

## STUDENT DISCIPLINARY POLICY

---

### A Scope and Purpose

- The procedure applies to **all** students at Grantham College.
- The purpose of the Policy is to promote and maintain high standards of personal conduct whilst in College and to ensure the fair and equitable treatment of all students in relation to any disciplinary action.
- Separate and additional processes are outlined at the end of this Policy which may be applied to Key Stage 4 students.

### B General Principles

The need to implement the more formal levels of the disciplinary procedure such as official warnings should be a rare occurrence in College and in most cases should be a last resort rather than an immediate response to a situation.

Poor behaviour (eg talking inappropriately, use of mobile electronic devices, eating in classrooms) should be dealt with in the first instance by the lecturer talking with the student and explaining why this is not acceptable. With some students this may need reinforcing before the behaviour is changed. The first two stages of the procedure do not involve Official Warnings. Official Warnings should only be used where the earlier interventions have not resolved the problem with the individual(s) concerned. The lecturers should record interventions on ProMonitor and inform the Student Mentor as detailed in the accompanying table as they need to be aware of any disciplinary action taken.

There should be a clear distinction between implementing a formal procedure and any routine intervention by a Lecturer, Curriculum Coordinator (CC) or Head of Curriculum (HoC) following a report of indiscipline. It is acceptable for the HoC, or CC in the absence of the HoC, to remove a student from the learning environment for reasons of safety (to that individual or others) to allow for a 'cooling off' period. This removal is a temporary measure and the student(s) concerned should be instructed to return to College on the next working day. Whoever is authorising the removal of the student(s) from learning is to contact the NoK/Guardian/Carer immediately and inform a member of the Senior Leadership Team (SLT). This removal does not constitute a suspension and will not automatically subject the student(s) to a formal procedure.

The disciplinary procedure relates to any behaviour that is contrary to the maintenance of good order, discipline or safety within the College environment. It also relates to absences, punctuality and standards of work. The disciplinary process for attendance and punctuality are distinguished from that of behaviour or progress, although these can run concurrently when this is appropriate. This means a student who is on a higher level of a disciplinary for behaviour does not need to be given a severe level of warning for an attendance issue.

Allegations of a disciplinary offence are to be dealt with as a matter of urgency. However, no disciplinary action will be taken until after an investigation of the case has been carried out and any previous stages of disciplinary procedures have been imposed if appropriate.

Where allegations concern serious breaches of discipline the student may be suspended whilst an investigation is carried out. Only the Principal & Chief Executive (P&CE), Vice Principal - Quality & Curriculum (VP Q&C) or the Vice Principal - HR & Student Services (VP HR&SS) have the authority to suspend a student.

Each stage of the disciplinary proceedings should be documented on ProMonitor and supported with appropriate letters, for stages 3-7 for behaviour and progress and stages 4-8 for attendance and punctuality. Details of the stages are covered later in this Policy.

A copy of all correspondence originating from the College to a student in the 14-18 age bracket, will be sent to the NoK/Guardian/Carer and where appropriate, the pupil's school. Should any student to whom the disciplinary process applies be studying at College via an employer, then copies of any correspondence will also be sent to the employer. Students over the age of 18 may request that correspondence is not sent to their parent/carer. Any such request should be made in writing to the VP HR&SS or VP Q&C. This can be written by a member of staff or other on behalf of the student.

## C Structure of Disciplinary Procedures

There are three elements to the College's Disciplinary Procedures. The first deals with behaviour and progress, the second with attendance and the third is guidance on Punishments.

Note, Appendixes will be added for specific reasons, for example Covid 19. The reason for separating attendance from behaviour and progress is to ensure that Grantham College would not be obliged to treat a minor attendance offence as a serious offence because it followed a serious disciplinary offence, which could result in the withdrawal of a student or a disproportionate punishment.

The guidance on punishment is there to ensure continuity within the disciplinary procedures; it is not to be treated rigidly but is the basis on which decisions should be made and there will be a need for justification when a different punishment is awarded. Where it is deemed appropriate for an official warning to be issued by a department, outside of the core subject, then the HoC for that student should be consulted in the first instance. This is to ensure that the correct level of official warning is given and all facts relating to the student are considered.

