




## **Student Development and Behaviour Procedure**

**2025/26  
Academic Year**

<b>SLT Owner</b>	<b>Mark Salter</b>
<b>Department Area</b>	<b>Curriculum and Quality</b>
<b>Date of Review</b>	<b>July 2025</b>
<b>Date of Approval</b>	<b>September 2025</b>
<b>Approved by</b>	<b>College Executive</b>
<b>Next Review Date</b>	<b>July 2026</b>
<b>Status</b>	<b>Publish on Website</b>

	<b>PROCEDURE</b>  <b>Student Development and Behaviour Procedure</b>  <b>2025/26 Academic Year</b>	<b>Number</b>	
		<b>Page</b>	<b>1 of 14</b>
		<b>Version</b>	<b>1</b>

## 1. SCOPE AND PURPOSE

- This procedure applies to all students of the College, whether full-time or part-time, whether or not their course is validated by or associated with any other institution.
- This process sets out the conduct to which students are expected to adhere to. It also sets out the procedure, which should be followed if our core values and expectations are breached.
- Repeated breaches or a single very serious breach may result in a student being suspended or excluded from the College.

## 2. STUDENT EXPECTATIONS

### **Student responsibilities**

As a student at Sandwell College we aim to give you all the support and guidance you need to achieve success. Our core values will help to guide you in how to get the most out of college and will act as reminder of what we expect from students at the College. CARE is an easy reference point to remember when thinking about college expectations.

**C** ~ Connect and collaborate

**A** ~ Ambitious

**R** ~ Respect

**E** ~ Empower

**Connect & Collaborate:** Together is better. We form strong effective and thoughtful connections enabling and maximising collective impact


**Ambitious:** We aim high, work hard and focus on our goals. We are aspirational, committed to releasing the maximum potential of ourselves and others.

**Respect ~** We take time to listen and celebrate our rich diversity. We are considerate, inclusive and we take pride in all we do. We take responsibility for our actions.

**Empower ~** We nurture and support, and we are determined and strong ~ We encourage each other to be inspiring, resilient and bold. We create opportunities for change and growth, enabling ownership, trust and lasting impact.

Students who do not follow the above core values and guidelines will be supported by teaching and support staff to work through any problems. Where a student continues to disregard our values, they will be referred to the Assistant Principal or Head of Department, when a warning may be given in line with procedures set out in the policy.

<b>ISSUE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>DATE</b>	<b>09/2025</b>							

	<b>PROCEDURE</b>  <b>Student Development and Behaviour Procedure</b>  <b>2025/26 Academic Year</b>	<b>Number</b>	
		<b>Page</b>	<b>2 of 14</b>
		<b>Version</b>	<b>1</b>

### 3. PRE – DISCIPLINARY PROCEDURE

In order for there to be a high standard of student behaviour in lessons and around the college, **ALL college staff** have a responsibility for maintaining good student behaviour within the classroom and around the college.

Outside of the classroom – the member of staff will take the student's name and person code, write a brief description of the incident and pass the information onto relevant the Head of Department or Assistant Principal. The Head of Department or Assistant Principal will decide on the category of misconduct and follow the disciplinary procedures accordingly.

In classroom – Intervention of the classroom teacher will take place (**see Pre-Disciplinary Procedure flow chart appendix 1**)

### 4. MISCONDUCT


Following intervention by the classroom teacher, there may be situations where a student is subject to disciplinary procedures being taken. This can be a result of the student persistently breaking the college rules or after a single misconduct.

#### **MISCONDUCT – Category 1**

The following are **examples** of misconduct, which may result in disciplinary action being taken against students:

- continues to disregarding the college's core values and ethos
- any failure to follow the reasonable instructions of a member of staff or security staff
- persistent failure to clearly display identification badges around your neck
- persistent wearing of hat/cap/hood in College (unless exempt)
- any misbehaviour in any area of the College
- any incident of swearing or confrontational behaviour against a member of staff or another student
- any smoking or vaping in college buildings or in any part of the College
- any cheating, plagiarism or copying of the work of other students (please refer to Academic Plagiarism policy)
- any unduly noisy or any unruly behaviour or the use of foul or inappropriate language
- disrupting any class or any other College activity

<b>ISSUE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>DATE</b>	<b>09/2025</b>							

