

# Student Disciplinary Policy and Procedure

HARROW, RICHMOND AND UXBRIDGE COLLEGES POLICY AND PROCEDURES



**HRUC**

<b>Policy No:</b>	S05
<b>Subject:</b>	Student Disciplinary Policy and Procedure
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<b>Person responsible:</b>	Deputy Principal - HRUC Apprenticeships, Quality & Student Services
<b>Approved by:</b>	Curriculum and Quality Board
<b>For action by:</b>	Assistant Principals, Heads of School, Attendance Coordinators, School Administrators, School Managers and Student Support Services
<b>For information to:</b>	All Staff & Students

## 1. Background

- 1.1 This document sets out the disciplinary procedure to which learners are expected to adhere to in return for being admitted to HRUC (the College) and being provided with educational and other services and facilities. It also sets out the procedure which should be followed, where the Student Code of Conduct has been breached.
- 1.2 Breach of the Student Code of Conduct may lead to disciplinary action being taken against a learner, and repeated breaches or a single very serious breach may result in a learner being suspended or excluded from HRUC.
- 1.3 Any staff, learner or external queries about the interpretation or application of this Procedure should be addressed to the Director of Student Services.

## 2. Scope

- 2.1 This Policy applies to all learners of HRUC, regardless of the mode of study, 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 college terms. However, 14-16 School Link learners may be subject to their school disciplinary process or subject to different procedures, especially in relation to the panels at each Hearing Stage. Higher Education (HE) learners may also be subject to the disciplinary process of awarding institutes.

- 2.2 Learners' attention will be drawn to the Student Charter & Student Code of Conduct and the Student Disciplinary Policy and Procedure at induction.
- 2.3 All members of staff have a duty to uphold HRUC's Student Disciplinary Policy & Procedure.
- 2.4 Staff will be made aware of the Student Charter & Student Code of Conduct and Student Disciplinary Policy and Procedure at induction and on whole College training days. It is also published on the staff intranet.
- 2.5 Parents, guardians and supervising employers will be informed of disciplinary actions as appropriate and in accordance with the policy. Where a learner is under the age of 18 or is a vulnerable adult, subject to the constraints of confidentiality and legislation, the learner's parent(s) or guardian(s) are expected to be involved by HRUC at appropriate Stages of the disciplinary process.
- 2.6 This policy meets the requirements of the Office for Students (OfS) Higher Education conditions.

### **3. Intent**

- 3.1 The intent of this Disciplinary Policy and Procedure is to ensure that all learners and staff are aware of and follow, consistently and fairly, the disciplinary procedures that must be adhered to following a breach of the Student Code of Conduct. Furthermore, it is the intent of this Disciplinary Policy to ensure that no learner is unlawfully discriminated against on grounds of race, disability or gender (or age, sexual orientation, gender identity, religion or belief).
- 3.2 HRUC considers disciplinary processes to be part of the overall pastoral approach within the College which aims to support young people as they move into adulthood and equip them with the behaviours, attitudes and emotional resilience required in their personal lives and employment.
- 3.3 The College therefore will aim when using the Disciplinary Policy to find ways for learners wherever possible to be retained at the College. This may include measures being agreed to help them address issues which have resulted in them being in breach of the Code of Conduct and reparation for any damage caused.

### **4. Procedures**

#### **4.1 Reasons for Disciplinary Action**

- 4.2 This policy and procedures document relates to two aspects of learner behaviour which both follow the same disciplinary procedures:
- 4.3 **Academic:** poor behaviour is defined as that which is likely to prejudice a learners' chances of successfully completing their programme of study such as persistent absenteeism, lateness and failure to complete work set. HRUC has standards for Study, Attendance and Punctuality.
- 4.4 **Misconduct:** the committing of a breach of HRUC's Student Charter or Code of Conduct or any other policy or practice laid down by HRUC.
- 4.5 For the purposes of this Policy and Procedures document, HRUC draws a distinction between misconduct and gross misconduct:
- 4.6 Examples of misconduct include, but are not limited to, aggressive or threatening behaviour, harassment (including sexual harassment), possession or use of alcohol or illegal substances, offensive or discriminatory language, damage to property, and possession of prohibited items such as an offensive weapon, other items or substances that could be used to do harm or stolen goods. Other serious behaviours may also be considered misconduct.

