



## Student Disciplinary Procedures

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<b>Equality Impact Assessment (EIA) completed by (name):</b> Darren Heathcote	<b>Equality Impact Assessment (EIA) completed on (date):</b> 24/01/2022

### Monitor Changes

Version Level	Details of Change	Date
01	New procedure	20.02.08
02	Review with updates to first bullet point in 3.5.5 Suspension Pending Interview	07.12.10
03	Full re-write to reflect current practices	01.08.11
04	Amended to reflect changes in Management structure and changed wording that records maybe kept as long as appropriate and necessary	20.06.12
05	Amended to provide link with the Student Fitness to Study procedure and to establish a timeframe for investigations	07.10.13
06	Reviewed and updated	26.11.13
07	Amended to reflect changes in management of Stage Two Meetings.	12.01.15
08	Introduction of short-term suspension for students at Stage Two	22.09.15
09	Highlighted student non-consecutive days of attendance and short-term suspension. In event of Principal or deputy Principal not being available, other members of the Executive Team can approve suspension. In the event of the Director of Student Experience being unavailable, other members of the Executive Team can approve extending an investigation timeframe. Removed references to paper concern notes. Change of staff titles. Changed college response to students who withdraw from college to avoid disciplinary actions, and attempt to re-enrol. Students can receive a disciplinary contract in a contract template or letter format.	15.12.16

10.	Changes to staff titles. Attached an updated copy of the Student Code of Conduct to Annex 1.	25.04.18
11.	Added reference to Covid-19 in section 16.1.	09.06.20
12.	Author updated and COM updated to HOD/AP Reference added to student code of conduct about sexual violence and harassment	03.11.21
13.	Updated following amends from solicitors	18.02.2022
14.	Reviewed with minor amends – to be send to solicitor for further comment	31.01.2023
15.	Reviewed. Minor amends	30.01.2024
16.	Reviewed. Minor amends to language and introduction of section 11 about staff.	30.01.2025

## 01 Aims and Objectives

Students are required to familiarise themselves fully with the contents of the Student Disciplinary Procedures (the procedures) including the students who are apprentices at the college.

### 1 Introduction

- 1.1 This document sets out the procedures which will be followed if the Student Code of Conduct (Appendix 1) is breached. The Code of Conduct sets out the standard of conduct which the College requires of its students. This forms part of the Terms and Conditions of a student's contract/enrolment with Gateshead College.
- 1.2 The scale and severity of the alleged breach of the Code of Conduct will determine at which stage the student is engaged in the procedures. In particular, serious breaches of the Code of Conduct may be construed by the College as gross misconduct and be dealt with at a Third Stage Hearing without being dealt with at earlier stages of the procedures.
- 1.3 This procedure may be supplemented as necessary by specific provisions, for example, academic regulations specific to each programme, regulations pertaining to the operation of the campus, policies relating to the use of materials or resources.
- 1.4 The college reserves the right to remove learners from their programme if the college have any concerns relating to health and safety or safeguarding of our learners or estates. This decision will be considered by a member of the College's Executive Team, if it is deemed there are significant concerns learners may be asked to leave their programme immediately (pending further investigation). The learner will have the right to appeal which will be heard by a member of the Executive Team who was not involved in the original decision. The Learner should write to the college within 15 working days of the original decision outlining their reasons for the appeal.
- 1.5 The College will remain mindful of its obligations under the Equality Act 2010 and its duty of care to students. The individual needs of students (for example, those students with learning difficulties or disabilities, vulnerable students, students under 18 or where English is a second language) will be taken into consideration where appropriate in applying the procedures. Where it is deemed appropriate students who have a learning difficulty/disability health and/or mental wellbeing (which impact on the students' ability to comprehend the actions they have taken) may be supported within the student 'Fitness to Study' framework. The Student Fitness to Study procedure may be invoked in response to single incidents or continuing or accumulative concerns about a student's fitness to study. It has been developed by the College as an alternative to the Student Disciplinary Procedures to be used in circumstances where, in the College's opinion and because of concerns as to the

student's learning difficulty/disability, health and/or mental wellbeing, the student's behaviour should not be treated as an alleged breach(es) of the Student Code of Conduct.

- 1.6 Whilst the Student Fitness to Study procedure has been developed as an alternative to the Student Disciplinary Procedures, there may be occasions where it is appropriate for the College to invoke the Student Disciplinary Procedures against a student for an alleged breach of the Student Code of Conduct notwithstanding that the student has or may have a Learning Difficulty/Disability, health and/or mental wellbeing problem. The College reserves the right to invoke the Student Disciplinary procedures at any time for good cause.

<b>Key search words for this document</b>
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disciplinary, suspension, exclusion
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## 02 Scope

### 2 Scope

- 2.1 Subject to section 2.2, the procedures apply to all students enrolled with the College whether or not their course is validated by, or associated with, any other institution and regardless of their site of study. The procedures apply throughout the calendar year and are not restricted to College terms.
- 2.2 **14-16 year olds:** Save for the powers of suspension set out at section 4 below, the Procedures do not apply to 14-16 year olds enrolled with the College through a school links programme. Instead, incidents of alleged misconduct will be passed by the College to the relevant school for action

### 03 Procedure

#### **3 Criminal Offence**

- 3.1 Where any member of staff has reason to believe that a student may have committed a criminal offence, the College may in its discretion refer the matter to the police. In instances where the police are undertaking enquires enquiries and/or where criminal proceedings are brought, the College may continue to take action under the procedures (including suspending a student) or may start any action during the course of and/or pending the outcome of the police enquires and/or criminal proceedings. The College reserves the right to recommence action under the procedures at any time in matters where it has previously stayed action. It is emphasised that in relation to the application of the procedures the College is not bound by the outcome of any criminal proceedings against students.

