



POLICIES & PROCEDURES

STUDENT DISCIPLINARY POLICY

Policy Owner: Curriculum Director

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1. Introductory Statement

- 1.1 South West College (SWC) believes that all students have talents, skills and potential, and the primary focus of SWC is to give all students the opportunities and environment to develop those talents, realise their potential, achieve their ambitions, and contribute to their community.
- 1.2 Some of those skills and abilities refer to the vocational area that the student is studying in and some refer to generic transferable skills which are common across all vocational areas and which are very important in succeeding in any field of endeavour. While every student is an individual, with individual ambitions, abilities, and needs, there are a common set of characteristics that SWC would aim to help develop in all students. These skills and characteristics are developed through:
- classes;
 - tutorials;
 - completing vocational work;
 - international visits;
 - competitions;
 - project work;
 - working with others in class, and through
 - engagement with stakeholders outside of the College.
- 1.3 These characteristics include initiative, creativity and problem solving, attendance and time keeping, the ability to complete work to an acceptable standard and to deadlines, the ability to manage teams on projects, the ability to communicate clearly using different tools, the ability to collaborate and work with others, and the personal characteristics of honesty, respect for others, and the ability to follow statutory, legal and organisational requirements. These skills, characteristics and behaviours are developed through a number of teaching, learning and development channels.
- 1.4 The College has developed a Code of Conduct (Appendix A) which seeks to promote positive messages about the type of behaviour that is considered to be acceptable with the aspiration that students will buy into the College ethic. This Code of Conduct will be issued to students on induction and will be displayed at various locations throughout the campuses.

- 1.5 Where students present with inappropriate behaviour the College has a number of approaches to help guide students. These include engagement with Course Directors and Academic Mentors, the College tutorial process etc. and will be recorded in the student's individual learning plan.
- 1.6 In the rare event that a student's conduct warrants it, the College has a Disciplinary process. This is in line with a typical policy that any organisation would have and will help to prepare students for the same kinds of expectations that will pertain when they progress from the College to employment or Higher Education. This Disciplinary policy is intended both as a learning and developmental tool, to clearly mark when behaviour is not in line with the College expectation and to encourage behavioural change; and as a means of protecting the College environment and atmosphere in the event that any behaviour is having a detrimental effect on these.
- 1.7 South West College supports the OU Office for Students' statement of expectation for preventing and addressing harassment and sexual misconduct affecting students in higher education.(statement of expectations)
- 1.8 The College is committed to ensuring fair and equitable treatment for all students, including those with disabilities, in accordance with the Special Educational Needs and Disability (Northern Ireland) Order 2005 (SENDO) and the Special Educational Needs and Disability Act (Northern Ireland) 2016. These laws protect students with disabilities from discrimination and require reasonable adjustments to ensure they are not placed at a substantial disadvantage compared to their peers.
- 1.9 While all students are expected to adhere to the College's Code of Conduct, we recognise that certain behaviours may be linked to a disability rather than intentional misconduct. In such cases, the College will take reasonable steps to understand whether the behaviour is related to a disability. This may involve consulting with relevant support teams, reviewing student needs assessments, care plans, or any other relevant internal or external evidence, and considering any adjustments necessary under SENDO.
- 1.10 Where behavior is determined to be related to a disability, supportive measures will

be prioritized over disciplinary actions. However, repeated or severe breaches of conduct that cannot be mitigated through reasonable adjustments may still necessitate disciplinary action, while ensuring compliance with equality legislation.

2. Policy Aim

- 2.1 The aim of this policy is to guide the College approach to encouraging appropriate behaviour and to set the context for the use of the procedure to be used when disciplinary action becomes appropriate.
- 2.2 In line with the guidance of the IIRP the College will establish a two tier approach to encouraging positive student behaviour:
 - **Tier 1:** The Informal Disciplinary Approach
 - **Tier 2:** The Formal Disciplinary Approach
- 2.3 The College will engage with students informally in the Tier 1 Approach in the first instance unless the seriousness of the behaviour calls for an immediate Tier 2 approach. When invoking the Tier 2 Approach, the College will abide by the principle of natural justice i.e. the right to be heard, the right to a fair and unbiased judgement and the right to appeal.
- 2.4 For the purposes of implementing the Tier 2 Approach the College will establish a tiered authority structure as follows:
- 2.5 The Investigating Authority The Disciplinary Authority The Appeal Authority,
- 2.6 The role of the Investigating Authority is described in Student Disciplinary Procedure Document. The role of the Disciplinary Authority is described in Student Disciplinary Procedure Document
- 2.7 The personnel who are designated as the authorities will vary according to the stage that the disciplinary process has reached as outlined in Procedure for Student Disciplinary Document.

