



Behaviour Management Policy for Students

Policy Area: Student Services

Policy Lead: Assistant Principal Student Experience

Approval By: Executive

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Warmly welcomed, genuinely valued

POSITIVITY

Bring a positive attitude to every day and every challenge

RESPECT

Show respect to everyone, treating others with kindness and understanding

OPPORTUNITY

Seek out and embrace new opportunities to learn and grow

UNITY

Encourage unity by working together and supporting your classmates

DIVERSITY

Celebrate diversity, valuing the unique contributions of everyone in our community

NOTE – AGE OF STUDENT

For the purposes of this document, '18', means 'under 19 on 31 August in the teaching year when the student commences a study programme'. This is in accordance with guidance from the Education Funding Agency.

A student who is 18 on 31 August will be treated as '18' for the whole of the academic year.

Parent/carers/guardians should be informed of any actions unless:

- A student is living independently
- The student opts out of parent/carer/guardian contact
- Any safeguarding issues have been identified.

1. Introduction

- 1.1. East Sussex College aims to create a caring, supportive, and purposeful learning environment for all students, apprentices and staff with an emphasis on mutual respect and high expectations. The college culture is rooted in tolerance and respect, ensuring fair and dignified treatment for all. When students feel supported and valued, they are more likely to engage positively, achieve higher, and contribute to a safe and welcoming learning and working atmosphere. High standards of student behaviour are strongly linked to high achievement and contribute to the creation of a safe and welcoming learning and working environment and high expectations.
- 1.2. This Behaviour Management Policy is designed to support students in making positive choices and learning from mistakes within a fair and inclusive framework. The policy emphasises supportive measures to help students improve their conduct.
- 1.3. All staff promote a positive behaviour culture and role model the college values. Success is celebrated and acknowledged, and good behaviour is praised. Positive behaviours and successes are acknowledged and celebrated. Staff who praise students achieve better results, inspiring others to notice and copy this positive behaviour.
- 1.4. Inappropriate behaviour has many causes which are sometimes complex. The college's aim is to ensure that students stay at college, successfully complete their course and progress onto their chosen next steps. Managing behaviour should be seen firstly as a supportive measure, concerned with actions and support to recognise poor choices and clarify expectations, addressing and changing behaviour through restorative actions. All aspects of college life and external factors will be considered when reviewing any student's behaviour including social, economic, learning and mental health needs.
- 1.5. If the misconduct is serious, persistent, or causing serious disruption and having an impact on the student's learning and that of others then the Behaviour Management Procedure will be implemented.

2. Scope

- 2.1. This policy applies to all students and apprentices enrolled on FE, HE or work-based learning provision and covers all areas of the college, including locations outside the classroom and the college grounds, for example on a trip/ visit (see Section 2.4).
- 2.2. In the case of students who are still on a school's roll, the relevant school will be consulted where behaviour or commitment falls short of what is expected, and their school disciplinary processes followed where agreed. This will be managed by the Future College Co-ordinator and Safeguarding Lead.
- 2.3. Where a student is also being supported by a partner organisation, it may be necessary for the partner organisation's disciplinary policy to be implemented, particularly if they are a 'first responder' to a disciplinary issue. When this is the case, staff involved will notify relevant parties in both institutions and actions and outcomes to ensure mutual support of the student.
- 2.4. Incidences that take place outside the college that may affect students and their learning within the college also fall under the remit of this policy and breaches should be addressed. This includes incidents related to social media.
- 2.5. It is important that special consideration is given to pre-16 students, Looked After Children, Children in Care, international students, and those students with special education needs in compliance to statutory requirements.
- 2.6. Any student or apprentice who believes that they have been treated unfairly or not in accordance with the procedures may appeal under this policy.