#### **4 Short Term Suspension at Second Stage followed by Disciplinary Interview:**

- 4.1 Heads of Department/Assistant Principals can agree a short term suspension if a student displays behaviours identified as Stage 2 'serious misconduct' or where a student is issued with three concern notes at Stage 1 and will automatically move to Stage 2 as detailed in Appendix 6 of this Procedure. The student will be advised of the reason for the short term suspension and the length of time they will be suspended for. A short term suspension is limited to no more than two working days in length. Suspension under this section 4 is a neutral act and is not a finding of guilt on the part of the student. Please note, where a student's timetable does not have consecutive days of attendance, each timetabled day will count as a single working day. Following a short term suspension and prior to a student returning to their normal timetabled study programme session hours the student will meet with their Head of Department/Assistant Principal for a discussion regarding the alleged breach of the student code of conduct – see section 7 for full details of the second stage meeting process. Parent/Carer or legal guardian of students under 18 years will be required to attend this meeting. Students between the ages of 18 and 25 years can voluntarily request the attendance of a parent/carers or legal guardian. In this circumstance, the Head of Department/Assistant Principal will ask the student aged 18 to 25 years if they wish a parent/carers or legal guardian to be invited. The Head of Department/Assistant Principal approving a short term suspension, must provide the student with a copy of the letter giving the reasons why they are being suspended and what will happen next (the Corporate Admin Team will produce the letter following instruction from the Head of Department/Assistant Principal). For learners under the age of 18 or those who are under 25 and have learning difficulties and/or disabilities, this must be followed up on the same day with a telephone call from the Head of Department/Assistant Principal to their parent/carers or legal guardian, briefly explaining the reasons for the short term suspension and what will happen next. During the period of suspension until the disciplinary meeting, those students in receipt of College funding should continue to be paid. The Head of Department suspending a student must inform the Assistant Principal (AP) and the Corporate Administration Manager that a short-term suspension has taken place and that College funding should be continued to be paid and that registers will be marked with 'Other Study' (temporary suspension) until the disciplinary meeting takes place. It is expected that students who have been suspended, will during the period of their suspension, take the opportunity to complete any outstanding course work. Students may be allowed to attend at College for specific purposes (e.g. examinations and/or assessments) with the prior written consent of the HOD or AP and subject to any conditions which the College considers appropriate.

- 4.2 Only one single short-term suspension can be applied within one academic year.
- 4.3 Following a short-term suspension, where further or repeated misconduct is a cause for concern, or where the student has failed to meet conditions imposed at an earlier stage of the Procedures the student will be invited to attend a Third Stage Hearing normally following an investigation under section 5 of the Procedures.
- 4.4 Any student who is suspended under this section 4.1 – 4.3 may request a review of the suspension, in writing to a senior post holder, within 2 days of the date on which the decision to suspend was notified to the student in writing. The student may request a review if they consider the procedures have not been followed and/or that suspension is disproportionate. The senior post holder will consider and determine the matter.

**Suspension Pending Third Stage and/or Appeal Hearings:**

- 4.5 A student may be suspended under the procedures by the Principal or by another senior post holder (namely the Deputy Principal Curriculum and Quality or the Deputy Principal Operations/Finance Director) pending the outcome of Third Stage and/or Appeal Hearing where in that member of staff's reasonable opinion the student poses a risk of harm to the health, safety and/or welfare of themselves and/or others and/or a serious risk of damage to College property. Suspension under this section 4 is a neutral act and is not a finding of guilt on the part of the student. In the event of the Principal or a Deputy Principal being unavailable (within a time period of 2 hours) to consider a request to suspend a student, another member of the Executive Team can approve a short or long term suspension.
- 4.6 Such suspension will be confirmed to the student in writing normally within 2 days of the decision to suspend being made.
- 4.7 Any suspension under this section 4.4 – 4.10 will be reviewed by the Head of Student Services and Customer Experience at such intervals as are reasonable in the circumstances to determine whether the factors which gave rise to the student's suspension have materially changed. If in the opinion of the Head of Student Services and Customer Experience any of those factors have materially changed, s/he will refer the matter to the senior post holder who made the decision to suspend (or to another if s/he is unavailable) to determine whether the suspension should continue.
- 4.8 Any student who is suspended under this section 4.4 – 4.10 may request a review of the suspension, in writing to a senior post holder who did not make the decision to suspend, within 5 days of the date on which the decision to suspend was notified to the student in writing. The student may request a review if they consider the procedures have not been followed and/or that suspension is disproportionate. The senior post holder will consider and determine the matter.

- 4.9 In the case of a student suspended under this section 4.4 – 4.10, the student's Head of Department or Assistant Principal will be informed of the suspension and will consult with relevant staff to identify and organise any appropriate work and/or support which may be provided to the student to be undertaken offsite during the period of the suspension. Students may be allowed to attend at College for specific purposes (e.g. examinations and/or assessments) with the prior written consent of a senior post holder and subject to any conditions which the College considers appropriate.
- 4.10 In cases of suspension due to violence, threat of violence or abusive or intimidating behaviour, the name of the student together with any other relevant information will be shared with the Facilities Manager and any other relevant staff as is appropriate in the circumstances in the interest of safeguarding the health, safety and/or welfare of other students, staff and/or visitors.
- 4.11 With the exception of this section 4, the Procedures do not apply to 14-16 year olds enrolled with the College through a school links programme. Instead, incidents of alleged misconduct will be passed to the relevant school for action. For the avoidance of doubt, however, the powers of suspension set out in this section 4 apply to 14-16 year olds enrolled with the College pending the final outcome of any action being taken by the relevant school.

## **5 Investigations**

- 5.1 Prior to a Third Stage Hearing the College will normally carry out a prompt and proportionate investigation into the alleged misconduct. The student against whom the allegation(s) of misconduct have been made will normally be invited to give their version of events as part of any investigation.
- 5.2 The Investigation will be carried out by an impartial member of College staff (the Investigating Officer) normally an Assistant Principal or Business Support Manager.

It is expected that the investigation will be completed within 15 working days. Where circumstances impact on the ability to meet this timescale the investigating officer will seek approval from the Head of Student Services and Customer Experience for an extension to this timeframe. If the Head of Student Services and Customer Experience is unavailable permission can be sought from the Head of People and Organisation Development or another member of the Leadership Team. If approved the investigating officer will notify those persons who have or are likely to be interviewed of the extension to the timeframe.

- 5.3 The Investigating Officer will produce a written report following the conclusion of his/her investigation. The report will provide a recommendation for the outcome of the investigation. The investigating officer will normally present the case against the student at any Third Stage Hearing on behalf of the College. The hearing should take place within 10 working days of the conclusion of the investigation. The College will normally provide at least 5 days written notice of the Meeting/Hearing.
- 5.4 All witness accounts of events relating to the incident(s) to be dealt with at a Meeting/ Hearing should be dated and signed by the person providing the account who will be made aware prior to giving his/her account that the information will be shared with the student against whom the misconduct allegation(s) have been made and will be used in connection with the dealing with the matter in accordance with the Procedures.

