

1 Policy Statement

What the Centre expects of its students.

PLUS Skills Development Ltd recognises itself as a diverse, inclusive centre and affords equality of opportunities to its students and staff.

All of the Centre's staff are committed to supporting all students to achieve their personal learning goals and ambitions. Students are expected to support the Centre and one another in this effort by behaving in a way that creates an orderly learning environment and contributes not only to their own success but to that of their fellow students.

2 Scope

The procedures relating to suspension and dismissal of students referred to in this document, may be superseded by specific procedures identified and stipulated within contracts relating to specific training programmes and schemes i.e. school/academy partnerships.

Company sponsored students such as Apprenticeships are subject to the Company Disciplinary arrangements but should be aware that breaches of Centre discipline will be reported to their company and agreement will be reached with the company concerning the action to be taken.

3 Legislation

The following legislation is applicable to this policy:

- Disability Discrimination Act 2005
- Data Protection Act 1998
- Human Rights Act 1998
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Race Relations (Amendment) Act 2000
- Special Educational Needs and Disability Discrimination Act 2001
- Equality Act 2010

4 Responsibilities

Everyone has a responsibility to give full and active support for the policy by ensuring:

- 4.1 The policy is known, understood and implemented; within this general responsibility there are some specific responsibilities:

- 4.2 All students must:
- 4.2.1 Observe the Centre's rules and regulations.
 - 4.2.2 Be courteous, considerate and respectful to other students, to members of staff and other users of the Centre.
 - 4.2.3 Be punctual and maintain good attendance in all classes.
 - 4.2.4 Refrain from anti-social activities such as shouting, swearing, spitting and other unruly, abusive and offensive behaviour.
 - 4.2.5 Refrain from any activities that would reduce their ability to participate fully and safely in the work of the class, for example the consumption of alcohol or drugs.
 - 4.2.6 Treat all Centre premises and property with respect.
 - 4.2.7 Respect the property of other people.
 - 4.2.8 Refrain from any unlawful activity.
 - 4.2.9 Abide by the centres guidelines for COVID-19 prevention and keeping safe

5. Actions to Implement and Develop Policy

- 5.1 How the Centre will respond to inappropriate or unacceptable behaviour

Students should be aware that the Centre has the right to remove from its premises anyone whose behaviour is unacceptable and anyone who has no legitimate reason for being in the Centre.

Students must carry their Centre Registration Card with them at all times and may be asked to show staff (or anyone sub-contracted by the Centre for the purposes of security or safety) this card as proof of their identity and status.

- 5.2 Separate procedures apply to:
- 5.2.1 School partnerships (13-16 year olds)
 - 5.2.2 Apprentices
 - 5.3.3 Specific contracted full cost programmes

5.3 CIRCUMSTANCES IN WHICH THE CENTRE WILL CONTACT THE POLICE

Where a student is suspected of/commits a criminal offence, for example:

- theft
- criminal damage
- drug use or drug dealing
- assault
- illegal use of Centre facilities including information and communication technology

The police will be called to deal with the incident.

6. Monitoring and evaluation

The Centre's Directors will monitor the operation of the policy annually.

7. Related Policies

- Race Equality Policy
- Equality & Diversity Policy
- Harassment Policy
- Anti-bullying Policy
- COVID -19 Policy/Risk Assessment

STUDENT BEHAVIOUR POLICY/CODE OF BEHAVIOUR

Procedure to implement the Policy

- 1 Separate procedures apply to:
 - a) All other students not mentioned below
 - b) School partnerships (13-16 year olds)
 - c) Company sponsored students
 - d) Specific training programmes

- 2 Breaches of the policy will be investigated in a three stage process.

Stage 1 - Breaches that will be dealt with at a Centre level. If unresolved,

Stage 2 - Formal Disciplinary procedure

Stage 3 - Appeals procedure.

- 2.1. **General**

Where a disciplinary matter is being considered, a Director may decide immediately to issue a formal written warning or to invoke the Centre's Student Disciplinary Procedure if the offence is felt to be sufficiently serious.

- 2.1.2 In all formal disciplinary proceedings the right of students to be given a fair hearing will be upheld.

- 2.1.3 Where students fail to attend classes, parents/carers (if the student is under 18) or employers will be notified promptly of all unauthorised absences.