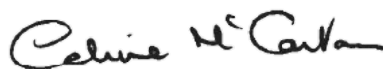
3. Policy Scope

- 3.1 This policy applies to all apprentices, Further and Higher Education learners, learners on all part time provision, and learners on all social inclusion programmes. It does not apply to Entry Level / Level 1 Skills for Life and Work Participants as this programme has its own procedures. The disciplinary policy of the Entry Level / Level 1 Skills for Life and Work programme can be found in the Entry Level / Level 1 Skills for Life and Work operational requirements.
- 3.2 For students on social inclusion programmes, the role as described normally carried out by course coordinator may be carried out by that programme coordinator, the role carried out by Head of Department may be carried out by Head of Social Inclusion, and the role carried out by the Head of Department may be carried out by the Director of Development and Support, as deemed most appropriate to a particular case.

4. Procedure for Student Disciplinary

- 4.1 Details of the procedure for the Student Disciplinary can be found in the Procedure for Student Disciplinary Document.

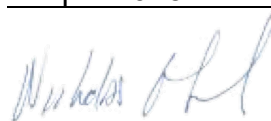
Signed Principal and Chief Executive:



Date:

2 April 2025

Signed Chair of the Governing Body:



Date:

2 April 2025

Related Documentation

Title	Location	Owner
Entry Level / Level 1 Skills for Life and Work Operational Requirements	College Intranet	Christopher Robinson

Change Log

Location	Change from deletion/addition	Change to
V3.0	Policy Name Change reviewed and updated	

Communication

Who needs to know (for action)	All staff All students
Who needs to be aware	N/A

Communication Plan

Action	By Whom	By When
Communicate to all staff	Padraig McNamee	On approval
Upload to Student and Staff Gateway	Nicola Nugent	On approval

Document Development

Details of staff who were involved in the development of this policy:

Name	Role
Jill Cush	Deputy Chief Executive
Padraig McNamee	Head of Faculty for Automotive, Computing and Engineering
Sharon Pritchard	Student Engagement and Support Manager
Joanne Lucas	Risk & Compliance Officer

Details of staff, external groups or external organisations who were consulted in the development of this policy:

Name	Organisation	Date
Pat O'Hanlon, John Moore, Camilla James, Rodney Topping, Claire Fiddaman, Christopher Robinson, Grainne Mulholland, Dermot Kennedy Liam Curran, Jacqueline McDowell	SWC	26 April 2020

Approval Dates

Approved by	Date
Governing Body	2 April 2025

Document History

Issue no. under review	Date of review:	Persons involved in review	Changes made after review? Yes/No If Yes refer to change log	New Issue No.	If changes made was consultation required?	If changes made was Equality Screening required?
V1.0	29/9/2022	C Robinson, CA Deeny, L Curran, C Viney, J Moss, N Melanaphy, S Pritchard, N McGirr, S O'Donnell, J Lucas, A Booth, BMcIlduff, H Ellison, M Brogan, P O'Hanlon, P Eagleson	Yes	V2.0	No	No
V2.0	February 2025	Padraig McNamee, Chris Evans, Julie Kelly, Sinead McGee, Sharon Pritchard, Donna Millar, Jane McGinty, Gabriel Keown, Aislinn Cassidy		V3.0	No	No

Appendix A – Code of Conduct

We are glad that you have chosen South West College as your place of study. We want you to enjoy your time with us and to be the best that you can be. To help you do this we have a Code of Conduct which we expect all our students to adhere to:

