ 06 Emotional / behavioural difficulties

- ☐ 07 Mental health difficulty
- ☐ 08 Temporary disability after illness/ accident
- ☐ 09 Profound / complex disability
- ☐ 10 Aspergers syndrome
- ☐ 90 Multiple disabilities
- ☐ 97 Other

4. Please indicate the latest possible date by which the hearing needs to take place (please refer to the Student Disciplinary Policy for timescales/guidance, and also take into consideration any staff absence which may affect this date).

.....

5. Date Disciplinary Hearing Record Form passed to Management Office:

TO BE COMPLETED BY THE MANAGEMENT OFFICE:

6. Date evidence pack provided by the Investigating Officer:

7. Date Management Office sent letter to student/parent/guardian advising date of the panel (and/or subsequent date if evidence had to follow this letter).

.....

8. Date, time and venue of disciplinary panel:

9. Panel members:

Chair (CLT/CMG).....

Investigating Officer

College Manager 1

College Manager 2

10. Student attending / not attending?.....

THIS FORM IS TO REMAIN WITH THE PAPERWORK FOR THIS STUDENT IN THE CENTRAL FILE WHICH IS HELD IN THE MANAGEMENT OFFICE

PART B: TO BE COMPLETED BY THE CHAIR OF THE DISCIPLINARY PANEL AND RETURNED TO THE MANAGEMENT OFFICE AFTER THE HEARING HAS TAKEN PLACE

1. Please describe the nature of the offence or academic failure:

.....

.....

.....

2. Were there any E&D implications? Yes / No

e.g., Did this include any discrimination, harassment or victimisation based on one or more of the following?

<input type="checkbox"/>	Race/Nationality
<input type="checkbox"/>	Gender
<input type="checkbox"/>	Gender Identity
<input type="checkbox"/>	Age
<input type="checkbox"/>	Disability
<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Religion or Belief

3. Decisions and recommendations

.....

.....

.....

.....

.....

4 Management Office to provide copies for:

· Director of Information Services, Funding & Compliance

· Assistant Principal: Student Experience

· Other – Chair please specify

5 Signed:
(Chairperson)

Date:

6 Received by Management Office:

· Signed:

· Date:

7 Circulated to Registry & Data Manager:

· Flag on student record () tick

· Signed:

· Date:

8 Circulated to Assistant Principal: Student Experience:

· Signed:

· Date:

9 Other:

· Signed:

· Date:

APPENDIX TWO

STUDENT DISCIPLINARY PROCEDURE FOR VERY SHORT OR ONE DAY COURSES NOTE

This supplement to the College Student Disciplinary Policy & Procedure should be available to all students that enrol on very short or one-day courses to ensure they are aware of the procedures that will be used to maintain high standards of student conduct and achievement.

For very short or one-day courses it is unrealistic to use the same system of verbal and written warnings that would apply to all other students so the following steps should be taken:

Step One

If a student's conduct, behaviour or progress is not appropriate the assessor / tutor will verbally warn the student.

Step Two

At an appropriate break in the session the assessor / tutor will notify their line manager or for commercial courses the Director of Commercial Partnerships that a student has been issued with a warning. The assessor / tutor should complete a written report / statement of the incident and send this to their line manager.

Step Three

The manager should then speak to the student covering the issues raised in the assessor / tutor's written report and explain that if any further problems occur, they will be dismissed from the course. The manager should record any feedback from the student at this time to ensure fairness, justice, and consistency in handling a disciplinary issue.

Step Four

If the assessor / tutor feels that conduct, behaviour, or progress has not improved following the initial warning the student will be dismissed from the course. Both assessor / tutor and the appropriate manager should complete a final report on the incident.

In situations of serious misconduct, health and safety breaches or safeguarding issues a student can be removed from the course without warning.

Step Five

When the student has been dismissed from the course by the appropriate manager, they should be given details of the College's complaints policy and procedure if they wish to appeal or complain about the decision.

APPENDIX THREE

Dear Student

PROBATION

As discussed, and agreed at the time of your enrolment, I am writing to confirm that you have been placed on a five-week probation period from the start of your course.

Being on probation means that we have agreed targets with you. You will need to achieve all these targets within the five-week probationary period to have your permanent place confirmed. Failure to meet these targets could result in the withdrawal of your college place for the academic year.

Your targets can be viewed on your Pro-Monitor dashboard and will be reviewed by your tutor.

Probation is an integral part of our Admissions Policy which can be provided via Student Services. Please note, college disciplinary procedures **do not** apply whilst you are on probation.

All students applying to college after the 1st of August will automatically be placed on probation as a late applicant until all the admissions criteria which have been agreed with you have been met.

If you have any queries, please do not hesitate to contact me

Yours sincerely



Abid Hussain
Assistant Principal: Student Experience

PROBATION FORM

Probation Criteria

To be used for LATE ENROLMENT

Information to be entered onto Pro-Monitor by Curriculum after enrolment

(NB students who have applied to College after 1st August)

Requirements

Please tick

Complete all work within agreed timescales	
Attend all meetings with a Safeguarding & Wellbeing Officer if requested	
Attendance at all classes	
Full participation in all learning activities, whether classroom or practical sessions	
To meet all ILJ targets set during probationary period	
Produce satisfactory references	
Provided / copied certificates or results slips to meet entry criteria	
Complete and returned criminal disclosure form, if applicable	
Returned clear DBS form for Care / Childcare courses	
Complete a health declaration if support required for disability / health issues	
Complete and pass practical or academic assessment task related to area of study	
Complete assessment at an appropriate level for area of study in Maths / English	

You will have a probationary review meeting with your tutor at the end of the five-week period.

