



**Student Code of Conduct  
&  
Disciplinary Procedure  
2018/19**

**Respect yourself  
Respect others  
Respect the college**

## Our Values – The West Notts Way!

1. The college is an adult, professional environment and expects everyone who works and studies here and visits us to behave in an adult and professional way. In return members of our community will be treated like an adult and a professional.
2. Like any place of employment there needs to be a code of conduct and expectations around behaviour. Our job is to prepare you for the work-place and as such our expectations and the consequences of poor behaviour will mirror those used by many employers.
3. We aim to establish a culture where positive behaviour is the norm. Respect for our college community, whether in person or online, is the expectation. Behaviour or conduct not in line with these expectations is dealt with quickly and fairly.
4. All members of our community are encouraged to uphold the college values of respect, responsibility and professionalism and this code and disciplinary procedure has been drafted with that in mind.
5. If you are an apprentice you will follow our code of conduct whilst you are studying but you will also need to follow your employer's expectations, should you fail to meet the standards expected by your employer, you may be taken through their own disciplinary procedures. This principle will also apply if you are completing a work placement.

## Our code of conduct (the rules!)

Our code of conduct is based upon respect - **respect yourself, respect others and respect the college**. This means:

1. We all use language that is appropriate for a professional environment - that means we ask everyone not to swear or use offensive language (even as a joke).
2. We are a litter free college, help us keep the college looking clean and tidy by putting litter in bins and clearing up after yourself in canteens and diners.
3. We take your safety very seriously, asking people to wear a lanyard is part of that – help us keep everyone safe by wearing yours.
4. Respect your tutors and your peers by turning up on time to class and letting us know if you can't make it.
5. You will get far more out of college if you come ready to learn - bring a pen and paper, do the background work and remember any special equipment you might need for that day. Another way in which you can show you are ready to learn is to take off your outdoor coat in class – if this causes a personal problem for you please speak to a tutor or member of the support team.
6. Mobile phones are an important part of all our lives but use them appropriately – respect your tutors and other students by only using mobiles in class when your tutor says it's ok.
7. We all don't share the same taste in music – please respect this by listening to yours through in-ear speakers or headphones only and only in break times unless your tutor says it's ok to do it in class.
8. Respect the college's no-smoking policy - smoking, vaping or using e-cigarettes is not permitted on any college campus.

**Everyone** in our community will challenge **anyone** who is not following our code of conduct.

At the beginning of the year your curriculum area will also talk to you about other rules that may apply to your area and are generally linked to what it is like in industry.

## What else can I do?

Whilst the code of conduct above sets out our basic rules there are other things that you might want to think about:

- a) Your voice matters and we will listen to concerns that you raise, however, we all need to raise concerns in a constructive way. Being angry and aggressive at others is unlikely to lead to a positive solution.
- b) We all want a nice place to learn and to work, when things get damaged, stolen or broken it ruins it for everyone.
- c) Being prepared means planning our time properly – if you meet deadlines for assignments, it will mean that you will feel less stressed later on – if you are struggling we can help you.
- d) Everyone likes to have a laugh, but it stops being funny when we are the subject of the joke or when it goes too far and people get hurt. By all means enjoy your time at college but also think about the impact you are having on yourself and others.

Our code of conduct applies inside the college, online, on college buses and in the areas directly outside the college (bus stops).

Anyone who repeatedly can't uphold our code of conduct may be asked to leave the college.

## Ok that's what I have to do - what about the college?

Staff who work at the college are also bound by our code of conduct. All our staff are expected to model the behaviour we expect from you.

Our promise is really simple – if you can abide by our code of conduct then you can expect:

- a) To have your positive contribution to the college community rewarded.
- b) To be listened to, respected and have your opinions taken seriously. We expect you to behave like a professional we will treat you like one.
- c) To be supported to meet our expectations.
- d) To be provided with appropriate resources to enable effective learning.
- e) To be provided with regular, constructive feedback to help you improve.
- f) To have our own individual needs taken into account and things changed where necessary.

## What happens if I don't stick to the code of conduct?

1. Minor or less serious issues (cause for concern) will be dealt with by your tutor or any other member of staff. This may be an informal chat or targets agreed as part of your regular reviews. We will support you as much as possible to meet our expectations before we take any more formal action. Part of your action plan may be to help out around college a bit more, for example if your warnings have been about dropping litter, we may ask you to work alongside our cleaning staff for a week to help keep the college tidy.
2. More serious issues or a significant repetition of minor issues could mean that you go through a more formal disciplinary process. This could mean that you have a formal written warning placed on your file or as a last resort are asked to leave the college (excluded/expelled). The outcome of disciplinaries will depend on the seriousness of the incident and anything that might explain the incident in any way.