## **6 First Stage Meeting**

- 6.1 Minor misconduct may be dealt with informally by any member of College staff who is appropriate in the circumstances of the matter.
- 6.2 However, if the minor misconduct is repeated, or is considered to warrant more formal treatment, the First Stage of the Procedures will be instigated. In such circumstances a relevant member of staff will complete a Concern Note (Appendix 2).
- 6.3 The action taken on receipt of a Staff Concern Note will depend upon the severity of the concern being reported and the number of Staff Concern Notes already received for the student. If the concern warrants a Third Stage Hearing, the Head of Department/Assistant Principal will be notified and an investigation under section 5 will normally be commenced. In cases where three Staff Concern Notes which have not previously initiated a Second Stage Meeting/Third Stage Hearing have been received in respect of a student, the alleged misconduct will be referred to a Second Stage Meeting or Third Stage Hearing as appropriate in the circumstances following an investigation where appropriate. In consideration of the concerns raised or as an outcome of the investigation the Head of Department/Assistant Principal may consider that due to the student having a learning difficulty/disability and/or mental health issue, which impacts on the student's ability to comprehend the actions they have taken, that the Fitness to Study procedure is a more appropriate method to deal with the concerns raised. Where a recommendation is made that the concern should be addressed using the Fitness to Study procedure, this should be agreed with the Head of Department – High Needs Learners in the first instance who will decide if this request is appropriate in the circumstances.
- 6.4 If the matter is not to be dealt with at a Second Stage Meeting, Third Stage Hearing or Fitness to Study, the student will be invited to a First Stage Meeting [in writing at least 5 working days before the meeting] to discuss the content of the Staff Concern Note(s). This meeting will be with the student's Curriculum Leader where the student is full time, for part time students with the student's Course/Subject Leader or Personal Tutor if designated for the course and for Apprentices with the Mentor/Assessor. In advance of the First Stage Meeting the student will be provided with a copy of the Staff Concern Note(s) and will be informed of the exact nature of the breach(es) of the Code of Conduct which it is alleged they have committed. The student will be given a full opportunity at the First Stage Meeting to respond to the allegations.
- 6.5 The staff member dealing with the concern at the First Stage Meeting may take such steps as s/he considers appropriate in order to reach a determination in the matter such as speaking with other members of staff and/or with students and/or reviewing other information. Following consideration of the matter, the staff member will reach a determination as to whether or not the student has breached the Student Code of Conduct and, if the student is found to have done so, what outcome(s) should follow that finding.
- 6.6 The student will be asked to confirm on the Staff Concern Note that a member of staff has discussed the concerns with them. If the student declines to confirm the meeting has taken place, a comment to this effect will be noted on the Staff Concern Note(s) by the staff member. The student will be given the opportunity to comment on any outcome(s) determined by the staff member and will be required to complete

the relevant section of the Staff Concern Note(s). If the student disagrees with comments made about what has been discussed they can note this in the student comments box. A student may request a review of the outcome of a First Stage Meeting if s/they consider the procedures have not been followed or that the outcome is disproportionate. This request should be made to the Head of Student Services and Customer Experience who will decide what action is appropriate in the circumstances.

## **Outcomes**

- 6.7 The outcomes of a First Stage Meeting may include that:
- no further action is taken and/or no sanction is imposed
  - actions are identified to address the issues dealt with at the meeting such as submission of work by set deadlines, improved attendance/punctuality and/or improved behaviour and/or reviews of his/her/their progress in specified areas
  - the student is given an official verbal warning stating the reasons for the warning and the potential consequences of further misconduct
  - the concern is transferred to the Fitness to Study procedure - this should be agreed with the Head of Department – High Needs Learners in the first instance who will decide if this request is appropriate in the circumstances.
- 6.8 A written record of the First Stage Meeting, together with any outcomes, will be made by the staff member conducting the Meeting on the Staff Concern Note(s) which will be kept in the disciplinary system. A copy will also be provided to the student.
- 6.9 A student may request a review of the outcome of a First Stage Meeting if they consider the procedures have not been followed or that the outcome is disproportionate. This request should be made to the Curriculum Leader/Assessor who will decide what action is appropriate in the circumstances.

## **7 Second Stage Meeting**

- 7.1 Where the alleged misconduct is of a more serious nature, or where the alleged misconduct or similar alleged misconduct has been repeated/occurred, or where three Staff Concern Notes have been raised, the student will be invited to attend a Second Stage Meeting with their Head of Department/Assistant Principal. See section 4 for details of short-term suspension at second stage (where this is deemed appropriate) followed by a disciplinary interview.
- 7.2 Second stage meetings will be conducted by a Head of Department who may take such steps as they consider appropriate in order to reach a decision in the matter (such as speaking with other members of staff and/or with students and/or reviewing other information). Should such steps be taken the student will be given a full opportunity to respond to any new information. The Head of Department may at their discretion be accompanied at the meeting by another staff member in order to provide support to the student and/or advise on specific support arrangements which may be made available to the student. Any accompanying staff member will not be involved in the decision.



- 7.3 Following consideration of the matter, the Head of Department will reach a decision as to whether or not the student has breached the Student Code of Conduct and, if the student has found to have done so, what outcome(s) should follow that finding. Should the decision be that misconduct has occurred, or if the student admits the allegation(s) of misconduct, instances of any prior misconduct (for example in the form of, but not limited to, Staff Concern Notes) may be considered by the Head of Department in determining whether any and if so what sanction should be imposed. The Head of Department will also, when determining sanctions consider any mitigating factors presented by the student.

### **Outcomes**

- 7.4 The Head of Department may decide to issue one or more sanctions such as:
- transfer to Fitness to Study procedure - this should be agreed with the Head of Department: High Needs Learners in the first instance who will decide if this request is appropriate in the circumstances
  - changes to the student's timetable, either permanently or temporarily
  - denying the student access to extra-curricular activity for a set period of time
  - limiting the student's internet access for a set period of time
  - requiring the student to submit work by set deadlines
  - setting attendance requirements for the student at specified directed study sessions
  - imposing upon the student enhanced monitoring of behaviour, attendance and/or punctuality and/or reviews of his/her progress in specified areas
  - imposing conditions as to the student's future conduct
  - imposing actions relating to a work placement such as increased monitoring/supervision of the student or his/her removal from placement
  - issuing the student with an official verbal warning
  - issuing the student with a formal written warning (which will state that any repeated or similar misconduct by the student may result in the student's exclusion from the College).

This list is not exhaustive and is only to provide examples of possible sanctions.