- 4.7 Gross misconduct involves a **serious breach** of HRUC's Code of Conduct, Student Charter, or other policies, including behaviour that may bring HRUC into disrepute, criminal activity (actual or alleged), or repeated instances of misconduct.
- 4.8 **Examples of gross misconduct include but are not limited to:**
- a. Violent or threatening behaviour.
  - b. Theft.
  - c. Possession or use of illegal substances.
  - d. Harassment or intimidation, including sexual harassment.
  - e. Engaging in illegal activity.
  - f. Misuse of electronic or mobile devices to access or share offensive, obscene, or discriminatory material.
  - g. Bringing an offensive weapon, pointed or bladed article or prohibited weapon or other made or adapted item or substance that could be used to do harm onto campus. The College adheres to the Criminal Justice Act 1988, the Prevention of Crime Act 1953, the Offensive Weapons Act 2019 and the Firearms Act 1968.
- 4.9 Gross misconduct may occur both on-site and off-site. Other serious behaviours may also be considered gross misconduct.
- 4.10 To ensure the safety and well-being of the College and learner community, HRUC will consider excluding or suspending a learner from HRUC in cases of gross misconduct/misconduct, or a failure to modify behaviour following warnings in order to safeguard staff and learners. If the individual refuses to co-operate, they will be asked to leave the College premises, and formal suspension will apply, followed by disciplinary action.
- 4.11 If any criminal activity is suspected, HRUC reserves the right to involve the police and pursue such matters through the legal process.
- 4.12 HRUC will co-operate and not prejudice any police enquiries. Any learner involved in alleged criminal activity may be suspended until the outcome of any police enquiry is complete. Any failure to co-operate with the police will be considered during HRUC's disciplinary procedure.
- 5. Suspension**
- 5.1 Any member of staff who believes a learner is guilty of misconduct or any other breach of HRUC's Student Code of Conduct can ask the learner to relinquish their ID card and leave the premises, pending an investigation which could lead to a full disciplinary hearing.
- 5.2 Members of staff may wish to call the Duty Manager or security to assist in this action. Additionally, when a member of the security team decides to suspend a learner, they should call the Duty Manager to liaise with the relevant academic staff. Whenever this action is taken, the member of staff must report the incident as soon as is practically possible to the Head of School or appropriate Senior Manager. The member of staff or the duty manager, if on behalf of security, must take responsibility for ensuring the parent/guardian is notified if the learner is under 18 or considered a vulnerable adult before the learner leaves the premises and keep a record of the notification on the college system where the notification is done through the School's attendance coordinator or tutor.
- 5.3 In these circumstances the learner's absence is temporary, and the learner will be returning the following day unless the suspension is extended by a Head of School, who will decide on an appropriate way to proceed and must contact the learner if the suspension is extended detailing the reason.
- 5.4 A return meeting is required for any extended suspensions where a disciplinary hearing has not been scheduled. The Assistant Principal (Head of School where the Assistant Principal is not available) will be responsible for any decision to implement a Stage 3 Disciplinary Hearing.

