South West College

POLICIES & PROCEDURES

Policy for the

Promotion of Positive Student Behaviour

Policy Owner: Head of Faculty ACE

Date Approved: 16 November 2022

Version: V2.0

Equality Screening Date:

Date of First Issue: October 2022

Date of Next Review: October 2025

Location: Gateway

This document can also be produced in alternative formats upon request.

RELATED DOCUMENTATION

Title	Location	Owner
Training for Success Disciplinary Policy	College Intranet	Christopher Robinson

Contents

Introductory Statement

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.

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.

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.

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.

However, where students present with behaviour which is not of a standard expected by SWC, then the College has a number of approaches to help bring students into line with expected conduct. These include engagement with Course Directors and Academic Mentors, through the College tutorial process and recorded in the student's individual learning plan.

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.

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**)

Policy Aim

The aim of this policy is to guide the College approach to encouraging positive student behaviour and to set the context for the development of the procedures to be used when disciplinary action becomes appropriate.

In the development of this policy, the College is guided by the International Institute for Restorative Practices (IIRP) which has identified the benefit to organisations of changing the focus of their behaviour management approach from punitive to positive. In addition to incorporating the evidence based non-punitive alternatives to traditional discipline practices such as organisation wide positive behaviour interventions and supports, restorative practices, social emotional learning, and trauma sensitive

strategies, organisations should ensure that the disciplinary process has clear, objective parameters that can help militate against the negative impact of perceived bias in disciplinary decision making.

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

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 ie the right to be heard, the right to a fair and unbiased judgement and the right to appeal.

For the purposes of implementing the Tier 2 Approach the College will establish a tiered authority structure as follows:

The Investigating Authority
The Disciplinary Authority
The Appeal Authority,

The role of the Investigating Authority is described in Procedure for the Promotion of Positive Student Behaviour Document. The role of the Disciplinary Authority is described in Procedure for the Promotion of Positive Student Behaviour Document

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 the Promotion of Positive Student Behaviour Document

Policy Scope

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 Training for Success Participants as this programme has its own procedures. The disciplinary policy of the Training for Success programme can be found in the Training for Success operational requirements.

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 School may be carried out by Head of Centre for Excellence in Social Inclusion, and the role carried out by the Head of Faculty may be carried out by the Assistant Chief Executive for Industrial Engagement, as deemed most appropriate to a particular case.

Procedure for the Promotion of Positive Student Behaviour

Details of the procedure for the promotion of positive student behaviour can be found in the Procedure for the Promotion of Positive Student Behaviour Document.

Signed Principal and Chief Executive
Date 16.11.22

Signed Chair of the Board of Governors
Date   16/11/2022

Document Development

Please complete with details regarding the development of this Policy.

D1. Working Group

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

Name	Position
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

D2. Consultation

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

Please refer to Equality Screening Consultation Guidance.

Name	Organisation	Date
Pat OHanlon	SWC	26th April 2020
John Moore	SWC	29th April 2020
Camilla James	SWC	29th April 2020
Rodney Topping	SWC	29th April 2020
Claire Fiddaman	SWC	29th April 2020
Christopher Robinson	SWC	29th April 2020
Grainne Mulholland	SWC	29th April 2020
Dermot Kennedy	SWC	29th April 2020
Liam Curran	SWC	29th April 2020
Jacqueline McDowell	SWC	29th April 2020

D3. Approval Dates:

Details	Date Approved
Equality Screening	
Rural Impact Screening	
Accessibility Checked	
Quality Checked	
CMT	
Governing Body	

D4. Communication Plan:

Please provide details and dates as to how this policy will be communicated, implemented and disseminated:

Action:	Action by:	Date Actioned:
Communication to all staff via Net Consent	J Lucas	
Uploaded to Gateway	J Lucas	

D5. Document History

Issue no. under review (Please see the front page)	Date of review:	Who was involved in reviewing the document?	Were changes made to the document after reviewing?	If changes have been made, please provide brief details:	New Issue No.	If Yes, did the document need to go through consultation again?	If Yes, did the document need to be Equality Screened again?	If Yes, date those affected by document will be alerted of updated document:
(Please see the front page)	(Date)	(Name/s)	(Yes or No)			(Yes*/No)	(Yes*/No)	(Date)
01	29/09/2022	C Robinson, CA Deeny, L Curran, C Viney, J Moss, N Melanaphy, S Pritchard, N McGirr, S ODonnell, J Lucas, A Booth, BMcIlduff, H Ellison, M Brogan, P OHanlon, P Eagleson	Yes	Procedure and Policy have been separated into two documents	02	No	No	01/11/2022

* If you answered 'Yes' in columns E or F, you must forward details of additional consultation and/or screening to the Equality Officer.

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, of supplier of services. Smoking / vaping in the premises except in designated areas Failure to maintain Covid-19 related protocols eg social distance, sanitization/cleaning Eating or drinking in class Bad language Poor attendance Poor punctuality Failure to engage with online material when directed 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 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, of 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 Stealing/gaining advantage by deception Falsifying documents Tampering with College tools or equipment, including safety equipment Misuse of social media Defacement of or damage to, any property of the college or to an individual associated with the College on college premises caused by negligence, on college premises, on college trips, travelling to / from College or on College transport.	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, residentials, etc Being in possession of illegal substances on College premises, residentials, placements, etc Being in possession of a weapon on College premises, residentials, 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 deliberate damage to, any property of the college or to an individual associated with the College on college premises, on college trips, travelling to / from College or on College transport.