	<b>PROCEDURE</b>  <b>Student Development and Behaviour Procedure</b>  <b>2025/26 Academic Year</b>	<b>Number</b>	
		<b>Page</b>	<b>3 of 14</b>
		<b>Version</b>	<b>1</b>

- any unauthorised access, use of, or interference with software or data belonging to or used by the College in line with computer usage and Acceptable use of ILT policies
- any behaviour which could bring the College into disrepute (e.g. misbehaviour in public areas or on public transport) \*
- any illegal act which may have an adverse effect on the work of the College or on other students
- any act which is in direct contravention of the College's policies or procedures on equality & diversity, disability, ethnicity, gender, sexual orientation, age, religious belief or gender reassignment
- any incident which impinges on personal space and privacy i.e. misuse of cameras, videos, mobile phone cameras, etc., where consent has not been obtained
- Inappropriate use of Information Technology, including cyber bullying (refer to the acceptable use of ILT policy)
- Non-return of College library books following 2 reminders

***Note this list is not exhaustive***


### **Misconduct - Category 1**

**Stage 1:** Misconduct category 1 may be dealt with through an interview with the relevant Course Tutor. Where the misconduct is admitted or proved to the satisfaction of the Course Tutor, the outcome of the interview will be a **verbal warning**. An action plan will be completed by the Course Tutor and the student will be supported until deemed to be over any problems. Where the student is under the age of 18 a letter will be sent to parents/carers informing them. The Course Tutor will update ProMonitor and inform the Disciplinary Coordinator who will update the Disciplinary Database. This may also be recorded in CPOM's, our safeguarding reporting system.

**Stage 2:** Persistent cases of misconduct may be dealt with through an interview with the Curriculum Lead or Head of Department (or senior manager acting in that role). The student's parents/carers will be invited to the interview if learners are under the age of 18. Where the misconduct is admitted or proved to the satisfaction of the Curriculum Lead or Head of Department, the outcome of the interview will be a **first written warning**. An action plan will be completed by the Curriculum Lead or Head of Department and the student will be supported until deemed to be over any problems. Where the student is under the age of 18 a copy of the written warning will be sent to the parents/carers. The Curriculum Lead or Head of Department will update ProMonitor and inform the Disciplinary Coordinator who will update the Disciplinary Database. This may also be recorded in CPOM's, our safeguarding reporting system.

\*Any student found to be displaying anti-social behaviour will have their details passed onto the local Anti-Social Behaviour Team.

<b>ISSUE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>DATE</b>	<b>09/2025</b>							

	<b>PROCEDURE</b>  <b>Student Development and Behaviour Procedure</b>  <b>2025/26 Academic Year</b>	<b>Number</b>	
		<b>Page</b>	<b>4 of 14</b>
		<b>Version</b>	<b>1</b>

## • **MISCONDUCT – Category 2**

The following are further **examples** of misconduct, which may result in disciplinary action being taken against students:


- deliberately or by gross negligence causing damage to any College buildings, equipment, IT equipment, books or furnishings or any property of others
- any theft of property with or without the use of violence (actual or inferred) or any other dishonest acts\*
- being under the influence of alcohol or drugs on College premises or on any external activity (i.e. field trips, visits, residential etc)
- possession, use or supply of any illegal drugs\*\*
- any bullying, intimidation, taunting, verbal abuse, defamation of character or the use of any violence or threat of violence towards any person
- any behaviour which is racially or sexually offensive or which is offensive to those with learning and/or physical disabilities
- peer on peer sexual harassment
- any contravention of regulations regarding the receipt of Learner Support Funds or any other grant monies
- accessing pornography or other offensive websites on College computers
- an incident of physical and/or verbal aggression

### ***Note this list is not exhaustive***

\*Any student who is issued with a banning order from a shop/business for shop lifting will meet with the Development and Behaviour Manager and will be issued with a written warning. If the student is under the age of 18 a copy of the written warning will be sent to parents/carers. The Development and Behaviour Manager will inform the Disciplinary Co-ordinator who will update Promonitor and the disciplinary database. Any further similar offences will result in further escalation.

\*\*Any student found with drugs and/or drug paraphernalia during a random security search will be issued with a written warning. Security will inform Safeguarding and the Development and Behaviour Manager who will issue the written warning. If the student is under the age of 18 a copy of the written warning will be sent to parents/carers. The Development and Behaviour Manager will inform the Disciplinary Co-ordinator who will update Pro-Monitor and the disciplinary database. Any further similar offences will result in escalation. If the student is suspected as supplying drugs they may go straight to category 3.