3. Setting expectations

- 3.1. The college has a clear expectation of student behaviour as outlined fully in the Student Code of Conduct. These expectations must be made clear at induction and reinforced regularly throughout the year, at a minimum of every half term. The standards must be applied consistently and fairly and to all students and apprentices. Any exceptions must be justified, relevant to the circumstances and recorded on ProMonitor.
- 3.2. All students' obligations include but are not limited to:
 - 3.2.1. Punctual attendance and participation in all timetabled sessions and other elements of the programme being studied such as English and math lessons, work experience, industry placements, catch-up workshops etc.
 - 3.2.2. Active participation in lessons, producing pieces of work (written and/or practical) within an agreed timeframe, as required by course tutors and any relevant rewarding body.
 - 3.2.3. Positive behaviour including conforming to reasonable levels of socially acceptable behaviour including avoidance of all behaviour that would breach criminal law, being offensive to others or provoking unacceptable behaviour in others. This is in line with college values, British Values and equalities legislation.
 - 3.2.4. Academic probity: this means avoiding all forms of inappropriate academic behaviour, such as plagiarism, cheating, unethical and illegal use of IT.
 - 3.2.5. Please see the Code of Conduct for Students for further details.

4. Addressing behaviours

- 4.1. All staff are responsible for challenging, responding to and dealing with inappropriate behaviour when it occurs, even if the student or apprentice is not from their own teaching area or department. This is vital in creating a safe, calm atmosphere that is pleasant for all to work and learn in. Learning is more effective if it takes place in an environment of mutual respect and where students and apprentices have clear guidelines and expectations of what is and what is not acceptable.
- 4.2. All staff are responsible for reporting and recording unacceptable student behaviour and actions that have been taken using ProMonitor to ensure effective communication between all parties.
- 4.3. If staff feel unsure about dealing with an incident, they should seek support from their line manager. If a member of staff, student or apprentice has serious concerns that a student or apprentice is under the influence or in possession of drugs or alcohol on a college site then they should notify the Safeguarding Manager who will take appropriate action. Please refer to the Alcohol and Substance Misuse Policy for further information.
- 4.4. All staff are responsible for recognising, praising, and enforcing positive behaviours. The college encourages celebrating positive behaviours through its media channels and communication with parents/carers/guardians.

5. Parents/carers/guardians

- 5.1. In the case of students under the age of 19 years at the age of enrolment, college staff reserve the right to inform parents/guardians/carers of any behavioural-matters. Parents/guardians/carers will be expected to attend behaviour management-related review meetings and support any agreed measures put in place by the college. However, non-attendance will not unreasonably delay progress through the student behaviour management procedure.

6. School pupils 14 – 16 years

- 6.1. This cohort follows the relevant school behavioural policies and procedures and is overseen by the Future College Co-ordinator and Safeguarding Lead.

7. Students 18 and under, Looked After Children & Care Leavers

- 7.1. If a student who is 18 years of age or under on 31st August is the subject of proceedings under this policy, wherever practicable a parent/carer/guardian will be invited to attend any meetings, in addition to any advocacy support.

8. Students with SEND

- 8.1. For students with Education Health Care Plans (EHCPs) , the campus Additional Learning Support team should be alerted in all behavioural matters and procedures and the college will take every measure to ensure that reasonable adjustments are put in place and that the student is supported to remain on their course. If all reasonable adjustments have been made and a student's behaviour continues to escalate, leading to potential exclusion, the campus ALS Manager will collaborate with the relevant local authority to facilitate an emergency EHCP review.
- 8.2. It is not acceptable to exclude a student for behaviour related to their condition, unless it is due to exceptional circumstances and there is evidence that reasonable adjustments have been put in place, as well as the possibility of a change of placement.
- 8.3. When dealing with behavioural issues by students with SEND, especially where their SEND affects their behaviour, the college will balance their legal duties when making decisions about enforcing the behaviour policy.
- 8.4. When considering a behaviour sanction for a student with SEND, the college will consider:
 - 8.4.1. Whether the student was unable to understand the rule or instruction
 - 8.4.2. Whether the student was unable to act differently at the time as a result of their SEND
 - 8.4.3. Whether the student is likely to behave aggressively due to their particular SEND
 - 8.4.4. Whether the adjustments recommended in the EHCP have been taken into consideration
- 8.5. Using the above as a guide, the college will then assess if it is appropriate to use a sanction and if so, whether any reasonable adjustments need to be made to the sanction.

9. Vulnerable students

- 9.1. If a student is considered vulnerable, the Safeguarding team must be notified if action is taken under this policy. Examples of students in this group include:
 - Care Leavers
 - Those in the youth offending system
 - Teenage parents
 - Carers
 - Looked After Children

10. International & residential students

- 10.1. Students whose native language is not English and who are living away from home may display different behaviour patterns. In this case, it is important that the student is reviewed by the International team before using the Student Behaviour Management Procedure.