3. There are three stages to our formal process, with stage 3 being a panel hearing. You can only be asked to leave the college permanently (excluded) following a stage 3 panel hearing. More information about the stages to our process is included within appendix 1. However, if allegations are really serious issues may be dealt with immediately at a stage 3 panel.
4. The types of behaviour that are likely to lead to this more formal disciplinary (at any stage) are listed below but this is not a complete list. There may be other things that don't meet our expectations that mean that you might go through a formal process.
  - a) Not upholding agreed action plans as a result of previous disciplinary meetings.
  - b) Not upholding our expectations especially those in relation to respect and safety.
  - c) Not attending work placement when this is arranged for you.
  - d) Physical violence towards any member of our college community.
  - e) Bullying, taunting, intimidation or abusiveness towards another member of our community in person or online.
  - f) Deliberately damaging college property or buildings.
  - g) Theft.
  - h) Fraud e.g. forging signatures or providing misleading information on forms.
  - i) Not being honest about attendance at work placement.
  - j) Behaviour or language that is offensive to others especially on the grounds of their sex, gender identity, sexual orientation, race, disability or age.
  - k) Unauthorised interference with data or software belonging to the college.
  - l) Accessing, distributing or downloading offensive material from college systems.
  - m) Possession of alcohol or non-prescribed drugs.
  - n) Being under the influence of or distributing alcohol or drugs to members of the college community.
  - o) Sexting or the distribution of inappropriate images.
  - p) Putting a young person or vulnerable adult at risk either sexually, emotionally or physically.
  - q) Being in possession of a weapon.
  - r) Plagiarism, copying or cheating.

## Cooling off periods and suspensions

1. You could be asked to leave college for up to two days to 'cool off'. A head of school or service, duty head or curriculum or support manager can ask you to leave college for this amount of time after an allegation is made about your behaviour.
2. You can also be suspended whilst an investigation takes place and a stage 3 panel is called. The suspension will be for the length of time this takes and work will be sent home. A suspension is not an assumption of the final outcome. A head of school or a duty head can do this with the authorisation of a member of the senior management team.

## What does exclusion mean?

1. Exclusion means that you will be asked to leave the college and will not be allowed to return **for at least** that academic year.
2. In certain cases we might allow you to complete your course but not allow you on to a college campus.

3. If you are excluded but continue to return to a college campus you will be asked to leave and in some cases we may have to involve the police.

### **What if I don't agree with the disciplinary?**

1. At stage 1 you can raise concerns with a head of school. At stage 2 you need to raise your concerns to the Vice Principal: Curriculum and Quality and at stage 3 you need to raise your concerns with the Principal. Further information is provided within appendix 1.

### **Where can I get more information?**

Louise Knott – Vice Principal: Communications, Engagement and Student Experience

Paul Rana – Head of Student Support

Your Head of School

Your Curriculum Manager

The Duty Head for the day at college.

### **Appendices**

1. Disciplinary process
2. Preparing for a stage 2 or 3 meeting.

## Appendix 1 – the disciplinary process

Stage	Who deals with it?	How is it dealt with?	How am I notified?	What can happen?	What if I'm not happy?
Cause for concern	Any member of staff	Informally in class, in 1-1 reviews or in common areas across the college.	As and when issues arise	Informal warning or progress to formal stage of the process.	Speak to the curriculum manager or duty head
Stage 1	Curriculum Manager	In a meeting – you can bring a parent/carer or friend to the meeting	In person or by email/letter	Formal warning and behaviour plan. This will be monitored on a weekly basis and for as long as is agreed at the meeting.	Speak to or contact the Head of School
Stage 2	Head of School/ Curriculum manager	In a meeting - you can bring a parent/carer or friend to the meeting	By letter – you will be given 5 working days' notice	Formal written warning and a behaviour management plan which is monitored for a period agreed at the meeting.	Write to the Vice Principal: Curriculum and Quality within 5 working days of the meeting.
Stage 3	A disciplinary panel not related to your school.	In a panel hearing. The panel will be chaired by either the Vice Principal: Communications, Engagement and Student Experience or Head of Student Support. There will be two other members of staff in attendance.  You can bring a parent/carer or friend to the meeting	By letter – you will be given 5 working days' notice.	No further action OR Final Written Warning OR Exclusion	Write to the Principal within 10 working days.

## **Appendix 2**

### **Preparing for your disciplinary meeting**

Being asked to attend a disciplinary meeting or a panel can be quite frightening. You will be asked to say something to either explain or defend your behaviour. It would be worth thinking about what you want to say in advance. You might want to consider:

- What has your attendance and effort been like on your course to date?
- What is happening at college or outside of college that may have led to the incident?
- What have you learned from the incident?
- What could you have done differently?
- How can the issue be resolved?

What you say at a disciplinary meeting could make a real difference to the outcome so please do take the opportunity to put your side of events forward.

If someone does come to the meeting with you they will also be able to ask questions and put forward information to support you.

If you need support preparing, contact the students' union, the specialist support team or your progress mentor.