<b>ISSUE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>DATE</b>	<b>09/2025</b>							

	<b>PROCEDURE</b>  <b>Student Development and Behaviour Procedure</b>  <b>2025/26 Academic Year</b>	<b>Number</b>	
		<b>Page</b>	<b>5 of 14</b>
		<b>Version</b>	<b>1</b>

## Misconduct - Category 2

Where misconduct is from category 2 or there have been previous warnings with no improvement, an interview with the Head of Department or a senior manager acting in that role will take place. Where the misconduct is admitted or proved to the satisfaction of the Head of Department or a senior manager acting in that role, the outcome of the interview may be a **final written warning**. An action plan will be completed by the Head of Department or an Assistant Principal and the student will be supported until deemed to be over any problems. Where the student is under the age of 18 a copy of this final warning letter will be sent out to parents/carers. These Final Written warnings will usually be in place until the end the academic year they are issued but may continue for the duration of the study programme, dependent on the misconduct carried out.

The Head of Department or senior manager acting in that role will update ProMonitor with the outcome of the interview and inform the Disciplinary Coordinator who will update the Disciplinary Database. This may also be recorded in CPOM's, our safeguarding reporting system.

If after the interview the misconduct is deemed to be of a 'serious nature the student may be suspended by the Assistant Principal while an investigation will take place. The Assistant Principal (or their agent) must complete a suspension report form and inform the Head of Centre, the Development and Behaviour Manager and the Disciplinary Coordinator of the suspension.


After the investigation the Head of Centre or Development and Behaviour Manager can issue a final written warning or recommend a "Panel Hearing" and the student will be suspended until the hearing. If the outcome is final written warning the Disciplinary Coordinator will update ProMonitor and the Disciplinary Database. This may also be recorded in CPOM's, our safeguarding reporting system.

## **MISCONDUCT – Category 3**

The following are examples of misconduct, which may result in immediate disciplinary action being taken against students:

- Assaults on learners or members of the college staff inside or outside of the college
- Being found in possession of an offensive weapon inside or outside of the college
- Being involved in anti-social behaviour that may cause harm or distress to anyone who witnesses or is affected by it, inside or outside of the college environment.
- Recording of incidents within the college or outside for release on social media
- Persistent failure to follow the core values of the college, following previous interventions and warnings

<b>ISSUE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>DATE</b>	<b>09/2025</b>							

	<b>PROCEDURE</b>  <b>Student Development and Behaviour Procedure</b>  <b>2025/26 Academic Year</b>	<b>Number</b>	
		<b>Page</b>	<b>6 of 14</b>
		<b>Version</b>	<b>1</b>

### Misconduct - Category 3

Where misconduct is extreme or there is clear evidence of danger to safety, the college has the right to exclude learners permanently. The decision to take this action will always follow a panel meeting of the Designated Safeguarding Lead, The Head of Centre and at least one member of SLT. This information will be communicated to the student and the parents/carers (if under the age of 18) in writing, by the Disciplinary Coordinator and the Head of Centre.

Learners excluded this way will not have the right to appeal. This action is only taken in extreme cases when other routes allow an unacceptable risk to remain while the processes are being followed.

The Disciplinary Coordinator will update ProMonitor and the Disciplinary Database. This may also be recorded in CPOM's, our safeguarding reporting system.

NB: Learners may be removed from the roll under safeguarding protocols. Please refer to the Safeguarding policy.

## 5. PANEL HEARING


Where the misconduct is of a very serious nature or after a previous final written warning, the student will be suspended from College, pending an investigation. After the investigation the Head of Centre or Development and Behaviour Manager may issue a final written warning or recommend a "Panel Hearing" and the student will be suspended until the hearing. The panel will consist of a Chairperson (College Manager) and an independent member of staff. An Investigating Officer may also be present. The student and their parents/carers will be given 3 days' notice in writing stating: -

- Nature of the misconduct allegations.
- Confirmation of the time and place of interview.
- The student will be entitled to be accompanied by a friend, student representative (cannot be a suspended student) or relative (but not a legal representative), personal may accompany them, student liaison representative, welfare officer, mentor, social/ support worker
- If the student does not attend the hearing the hearing may proceed in their absence.
- A copy of the Student Development and Behaviour procedures will be enclosed.

