

EASTLEIGH COLLEGE

LEARNER CODE OF CONDUCT AND DISCIPLINARY PROCEDURE

CODE OF CONDUCT

Learners must:

- Commit to the College's workplace values of professionalism, ambition, respectfulness and resilience. These values underpin the expected and industry standard levels of commitment, behaviour and progress required by the College. These expectations are required in and around College centres, when on College business, undertaking work experience or excursions. This also relates to incidents, inside or outside of College, that are deemed to bring the College into disrepute.
- Follow and adhere to all Eastleigh College's Health & Safety and Emergency procedures.
- Follow and adhere to all Eastleigh College's policies and procedures, including, and in particular, examination codes of conduct set out by the awarding bodies.
- Wear lanyards and display ID when on any Eastleigh College premises.
- Adhere to the College's 'No Smoking and Vaping' policy and only smoke in the permitted areas.
- Adhere to the classroom and workshop behaviours and standards as outlined in Appendix 1.

The following are examples of gross misconduct where the College will take a zero tolerance approach. These examples are likely to result in immediate suspension to allow a full investigation to be completed before a decision about a possible return to College, or permanent exclusion, is made.

- Violence or serious threat of violence.
- Grossly insulting or abusive behaviour.
- Theft or deliberate damage to property.
- Bullying and/or cyber bullying.
- Harassment.
- Possession, sale, or use of illegal drugs on College property, whilst on College organised activities or in the local vicinity of the College.
- Putting self, other Learners, staff or College property at risk, this is inclusive of non-compliance with any COVID 19 measures
- Plagiarism, cheating and / or not adhering to examination/awarding organisation rules or guidelines.
- Any other act or omission which may result in the security, safety, or health of other Learners, members of staff, visitors or the general public being put at risk or the disruption of College activity.

By signing a learning agreement, Learners are agreeing to comply with Eastleigh College policies and procedures. If a learner fails to meet the College's Code of Conduct, the Disciplinary Procedure (detailed below) may be applied.

DISCIPLINARY PROCEDURE

Learners whose commitment, behaviour and/or progress falls below the workplace value expectations are liable to be disciplined.

The College operates a three-stage procedure, which, in general, will be followed for dealing with both unsatisfactory performance and behaviour. In exceptional circumstances, Deputy Principal (Curriculum and Digital), Vice Principal (Quality, Compliance and Improvement), Head of Apprenticeships, Traineeships and Sub-contracting, Curriculum SEND Manager, Head of Adult and Online or Head of Learning Support and Safeguarding (DSL) may deem it appropriate to forgo Stage 1 and/or Stage 2 and go straight to Stage 3.

In cases of suspected, alleged or actual gross misconduct, Deputy Principal (Curriculum and Digital), Vice Principal (Quality, Compliance and Improvement), Head of Apprenticeships, Traineeships and

Sub-contracting, Curriculum SEND Manager, Head of Adult and Online, or Head of Learning Support and Safeguarding (DSL) may suspend a learner immediately whilst an investigation is carried out, which may be followed by a Stage 3 disciplinary meeting.

Learners seeking to progress internally at the College will have their next steps informed by their disciplinary record in previous years. For learners who have been placed on a Stage 3 in previous years the Deputy Principal or the Principal will decide whether to accept an application, and if a place is offered will decide what disciplinary stage is appropriate at the start of the new course. An excluded Learner will not be considered for re-enrolment at the College for a period of three years.

Stage One Disciplinary

In the first instance, the Learner will normally receive a formal verbal warning from the tutor, Success Coach or assessor. The relevant tutor (including English and maths tutors), Success Coach or assessor will complete the Pro-Monitor Stage 1 process as outlined in the table below. At Stage 1 it is appropriate to consider if the College's Fitness to Study Procedure should be used rather than a disciplinary approach.

The Stage 1 record should be sent to the Learner, Learner Mentor Team, Curriculum Manager and Success Coach as relevant. The record should also be sent to parent(s), guardian(s) and carer(s) of 16-18 Learners. For learners with an EHCP the record should also be sent to the Head of Additional Learning Support and SENCO. For care leavers or those in care a copy will be sent to the relevant internal and external colleagues as is appropriate. A copy of the Stage 1 record will also be sent to the head teacher, local authority contact(s), the employer and any managing agent as may be relevant. Records will be kept on Pro-Monitor and a further breach of the Learner Code of Conduct will result in further disciplinary being taken.