### Behaviour and Progress

There are seven stages for the behaviour and progress disciplinary procedures, reference should be made to Appendix 1. The first two stages are informal with the formal procedure beginning with the first official warning at stage 3. When dealing with issues it is appropriate that the initial starting place should be at stage 1, however, depending on the seriousness of the offence and in line with the guidance on punishment, Table 2, it is possible to start at a higher stage. At all stages it is important that SMART targets are established, recorded, reviewed accordingly and a record of meetings maintained, using ProMonitor.

### Attendance and Punctuality

There are eight stages for Attendance and Punctuality disciplinary procedures, and there are some caveats for the first six weeks of the new academic year to allow the early removal of students who are not demonstrating commitment towards their course of

studies, reference should be made to Table 2. Note that no Official Warnings should be issued unless the student falls below the College's benchmark for attendance.

During the first six weeks of the academic year or from the date the student enrolls there is a need to identify students whose attendance is significantly below the College's benchmark that may need to be considered for withdrawal. It is important, at this stage, to engage with NoK/Guardian/Carer to explore with the student any barriers that are affecting their attendance and to make NoK/Guardian/Carer aware that there is a serious possibility that the student could be withdrawn. If after implementing stages 1-3 there is insufficient improvement, then move to stage 7 (Final Official Warning).

If consideration is given to withdrawing the student but the student is not withdrawn, the student's Final Official Warning should be retracted for a First Official Warning, stage 4. This is in recognition that poor attendance will not be tolerated but does not mean that any further infractions should lead to immediate withdrawal as would be the case if a Final Official Warning had been issued.

The first three stages are informal with the formal procedure beginning with the First Official Warning at stage 4. When dealing with attendance it is appropriate that the initial starting place should be at stage 1, but if there has been a protracted period of unexplained absence then it is acceptable to start at a higher stage. At all stages it is important that SMART targets are established, monitored and reviewed accordingly and a record of meetings are maintained using ProMonitor.

Before going down the disciplinary route for attendance it is important that the reasons are established and understood to ascertain whether disciplinary action is appropriate. There may well be other underlying issues that result in poor attendance such as bullying, funding of transport that will require other actions to resolve the attendance issue. Other examples are if the family have booked a holiday, emergency dental or doctor's appointments, especially if the student does not live in Grantham and there are issues with transport outside normal travel hours. For frequent hospital appointments and long-term illness that affect progress then due consideration should be given to implementing the College's Fitness to Study procedures.

In the first six weeks absence percentage can drop significantly due to a single or very occasional absences, these absences may be unavoidable, and should be considered when looking at the action to be taken. At the start of the academic year apparent absences may be a result of timetabling or communication issues and this needs to be checked before acting. College does not want to withdraw a student without good reason.

## D Guidelines

### **Disciplinary Meeting/Hearing**

A Disciplinary Meeting will consider issues of standard of work, conduct, serious misconduct and repeated unauthorised absence. The disciplinary sanctions that may be issued, depending upon the seriousness of the offence, are listed in the attached tables.

### **Suspension**

If a student is alleged to have committed a serious offence, for example: assault, criminal damage, serious theft, drug or substance misuse, carrying an offensive weapon or any other offence which constitutes a breach of the law, the student may be suspended for up

to 5 days whilst an investigation takes place. This will normally be followed by a Disciplinary Hearing. Only the P&CE, VP HR&SS or VP Q&C has the authority to sanction a suspension. If the student is on a 14-19 programme the NoK/Guardian/Carer and, where appropriate, school will be informed by telephone. Should the student be studying at College via an employer, the employer will be contacted in a similar manner. This will be followed by written confirmation of the action to all interested parties.

## **Disciplinary Appeal Hearing**

A Disciplinary Appeal Hearing will consider the outcomes of a Disciplinary Meeting.