In cases where the student is in care, has a child protection plan, or is a child in need, the Disciplinary Coordinator will contact the Safeguarding Team who will invite the relevant professionals to the disciplinary hearing, regardless of whether the student is under the age of 18 or not. The Care Experienced Coordinator may also be present and will be informed of the student's suspension and the outcome.

After hearing the student's case, the panel will reach a decision. The possible outcomes from a disciplinary hearing are:

<b>ISSUE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>DATE</b>	<b>09/2025</b>							

	<b>PROCEDURE</b>  <b>Student Development and Behaviour Procedure</b>  <b>2025/26 Academic Year</b>	<b>Number</b>	
		<b>Page</b>	<b>7 of 14</b>
		<b>Version</b>	<b>1</b>

- a) the allegation(s) is/are not proven to the satisfaction of the panel
- b) the allegation(s) is/are proven to the satisfaction of the panel a written warning is issued
- c) the allegation(s) is/are proven to the satisfaction of the panel a final written warning is issued
- d) the allegation(s) is/are proven to the satisfaction of the panel and a recommendation is made to the Head of Centre that the student is excluded from the College for either a fixed period of time or until such time as the Deputy Principal gives written permission for the student to return to the College and/or re-enrol.

The panel can also recommend to the Head of Centre to exclude the student, but suspend the exclusion for a period of 6 working weeks. At the end of the 6 weeks the panel will carry out a review and either uphold the exclusion recommendation or revoke it and issue a final written warning.

All recommendations for exclusion will need to be approved by the Head of Centre or relevant Campus Principal before being communicated to the learner or their families/ carers

The Panel, in reaching its decision, will determine the period of time during which the outcome is to be effective. For example, the Panel may determine that a written warning will be effective for a period of six months from the date of the disciplinary hearing.

The Panel also has the discretion to attach conditions to its decision e.g. restrictions on access to the College provided that this does not interfere with the student's programme of study, or, a requirement that the student signs in and out of the College each day, or, the student must meet requirements for attendance or timescales for submission of academic work. The relevant Head of Department will monitor the student's compliance / behaviour with the conditions imposed. Again, the Panel will determine the period of time during which the conditions are to be effective. Failure to comply with these conditions may result in further disciplinary measures being taken or the time-scales involved being extended.


The student or his/her representative should be allowed an opportunity where a case is proved, to make a plea of mitigation.

The Disciplinary Coordinator will update ProMonitor and the Disciplinary Database.

The Disciplinary Coordinator will send the Safeguarding Team a copy of the outcome letter. The Safeguarding Team will upload the letter onto the college safeguarding system, CPOM's.

<b>ISSUE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>DATE</b>	<b>09/2025</b>							



	<b>PROCEDURE</b>  <b>Student Development and Behaviour Procedure</b>  <b>2025/26 Academic Year</b>	<b>Number</b>	
		<b>Page</b>	<b>8 of 14</b>
		<b>Version</b>	<b>1</b>

## 6. NOTIFICATION OF PANEL HEARING OUTCOME

- Normally within 3 days of the Panel, the student and their parents/carers (if the student is under 18) will receive written confirmation of the outcome of the Panel Hearing. A copy of the outcome letter will be emailed to the student via their college email and person email address, if there is one on file. The outcome letter can also be sent to the parent/carer if an email address is provided at the hearing.
- In cases where the student is in care, has a child protection plan, or is a child in need, the Disciplinary Coordinator will send the relevant professionals a copy of the outcome letter, regardless of whether the student is under the age of 18 or not.
- If the recommendation from the Panel was for exclusion, a letter will be received from the Head of Centre either upholding the Panel decision or confirming a different outcome.
- The Disciplinary Coordinator will be given the outcome of the hearing, along with all associated paperwork for storage. The Disciplinary Coordinator will inform the appropriate Head of Department, Curriculum Assistant Principal and relevant Programme Achievement Manager of the outcome.

If the student is not excluded from college an action plan will be completed by the Head of Department and may involve a Programme Achievement Manager, Student Mentor and/or student Support Officers. The student will be supported until deemed to be over any problems.