- 5.5 In both cases the learner (and the learner's parents or guardian if the learner is under 18 or a vulnerable adult) must be contacted as soon as possible by the Head of School or appropriate staff member by telephone to confirm the suspension and return date. If a Stage 3 Disciplinary is the outcome, a letter must follow within 5 working days confirming the suspension and indicating the date of the Stage 3 Hearing. If at this Stage it is not possible to inform the learner of the date of the hearing, reasons must be given for the delay and recorded on the college system.
- 5.6 Suspension should be for no more than 10 working days. If it is not possible to conduct the Disciplinary Hearing within this 10 working day period, the learner must be contacted before the end of the 10 day period and informed of reasons for the delay and given an indication of when the Hearing will take place. Consideration should also be given to lifting a suspension pending the Hearing or until the outcome of a Disciplinary Hearing is known. Approval to lift the suspension is granted by a Senior Manager.
- 5.7 During a period of suspension, HRUC will take all reasonable steps to ensure that the learner concerned is able to keep up-to-date and is able to progress with their course through remote access to the HRUC's Virtual Learning Environment and via telephone, e-mail, postal mail, contact with tutors and Student Support staff. HRUC cannot guarantee that full access to all learning resources and services will be possible remotely. During suspension, the learner's submitted work will be assessed as normal. A suspended learner may request access to key assessment opportunities within the College premises during their suspension period, this includes external exams, such as GCSE English and Maths. In this circumstance, the relevant Assistant Principal, in liaison with Head of Security and Head of School, will consider the risk and confirm whether permission is given or not. In either case the Assistant Principal will confirm appropriate or alternative arrangements for assessment so as to not disadvantage the learner or other learners, as far as is possible.
- 5.8 Where a learner is identified as High Needs and/or has an Education, Health and Care Plan (EHCP), any exclusion or withdrawal must follow the statutory processes associated with EHCPs. Curriculum teams must consult Additional Learning Support before initiating any exclusion or withdrawal so that support needs can be reviewed and appropriate liaison with relevant parties can take place.
- 5.9 Any exclusion or withdrawal will only be confirmed following completion of this process, except where immediate safeguarding considerations apply.
- 5.10 Where a student is identified as belonging to one of the inclusion groups in the Equality, Diversity & Inclusion strategy, or holds a protected characteristic, staff are reminded to take account of these factors and acknowledge the extent they may have influenced the student. Whilst not providing an excuse for all behaviours, staff should have regard to the barriers that these students face in education.

## **6. Disciplinary Stages**

- 6.1 The following Stages must be followed, except in the case of gross misconduct or following more than one incident of misconduct, when it is acceptable to move directly to an appropriate Stage of these procedures.
- 6.2 Where there is evidence that a learner has consistently failed to comply with HRUC's Student Code of Conduct within the first four weeks of starting the course, and where HRUC believes this is a serious enough matter, HRUC reserves the right to move immediately to exclusion. The decision to exclude a learner under these conditions must be following a meeting with the Head of School or Assistant Principal and can only be approved by a Deputy Principal or Principal.

## **7. Preliminary or Informal Stage**

- 7.1 The Academic Tutor is responsible for dealing with the preliminary or informal Stage, likely to be activated by low level misconduct such as persistent lateness. During this Stage every

effort should be made to ensure that the learner is given the opportunity to improve. Early action by the Academic Tutor is usually sufficient to prevent further problems. The Academic Tutor may wish to involve the Student Support Team at this Stage.

- 7.2 Parents and guardians should be kept informed and requested to assist in enabling the learner to 'get back on the right track'.
- 7.3 Even at the preliminary or informal Stage, the Academic Tutor/Student Progress Advisor (SPA) should record their actions on the learner's disciplinary records and store documents in the learner's file.

## 8. Formal Stages

Stage 1 – First Written Warning
Stage 2 – Second Written Warning
Stage 3 – Formal Disciplinary Hearing
Breach of Stage 3 Contract Review
Appeal