## **Support in a Meeting**

This should apply to any formal disciplinary meeting, stages 4-7 (behaviour and progress) and stages 5-8 (Attendance and Punctuality), however, it is possible to apply at earlier stages if appropriate (eg for those with learning needs). At any Disciplinary Meeting the student should be given the opportunity to state their case and will have the right to be accompanied by a NoK/Guardian/Carer. It is not appropriate for a member of staff to attend other than a Student Mentor to accompany them if required.

## **Failure to attend a Disciplinary Meeting**

Failure to attend the meeting will not delay, affect the discussion or outcome of the case, which will be held in the individual's absence, unless there is a reasonable reason as to why the meeting cannot take place.

## **Incidents of Serious Misconduct**

Any allegation of serious misconduct is to be immediately reported to the VP HR&SS or VP Q&C who will appoint an investigating officer, or if more appropriate, the matter will be referred to the Police or other authority. Serious misconduct includes, but is not limited to, incidents such as assault, criminal damage, carrying or use of an offensive weapon, dealing of illegal substances on the premises or theft of items of significant value such as construction tools, portable electronic devices or equipment.

## **D Appeals Procedure**

A student who wishes to appeal against a disciplinary decision should appeal in writing within 5 working days of the decision. The appeal should be made to the relevant person identified in the attached table. The student should be informed of how to appeal and to whom, including the timeframe.

The appeal will be heard within 5 working days and the decision communicated in writing. The student will be entitled to make representation at the appeal hearing and to bring a NoK/Guardian/Carer or, if not living in the parental home, a representative of their choice to that meeting. Any exclusion will remain in force pending the outcome of the appeal.

The Appeal Manager will invite the Disciplinary Manager to outline the case, the student will be invited to ask questions and present any mitigating circumstances or explanations. The Disciplinary Manager will be invited to ask questions of the student. The Appeal Manager will communicate the decision verbally at the end of the meeting and in writing within 5 days. Note there may be a need for an adjournment during the appeal hearing to consider all the facts and seek further evidence before making the final decision.

The Principal & Chief Executive has the power to uphold the exclusion, extend it whilst further investigations are made or reinstate the student with a recommendation for different action.

Quality Assurance – version control			
<b>Review period:</b>	Annually	<b>Review carried out by:</b>	Vice Principal – Human Resources & Student Services
<b>Date approved:</b>	October 2021	<b>Approved by:</b>	SLT
<b>Equality Impact Assessment date:</b>	October 2021	<b>Last review date:</b>	October 2021

**Table 1****Disciplinary Procedure Stages**

<b>Stage</b>	<b>Procedures</b>	<b>Responsibility</b>	<b>Action/Targets</b>	<b>Rationale</b>	<b>Run out Date and Appeals</b>
<b>Stage 1</b>	Initial discussions with Tutor or Course Leader (CL) to express concerns, arising from not meeting targets or expectations.	Tutor or CL	Record on ProMonitor (PM). To set Smart Target(s) and explain expectations. Note all Smart targets set as part of the disciplinary process are to be reviewed, this applies at all stages.  Review progress against target(s).	Student made aware of issues and what is needed. Given opportunity to improve without parental involvement.	
<b>Stage 2</b>	Meeting with student and CL for behaviour.	Tutor or CL  Discipline & Behaviour Mentor (DBM)	Tutor/CL to review behaviour and/or progress and target(s) over the following 2 weeks.  Tutor/CL to send Letter of Concern (LoC) with targets on behaviour and or progress to student and NoK/Guardian/Carer.  <i>If in first 6 weeks of the student enrolling they are not making sufficient progress, may move directly to stage 6 or 7.</i>	NoK/Guardian/Carer and student aware of seriousness of the issues and targets that have been set.	