## 7. APPEAL AGAINST PANEL HEARING OUTCOME

- The student will have the right to appeal against the decision of the disciplinary panel. Notice of appeal must be sent to the Disciplinary and Appeals Coordinator and addressed to the Deputy Principal within 10 working days of the date of receipt of written confirmation of the panel-hearing outcome and must give the grounds for, and brief particulars for the appeal. If the learner wishes to appeal a lesser outcome than exclusion, an Assistant Principal may be asked to hear that appeal so the learner can return to their studies sooner.


A copy of this process is included in the panel hearing letter to ensure they are fully aware of the appeals process following an outcome.

If notice of appeal is lodged within the time allowed, an appeal interview will be arranged to take place. We will not accept an appeal that is lodged after the stipulated 10 working days.

At the appeal interview, the student will be invited to explain the grounds of the appeal and to state his or her case.

The Chair Person of the Panel Hearing and/or the College manager who recommended the exclusion will be asked to respond to the appeal and explain the reasons for the hearing outcome.

<b>ISSUE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>DATE</b>	<b>09/2025</b>							

	<b>PROCEDURE</b>  <b>Student Development and Behaviour Procedure</b>  <b>2025/26 Academic Year</b>	<b>Number</b>	
		<b>Page</b>	<b>9 of 14</b>
		<b>Version</b>	<b>1</b>

- b) If the appeal is dismissed, the outcome of the original hearing will stand.
- c) Within 5 days of the appeal interview, the final decision will be confirmed in writing to the student and parents/cares (if under 18 years old) and to appropriate staff within the College.
- d) The Disciplinary Coordinator will update ProMonitor and Disciplinary database. This may also be recorded in CPOM's, our safeguarding reporting system.


## 8. SUSPENSION PENDING DISCIPLINARY INTERVIEW HEARING

- a) A student may be suspended from College by the Head of Centre, Development and Behaviour Manager, Assistant Principal and/or Head of Department, Designated Safeguarding Lead or a member of SLT (**only - or their agent with permission**) where there is reason to believe that the student has committed an act of **serious misconduct** or where previous warnings have been issued. The suspension will enable further investigation to take place. The Disciplinary Co-ordinator, Development and Behaviour Manager and the Head of Centre **must** be notified immediately of all suspensions. Once informed, the Disciplinary Co-ordinator will confirm the suspension in writing to the student within 3 working days. Where the student is under the age of 18, parents/carers will be informed by the suspending manager. An investigating officer will be appointed who will collate all necessary evidence, i.e., written statements, at this stage and liaise with the Development and Behaviour Manager and Disciplinary Coordinator.

The Disciplinary Coordinator will take steps to ensure any learner who has been suspended who is identified as having external social worker interaction, LAC or CIN that this is reported to the safeguarding team so they can reach out to the other professionals involved with the young person.

- b) The College has the right to suspend students from training agencies, employers, partner institutions and thereafter the appropriate disciplinary code will apply.
- c) The manager who issues the suspension will need to inform the student of the reasons for suspension and retain the student's ID badge pending an investigation. The manager who issues the suspension will be required to complete a suspension report form and send it to the Disciplinary coordinator. They must inform the appropriate Curriculum Leaders. Where the student is under the age of 18 the Manager will also need to inform parents/carers.
- d) When a student is suspended, they will be marked with a neutral mark on their registers for the duration of their suspension to ensure their attendance is not negatively impacted.

<b>ISSUE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>DATE</b>	<b>09/2025</b>							

	<b>PROCEDURE</b>  <b>Student Development and Behaviour Procedure</b>  <b>2025/26 Academic Year</b>	<b>Number</b>	
		<b>Page</b>	<b>10 of 14</b>
		<b>Version</b>	<b>1</b>

## 9. CRIMINAL OFFENCES

- a) Where any member of staff has reason to believe that a student may have committed or may be intending to commit a criminal offence, the College may refer the matter to the police and may continue disciplinary proceedings under this procedure or suspend the student pending the outcome of police enquiries and any charges which may be brought against the student. Where the student has been suspended under this provision, when the results of those enquiries and any criminal proceedings are known, the College reserves the right to recommence proceedings under this procedure in relation to the matter.
- b) In any disciplinary action relating to alleged criminal offences the College is not bound by the results of any criminal proceedings against students.