Stage One Disciplinary – Pro-Monitor Actions

Pro-Monitor Navigation - Meeting	Learner Details > Meetings and Comments > Manage Learner Meetings > Add New
Meeting	<p>Step 1: Record date of Stage 1 issue.</p> <p>Step 2: Record duration of Stage 1 formal verbal warning conversation.</p> <p>Step 3: Record the time the Stage 1 took place.</p> <p>Step 4: Choose meeting type 'Disciplinary – Stage 1'.</p> <p>Step 5: Add location if relevant.</p> <p>Step 6: Tick to add to non-timetabled EEP hours.</p> <p>Step 7: Save.</p>
Pro-Monitor Navigation – Learner Comment	Learner Details > Meetings and Comments > Learner Comments > Add New
Meeting Comment	<p>Step 1: Choose appropriate comment type (likely to be a work place value).</p> <p>Step 2: Record summary note of Stage 1 formal verbal warning conversation.</p> <p>Step 3: Choose who to communicate the Stage 1 to, via the 'For The Attention Of' function based on the required communication outlined above.</p> <p>Step 4: Link comment to the relevant Stage 1 meeting.</p> <p>Step 5: Choose reason 'Not Met Workplace Values'.</p> <p>Step 6: Link to enrolment if relevant (e.g. if matter is related to a single course and not necessarily a 'whole' learner matter).</p> <p>Step 7: Save</p>
Duration	Maximum of 4 College weeks for review of targets
Extension	Once
End of Stage 1 period	<p>If improved then a meeting type – 'Disciplinary – No further stage' should be held to remove the disciplinary status.</p> <p>If no improvement or decline then a Stage 2, Stage 3 or Suspension meeting should be held as appropriate.</p>

Stage Two Disciplinary

In the second instance, repeated or in more serious cases of disciplinary matters, a learner is required to attend a Stage 2 disciplinary meeting with the Curriculum Manager, Head of Apprenticeships, Traineeships and Sub-contracting or Head of Learning Support and Safeguarding (DSL) as relevant, who will consider the case and make recommendations for further actions. If it is decided to forgo Stage 1 it is appropriate to consider if the College's Fitness to Study Procedure should be used rather than a disciplinary approach.

Relevant tutors, coaches, assessors and / or other staff will complete detailed Pro-Monitor learner comment(s) prior to the Stage 2 disciplinary meeting and submit to the Curriculum Manager, Head of Apprenticeships, Traineeships and Sub-contracting or Head of Learning Support and Safeguarding (DSL) as relevant through Pro-Monitor.

The Stage 2 meeting will be arranged through the Learner Mentor Team or the Success Coach and the Learner will be invited to a meeting by letter with a copy of the above tutor or assessor detailed Pro-Monitor learner comment. 16-18 Learners should be accompanied by their parent(s), guardian(s), or carer(s). Learners should be accompanied by their employer(s) or managing agent as relevant. For 16-18 Learners a member of the College Learner Mentor team should also be present at the meeting to support the learner where possible. For 16-18 Apprentices a Success Coach should also be present at the meeting to support the learner where possible. All learners who have an EHCP should be accompanied by an LSA and any learner where English is not their first language should be accompanied wherever possible by an ESOL tutor. Care leavers or those in care should be supported by the relevant internal and external colleagues as is appropriate.

Should a learner not attend a planned Stage 2 disciplinary, then the meeting will be held in their absence and decisions taken by College staff based on the information available at the time of the meeting.

The Stage 2 meeting comment should be sent to the Learner, Learner Mentor Team, Curriculum Manager, Head of Additional Learning Support and SENCO, Success Coach and Head of Apprenticeships, Traineeships and Sub-contracting as relevant. The record should also be sent to parent(s), guardian(s) and carer(s) of 16-18 Learners. For learners with an EHCP the record should also be sent to the Head of Additional Learning Support and SENCO. For care leavers or those in care a copy will be sent to the relevant internal and external colleagues as is appropriate. A copy of the Stage 2 record will also be sent to the head teacher, local authority contact(s), the employer and any managing agent as may be relevant. Records will be kept on Pro-Monitor and a further breach of the Learner Code of Conduct will result in further disciplinary being taken.