**Table 1****Disciplinary Procedure Stages**

<b>Stage</b>	<b>Procedures</b>	<b>Responsibility</b>	<b>Action/Targets</b>	<b>Rationale</b>	<b>Run out Date and Appeals</b>
<b>Stage 3</b>	1 <sup>st</sup> Official Behaviour Warning  Meeting with student	CL, CC or DBM	<p>Triggered when there has been no improvements and targets not achieved.</p> <p>Meeting to be arranged via phone or letter, stating the meeting will go ahead with or without student in attendance. This needs to be made clear to the student concerned at the time of arranging the meeting unless there is a reasonable request to change the date of the meeting.</p> <p>Meeting Tutor/CL with student face to face or using Teams.</p> <p>1<sup>st</sup> Official Behaviour Warning letter sent with current attendance percentage and revised targets set during the meeting by the CL. Tutor/CL should always consult with the CC or HoC in advance of the letter being sent out. Letter to be sent to the student and NoK/Guardian/Carer.</p> <p>Tutor/CL to review target(s) over the following week(s) with the CC.</p> <p>If satisfactory progress not made against target(s), then the HoC should be consulted to agree next action.</p>	<p>1<sup>st</sup> stage of formal disciplinary procedure.</p> <p>NoK/Guardian/Carer aware it may impact on long-term retention</p>	The warning should not be taken into consideration once we move into a new academic year.

**Table 1****Disciplinary Procedure Stages**

<b>Stage</b>	<b>Procedures</b>	<b>Responsibility</b>	<b>Action/Targets</b>	<b>Rationale</b>	<b>Run out Date and Appeals</b>
<b>Stage 4</b>	2 <sup>nd</sup> Official Behaviour Warning  Meeting CC, NoK/Guardian/Carer and student. This may be combined with other concerns.	Generally CC although can be HoC or DBM	Meeting to be arranged via phone or letter inviting NoK/Guardian/Carer to the meeting.  Meeting CC, NoK/Guardian/Carer and student this can be face to face or using Teams.  CC to set targets.  2nd Official Behaviour Warning letter sent by CC/SM.  Tutor/CL to review target(s) over the following week(s), as indicated in the targets, with the CC or DBM.  If satisfactory progress not made against target(s), then the HoC should be consulted to agree next action.	2nd stage of formal disciplinary procedure. NoK/Guardian/Carer made aware it may impact on long-term retention if things do not improve.	The warning should not be taken into consideration once we move into a new academic year.

**Table 1****Disciplinary Procedure Stages**

<b>Stage</b>	<b>Procedures</b>	<b>Responsibility</b>	<b>Action/Targets</b>	<b>Rationale</b>	<b>Run out Date and Appeals</b>
<b>Stage 5</b>	3 <sup>rd</sup> Official Behaviour Warning	Generally, HoC although can be CC or DBM	<p>Meeting to be arranged via phone or letter state it will go ahead with or without student and/or NOK/Guardian/Carer in attendance.</p> <p>Targets set by HoC, CC or DBM.</p> <p>3<sup>rd</sup> Official Behaviour Warning letter sent by HoC.</p> <p>CC/CL to review target(s) over the following week(s) with the HoC.</p> <p>If satisfactory progress not made against target(s), then the HoC should consult with the VP HR&amp;SS to agree next action.</p>	3 <sup>rd</sup> stage of formal disciplinary procedure. NOK/Guardian/Carer aware it may impact on long-term retention	<p>This should not be taken into consideration after 12 months, subject to the student's standard of work, conduct and attendance having been satisfactory throughout that period and there has not being a repeat of the same offence.</p> <p>Appeals at this stage should go to the HoC or VP HR&amp;SS, depending on who issued the warning</p>