## 10. CONDUCT OF DISCIPLINARY AND APPEAL INTERVIEWS

- a) Disciplinary and appeal interviews will be conducted fairly and firmly by the member of staff conducting the interview, and notes will be kept.
- b) The member of staff conducting the interview may exclude from the proceedings any person (including the student or the student's friend, representative or relative) who behaves unreasonably or who disregards the instructions of the member of staff with regard to the interview. If the student does not attend any interview, disciplinary action may proceed in their absence.

## 11. STUDENTS UNDER 18 or SPONSORED LEARNERS

- a) If a student under 18 years of age is the subject of proceedings under this process, wherever practicable parents/carers will be invited to attend any disciplinary or appeal interview (in addition to any friend or student representative), unless in the view of the member of staff conducting the interview, such attendance would be prejudicial to a fair and effective interview. If a student under the age of 18 is given a written warning, final written or excluded or suspended from the College, the parents/carers will be informed in writing.
- b) If a student who is being sponsored at the College by an employer, training agency or a partner institution (i.e. university) is given a written warning, final written warning or excluded or suspended the employer, partner institution or training agency will be informed.

<b>ISSUE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>DATE</b>	<b>09/2025</b>							

	<b>PROCEDURE</b>  <b>Student Development and Behaviour Procedure</b>  <b>2025/26 Academic Year</b>	<b>Number</b>	
		<b>Page</b>	<b>11 of 14</b>
		<b>Version</b>	<b>1</b>

## 12. SCHOOL PUPILS 14-16 YEARS

- a) Instances relating to the discipline of school pupils will be dealt with in accordance with school/college agreed processes.
- b) Where the College is to take the lead, the process will be as follows:-
  - instances of misconduct will evoke written warnings by the Assistant Principal – records will be kept on file
  - repeated instances of misconduct will be treated as a Category 2 and a final written warning may be given to the pupil by the Assistant Principal. The school contact will be informed by the Assistant Principal.
  - serious misconduct or further instances of misconduct will evoke a “panel hearing” of this procedure
  - the school contact and the parent will be informed by the Head of Centre. The pupil will be suspended from College pending an investigation
  - the pupil will have the right to appeal as outlined in this procedure.

## 13. STUDENTS/ADULTS WITH LEARNING DIFFICULTIES, STUDENTS WITH EHCPs AND ESOL LEARNERS

Incidents involving adults with learning difficulties will require full liaison with the appropriate Head of Department at the early stages to ensure that all students involved are given support at all stages. In addition, involvement of key workers, social services or other staff may be required.

The Disciplinary Coordinator will inform the Educational Health Care Plan (EHCP) and Transition Officer of all students who have EHCPs who have been suspended or who will be attending a panel hearing. Any additional support needs will be considered.


It may prove necessary to amend this policy or procedure to ensure the learner is supported in a way they can participate and engage in the process. This will be done with the support of Head of Foundation Learning or another Senior Manager with an expertise in SEND.

The college will need to take account of the need to provide language support for both the learner who may be disciplined and for Parents where English may not be the first language.

Learners may not act as interpreter for their parents where language is a barrier.

Where an interpreter cannot be facilitated as necessary then the hearing will stop and must not be carried out as this will discriminate against the individual and their parents/carers.

<b>ISSUE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>DATE</b>	<b>09/2025</b>							

	<b>PROCEDURE</b>  <b>Student Development and Behaviour Procedure</b>  <b>2025/26 Academic Year</b>	<b>Number</b>	
		<b>Page</b>	<b>12 of 14</b>
		<b>Version</b>	<b>1</b>

#### 14. VARIATIONS AND AMENDMENTS TO THIS CODE

- a) In some cases, it may be desirable that variations should be made to procedural aspects of this code. The College may make such variations as it sees fit, subject to informing the student concerned and subject always to considerations of fairness. Without limitation, such variations may include disciplinary or appeals interviews being conducted by different persons, if the person who would otherwise be conducting the interview has previously had close personal involvement in the matter to be considered.
- b) This policy and its guidance may be amended by resolution of the Governors from time to time.

#### 15. MONITORING & REVIEW

The Student Disciplinary procedures will be reviewed and updated by the Assistant Principal, Head of Centre and Student Development and Behaviour Manager on an annual basis and approved by the Senior Leadership Team.

<b>ISSUE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>DATE</b>	<b>09/2025</b>							

## **APPENDIX 1:**

### **Student Pre-Disciplinary Procedures**