Interviewer name (please print):

.....

Interviewer signature:

.....

Student to sign below to confirm that they understand the terms of their probation and the requirements they must meet.

Name of Student (please print):

.....

Course:

.....

Date:

.....

I confirm that I have read and understood the terms and conditions of my probation and that I agree to all the targets set. Student signature:

Appendix FOUR: Action Plan

Student Action Plan (remains valid if not signed by student)

Date

Student Name:			EBS NO:		
Programme of Study:					
Success Coach				Present?	
Tutor				Present?	
Senior Learning Lead				Present?	
SEND Manager (if HN/EHCP)				Present?	
Safeguarding & Wellbeing officer (CIC/CL)				Present?	
Reason for Action Plan: (details of concern)					
Summary of discussion:					
Outcome	Informal targets set (C4C)		Verbal Warning issued		
	First Written Warning issued		Final Written Warning issued		
Targets	Action			Timescale	
Target 1:					
Target 2:					
Target 3:					
Target 4:					
Target 5:					
Frequency of Review:		Person responsible for monitoring:			

Review Meeting

Date:		Time:		Location:		Reviewer:	
-------	--	-------	--	-----------	--	-----------	--

Signed by

Student:		Staff:		Dated:	
----------	--	--------	--	--------	--

Copy to: student at the end of the meeting, Directorate Support Assistant and upload to Pro-Monitor

Appendix FIVE: Guidance on possible sanctions:

When suspending students, staff should assess the severity of the case and consider any mitigating circumstances. The scope of an incident may warrant different actions. The examples provided below are not an exhaustive list and should be used for guidance.

<u>Students MUST be suspended in alleged cases of:</u>	<u>Students MAY* be suspended, dependent on severity, in alleged cases of:</u>
Deliberate acts that result in severe damage to college property Deliberate acts of violence/Fighting Sexual assault Being in possession of, use of, under the influence of, or supplying drugs or alcohol on college premises+ Being in possession of an offensive weapon Acts which endanger the Health and Safety of others Extreme offensive behaviour, such as racism and severe bullying	Minor damage to college property Aggressive/confrontational behaviour Acts of low-level bullying/harassment/intimidation Minor involvement in an incident ID Badge Misuse *Students may also be sent home for a cooling off period and/or immediately issued with a formal warning

Dependent on the severity of the incident, students may be excluded from Boston College

+Any student suspected of being under the influence of drugs or alcohol should be removed from site for their own safety and the safety of others and must not, under any circumstances, be allowed to attend classes or workshops where tools and/or equipment are being used. Staff should liaise with parents (if under 18) and, wherever possible, arrange for students to be collected. Where it is not possible to send a student home, staff should use discretion or seek advice on the best course of action. Safeguarding the student is paramount. Any incident of this nature should also be logged on VITAL and reported on MyConcern.

When issuing formal warnings, staff should assess the severity of the case and consider any mitigating circumstances. The scope of an incident may warrant different actions. The examples provided are not an exhaustive list and should be used for guidance. **Depending on the severity of the incident, Student's may be excluded from Boston College**

<u>Verbal Warning</u>	<u>First Written Warning</u>	<u>Final Written Warning. Exclusion based on severity of incident.</u>
Poor attendance/punctuality	Escalation from a verbal warning	Escalation from a first written warning
Failure to complete assignments	Confrontational behaviour/language	Acts of violence and/or aggressive and confrontational behaviour*
Poor attitude towards work	Verbal abuse, defamation of character or threat of violence towards any person	Sexual assault/harassment/ sexual harm/ sexual violence*
Disruptive behaviour and/or inappropriate language	Any misuse of, or unauthorised access to college technology, including (but not limited to) computers, software and the internet	Unwanted physical contact
Failing to follow instructions	Recording (video and audio), photographing or screenshots of employees, students and/or visitors without their written consent as covered by General Data Protection Regulation 2018.	Possessing, using or supplying illegal drugs or alcohol on college premises*
Smoking outside of designated areas	Sharing recordings (video and audio), screenshots and photographs of students, employees or visitors anywhere, including social media platforms (Facebook, X, Instagram, Snapchat, TikTok etc.) without their written consent as covered by General Data Protection Regulation 2018	Bullying and/or harassment (including through social media)*
Failure to display ID badge	Causing damage to college property or property of staff/students/visitors	Accessing pornography or other inappropriate content on college computers/internet*
		Acts which endanger the Health and Safety of others*
		Theft or deliberate damage to college property or property of staff/students/visitors*
		Any criminal acts affecting the college or other students*
		Possession of an offensive weapon*
		Cheating/plagiarism in exams/formal assessments*
		*See suspension guidance

	<p>Being under the influence of any illegal drugs or alcohol whilst on college premises</p> <p>Behaviour which could bring the college into disrepute</p> <p>Cheating/plagiarism on informal assessments</p>	
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