- 10.2. Students who live in college residential accommodation may also display different behaviour patterns. In this case, it is important that the student is reviewed by the residential team before using the Student Behaviour Management Procedure.

11. Adult students

- 11.1. A student who is over 18 years of age on 31st August and is the subject of proceedings under this Student Behaviour Management Procedure may if appropriate bring non-legal representation with them to any meetings as support.

12. Confidentiality

- 12.1. All behaviour-related suspicions, allegations and investigations will be kept confidential within the college and shared only with those who need to know in accordance with the Data Protection Act (2018).

Appendix 1: Student Behaviour Management Procedure

1. Overview

- 1.1. The Student Behaviour Management Procedure is an internal East Sussex College procedure implemented by the relevant curriculum team.
- 1.2. The maximum sanction is exclusion from the college which can only be approved by a member of the Executive team.
- 1.3. This procedure will be disseminated through new staff inductions, staff training and team meetings and will be located on the college website for staff, students, parents/carers and partners to access. Implementation of this procedure is the responsibility of curriculum staff and senior managers at the college.

2. Applying this procedure

- 2.1. In applying the procedure, due consideration should be given to any further action(s) necessary, e.g. communicating the outcomes of the process to all those who need to be made aware. If the student's conduct has been so serious that any future applications to join East Sussex College provision should be risk assessed, a member of the Senior Leadership team may request that a 'flag' be placed on the system to this effect, ensuring that this includes a contact name for further details.
- 2.2. In all cases students will be treated fairly and in accordance with natural justice.
- 2.3. Students who may require support to engage effectively with the Student Behaviour Management Procedure should be offered advocacy support (e.g., in the case of cognitive or language difficulties).
- 2.4. This procedure may be used in conjunction with the Code of Conduct for Students, college values, the Bullying & Harassment Policy and the Alcohol & Substance Misuse Policy.

3. Communication

- 3.1. It is normal procedure that parents/carers/guardians/employers will be contacted and involved for all students under the age of 18 at the start of their course.
- 3.2. If the student does not wish this to be the case, the onus is upon them to notify their SPT or Safeguarding Manager (SM) for agreement (e.g., students living independently from parents/carers/guardians). This is in accordance with the Learning Agreement made when signing the college's Enrolment Form. Where this is requested by a student, the Safeguarding Manager should be included in making this agreement. For adult students and those on apprenticeships the relevant member of the college management team should be involved, i.e. the Head of Partnerships or the HE Operational Lead.
- 3.3. In all behaviour management cases, the student and parent/carer/guardian/employer must be provided with evidence to support the claims being made. Please see Section 11 of this procedure for further details.

4. Criminal offences

- 4.1. 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 with student behaviour management processes under this procedure irrespective of any criminal process.
- 4.2. Where students are being investigated for being involved in criminal activity, or where they have gained a criminal conviction and this is made known during their time at college, the

student will be risk assessed without prejudice for their suitability to continue to attend the college.

- 4.3. Police requests for information regarding students can only be provided after a data release form has been completed by the Safeguarding Manager.

5. Hate crime

- 5.1. Hate crime, including any behaviour motivated by prejudice against someone's race, religion, sexual orientation, disability, or gender identity, will not be tolerated. Such actions are taken very seriously, and students involved may face significant consequences, including exclusion.
- 5.2. The college will also support affected students and involve external agencies as needed to ensure a safe and inclusive environment for all.

6. Length of warnings and exclusion

- 6.1. Letters of concern and written warnings will remain in force for one calendar year. They will be discussed as part of the college's internal progression process.
- 6.2. An exclusion within terms 1 and 2 will last for the remainder of the academic year and students will be able to reapply for a place at the college in the following academic year. Any exclusions within term 3 will be reviewed carefully with appropriateness for reapplication in the following academic year.
- 6.3. If a curriculum decision to not progress a student based on a behaviour management matter is proposed, this must be presented by the Assistant Principal to a member of the Executive team for approval.

7. Definitions of misconduct

- 7.1. The following are examples of misconduct which may result in action being taken. These lists are not exhaustive or exclusive.