- 8.1 Stages 1 and 2 are administered by the curriculum area in which the student subject to disciplinary action is studying. SPAs/Tutors or Section Managers will initiate Stage 1 disciplinary meetings in discussion with Course Leaders. In areas without SPAs/Tutors, Course Leaders will initiate these.
- 8.2 Heads of School will initiate Stage 2 disciplinary meetings which will be recorded and logged by Department Administrators or Attendance Coordinators.
- 8.3 The Assistant Principal will be responsible for the decision to implement a Stage 3 Disciplinary Hearing by request from Heads of School.
- 8.4 The outcomes of Stage 1 and 2 disciplinaries should be communicated with learners (and parents/Next of Kin where appropriate). This would normally be in the form of a letter or email outlining the outcome of the hearing and any conditions placed on the student regarding future conduct.
- 8.5 International learners are required to maintain attendance in line with UKVI 'United Kingdom Visas and Immigration' requirements. Failing to do so, without a good reason, will lead to a Stage 3 disciplinary hearing.
- 8.6 A learner can move straight to a Stage 2 for misconduct or a Stage 3 for gross misconduct and does not need to go through a Stage 1 or 2. The possible outcomes of a Stage 3 are: no further action; written or final written warning; withdrawal; or exclusion.
- 8.7 HRUC must ensure that it conducts all hearings fairly and takes full account of the learners' needs to ensure that no learner or staff member is unlawfully discriminated against on grounds of race, disability or gender (or age, sexual orientation, gender identity, religion or belief). HRUC will take steps to make necessary adjustments to allow a fair hearing to take place. Where a learner or staff member has special needs, HRUC will try to meet these needs e.g. to provide documents in appropriate accessible formats, or interpreters to overcome language barriers.
- 8.8 Where there is an immediate safeguarding risk, urgent action may be taken in line with the College's safeguarding procedures. ALS and relevant external parties will be informed as soon as reasonably practicable, and the High Needs withdrawal process will be followed thereafter.
- 8.9 Exclusion or withdrawal will only be confirmed once this process has been completed.

## 9. Conduct of Disciplinary Hearings

9.1 All Disciplinary Hearings should be conducted fairly and should seek to establish the truth.

9.2 The panel at the Hearing must have the membership listed below:

<b>Stage 1:</b>	<b>Section Manager with/or</b> Course Team Leader (CTL) or Academic Tutor/SPA (or another manager above CTL)
<b>Stage 2:</b>	<b>Head of School</b> or Section Manager with CTL or Attendance coordinator or Administrator
<b>Stage 3:</b>	<b>Assistant Principal (Chairperson).</b> If an Assistant Principal is not available within the prescribed timescale another appropriate Manager will act in this role, such as the Head of School or Head of Student Services. A Student Support Officer may also be in attendance (to support the learner), but if there is no one available the meeting can go ahead without them. If this hearing is chaired by someone other than an Assistant Principal and the outcome is withdrawal or exclusion, this must be sanctioned by the Assistant Principal.
<b>Breach of Contract Stage 3 Review</b>	The Head of School must provide the Assistant Principal with a conduct review of the learner during the three working weeks of the contract being issued and in cases of further instances of their conditions not being met, or gross misconduct, to ensure the learner's behaviour aligns with the contract and agreed actions in the outcome letter. If the review indicates that the learner has breached the contract, the Head of School will recommend the learner for exclusion to the Assistant Principal. The learner has the right to submit a letter to the Assistant Principal explaining any mitigating circumstances that could influence the exclusion decision. The learner may be suspended during the Breach of Contract Review being considered by the Assistant Principal.
<b>Appeal following an Exclusion</b>	Deputy Principal, Principal or an appropriate Senior Post-holder from HRUC's Executive Team

9.3 If these staff members are not available HRUC reserves the right to replace them with an appropriate alternative member of staff.

9.4 If required, other staff may be invited to be present at the Hearings. In addition, others may be present to provide support if staff or learners have special needs e.g. a signer, scribe or interpreter.

9.5 All outcomes resulting from any disciplinary Stage must be recorded on the college system ProMonitor by the School Administrator, Attendance Coordinator or other appropriate member of staff.

## 10. Stage 3 Disciplinary Hearing

10.1 Prior to the Stage 3 Disciplinary Hearing, the College will ensure the learner:

- a) Is given written notice of the Hearing date and time.
- b) Is informed of the date at least five working days in advance.
- c) If under 18, they are notified of their expectation to bring a parent, guardian or other appropriate adult. The parents should also be notified directly.
- d) If 18 or over, they are notified of their right to bring a parent, guardian or other appropriate adult.
- e) Is clear about the reasons why a Stage 3 Hearing is being held and be provided with documentation about this.