- 7.5 Any sanctions imposed may be recorded in the form of a disciplinary contract (see STM-Form-010 Disciplinary Contract for an example, at Appendix 5) or a letter which will state the potential implications for the student if they breach the disciplinary contract. Practical measures to avoid recurrence of any misconduct may be emphasised and discussed with the student at the Meeting. Records of sanctions issued are kept on the college's disciplinary and Ontrack system. A warning will normally automatically expire within 1 year[s] following the sanction on the condition that no other disciplinary action has been taken against the student for anything else during that period of time.
- 7.6 The student will be notified in writing of the decision of the Head of Department, with reasons, normally within 5 days of the date of the second stage meeting. The letter notifying the student of the decision will be issued and signed by the Head of Department and will state:
- concern transferred to Fitness to Study procedure
  - the allegation(s) of misconduct that were the subject of the Meeting
  - the decision reached with reasons
  - any sanctions imposed (including details of any disciplinary contract)

- the potential implications for the student if there are repeated or any further cause for concern and/or if the terms of any disciplinary contract are breached
- how to appeal against the outcome.

7.7 A written record of the second stage meeting, together with the outcomes and decision letter.

## **8 Third Stage Hearing**

- 8.1 In cases where it is alleged that gross misconduct has occurred, or where further or repeated misconduct is a cause for concern, or where the student has failed to meet conditions imposed at an earlier stage of the procedures the student will be invited to attend a third stage hearing [in writing at least 5 working days before the meeting] normally following an investigation under section 5 of the Procedures.
- 8.2 Third stage hearings will be heard and determined by a panel made up of an Assistant Principal (who will be the Chair) and two members of the College Management Team (the Disciplinary Panel). If an Assistant Principal is unavailable an impartial Business Support Manager may Chair the panel. Each panel member will be impartial.
- 8.3 Should the outcome of the third stage hearing be that misconduct has occurred, or if the student admits the allegation(s) of misconduct, instances of any prior misconduct (for example in the form of, but not limited to, Staff Concern Notes and Second Stage decision letters) may be considered by the disciplinary panel before it reaches a decision as to whether any and if so what sanction should be imposed. The disciplinary panel will also when determining sanction consider any mitigating factors presented by the student.

### **Outcomes**

- 8.4 The Disciplinary Panel may decide to issue one or more sanction such as:
- transfer to Fitness to Study procedure - this should be agreed with the Head of Department: High Needs Learners in the first instance who will decide if this request is appropriate in the circumstances
  - changes to the student's timetable, either permanently or temporarily
  - denying the student access to extra-curricular activity for a set period of time
  - limiting the student's internet access for a set period of time
  - requiring the student to submit work to set deadlines
  - setting attendance requirements to the student at specified directed study sessions
  - imposing upon the student enhanced monitoring of behaviour, attendance, and/or punctuality and/or reviews of his/her progress in specified areas
  - imposing conditions as to the student's future conduct
  - imposing actions relating to a work placement such as increased monitoring/supervision of the student or his/her removal from placement
  - issuing the student with an official verbal warning
  - issuing the student with a formal written warning (which will state that any repeated or similar misconduct by the student may result in the student's exclusion from the College)
  - a recommendation for exclusion (together with any conditions imposed in relation to a future application to the College) to a senior post holder.

This list is not exhaustive and is only to provide examples of possible sanctions.

- 8.5 Any sanctions imposed may be recorded in the form of a disciplinary contract (see STM-Form-010 disciplinary contract for an example, at Appendix 5) or a letter which will state the potential implications for the student if they breach the disciplinary contract. Practical measures to avoid recurrence of any misconduct may be emphasised and discussed with the student at the Hearing. Records of sanctions issued are kept on the college's disciplinary and Ontrack system. A warning will normally automatically expire within 1 year following the sanction on the condition that no other disciplinary action has been taken against the student for anything else during that period of time.
- 8.6 Within normally 5 days of the Third Stage Hearing, the student will be given written notification of the Disciplinary Panel's decision together with reasons. The decision letter will be issued and signed by the Chair and will state as applicable:
- transfer to Fitness to Study procedure
  - the allegation(s) of misconduct that were the subject of the hearing
  - the decision reached with reasons
  - any sanctions imposed (including details of any disciplinary contract)
  - the potential implications for the student if there is repeated or further cause for concern and/or if the terms of any disciplinary contract are breached
  - how to appeal against the outcome.
- 8.7 Any recommendation for exclusion will be referred by the disciplinary panel to an impartial senior post holder (other than the Principal) who will reach a decision as to whether or not the student should be excluded. If the student has been suspended pending the outcome of the Hearing, the student will remain suspended pending consideration of the recommendation for exclusion by a relevant senior postholder.
- 8.8 The student will be notified in writing of the outcome to a senior post holder of a recommendation for exclusion normally within 5 days of the date of the recommendation. Should the senior post holder not uphold the recommendation for exclusion, s/he may on consideration of the facts impose a lesser disciplinary sanction(s), such as but not limited to those detailed in 8.4.
- 8.9 Where a member of staff has grounds for serious concern about potential welfare issues for a young person 16-17 years caused by sharing this information with a parent, carer or legal guardian, advice must be taken in line with the College's Safeguarding Policy and Procedures. They must liaise with the Safeguarding Lead or deputy before proceeding to inform a learner's parent or carer. For further details see section 12 - Involving Third Parties. For students sponsored by an employer to attend College, go to section 12.2 - Apprentices/Sponsored Student/Student on Placement.
- 8.10 A written record of the Third Stage Hearing, together with the outcomes and decision letter and any decision on a recommendation for exclusion, will be kept in line with the College's policy of record retention and data protection

## **9 Third Stage Hearing Arrangements**

- 9.1 Hearings will be conducted fairly. A staff member will be present at Third Stage Hearings to make a written record of the proceedings. The standard of proof will be the balance of probabilities (ie. 'more likely than not').
- 9.2 The College will normally provide at least 5 days written notice of the hearing and the letter to the student will state clearly:
- the date, time and place of the hearing
  - the alleged misconduct which is in breach of the Code of Conduct
  - the name(s) of the individual(s) who will hear the matter at the hearing and the name(s) and role(s) of any other staff attending in accordance with the procedures
  - the student's entitlement to call witnesses at a third stage hearing to support their case. The student must notify Staff Services in writing no less than 3 days in advance of the hearing of the names of any witnesses they intend to call
  - notification that a recommendation for permanent exclusion may potentially be the outcome of the hearing
  - the student's entitlement to be accompanied and that the student must notify Staff Services in writing no less than 3 days in advance of the Hearing of the name and role of any accompanying person.
- 9.3 The letter will enclose a copy of the evidence collated by the College in support of the allegation(s) of misconduct made against the student (including any investigation report and any witness statements). A copy of the procedures will also be enclosed.
- 9.4 In respect of hearings, both the student and the member of staff representing the College at a hearing may call witnesses. If witnesses are to be called the sequence to be followed at hearings is set out at Appendix 3.
- 9.5 The student will be entitled to be accompanied at a second stage meeting or third stage hearing by a friend, student representative or relative but not by a legal or other professional adviser. The accompanying person may participate in the meeting/hearing. They may confer with the student during the meeting/hearing but will not have the right to answer questions directed at the student nor address the meeting/hearing against the wishes of the student or prevent anyone (including the student) from contributing to the proceedings.
- 9.6 Should the student be unable to attend the meeting/hearing for good reason, the College will make reasonable attempts to rearrange the Meeting/Hearings. If the student fails to attend a meeting/hearing without good reason, and/or it is felt that the student is trying to evade disciplinary action, the Head of Department or Chair (as relevant) may in his/her discretion proceed with the Meeting/Hearing in the student's absence and a determination of the matter may be reached.
- 9.7 The Assistant Principal or Chair (as relevant) will at the start of the Third Stage Hearing explain to the student the role of those present. The Investigating Officer will normally present the case against the student at a Hearing. The student will be given the opportunity at the Hearing to state his/her case in response to the case against them.