7.1.1. Academic misconduct

Minor academic misconduct may include the following:

- Lateness for lessons
- Arriving without necessary equipment/ materials
- Irregular attendance
- Not completing homework
- Missing deadlines
- Insufficient effort / poor attitude to work

7.1.2. Behavioural misconduct

Minor behavioural misconduct may include the following:

- Refusal to follow the reasonable instructions of a member of staff (teaching and non-teaching)
- Smoking on any college campuses outside of the designated areas
- Purposefully noisy, offensive behaviour or the use of foul or inappropriate language
- Disrupting any class or any other college activity, whether involving staff and/or other students

7.1.3. **Gross misconduct**

Gross misconduct may include the following:

- Bullying, harassment, intimidation, taunting, verbal abuse, defamation of character or the use of any violence or threat of violence towards any person
- Any act committed against an individual or group motivated by hostility or prejudice based on race, religion, sexual orientation, disability, or any other protected characteristic
- Possession of an offensive weapon on site
- Being under the influence of or in possession of prohibited substances or alcohol
- Any illegal act which may have an adverse effect on the work of the college or on other students
- Endangering the health or safety of themselves or others by refusal to comply with reasonable health & safety measures (for example erratic and/or unsafe driving on college premises or not wearing PPE when required)
- Misconduct in any formal examinations/ assessments that has impacted other students
- Deliberately or by gross negligence causing damage to any college buildings, equipment, books or furnishings or any property of others. This includes non-return of college library books or curriculum resources following three reminders
- Theft of property
- Unauthorised access, use of, or interference with software or data belonging to or used by the college
- Attempting to access pornography/indecent images/content on college computers
- Contravention of regulations regarding the receipt of student support funds or any other grant monies
- Any misconduct which misuses cameras, mobile phone cameras or videos where consent to take pictures has not been obtained
- Cheating, plagiarism or copying work of other students
- Persistent repetition of minor academic or behavioural misconduct that has not improved with support and intervention

8. Directed non-attendance pending investigation

- 8.1. The campus Assistant Principal (AP) in consultation with the Assistant Principal Student Experience (APSE) may direct a student to not attend college for a period of up to five college timetabled days pending an investigation, reserving the right to extend this period if necessary to manage the investigation appropriately and safeguard all parties involved. The relevant Safeguarding Manager must also be informed. (Please see Appendix 2: Behaviour Management Procedure Guidance for further information regarding investigations.)
- 8.2. Taking this precautionary measure will not be deemed a behaviour management measure, it will not imply guilt, nor will it prejudice the outcome of any investigation. It will simply provide time and space to carry out an investigation without putting any member of the college at risk.
- 8.3. The student (and parents/carers/guardians where relevant) must be informed of the

- period of directed non-attendance and the reasons for it. This must be recorded on ProMonitor.
- 8.4. If a student has a safeguarding concern, an EHCP or ALS requirement please ensure the that the ALS Manager and Safeguarding Manager are informed of any decisions being made.
 - 8.5. A student who is directed not to attend should continue to complete work related to their programme at home so as not to fall behind with this, as agreed by curriculum team(s). This must be recorded on ProMonitor.
 - 8.6. Please see Appendix 3 for the Directed Non-Attendance Checklist.

9. Behaviour Management Procedure stages

- 9.1. The college takes a staged approach to behaviour management actions enabling students to be supported to make better choices and learn from mistakes made. SMART targets to support behaviour change and referral to support services if required will form part of each stage.
- 9.2. In all cases of all minor misconduct referenced in Section 7, the Behaviour Management Procedure stages detailed here are designed to complement the normal processes for encouraging improvement, and the Behaviour Management Procedure should only be enacted if these processes have been exhausted or not proved possible.
- 9.3. All evidence required must be available on ProMonitor for review and recorded in 'Meetings and Comments'. All student behaviour management letters and witness statements etc. must be uploaded as appropriate.
 - 9.3.1. Please see Appendix 2: Behaviour Management Procedure Guidance for further guidance on evidence sources.
- 9.4. As per Section 3 of this procedure, parents/carers/guardians must be aware of all stages of the behaviour management procedure and subsequent outcomes and actions, including follow up reviews.
- 9.5. If the severity of the misconduct is deemed as gross misconduct, the Head of Curriculum and Assistant Principal can start the formal procedure at stage 4 to investigate the conduct and make an informed decision on the sanction to be invoked appropriately and safely.