**Table 1**  
**Disciplinary Procedure Stages**

<b>Stage</b>	<b>Procedures</b>	<b>Responsibility</b>	<b>Action/Targets</b>	<b>Rationale</b>	<b>Run out Date and Appeals</b>
<b>Stage 6</b>	4 <sup>th</sup> and Final Official Behaviour Warning	HoC or VP HR & SS	<p>Meeting to be arranged via telephone or letter stating it will go ahead with or without student and/or NoK in attendance</p> <p>Targets set by HoC.</p> <p>HoC/CL/DBM to review target(s) over the following week(s).</p> <p>If satisfactory progress has not been made against target, then the VP HR&amp;SS should be consulted to agree next action.</p>	<p>4<sup>th</sup> stage of formal disciplinary procedure. NoK/Guardian/Carer made aware it may impact on 6 week probationary period or long-term retention.</p> <p>If student is retained after 6 weeks and has gone to 4<sup>th</sup> Official Behaviour Warning, then should there be concerns regarding attendance then they will be issued with a 1<sup>st</sup> Official Attendance Warning, to prevent the student from being unfairly penalised and being withdrawn for a minor attendance matter.</p>	<p>This should not be taken into consideration after 18 months, subject to the student's standard of work, conduct and attendance having been satisfactory throughout that period and there not being a repeat of the same offence.</p> <p>Appeals at this stage should go to the VP HR &amp; SS or Principal &amp; Chief Executive, depending on who issued the warning.</p>
<b>Stage 7</b>	Withdrawal	VP HR&SS or can be a member of SLT	<p>Vice Principal to chair a meeting with HoC, student and NoK/Guardian/Carer, if appropriate, and issue formal withdrawal notice.</p> <p>Vice Principal chairing the meeting is to send a letter of withdrawal containing details of the appeal process.</p>		<p>Appeals at this stage should go to the Principal &amp; Chief Executive.</p>

**Table 2****Attendance and Punctuality Disciplinary Stages**

<b>Stage</b>	<b>Procedure</b>	<b>Responsibility</b>	<b>Actions</b>	<b>Rationale</b>
<b>Stage 1 Informal</b>	Initially Tutor or Student Mentor (SM) has discussion with student regarding attendance and outline what will happen if no improvement.  To be recorded on PM	Tutor/CL and/or SM	Tutor/CL to review attendance and target(s) over the following week(s) as per the target but should not be more than 2 weeks.  Tutor logs discussion on PM.	1 <sup>st</sup> check of attendance tailored to each student.
<b>Stage 2</b>	Tutor/SM discusses attendance with student and send Letter of Concern (LoC) regarding attendance.	Tutor/CL and/or SM	Tutor/CL to log issues/referrals on PM.  SM to send LoC with copy of register to student and NoK/Guardian/Carer.  Tutor/CL to review attendance and target(s) over the following week(s) as per the target but should not be more than 2 weeks.	2nd check of attendance tailored to each student and reinforcing concerns.

**Table 2****Attendance and Punctuality Disciplinary Stages**

<b>Stage</b>	<b>Procedure</b>	<b>Responsibility</b>	<b>Actions</b>	<b>Rationale</b>
<b>Stage 3</b>	Meeting CL/SM regarding attendance.	CL and/or SM	<p>SM to send 2<sup>nd</sup> LoC with targets on attendance.to student and NoK/Guardian/Carer.</p> <p>SM/Tutor/CL to review attendance and target(s) over the following week(s) as per the target but should not be more than 2 weeks.</p> <p><i>If in first 6 weeks of enrolment not making sufficient progress to move directly to stage 7. If moving to this stage and the student remains at College, then the 4<sup>th</sup> Official Warning is to be treated as a 1<sup>st</sup> Official Attendance Warning.</i></p>	<p>Student aware of more serious issues and targets that have been set.</p> <p>If targets not achieved, then formal disciplinary action</p> <p>If in the first 6 weeks NoK/Guardian/Carer aware it may impact on retention of the student beyond 6 weeks.</p> <p>If student is retained after 6 weeks and has gone to 4<sup>th</sup> Official Attendance Warning, then it would be unfair on them to remain on 4<sup>th</sup> Official Warning so will revert to 1<sup>st</sup> Official Warning to prevent the student from being unfairly penalised and being withdrawn for a minor attendance matter.</p>