- Be Secure
- Be Willing
- Be Considerate
- Be SWC

Be Secure – a safe environment is a stimulating environment

- Wear your lanyard and ID badge whenever you are in College
- Report any concerns about your safety, or the safety of a friend, to the College's safeguarding team or any other member of staff
- Follow all health, safety and fire instructions especially in workshops, kitchens or when moving around the building
- Be safe online

Be Willing – a willing student is a winning student

- Be prepared – make sure you have everything you need to study
- Be on time
- Be ready to take part

Be Considerate – a considerate student will receive consideration

- Be courteous to other students, staff and visitors
- Treat everyone as you would like to be treated
- Be considerate of those students who face challenges that you don't have
- Respect your learning environment

Be SWC

When you join the South West College Community we assume that you have signed up to our Code and, like us, take a zero tolerance approach to failures to abide by this Code. We assume that you agree with us that behaviour such as bullying of any form, not attending class or always being late, or criminal actions such as damaging premises, possessing

and/or using drugs, drinking alcohol on the premises, theft or fraud, is unacceptable and must be addressed by our disciplinary policies.

We also expect our students to be good citizens in the community, when travelling to and from College, and when on educational trips and visits. We are proud of our College and our students and we want the entire community to be proud of us too.

Appendix B – Guidance on Disciplinary Sanctions

Examples of breaches of the Student Code of Conduct and appropriate disciplinary sanctions. This appendix offers guidance only - professional judgement must be used by the Disciplinary Authority at all times.

Challenge Behaviour	Verbal Warning	1st Written Warning	Final Written Warning	Suspension/Dismissal
Conduct within the College which interferes, disrupts, or obstructs the activities of the College, relating to a student, member of staff, visitor, or supplier of services. Smoking / vaping in the premises except in designated areas. Eating or drinking in class. Bad language. Poor attendance. Poor punctuality. Failure to engage with online material when directed. Inappropriate use of mobile phone or similar device in class. Littering. Failure to meet deadlines. * Failure to carry out work with due care and attention.* Failure to carry out work to acceptable standard.* Conduct likely to bring the College into disrepute. Non wearing of ID where required. Non wearing of PPE where required.	Persistent failure to modify challenged behaviours such as conduct within the College which interferes, disrupts, or obstructs the activities of the College, relating to a student, member of staff, visitor, or supplier of services. Smoking / vaping on the premises. Eating or drinking in class. Bad language. Poor attendance. Poor punctuality. Use of mobile phone in class. Littering. Failure to meet deadlines. * Failure to carry our work with due care and attention.* Failure to carry out work to acceptable standard. * Conduct likely to bring the College into disrepute.	Persistent failure to modify challenged behaviours. Cheating on a test/ assessment. Plagiarism. Persistent failure to modify challenged behaviours. Antisocial behaviour. Breach of the College ICT acceptable use policy. Off campus antisocial behaviour that brings the College into disrepute. Failing to comply with any reasonable instruction of a member of staff. Abusive, offensive or otherwise inappropriate comments (whether online or offline).	Persistent failure to modify challenged behaviours. Verbal abuse of students, staff or visitors. Causing damage to College equipment. Making false allegations against another student or a member of staff. Recording or taking an image of another student or member of staff without consent. Lewd, indecent or obscene conduct. Fraud, deceit, deception or dishonesty in relation to the college or its staff. Falsifying documents. Tampering with College tools or equipment, including safety equipment. Misuse of social media. Defacement of or damage to, property of the college or of an individual associated with the College on college premises, on college trips, travelling to / from College or on College transport, whether deliberate or caused by negligence.	Persistent failure to modify challenged behaviours. Serious Breach of the Student Code of Conduct. Being intoxicated or under the influence of illegal substances on College premises or placements, residential, etc. Being in possession of illegal substances on College premises, residential, placements, etc. Being in possession of a weapon on College premises, residential, placements, etc. Risking the health/ safety/wellbeing of students, staff and visitors. Physically assaulting a student, member of staff or a visitor. Abusive (physical, emotional, sexual, financial) misconduct or neglect or exploitation. Defacement of or damage to, property of the college or of an individual associated with the College on college premises, on college trips, travelling to / from College or on College transport, whether deliberate or caused by negligence. Stealing/gaining advantage by deception.

*FE/WBL Students only