10. Informal Stage: Cause for Concern (C4C)

- 10.1. The relevant Study Programme Tutor (SPT) should be notified of a concern by another member of staff using a 'cause for concern' (C4C) student comment on ProMonitor; using data such as attendance; observation or conversation with a student or any staff member. Wherever possible, the students should be informed that a 'cause for concern' is being submitted.
- 10.2. As soon as the SPT or teacher completes a C4C or reads a C4C they should:
 - 10.2.1. Establish potential reasons for behaviour or misconduct by meeting with witnesses, other appropriate staff member(s) or student(s), stakeholders such as work placement providers and the student who has had a C4C raised against them.
 - 10.2.2. The SPT or teacher must make a judgement on the action to take. Not all C4Cs will lead to formal action, however all must have agreed SMART targets set to improve which are recorded on ProMonitor. Multiple C4Cs i.e. attendance, punctuality, behaviour can be grouped together with specific SMART targets.
 - 10.2.3. Where a C4C has been submitted by another member of the college team, it would be expected that the SPT or teacher would work with this member of staff in their decision making with regards to the most appropriate action to take.

- 10.2.4. The student's Personal Development & Wellbeing Tutor must be included in all communications and the student referred for early support.
- 10.2.5. The parent/guardian/carer must be informed at the earliest opportunity to support improving behaviour and the communication recorded on ProMonitor.

11. Informal Stage Review

- 11.1. A review meeting of the Informal Stage must be completed, and the outcome of the review meeting recorded on ProMonitor and confirmed in writing.
- 11.2. If there has been no improvement, or a failure to successfully achieve the SMART target(s) by the agreed review date, or an additional C4C has been raised then behaviour management should progress to the next appropriate stage.
- 11.3. The parent/guardian/carer must be informed of the outcome and the communication recorded on ProMonitor.

12. Formal Stage 1: Verbal Warning

- 12.1. Formal Stage 1 is actioned by the SPT and must be confirmed in writing.
- 12.2. This stage begins as a result of no improvement or failure to meet the actions set at the informal stage OR as a result of a Formal Stage 4 Behaviour Management Hearing.
- 12.3. The student's SPT or teacher should hold a meeting with the student and confirm the concern as soon as possible and in any case no later than five (5) working days after the identification of the cause(s) for concern and investigation.
- 12.4. The student should be made aware of the implications of being put onto Stage 1 of the Behaviour Management Procedure and if appropriate, be made aware of the reason for the student support service referral being made.
- 12.5. The meeting must be logged on ProMonitor and should include the completion of SMART targets (with review dates), outlining boundaries and behaviour with the agreement of the student.
- 12.6. The verbal warning and actions to be taken must be confirmed in writing. The Formal Stage 1 letter should be generated by the nominated Curriculum Administrator under the direction of the SPT or teacher responsible, with the reason for the verbal warning recorded and the SMART target(s) set.
- 12.7. The SPT or teacher must keep a copy of the: witness statements/file notes/attendance records etc and the Curriculum Administrator must put a copy of the letter in 'Uploaded Documents' on ProMonitor.
- 12.8. The Formal Stage 1 letter must be sent to:
 - 12.8.1. The student;
 - 12.8.2. The parent/carer/guardian (if the student was 18 or under on the 31st August).

13. Formal Stage 1 Review

- 13.1. A review meeting of Formal Stage 1 must be completed by the SPT, and the outcome of the review meeting recorded on ProMonitor and confirmed in writing.
- 13.2. If there has been no improvement, or a failure to successfully achieve the SMART target(s) by the agreed review date, or an additional C4C has been raised then behaviour management should progress to the next appropriate stage.
- 13.3. The Formal Stage 1 review letter should be generated by the nominated Curriculum Administrator under the direction of the SPT or teacher responsible, with the reason for non-completion and confirmation of progression to the next stage.

- 13.4. The SPT or teacher must keep a copy of the: witness statements/file notes/attendance records etc and the curriculum administrator must put a copy of the letter in 'Uploaded Documents' on ProMonitor.
- 13.5. The Formal Stage 1 Review letter must be sent to:
 - 13.5.1. The student;
 - 13.5.2. The parent/carer/guardian (if the student was 18 or under on the 31st August).