- 9.8 The Assistant Principal or Chair (as relevant) may give reasonable instructions in relation to the conduct of the hearing, without limitation, including in relation to whether the Hearing should be adjourned, as to the length of time which any part of the Hearing should take, in relation to the student presenting their case and allowing witnesses to be questioned.
- 9.9 The Assistant Principal or Chair (as relevant) may exclude from the proceedings any person (including the student or the person accompanying the student) who behaves unreasonably or who disregards the reasonable instructions of the Assistant Principal /Chair.

## **10 Appeals**

- 10.1 Students may appeal against the outcome of second stage meetings and third stage hearings as follows:
- appeals against the outcome of second stage meetings will be heard by an Assistant Principal who will be impartial.
  - appeals against the outcome of third stage hearings (other than exclusion) will be heard by the Deputy Principal: Curriculum and Quality or The Deputy Principal: Finance and Resources who will be impartial.
  - appeals against a decision of exclusion following a Third Stage Hearing will be heard by the Principal or if they are unavailable by the Deputy Principal: Curriculum and Quality or The Deputy Principal: Finance and Resources who will be impartial.
- 10.2 The grounds of appeal against the outcome of second stage meetings and third stage hearings are that:
- new material evidence has come to light which was not previously reasonably available and/or
  - the decision was unreasonable and/or sanction disproportionate and/or
  - the procedures have not been followed and/or
  - the appeal is against exclusion
- 10.3 A student wishing to appeal must do so within 10 days of the date of the letter informing them of the final outcome of the second stage meeting or third stage hearing. The appeal must be in writing and state the grounds and brief particulars of the appeal. The Appeal should be addressed to the Head of Student Services and Customer Experience.
- 10.4 If the Head of Student Services and Customer Experience considers that there are grounds for appeal, the matter will be referred to an impartial senior manager as detailed in paragraph 10.1 and an appeal hearing will be convened.
- 10.5 The student will normally be given at least 5 days written notice of the date, time and place of the appeal hearing and will be entitled to be accompanied at the appeal hearing by a friend, student representative or relative but not by a legal or other professional adviser. The student must notify Staff Services in writing no less than 3 days in advance of the appeal hearing of the name and role of any accompanying person.

- 10.6 The appeal hearing will normally be arranged within 10 days of the receipt of the appeal by the College. An order for proceedings at the appeal hearing is set out in Appendix 4. The College may appoint a representative to respond to the appeal who may be the Investigating Officer and who may call witnesses in response to any witnesses called by the student. The student will have the opportunity to call witnesses only if new material evidence has come to light which was not previously reasonably available and must notify Staff Services in writing no less than 3 days in advance of the hearing of the names of any witnesses s/he intends to call. The manager hearing the appeal may give reasonable instructions in relation to the conduct of the appeal hearing, without limitation, including in relation to whether the hearing should be adjourned, as to the length of time which any part of the hearing should take, in relation to allowing any witnesses to be questioned and in relation to the student presenting their appeal.
- 10.7 The manager hearing the appeal may exclude from the proceedings any person (including the student or the person accompanying the student) who behaves unreasonably or who disregards the reasonable instructions of the manager.
- 10.8 Any documents considered at the second stage meeting/third stage hearing will be available for the purposes of the appeal, together with the record of the proceedings of the meeting/hearing.
- 10.9 A member of staff will be present at the appeal hearing to make a record of the proceedings and another member of staff may also attend to act as clerk.
- 10.10 The standard of proof on appeals will be the balance of probabilities.

### **Outcomes**

- 10.11 Following the conclusion of the appeal hearing, the manager hearing the appeal may decide on one or more of the following outcomes:
- to dismiss the appeal
  - to overturn the sanction(s) and/or impose a different (including a lesser but not greater) sanction(s) or the same or no sanction(s)
  - to refer the matter back to the relevant Assistant Principal/Disciplinary Panel to determine again
  - to refer the matter to another Assistant Principal/Disciplinary Panel to determine afresh.
  - to transfer the matter to the Fitness to Study procedure - this should be agreed with the Head of Department – High Needs Learners in the first instance who will decide if this request is appropriate in the circumstances
- 10.12 The manager hearing the appeal will confirm his/her decision in writing with reasons to the student normally within 5 days of the date of the Appeal Hearing.
- 10.13 The decision on the appeal will be final and binding.
- 10.14 A written record of the appeal hearing, together with the outcomes and decision letter, will be kept for in line with the College's policy of record retention and data protection.

## **11 Incidents involving staff**

Where an incident involves a member of staff, Human Resources will be informed, along with any other necessary departments. Support will be provided as required. The Investigating Manager and/or the head of the disciplinary panel will keep the staff member and HR throughout the investigation and any subsequent outcomes and actions.

## **12 Application for Future Admission Following Exclusion**

- 12.1 Students who have previously been excluded may apply to the College in a later year. The application will be dealt with fairly but where, for example, the nature or circumstances of the student's misconduct are relevant to the type of course being applied for, or where there are other factors to consider, for example, former students who have withdrawn to avoid disciplinary action, the application may be subject to additional consideration and risk assessment and/or satisfactory interview and/or references. Any interview will normally be conducted by a Head of Department and the student's future admission subject to conditions such as satisfactory compliance with future progress reviews. Students who have been excluded permanently will not be able to apply to the college.