- 10.2 For Stage 3 Disciplinary Hearings and Appeals, learners under the age of 18 are expected to be accompanied by their parent(s) or guardian (this may include carers or social workers). Although HRUC may decide to conduct a Stage 3 Hearing without a parent or appropriate adult being present, HRUC reserves the right to cancel a Stage 3 hearing when a learner under 18 is not accompanied.
- 10.3 In exceptional circumstances, where it is considered to be detrimental to the student, the learner will be permitted to attend without their parent(s) or appropriate adult. The request must be made to the Student Support Manager at least three working days before the Disciplinary Hearing and can only be approved by an Assistant Principal.
- 10.4 Legal representation is not permitted at disciplinary hearings.
- 10.5 If all parties agree the Hearing may be conducted in fewer than 5 days.
- 10.6 There may be occasions when the documents contain sensitive or confidential information. In such instances the Chairperson will decide which documents can be fully disclosed, which parts of documents can be disclosed, and whether the names of those making statements should be kept confidential.
- 10.7 Prior to the Disciplinary Hearing the incident will be investigated by the Assistant Principal or other appropriate manager, and witness statements and academic reports will be gathered. Relevant information (subject to confidential information, see above) will be available to the learner at least three working days before the Hearing.
- 10.8 During the Disciplinary Hearing or Appeal Hearing the Chairperson shall ensure that the Hearing is conducted fairly and gives everyone the opportunity to put their case. The hearing will follow the Stages below:
- I The Chairperson informs the learner and all those present of the disciplinary process, the possible outcomes, and how the hearing will be conducted.
  - II The Chairperson outlines the case against the learner and may question the learner in an objective and fair manner.
  - III The learner will then put their side. Parents or an appropriate adult may speak on their behalf and question the Chairperson.
  - IV The Chairperson and others present then have the opportunity to further question the learner.
  - V The Chairperson will conclude by ensuring that both sides have had sufficient opportunity to make their case and explain how and when the outcome will be communicated to the learner.

- 10.9 The possible outcomes of a Stage 3 Disciplinary Hearing are:

No further action	The learner may return to HRUC without conditions
Further or Final Written Warning	The learner may return, but must abide by conditions set
Exclusion	The learner is excluded from HRUC with immediate effect
Withdrawal	See below

- 10.10 It is permissible, but rare, for the Chairperson to decide to withdraw a learner from HRUC on the basis that their behaviour can be explained by a lack of interest, commitment, or suitability.
- 10.11 The outcome of the Disciplinary Hearing will always be given in writing, within five working days of the Hearing, and the letter will confirm the decision, reasons for the decision and the actions arising. If the outcome is exclusion, the learner must also be informed of their right to appeal. HRUC reserves the right to extend the hearing outcome beyond five working days where it is deemed necessary by the Assistant Principal (this may be for circumstances such as further information gathering). In these cases, the learner must be informed that the outcome decision has been delayed.

- 10.12 A learner who withholds information which the Chairperson of the hearing believes is detrimental to the safety of learner, will be deemed to be in contempt of HRUC's disciplinary process and the Chairperson reserves the right to take this into account when making a decision about the outcome of the Hearing.
- 10.13 If the learner fails to attend a Disciplinary Hearing or an Appeal Hearing, a decision may be made by considering the known facts in their absence. The learner will be notified within 5 working days of the Hearing. A Hearing can be rescheduled at the Chairperson's discretion.
- 10.14 The learner disciplinary record (ProMonitor) should always be updated and relevant documents stored in the learner's file by the disciplinary administrative officer and a record kept on the school system by the school administrator or attendance coordinator.
- 10.15 Parents of learners aged under 18 and sponsoring employers should always be informed of the outcome of the Disciplinary Hearing. If the learner was suspended prior to the hearing and is asked to return after a hearing is concluded with the conditions set, the return date of the learner will be communicated to the learner and parents by the school Attendance Coordinators or other nominated school staff designated by the Head of School.