14. Formal Stage 2: Written Warning

- 14.1. Formal Stage 2 is actioned by the SPT and must be confirmed in writing.
- 14.2. This stage begins as a result of no improvement or failure to meet the actions set at the Formal Stage 1 or as a result of a Formal Stage 4 Behaviour Management Hearing.
- 14.3. The SPT should lead a meeting with the student, SPT or teacher and parent/carer/guardian as soon as possible and in any case no later than five (5) working days after the identification of the cause(s) for concern and investigation.
- 14.4. The student should be made aware of the implications of being put onto Stage 2 of the Behaviour Management Procedure and if appropriate, be made aware of the reason for the student support service referral being made.
- 14.5. The SPT or teacher must invite the parent, carer or guardian of a 16-18 student (a student who is 18 on the 31st August will be treated as '18' for the whole of the academic year) to support the student at the meeting. The nominated Curriculum Administrator will confirm the meeting using the 'Meeting Notification Letter' and should put a copy of the letter in 'Uploaded Documents' on ProMonitor.
- 14.6. Once the meeting has taken place the SPT or teacher must complete the SMART target(s) set (with review dates) on ProMonitor, outlining boundaries and behaviour with the agreement of the student.
- 14.7. The Written Warning and actions to be taken must be confirmed in writing. The Formal Stage 2 letter should be generated by the nominated Curriculum Administrator under the direction of the academic tutor/Head of Curriculum responsible, with the reason for the written warning recorded and the SMART target(s) set. The Curriculum Administrator should put a copy of the letter in 'Uploaded Documents' on ProMonitor.
- 14.8. The Formal Stage 2 letter must be sent to:
 - 14.8.1. The student;
 - 14.8.2. The parent/carer/guardian (if the student was 18 or under on the 31st August).

15. Formal Stage 2 Review

- 15.1. A review meeting of Formal Stage 2 must be completed by the SPT, and the outcome of the review meeting recorded on ProMonitor and confirmed in writing.
- 15.2. If there has been no improvement, or a failure to successfully achieve the SMART target(s) by the agreed review date, or an additional C4C has been raised then behaviour management should progress to the next appropriate stage.
- 15.3. The Formal Stage 2 review letter' should be generated by the nominated Curriculum Administrator under the direction of the SPT or teacher responsible, with the reason for non-completion and confirmation of progression to the next stage.
- 15.4. The SPT or teacher must keep a copy of the: witness statements/file notes/attendance records etc and the Curriculum Administrator must put a copy of the letter in 'Uploaded Documents' on ProMonitor.
- 15.5. The Formal Stage 2 Review letter must be sent to:

- 15.5.1. The student;
- 15.5.2. The parent/carer/guardian (if the student was 18 or under on the 31st August).

16. Formal Stage 3: Final Written Warning

- 16.1. Formal Stage 3 is actioned by the Head of Curriculum (HoC) and must be confirmed in writing.
- 16.2. This stage begins as a result of no improvement or failure to meet the actions set at the Formal Stage 2 or as a result of a Formal Stage 4 Behaviour Management Hearing.
- 16.3. The HoC should lead a meeting with the student, SPT or teacher and parent/carer/guardian as soon as possible and in any case no later than five (5) working days after the identification of the cause(s) for concern and investigation.
- 16.4. The student should be made aware of the implications of being put onto Stage 3 of the Behaviour Management Procedure and if appropriate, be made aware of the reason for the student support service referral being made.
- 16.5. It is important to make the student aware that if there is no improvement following on from Stage 3, the next stage may result in the student being asked to leave the course.
- 16.6. The HoC must invite the parent, carer or guardian of a 16-18 student (a student who is 18 on the 31st August will be treated as '18' for the whole of the academic year) to support the student at the meeting. The nominated Curriculum Administrator will confirm the meeting using the 'Meeting Notification letter' and should put a copy of the letter in 'Uploaded Documents' on ProMonitor.
- 16.7. Once the meeting has taken place the SPT or teacher must complete the SMART target(s) set (with review dates) on ProMonitor, outlining boundaries and behaviour with the agreement of the student.
- 16.8. The Final Written Warning and actions to be taken must be confirmed in writing. The Formal Stage 3 letter should be generated by the nominated Curriculum Administrator under the direction of the HoC responsible, with the reason for the written warning recorded and the SMART target(s) set. The Curriculum Administrator should put a copy of the letter in 'Uploaded Documents' on ProMonitor.
- 16.9. The Formal Stage 3 letter must be sent to:
 - 16.9.1. The student;
 - 16.9.2. The parent/carer/guardian (if the student was 18 or under on the 31st August).