## **13 Involving Third Parties**

### **13.1 Students Under 18/LDD and/or mental health**

Where the student is under 18 years of age or where the student has a learning difficulty/disability and/or mental health issue, consideration will be given by the College to whether and if so at what stage of the procedures and for what purpose parents/guardians/carers should be involved and/or information shared with them. This will depend upon factors such as the maturity and understanding of the student, the nature and/or severity of the alleged misconduct, existing involvement and knowledge of parents/guardians/carers, any relevant concerns there may be for the welfare of the student and/or other individuals involved and/or any other relevant circumstances and will be taken in the best interests of the student based on those factors. Where the College considers it appropriate to involve and/or share information with parents/guardians/carers, it will normally notify the student in advance and may where appropriate seek the student's consent to do so. Individual circumstances will be taken into consideration and the College will not normally contact parents/guardians/carers if the student refuses to give consent unless it has good reason to do so in the best interests of the student and in accordance with the applicable laws. Contact with parents/guardians/carers may be by telephone and/or in writing.

### **13.2 Apprentices/Sponsored Student/Student on Placement**

In addition to the provisions of section 12.1, where the student is an apprentice, or is being sponsored by an employer or managing agent or is on placement, consideration will be given by the College to whether and if so what stage of the procedures and for what purpose relevant third parties such as employers and placement providers should be involved and/or information shared with them. This will depend upon factors such as the nature and/or severity of the alleged misconduct, existing involvement and knowledge of such third parties, any relevant concerns there may be for the welfare of the student and/or other individuals involved and/or any other relevant circumstances and will be taken in the best interests of the student based on those factors. Where the College considers it

appropriate to involve and/or share information with such third parties, it will normally notify the student in advance and may where appropriate seek the student's consent to do so. Individual circumstances will be taken into consideration and the College will not normally contact third parties if the student refuses to give consent unless it has good reason to do so in the best interests of the student and in accordance with applicable laws. Contact with third parties may be by telephone and/or in writing.

#### **14 Time Periods**

- 14.1 With the exception of the time allowed for lodging an appeal, time periods stated in the procedures may be varied by the College if it is not reasonably practicable to adhere to them. However, save in exceptional circumstances, these variations will be agreed by the Head of Student Services and Customer Experience prior to the variation. Written notice of any such variation will be given by the College to the student.
- 14.2 Reference to days specified in the procedures are to working days. Documents sent by first class post will be deemed to be received within 48 hours of posting.

#### **15 Nominees and Senior Post holders**

- 15.1 With the exception of the roles designated to senior post holders, the designated staff members stated at all stages of the procedures may be replaced by another following consultation with the Head of Student Services and Customer Experience or a senior post holder.
- 15.2 References in the procedures to senior post holders are to the Principal, the Deputy Principal: Curriculum and Quality and the Deputy Principal: Finance and Resources.

#### **16 Complaints**

- 16.1 Once the procedures are initiated, counter complaints cannot normally be lodged until the procedures have been completed. Any counter complaint made will normally be dealt with immediately following the closure of the procedures. The outcome of any such complaint will not affect the outcome of the procedures. Malicious complaints may be treated by the College as instances of gross misconduct and dealt with accordingly.

#### **17 Variations and Amendments to this code**

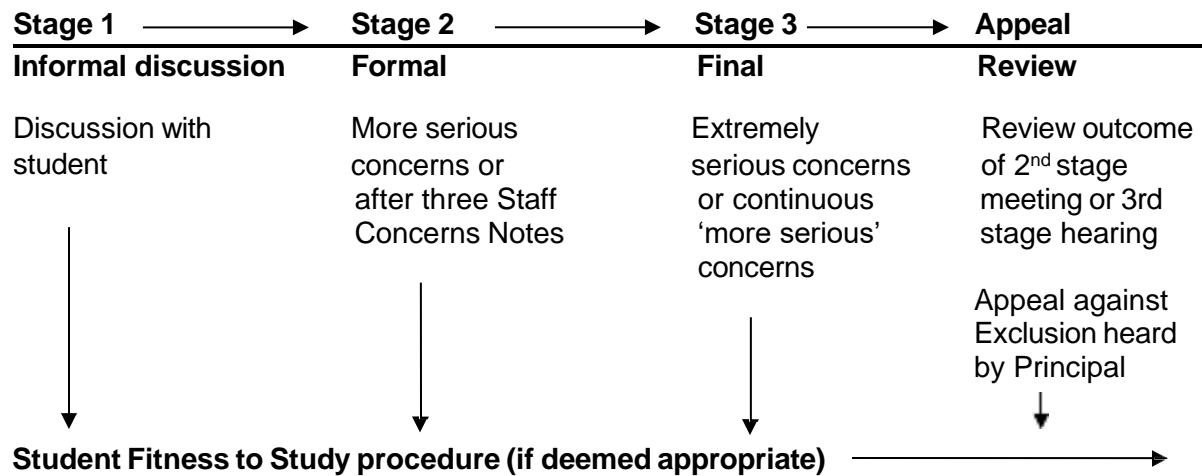
In some cases, and from time to time it may be necessary in the interest of fairness and/or compliance with the law and/or in the interests of students to vary procedural aspects of the Procedures. The College may at its sole discretion make such variations as it sees fit, subject to informing the student/students concerned (as relevant) and subject always to considerations of fairness.

It is noted that LDD learners with impaired cognition may be unable to recognize particular dangers including social distancing and why staff or other learners are wearing PPE. Learners who have an emotional or behavioural difficulty may also react adversely to certain health and safety arrangements in-place due to Covid-19. The Health and Safety of all learners and staff is paramount. Staff, professionals and parents/carers will need to carefully consider if the particular needs of learners can be met effectively met during this period.



04 Related Documents	
STM-POL-008	Student Code of Conduct
STM-FRM-010	Disciplinary Contact
CLS-FRM-003	Staff Concern Note
STM-PRO-019	Student Fitness to Study

## Disciplinary process



## Appendix 1: Student Code of Conduct

Students are required to familiarise themselves fully with the contents of the Student Code of Conduct (the Code of Conduct) and the Student Disciplinary Procedures (the Disciplinary Procedures)



## **Student Code of Conduct**

### **College values**

We have a set of values at the College which are unique to us and describe the way we like to do things. Students will be expected to act in accordance with these values while at college and can expect others to behave in the same way.

Our values are:

- Respect others. We are kind and considerate to everyone
- Take responsibility. We act honestly and do what we say we will do
- Have courage. We give things a go and stand up for what is right
- Be creative. We are open minded and explore new ways of doing things
- Work together. We value our differences and learn from each other

### **Equality Diversity and Inclusion**

We are committed to promoting equality and diversity and we will not tolerate any form of prejudice, discrimination, victimisation or harassment.

We aim to ensure that no one is treated less favourably than any other and that all feel included. It is everyone's responsibility to ensure that we can all enjoy our time here together and that the rights and dignity of individuals are respected.