**Table 2****Attendance and Punctuality Disciplinary Stages**

<b>Stage</b>	<b>Procedure</b>	<b>Responsibility</b>	<b>Actions</b>	<b>Rationale</b>
Stage 4	1 <sup>st</sup> Official Attendance Warning  Meeting SM/CL and student. This may be combined with other concerns.	Generally CL or SM. Could be CC or HoC	<p>Triggered when there have been no improvements in attendance and targets not achieved without good reason.</p> <p>Meeting SM/CL (if available), SM and student, this can be face to face or using Teams.</p> <p>1<sup>st</sup> Official Attendance Warning letter sent with current attendance percentage and revised targets set during the meeting by the CL. CL/Tutors should always have consulted with the CC or HoC.</p> <p>SM/Tutor/CL to review attendance and target(s) over the following week(s) as per the target but should not be more than 2 weeks.</p> <p>If satisfactory progress not made against targets and to improve attendance, then the CC should be consulted to agree next action.</p>	1 <sup>st</sup> stage of formal disciplinary procedure. Parents aware it may impact on long-term retention.

**Table 2****Attendance and Punctuality Disciplinary Stages**

<b>Stage</b>	<b>Procedure</b>	<b>Responsibility</b>	<b>Actions</b>	<b>Rationale</b>
Stage 5	2 <sup>nd</sup> Official Attendance Warning  Meeting CC, SM and student. This may be combined with other concerns.	CL or SM  Could be CC or HoC	Meeting to be arranged via telephone or letter state it will go ahead with or without student in attendance.  Meeting CL, SM and student this can be face to face or using Teams. CC to set targets.  2nd Official Attendance Warning letter sent by CC/SM. CL/SM should always have consulted with the CC or HoC.  CL/SM to review attendance and target(s) over the following week(s) as per the target but should not be more than 2 weeks.  If satisfactory progress not made against target and to improve attendance, the HoC should be consulted to agree next action.	2nd stage of formal disciplinary procedure.  Parents aware it may impact on long-term retention.

**Table 2****Attendance and Punctuality Disciplinary Stages**

<b>Stage</b>	<b>Procedure</b>	<b>Responsibility</b>	<b>Actions</b>	<b>Rationale</b>
Stage 6	3 <sup>rd</sup> Official Attendance Warning  Meeting HoC, student NoK/Guardian/Carer, can be CC in absence of HoC.	HoC, can be CC in absence of HoC	Meeting to be arranged via phone or letter state it will go ahead with or without student and/or NoK/Guardian/Carer in attendance.  Targets set by HoC or CC.  3 <sup>rd</sup> Official Attendance Warning letter sent by HoC/SM.  CC/CL to review attendance and target(s) over the following week(s) as per the target but should not be more than 2 weeks with the HoC/CC/SM.  If satisfactory progress not made against target and to improve attendance, then the HoC should be consulted to agree next action.	3 <sup>rd</sup> stage of formal disciplinary procedure.  Parents aware it may impact on long-term retention

**Table 2****Attendance and Punctuality Disciplinary Stages**

<b>Stage</b>	<b>Procedure</b>	<b>Responsibility</b>	<b>Actions</b>	<b>Rationale</b>
Stage 7	4 <sup>th</sup> and Final Official Attendance Warning  Meeting VP HR & SS or HoC, student and NoK/Guardian/Carer	HoC or VP HR & SS	<p>Meeting to be arranged via telephone or letter stating it will go ahead with or without student and/or NoK in attendance.</p> <p>Targets set by HoC.</p> <p>4<sup>th</sup> Official Attendance Warning letter sent by CC/SM. CC/CL should always have consulted with the HoC.</p> <p>HoC/CL/SM to review attendance and target(s) over the following week(s), should not be more than 2 weeks with the HoC/CC/SM.</p> <p>If satisfactory progress not made against target and to improve attendance, consult with VP HR&amp;SS to agree next action.</p>	<p>3<sup>rd</sup> stage of formal disciplinary procedure.</p> <p>Parents aware it may impact on 6-week probationary period or long-term retention</p> <p>If student is retained after 6 weeks and has gone to 4<sup>th</sup> Official Attendance Warning, then it would be unfair on them to remain on 4<sup>th</sup> Official Warning so will revert to 1<sup>st</sup> Official Warning to prevent the student from being unfairly penalised and being withdrawn for a minor attendance matter.</p>
Stage 8	Withdrawal  Approval from VP HR & SS or another member of SLT	VP HR&SS, can be another member of SLT	<p>Vice Principal to chair meeting with HoC, student and NoK/Guardian/Carer, if appropriate, and issue formal withdrawal notice.</p> <p>Vice Principal chairing the meeting to send letter of withdrawal and include details of the appeal process.</p>	Appeals at this stage should go to the Principal & Chief Executive