17. Formal Stage 3 Review

- 17.1. A review meeting of Formal Stage 3 must be completed by the HoC, and the outcome of the review meeting recorded on ProMonitor and confirmed in writing.
- 17.2. If there has been no improvement, or a failure to successfully achieve the SMART target(s) by the agreed review date, or an additional C4C has been raised then Behaviour Management should progress to the next appropriate stage.
- 17.3. The Formal Stage 3 Review letter should be generated by the nominated Curriculum Administrator under the direction of the HoC, with the reason for non-completion and confirmation of progression to the next stage.
- 17.4. The SPT or teacher must keep a copy of the: witness statements/file notes/attendance records etc and the Curriculum Administrator must put a copy of the 'standard letter 3; review' in 'Uploaded Documents' on ProMonitor.
- 17.5. The Formal Stage 3 Review letter must be sent to:
 - 17.5.1. The student;

17.5.2. The parent/carer/guardian (if the student was 18 or under on the 31st August).

18. Formal Stage 4: Behaviour Management Panel Hearing

- 18.1. A student may start the behaviour management procedure at Formal Stage 4 if evidence in the first instance deems a student's behaviour to constitute gross misconduct OR if all other formal stages and reviews have been unsuccessful.
- 18.2. If appropriate the Assistant Principal (AP) in consultation with the Assistant Principal Student Experience (APSE) may direct a student to not attend college for a period of up to five college attendance/timetabled days pending an investigation. For further information please refer to Section 8 of this Procedure and Appendix 3.
- 18.3. The student's parent/carer/guardian will receive a letter to confirm directed non-attendance. A copy of the notification of directed non-attendance letter must be sent to:
 - 18.3.1. The student;
 - 18.3.2. The parent/carer/guardian (if the student was 18 or under on the 31st August).
- 18.4. The Curriculum Administrator should put a copy of the letter in 'Uploaded Documents' on ProMonitor.
- 18.5. The outcome of Stage 4: Behaviour Management Panel Hearing may be:
 - 18.5.1. No action to be taken;
 - 18.5.2. The student maybe placed on a formal warning (Stages 1-3) with SMART targets;
 - 18.5.3. A recommendation to exclude is made.
- 18.6. The panel will be led by a member of the Senior Leadership Team (SLT), with minutes to be taken by a nominated Curriculum Administrator. The panel will consist of:
 - A Senior Leadership Team (SLT) representative
 - A College Management Team (CMT) representative
 - The Head of Curriculum
 - Student
 - Parent/carer/guardian
 - Student advocate (if relevant)
 - Curriculum Administrator
- 18.7. Panel members should hold the meeting with the student as soon as possible and in any case no later than ten working days after the identification of the cause(s) for concern, directed non-attendance, and investigation.
- 18.8. If the student does not attend the meeting the meeting and possible exclusion will take place in their absence.
- 18.9. The case will be presented to the panel by the relevant Head of Curriculum who will take the panel through the allegations which led to the behaviour management. Normally, witness statements will be in writing and read out to the panel. Copies of reviewed SMART targets should be included where appropriate. The student will be given the opportunity to state their case and to question the evidence presented.
- 18.10. The panel chairperson will end the meeting and ask the student, their advocate and any other support to step outside whilst the panel makes a decision. The panel could conclude:
 - 18.10.1. Return to college, no action should be taken;
 - 18.10.2. Return to college with a warning / SMART targets;
 - 18.10.3. Ask for an adjournment as further investigation is required;
 - 18.10.4. Recommend exclusion.