### **Student Code of Conduct**

Students are required to familiarise themselves fully with the contents of the Student Code of Conduct (the Code of Conduct) and the Student Disciplinary Procedures (the Disciplinary Procedures).

#### **1. Introduction**

- 1.1** The Code of Conduct sets out the standard of conduct which the College requires of all students enrolled with the College whether or not their course is validated by, or associated with, any other institution and regardless of their site of study. It applies throughout the calendar year and is not restricted to College terms.
- 1.2** The Code of Conduct applies to any activity associated with or organised by the College including work placements, trips, visits and events and to any conduct which may have an adverse impact on any member of the College community and/or on the work or reputation of the College whether or not such conduct occurred at College or during a College associated or organised activity.

**1.3** Any breach of the Code of Conduct may lead to action being taken by the College under the Disciplinary Procedures. The scale and severity of the alleged breach of the Code of Conduct will determine at which stage the student is engaged in the Disciplinary Procedures although it is normally expected that the Procedures will be engaged at Stage 1. Repeated, persistent or sustained breaches of the Code of Conduct, or a single, serious breach, may result in a student being excluded from the College.

**1.4** **Gross Misconduct:** Serious breaches of the Code of Conduct may be construed by the College as gross misconduct and be dealt with at a Third Stage Hearing without being dealt with at earlier stages of Disciplinary Procedures. The following are examples of what may constitute gross misconduct (students are reminded that the following is not an exhaustive list):

- Any incidents linked to sexual harassment or threats of sexual violence, online or in person
- persistent, sustained and/or repeated instances of misconduct
- violence or threat of violence
- carrying or possession or supply of offensive weapons
- serious breach of the College's Health and Safety Policy and regulations, Equality and Diversity Policy and/or Information Technology and Communications Policy
- endangering the health, safety and/or welfare of themselves or others
- theft of or serious damage to College property and/or equipment
- any discrimination, prejudice, harassment, bullying or victimisation
- any drug or alcohol related incident
- falsification or serious misuse of documents or information (e.g. relating to academic achievement or financial entitlement) or provision of significantly false or misleading information to the College
- any criminal act
- any behaviour that may have a serious adverse impact on College students, staff or visitors or on the work or reputation of the College.

## **2. Obligations of Students**

**2.1** **Students are required** to conduct themselves at all times in a manner which upholds the good reputation of the College and which does not obstruct the administration and work of the College or the learning or enjoyment of its students and to abide at all times by all College values, rules, regulations, policies and procedures.

### **2.2 In particular and by way of example, students:**

- a. **Must not** engage in any behaviour linked to sexual harassment, threats of sexual violence or harassment. Sexual harassment can include, (this list is not exhaustive):
  - Sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;

- Sexual “jokes” or taunting;
  - Physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes and displaying pictures, photos or drawings of a sexual nature
  - Online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
    - non-consensual sharing of sexual images and videos;
  - Sexualised online bullying;
  - Unwanted sexual comments and messages, including, on social media sexual exploitation; coercion and threats
- b. **must** be polite and treat all members of the College community and College visitors with respect and **must not** engage in any behaviour that degrades others
  - c. **must** familiarise themselves with and comply with the College’s Equality and Diversity Policy
  - d. **must not** engage in any form of harassment, discrimination, prejudice, bullying or victimization
  - e. **must not** record videos or images of other students or staff on their mobile or any other device without their permission.
  - f. **must** treat the College environment with respect and show care for facilities and equipment and **must not** vandalise or cause any damage to College property, facilities and equipment and/or the property of others
  - g. **must not** use offensive or intimidating language (verbal, written or otherwise), including in emails, media or social media
  - h. **must** comply with all reasonable instructions of College staff including in relation to administrative matters such as those relating to the keeping of College records, examination entries and post-College destination information
  - i. **must** familiarise themselves and comply with the College’s Health and Safety Policy and regulations, Safeguarding and Prevent Policies and take reasonable care for their own health and safety and that of others and **must not** endanger the health, safety and/or welfare of themselves or others
  - j. **must** familiarise themselves and comply with the College’s Information Technology and Communications Policy
  - k. **must not** smoke in non-smoking areas
  - l. **must not** cheat, plagiarise or copy the work of other students or otherwise engage in any academic misconduct
  - m. **must** improve attendance, punctuality and/or standard and/or progress of work following instruction by a member of staff to do so
  - n. **must not** engage in any intimidating, unduly noisy or unruly behaviour or use foul or abusive language (verbal, written or otherwise)
  - o. **must not** disrupt any class or any other College activity whether or not staff or other students are present

- p. **must not** deliberately or negligently cause damage to any College buildings, property and/or equipment (including books or furnishings) or any property of others
- q. **must not** engage in any unauthorised interference with software or data belonging to, or used by, the College
- r. **must not** use, be in possession of or supply illegal drugs or alcohol or be drunk or under the influence of drugs on College premises or during a College associated or organised activity
- s. **must not** engage in bullying, intimidation, taunting or verbal abuse or use violence or threat of violence towards any person
- t. **must not** engage in any behaviour which may have an adverse impact on the work or reputation of the College or have an adverse impact on its students, staff or visitors
- u. **must not** engage in any dishonest or criminal behaviour including the theft of others' and/or College property and/or equipment
- v. **must not** carry or be in possession of or supply offensive weapons
- w. **must not** falsify or misuse documents or information (e.g. relating to academic achievement or financial entitlement) or provide false or misleading information to the College.

**2.3** In addition, in relation to their programme of study, **students are required to:**

- a. accept responsibility for their own learning with appropriate support from their tutor, lecturers and other College staff, services and facilities
- b. comply with all personal programmes of study and timetables
- c. attend on time and take part fully in all classes, tutorials, workshops, placements and other activities, obtain prior College authorisation for any lateness or absence and provide explanations for any lateness or absence
- d. attend all classes, tutorials, workshops, placements and other activities, appropriately prepared, wearing appropriate clothing and adhering to any requirement to wear protective clothing, uniform and/or equipment
- e. find out about any course work they have missed from other students in their group or from College staff and complete it by stated deadlines or (where no deadline has been set) as soon as possible
- f. meet all deadlines for handing in work to College staff unless permission has been granted in advance by a relevant member of staff to an extension
- g. actively take part in all reviews of their progress, learning and target setting
- h. contribute to the process of College course reviews and evaluations so that their ideas and opinions may be considered in the design and delivery of study programmes and College services.

### **3. General Information**

- 3.1** A copy of the Code of Conduct and Disciplinary Procedures can be obtained for students on Learner Portal – Information – Student Information. Alternatively, any student requiring a copy of these documents (including in alternative formats) may contact Marketing at the Baltic Campus, telephone 0191 4902456.