- 2.1.4 A record will be maintained of the student's timekeeping. Where there is a pattern of persistent lateness, parents/carers (if the student is under 18) or employers will be informed.

- 2.1.5 Students who persistently or seriously misbehave and who as a result of their behaviour change the pace of the learning, or are potentially dangerous in class may be required to leave the class.

Students asked to leave class under these circumstances will remain on Centre premises and will be provided with directed study by the lecturer.

Where this occurs, the lecturer must record the incident and report it to the Director

If a student persistently misbehaves, the Director may issue a formal warning.

In taking this action the Director will make reference to records of the student's offences and efforts made by staff to effect any improvement.

At this point the student will be advised in writing that the formal Disciplinary Procedure is being followed. (Stage 2)

2.1.6 Students who misbehave in other areas of the Centre may be required to leave the premises.

2.1.7 Where students fail to produce work, or produce unsatisfactory work as a consequence of a lack of effort or application, parents/carer (if the student is under 18) or employers will be notified and action will be taken by the Centre to ensure that the work is completed to the required standard.

2.1.8 Where students fail to observe COVID-19 government advice/guidelines when at the centres.

2.2.1 Stage 1 of the procedure is:

At the first stage, the Head of Centre will give a verbal warning. This will be confirmed in writing.

A copy of this written statement will also be sent to the student's parent/carer (if the student is under 18) or employer.

A second formal warning will be issued by the Director if the student fails to make an improvement, and/or commits further offences.

This will be a written warning. A copy of this written warning will also be sent to the student's parent/carer (if the student is under 18) or employer.

Where a student fails to make an appropriate response, he/she may be subject to the Centre's Student Disciplinary procedure.

The Centre may suspend the student as a sanction for their behaviour and/or breach of the Code of Behaviour. Such suspensions will be at the discretion of the Company Directors.

The student may be temporarily suspended subject to an investigation of the alleged breach of the Code of Behaviour. Student suspension can only be authorised by the Company Directors.

Suspensions may ultimately lead to permanent exclusion from the Centre.

2.3 Stage 2 of the procedure is:

THE CENTRE'S STUDENT DISCIPLINARY PROCEDURE

2.3.1 The Centre's Company Directors hears all cases where a student has been suspended from the Centre for persistently failing to comply with Centre, School/Academy or Course Regulations or because he/she is suspected of having committed a serious breach of the regulations.

Serious breaches would include such things as:

- Theft
- Not observing COVID-19 guidance to keep safe
- threatening behaviour including racial, sexual or other harassment
- wilful damage to property
- drunk and disorderly behaviour
- drug use or drug dealing
- deliberate breaches of safety legislation and safety regulations

Where a student has been suspended, arrangements will be made for a Disciplinary Committee Meeting to be held.

The Student Disciplinary Committee is chaired by a Company Director

The Centre's Student Disciplinary Committee has the power to permanently exclude a student from the Centre.

The student will be invited to attend the meeting for the purposes of presenting his/her case to the Student Disciplinary Committee. He/she can be accompanied by parent/carer/friend if he/she wishes.

2.3.2 Stage 3 of the procedure is:

2.3.3 The student may appeal against the decision of the Student Disciplinary Committee by submitting a written declaration to the Company Director clearly stating the grounds for the appeal within 5 working days of the decision.

For the purposes of an appeal by a student, the Company Director will form an Appeals Committee comprising of the Company Director and two external representatives who have not been involved at the earlier stages of the procedure.

3 School/Academy Partnerships

Where a student's behaviour is disruptive, offensive, is distracting to other students or is potentially dangerous the lecturer would:

3.1.1 Make arrangements to have the learner excluded from class and supervised whilst on Centre premises.

3.1.2 Telephone contact will be made with the school/Academy to the designated contact and the incident verbally reported as soon as possible. The school/Academy will be asked to collect the student.

3.1.3 If a student persistently misbehaves or if there is a serious misdemeanour, the Director will arrange a meeting with the school/Academy.

4 Company sponsored students.

Specific arrangements are negotiated with individual companies and specified in contracts. Reference should therefore be made to the appropriate company representative.

5 For specific training programmes where disciplinary procedures are a contract condition reference should be made to the contract.