## Appendix 1

### Covid-19 Student Disciplinary Procedure Stages

Stage	Issues	Procedure	Action by	Rationale
Stage 1	Inadvertently touching someone  Not using hand sanitizer when entering and exiting a classroom  Not washing hands on entering and exiting College sites  Not cleaning surfaces and equipment before and after use as directed  Not maintaining the classroom 'bubble'  Not following College one-way systems  Not respecting social distancing around College  Not following staff instructions on Covid related College guidance/policies  Kissing or other affectionate contact  Smoking and vaping on College premises	Staff to discuss with the student in the first instance  Staff are to inform the relevant SM of any breaches of Covid guidance  SM to log breaches  When there are recurring infractions, more than twice with the same student (can be for different issues) move to stage 2 unless a stage 4 offence	All staff and SM	This is a minor office and the student needs to be made aware

## Appendix 1

### Covid-19 Student Disciplinary Procedure Stages

Stage	Issues	Procedure	Action by	Rationale
Stage 2	All issues from stage 1 if occurring more than twice with the same student (can be for different issues)  Deliberately touch someone else  Refusal to wash hands  Refusal to use hand sanitizer  Refusal to clean surfaces and equipment used	Staff to inform SM  SM to meet/discuss with the student  Student will have to undertake refresher training as soon as possible as arranged by the SM, before returning to College  SM to send letter to student and NoK etc	All staff and SM	Offences have persisted. Student appears to ignore instructions. This is an escalation from stage 1.
Stage 3	All issues from stage 2 if occurring more than twice with same student (can be for different issues)  Further reoccurrence of stage 1 & 2 offences  Failing to comply with self-isolation instructions	Staff to inform SM  Meeting/discussion with student and NoK/Guardian/Carer  SM to send letter to student NoK/Guardian/Carer following the meeting/discussion  Meeting to be conducted on Teams in line with College policies and guidance, with parents via Teams or by telephone  Meeting will be held in the absence of student/NoK  The student will not be allowed to return to studies at College until the meeting is held.  Develop action plan as appropriate  Persistent breaches of earlier stages will result in the issuing of a Written Warning		

## Appendix 1

### Covid-19 Student Disciplinary Procedure Stages

<b>Stage</b>	<b>Issues</b>	<b>Procedure</b>	<b>Action by</b>	<b>Rationale</b>
Stage 4	<p>Spitting at an individual or on College equipment</p> <p>Aggressive and abusive behaviour when challenged for Covid-19 related incidences</p> <p>Deliberately breathing on others</p> <p>Further occurrence which result in persistent breaches of issues from earlier stages</p> <p>Falsifying results</p>	<p>Staff to inform SM</p> <p>SM to be informed of very serious offence who will confirm that the student should be sent home immediately and told to leave College premises</p> <p>SM to inform NoK/Guardian/Carer sent home</p> <p>SM to have meeting/discussion with NoK/Guardian/Carer and informed if any further breaches of a serious nature will result in the student being withdrawn from College</p> <p>Student will have to undertake refresher training before returning to College</p> <p>SM to send letter to student and NoK/Guardian/Carer</p> <p>Consideration should be given to informing the Police</p> <p>Develop action plan as appropriate</p> <p>Issue of Final Written Warning or exclusion until meeting and training requirements completed</p>	<p>VP HR&amp;SS and SM</p> <p>HoC and SM to send student home</p> <p>HoC or SSM to issue Final Written Warning following a meeting</p>	<p>Need to be decisive, hence the reason why those names staff send home immediately</p>
Stage 5	Any persistent, deliberate or aggressive offence against the Code of Conduct - Covid-19.	Withdrawal	VP HR&SS	