## **11. Disciplinary Reviews**

- 11.1 Following disciplinary hearings, and in particular when the outcome of a hearing is a Final Written Warning with conditions set, the learner will be expected to meet the conditions and make improvements. Such improvements shall be agreed between the learner and HRUC and will be formally endorsed in the form of a letter or contract. All outcomes with a warning will additionally mean the learner is put on a two-week behaviour and attendance monitoring report, set and reviewed by the school. A three-week review update will be completed by the Head of School to ensure that the learner continues to meet the conditions set.
- 11.2 Where improvement targets are set, the learners conduct will be reviewed. These targets should be made clear in writing. If the learner fails to improve, the Chairperson shall proceed to the next Stage in the disciplinary procedure until all Stages have been exhausted. If, following a Stage 3 hearing, the learner fails to make the agreed improvements upon review, or there are further transgressions, HRUC reserves the right to move directly to an exclusion from HRUC through the Breach of Contract Stage 3 Review process.
- 11.3 Learners will be offered ongoing support and guidance from a Student Support Officer or Culture and Engagement Coach.

## **12. Exclusion**

- 12.1 Exclusion can only be considered under Stage 3 of the disciplinary procedure except within the first four weeks of the start of the course.
- 12.2 Where there is evidence that a learner has failed to comply with HRUC's Student Code of Conduct within the first four weeks of the start of the course, and where the College believes this is a serious enough matter, HRUC reserves the right to move immediately to exclusion.
- 12.3 Learners will be at Stage 3 of the disciplinary procedure because: they have not met the improvements required of them at previous Hearings and have built up a cumulative record of misconduct; or will be in a Stage 3 Hearing for gross misconduct.
- 13.3 Cases of gross misconduct will automatically proceed to Stage 3. Fighting, possession or use of drugs or any other illegal activity including bringing an offensive weapon onto campus will always be dealt with under Stage 3 as gross misconduct, and if substantiated, may lead to exclusion.
- 12.4 In certain exceptional cases where exclusion is the outcome the College may consider ways of supporting the learner beyond the exclusion. The Assistant Principal will review each exclusion and decide if there are any ways the College can support learners beyond their

exclusion. There may be cases where learners can complete parts of their qualification with remote or controlled access. For example, a learner that is excluded close to the end of a qualification may be allowed to complete the qualification remotely. The College may look to help progress the learner to employment, apprenticeships, King's Trust courses etc. and careers advice is always available for learners that are withdrawn or excluded. Decisions regarding what can be offered in these cases are made by the Deputy Principal or Principal, and there is no appeal process regarding support offered beyond exclusion.

### **13. Appeals**

13.1 Appeals may only be made following Stage 3 of the procedure where the outcome is exclusion.

13.2 An appeal can be submitted on the following grounds, provided there is evidence to support one or more of the following:

- HRUC has not followed the formal procedure as described in the Disciplinary Policy.
- Incorrect evidence has been used during the investigation, key evidence was not considered, or new evidence has arisen.
- The panel did not fully consider the student's personal circumstances.
- The circumstances of the offence were not fairly considered at Stage 3.
- The penalty given was too harsh in the circumstances.

13.3 HRUC reserves the right to reject any Appeal that does not meet the guidelines as set out above.

13.4 The Appeal must be sent in writing to the Principal not more than 10 working days after notification of the outcome of the Disciplinary Hearing.

13.5 The Appeal is heard either by the Principal/other nominated Senior Manager, such as the Deputy Principal with the delegated authority of the Principal, and who has had no previous involvement with the learner's disciplinary history.

13.6 The decision of the Principal/other nominated Senior Leader is final.

13.7 All exclusions will be made, unless by exception, by the Assistant Principal or appropriate manager, which come with a stipulation that the learner will not be allowed to enroll onto any programme for the next academic year at any HRUC college campus.

### **14. Closing the File**

14.1 Following exclusion or withdrawal by consent all actions and decisions will be recorded on the learner's disciplinary record, with all documents stored on the learner's file. Student Records, Admissions, Security and any other relevant person(s) will be informed.

14.2 The decision to re-admit learners previously excluded will be made by the Principal.

### **15. Rights**

#### **15.1 Student Rights**

15.2 For disciplinary hearings and appeals hearings, learners under the age of 18 are expected to be accompanied by their parent(s) or guardian (this may include a carer or social worker). For Stages 1 and 2, learners have the right to be accompanied by a parent or guardian, provided HRUC is notified in advance. If required, others may be invited to be present at the Hearing to provide support if learners have special needs e.g. a signer, scribe or interpreter.