- 18.11. A member of the Executive team or nominated senior leader will be required to review the Stage 4 Hearing case and evidence. Only a member of the Executive team or a nominated senior leader has the authority to exclude a student. If this consultation cannot take place immediately, the decision outcome will not be provided during the meeting.
- 18.12. Once the panel has made its decision the student, their advocate and any other support will be asked to re-enter the room to hear the outcome. The chairperson will then bring the meeting to a close. If a final decision has not been reached, it must be communicated within two days of the hearing.
- 18.13. The student's parent/carer/guardian will receive the decision in writing within two (2) working days of the hearing. A copy of the standard Outcome of Behaviour Management Panel Hearing letter must be sent to:
 - 18.13.1. The student;
 - 18.13.2. The parent, carer or guardian (if the student was 18 or under on the 31st August).
- 18.14. If the decision is for exclusion from college a copy of the appeals procedure outlined in Section 19 of this Procedure must be included with the letter.

19. Appeals procedure

- 19.1. The student has the right to appeal to the Principal or the Principal's chosen nominee within five working days of the decision to exclude the student.
- 19.2. Conditions of appeal are:
 - 19.2.1. In the event of the procedures above not being met.
 - 19.2.2. There is new evidence to be considered that was not available / produced at the original Behaviour Management Panel Hearing.
- 19.3. Appeals should be sent to the Executive Office via execadmin@escg.ac.uk.
- 19.4. The Principal or their chosen nominee, on receipt of the appeal, will arrange an appeal interview date within five working days. The student will be given at least five working days' notice of the time and place of the appeal interview and will be entitled to be accompanied by a friend, relative or carer.
- 19.5. Within five working days of the appeal interview being held, the final decision by the Principal or their chosen nominee will be confirmed in writing to the student.
- 19.6. If the decision is upheld, there is no further appeal against the Principal's (or chosen nominee's) decision.
- 19.7. A copy of the standard Outcome of Appeal letter must be sent to:
 - 19.7.1. The student;
 - 19.7.2. The parent/carer/guardian (if the student was 18 or under on the 31st August).
- 19.8. The Curriculum Administrator should put a copy of the letter in 'Uploaded Documents' on ProMonitor.

Appendix 2: Behaviour Management Procedure guidance notes

1. SMART targets

- 1.1. The setting of SMART targets (specific, measurable, achievable, realistic and time-related) is a key part of the college's Behaviour Management Policy for Students. This will support the student and help them succeed and achieve their end goal. The objective is to set clear targets of how the student can improve and succeed. It is important that a date is set to formally review progress against targets set.
- 1.2. Consider which SMART targets you may wish to set prior to the meeting. You may add or remove SMART targets during the meeting. You can indicate which stage of the Student Management Policy the student will be going onto at the meeting.

2. Investigation

- 2.1. An investigation may be conducted whilst the student is attending college or following a suspension.
- 2.2. The person investigating the incident, usually the student's Study Programme Tutor, will gather evidence and pass this evidence to the student's Head of Curriculum.
- 2.3. As part of the investigation the student will be given the opportunity to submit evidence (usually in writing) and may be required to attend an investigatory interview to provide their account of the incident/situation.

3. Paperwork

- 3.1. The following evidence can be used as part of Student management meetings:
 - 3.1.1. SMART targets
 - 3.1.2. Standard Letters
 - 3.1.3. Notes of meeting
 - 3.1.4. Witness statements
 - 3.1.5. C4C information and other file notes
 - 3.1.6. Support information including Additional Learning Support, Personal Development & Wellbeing Tutor interventions
 - 3.1.7. Student attendance (overall and for individual elements of the student's study programme)
 - 3.1.8. Investigating officer's report (where a student has been suspended)
 - 3.1.9. Previous relevant behaviour management interventions, including reviewed action plans

4. Appendix 3: Directed Non-Attendance Checklist

- 4.1. Inform the student that they are being directed not to attend, to allow the college time to fully investigate the incident that has arisen. During this period, students are not allowed on any college premises. However, they are expected to keep up to date with all their work for all aspects of the study programme.
- 4.2. If possible, collect the student's lanyard and forward to their curriculum area to be stored by the student's Study Programme Tutor.
- 4.3. For students who are aged 18 or under on 31st August, ensure that a parent, carer or guardian is telephoned to advise them of the period of non-attendance and assess the impact of this on the student's welfare.
- 4.4. Ensure that both ProMonitor and ProSolution are updated to reflect the student's suspension.
- 4.5. Consider any other factors that may impact on the student's welfare regarding the period of non-attendance.
- 4.6. The Learning Support Manager (Additional Learning Support) should be notified if the student directed not to attend has an EHCP (Educational Health Care Plan).