### **Appendix 2: Staff Concern Note – Electronic version**

Available via Disciplinary system

### **Appendix 3: Third Stage Hearings: Order of Proceedings**

The Chair of the Disciplinary Panel will introduce those present and explain the purpose and format of the Hearing and will clarify that a note will be taken of the Hearing. Any witnesses will withdraw once they have given their evidence.

1. The staff member representing the College will present the case against the student and may call and question witnesses.
2. The student or their representatives may question any witnesses called by the staff member representing the College.
3. The Chair and other Disciplinary Panel members may question the staff member representing the College and/or any witnesses called by the member of staff.
4. The student or their representative will present the case against the allegation(s) and may call and question witnesses.
5. The staff member representing the College may question any witnesses called by the student or their representative.
6. The Chair and other Disciplinary Panel members may question the student and/or their representative and/or any witnesses called on behalf of the student.
7. The staff member representing the College will summarise the case without introducing any new factors.
8. The student or their representative will summarise the case in response to the allegation(s).
9. The Chair and other Disciplinary Panel members may ask further questions of the staff member, student and/or their representative.
10. The student, any representative and staff member representing the College will withdraw and the Disciplinary Panel will proceed to determine the matter.
11. If in the opinion of the Disciplinary Panel misconduct has been committed, the Panel may consider the following before deciding upon any appropriate sanction, and may recall the student, any representative and the member of staff representing the College to hear from them further before reaching a decision as to sanction(s):
  - any mitigating factors e.g. health, domestic, bereavement
  - disciplinary record of student including previous sanction(s)
  - nature of the misconduct
  - evidence produced at the Hearing
  - statements and answers provided by witnesses

### **Appendix 4: Appeal Hearings - Order of Proceeding**

The College manager hearing the Appeal will introduce those present and explain the purpose and format of the Appeal Hearing and will clarify that a note will be taken of the

Appeal Hearing. Any witnesses will withdraw once they have given their evidence.

1. The student or their representative will present the Appeal and may produce supporting evidence and/or call witnesses if permitted to do so by the Procedures and question any witnesses called by the member of staff appointed to respond to the Appeal.
2. If the College has appointed a member of staff to respond to the Appeal the member of staff may respond to the Appeal and/or call witnesses if permitted to do so by the Procedures and question any witnesses called by the student.
3. The manager hearing the Appeal may question the student, any member of staff responding on behalf of the College to the Appeal and any witnesses.
4. The student or their representative will summarise the Appeal; no new factors will be introduced.
5. Any member of staff responding to the Appeal may respond to the student's summary, and the student will then have a further opportunity to comment.
6. All present save for the manager hearing the Appeal, the note taker and any clerk will withdraw. The manager who has heard the Appeal will proceed to reach a determination in the matter.
7. The student and their representative and any College representative will be recalled and informed of the decision or, if no decision has yet been made, when a decision can be expected.

## Appendix 5 Example Disciplinary Contract

A Second Stage Meeting/Third Stage Hearing (*delete as appropriate*) was held on (*insert date*) in accordance with the Student Disciplinary Procedures to deal with allegations of breach of the Student Code of Conduct by (*insert name of student*).

Following consideration of the matter at the Second Stage Meeting/Third Stage Hearing, the Assistant Principal/Head of Department/ Disciplinary Panel determined that the following misconduct had been committed by (*insert name of student*):

- *insert details of allegation(s) upheld*

In accordance with the Student Disciplinary Procedures, the Assistant Principal/Head of Department /Disciplinary Panel determined that the following sanction(s) be recorded in this Disciplinary Contract:

I \_\_\_\_\_ (*name of student*) **UNDERTAKE TO COMPLY with the following REQUIREMENT(S)** (*these will vary depending upon the circumstances*):

- I will attend on time and take part fully in **all** classes;
- I will have **no** unauthorised absences. If I am not able to attend a class or if I am going to be late for genuine reasons, I will in advance of the class telephone or arrange for someone else to telephone the College (*insert contact name/tel. no*) with the information and the reason and request permission to be absent;
- I will meet all deadlines for handing in **all** work to College staff unless prior permission for an extension has been granted in advance by (*insert name of staff*); and



- I will always be respectful to, and co-operate with, College staff and other students and generally behave in a pleasant, polite and civil manner, contributing positively to the working atmosphere of a class.

**I UNDERSTAND** that there will be a continuous review of my progress by the College in all the areas mentioned above and in relation to *(delete/insert any additional areas as appropriate)*.

**I ALSO UNDERSTAND** that any breach of the above **REQUIREMENT(S)** and/or failure to make satisfactory progress may result in further disciplinary action and the possible recommendation to a senior post holder that I be excluded from the College *(delete as appropriate)*.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Assistant Principal/Head of Department /Chair of Disciplinary Panel

## Appendix 6 - Disciplinary stages and categories:

<b>Stage 1 disciplinary concern (student issued with three concern notes will automatically move to stage 2)</b>	
<b>Category</b>	<b>Reason</b>
Behaviour on course	Attendance/punctuality
Behaviour on course	Disruptive behaviour in-class
Behaviour on course	Falling behind with work
Behaviour on course	Standard of work
General Behaviour	Disrespect to staff
General Behaviour	Inappropriate behaviour outside of class
General Behaviour	Not following reasonable instructions from staff/attitude of student
General Behaviour	Other (staff must describe)

<b>Stage 2 serious disciplinary concern</b>	
<b>Category</b>	<b>Reason</b>
Behaviour on Course	Cheating/plagiarism
General Behaviour	Breach of H&S policy/regulations
General Behaviour	Damage to property
General Behaviour	Student issued with three concern notes

<b>Stage 3 gross misconduct disciplinary concern</b>	
<b>Category</b>	<b>Reason</b>
Bullying/Harassment	Disability
Bullying/Harassment	Homophobic
Bullying/Harassment	Other (staff must describe)
Bullying/Harassment	Racist
Bullying/Harassment	Sexist
Bullying/Harassment	Social media
Bullying/Harassment	Verbal
Bullying/Harassment	Sexual
General Behaviour	Alcohol related incident
General Behaviour	Carrying an offensive weapon
General Behaviour	Drug related incident
General Behaviour	Theft
General Behaviour	Recording images or videos of staff or students without their permission
Offensive/Intimidating Language	Other (sexist/homophobic/disabled)
Offensive/Intimidating Language	Racist comment
Violence	Actual
Violence	Threat of
Violence	Actual/Threat of Sexual