15.3 Learners aged 18 and over have the right to be accompanied by an appropriate adult such as parent or guardian.

- 15.4 Learners have the right to see appropriate documentation used during Disciplinary Hearings, unless such documentation is of a confidential nature. Documentation will be included in the correspondence confirming the date of the Hearing. If further information becomes available before the Hearing, the learner will be given time to consider it prior to the start of the Hearing. Where a learner or staff has special needs, HRUC will try to provide documents in appropriate accessible formats.
- 15.5 Any written evidence which the learner wishes to submit for consideration must be received at least three working days prior to the hearing. Likewise, any witnesses the learner wishes HRUC to contact must also be communicated to HRUC. Learners are advised of this in the letter they are sent detailing the Stage 3 Hearing. The chair of the meeting will determine the relevance of any witnesses proposed.
- 15.6 Learners have the right to appeal against an exclusion following a Stage 3 Disciplinary Hearing.
- 15.7 Learners who consider the disciplinary procedure not being adhered to in their case should consult with the College regarding this.
- 15.8 Learners have the right to be notified of the outcome and reasons for the decision not more than 5 working days after the Hearing has taken place, unless matters are still being investigated by the Chairperson of the Disciplinary Hearing in which case a letter (or phone call) confirming the reason for delay will be sent.
- 15.9 Learners have the right to attend a Stage 3 Hearing with a member of the Student Support team.

## **16. Parents, Guardians and sponsoring employers' rights**

- 16.1 Parents or guardians of learners under 18 years of age will be kept informed at all Stages of the procedure and are expected to attend Disciplinary and Appeal Hearings. HRUC reserves the right to withhold information from parents only on the grounds that such information is likely to affect the safety and well-being of a young person. Such action must be authorised by a Senior Leader.
- 16.2 Sponsoring employers will be kept informed of any disciplinary action, regardless of the age of the learner.

## **17. Strategy**

### **17.1 Record Keeping**

- 17.2 The Academic Tutors/Attendance Co-Ordinator's/Student Progress Advisors/School Administrators are responsible for keeping a personal file for all learners. In addition to records relating to academic progress etc., this file should contain details of all hearings and other disciplinary records.
- 17.3 The College will be responsible for keeping a record, usually stored securely online, of all Stage 3 Disciplinary and Appeal Hearings. In addition, records of contact made with the student when arranging the Disciplinary Hearing will be kept. The Principal's office will be responsible for maintaining records of any Appeal Hearing arrangements.
- 17.4 Reports on disciplinary activity will be presented at Governing Body meetings and at the Senior Leadership Team meetings. It is the duty of HRUC's Senior Leadership Team and the Governing Body to monitor data, trends and any subsequent action plans and their impact to ensure the fairness of the Student Disciplinary Policy & Procedure.

## **18. Student Support and the Disciplinary Procedure**

18.1 Student Support staff can support the operation of the disciplinary procedure in the following ways:

- At the learner's request (or with the learner's permission) provide a report on difficulties or problems the student is facing.
- Providing help and support while the learner endeavors to improve their behaviour and performance.
- Explaining the procedure to the learner and advising them of their rights.
- Accompanying the student to Stage 3 Disciplinary Hearings, not to act as an advocate for the student, but to check that the student understands what is said to them.
- Where the best course of action is to leave College, helping the student identify and access other opportunities.
- All learners facing a Stage 3 Disciplinary Hearing may be invited to a Pre- Stage 3 meeting with a Student Support Officer, where appropriate ongoing support will be offered to the learner. This may be conducted on the phone.

## **19. Related policies:**

19.1 The Student Disciplinary Policy & Procedure is designed to be cross-referenced to other College Policies and Procedures, in particular:

- Equality and Diversity Policy
- Student Attendance and Punctuality Policy
- College Complaints Procedure
- Student Code of Conduct
- Student Anti Bullying Policy
- Student Charter
- Safeguarding and Child Protection Policy