Stage Two Disciplinary – Pro-Monitor Actions

Pro-Monitor Navigation – Learner Comment	Learner Details > Meetings and Comments > Learner Comments > Add New
Tutor, Officer, Assessor other staff Comment	Step 1: Choose appropriate comment type (likely to be a work place value). Step 2: Complete a detailed Pro-Monitor learner comment prior to the Stage 2 disciplinary meeting Step 3: Choose who to communicate the comment 1 to, via the 'For The Attention Of' function based on the required communication outlined above. Step 4: Choose reason 'Not Met Workplace Values'. Step 5: Link to enrolment if relevant (e.g. if matter is related to a single course and not necessarily a 'whole' learner matter). Step 6: Save
Pro-Monitor Navigation - Meeting	Learner Details > Meetings and Comments > Manage Learner Meetings > Add New
Meeting	Step 1: Set the date of the Stage 2 meeting. Step 2: Record planned duration of Stage 2 meeting. Step 3: Set the time of the planned Stage 2 meeting.

	Step 4: Choose meeting type 'Disciplinary – Stage 2'. Step 5: Add planned location. Step 6: Tick to add to non-timetabled EEP hours. Step 7: Save.
Pro-Monitor Navigation – Learner Comment	Learner Details > Meetings and Comments > Learner Comments > Add New
Meeting Comment	Step 1: Choose appropriate comment type (likely to be a work place value). Step 2: Record summary note of Stage 2 meeting. Step 3: Choose who to communicate the Stage 2 to, via the 'For The Attention Of' function based on the required communication outlined above. Step 4: Link comment to the relevant Stage 2 meeting. Step 5: Choose reason 'Not Met Workplace Values'. Step 6: Link to enrolment if relevant (e.g. if matter is related to a single course and not necessarily a 'whole' learner matter). Step 7: Save
Duration	Maximum of 4 College weeks for review of targets
Extension	Once
End of Stage 2 period	If improved then a meeting type – 'Disciplinary – No further stage' should be held to remove the disciplinary status, or 'Disciplinary – Stage 1'. If no improvement or decline then a Stage 3 or Suspension meeting should be held as appropriate.

Stage Three – Final Disciplinary

Should further improvements not be made, or in the most serious cases of disciplinary matters, the learner will be invited to a Stage 3 disciplinary meeting with Deputy Principal (Curriculum and Digital), Vice Principal (Quality, Compliance and Improvement), Head of Apprenticeships, Traineeships and Sub-contracting, Curriculum SEND Manager, Head of Adult and Online or Head of Learning Support and Safeguarding (DSL) as relevant, who will consider the case, chair the meeting and make recommendations for further actions. This could lead to exclusion from the College. If it is decided to forgo stages 1 and 2, it is appropriate to consider if the College's Fitness to Study Procedure should be used rather than a disciplinary approach.

Relevant tutors, coaches, assessors and / or other staff will complete detailed Pro-Monitor learner comment(s) prior to the Stage 3 disciplinary meeting and submit to the Deputy Principal (Curriculum and Digital), Vice Principal (Quality, Compliance and Improvement), Head of Apprenticeships, Traineeships and Sub-contracting, Curriculum SEND Manager, Head of Adult and Online or Head of Learning Support and Safeguarding (DSL) as relevant through Pro-Monitor.

The relevant Deputy Principal (Curriculum and Digital), Vice Principal (Quality, Compliance and Improvement), Head of Apprenticeships, Traineeships and Sub-contracting, Curriculum SEND Manager, Head of Adult and Online or Head of Learning Support and Safeguarding (DSL) will invite the Learner to the Stage 3 disciplinary meeting by letter specifying the date and time of the meeting and a summary of the reason(s) leading to the disciplinary action being taken.

16-18 learners should be accompanied by their parent(s), guardian(s), or carer(s). Learners should also be accompanied by their employer(s) or managing agent if relevant. For 16-18 learners a member of the College Learner Mentor team should also be present at the meeting to support the learner where possible. For 16-18 Apprentices a Success Coach should also be present at the meeting to support the learner where possible. All learners who have an EHCP should be accompanied by an LSA and any learner where English is not their first language should be accompanied wherever possible by an ESOL tutor. Care leavers or those in care should be supported by the relevant internal and external colleagues as is appropriate.

Should a learner not attend a planned Stage 3 disciplinary meeting, then the meeting will be held in their absence and decisions taken by College staff based on the information available at the time of the meeting.

The outcomes of the Stage 3 disciplinary meeting should be sent to the learner, Learner Mentor Team, Curriculum Manager, Success Coach, Deputy Principal (Curriculum and Digital), Vice Principal (Quality, Compliance and Improvement), Head of Apprenticeships, Traineeships and Sub-contracting, Curriculum SEND Manager, Head of Adult and Online or Head of Learning Support and Safeguarding (DSL) as relevant. The record should also be sent to parent(s), guardian(s) and carer(s) of 16-18 learners. For learners with an EHCP the record should also be sent to the Head of Additional Learning Support and SENCO. For care leavers or those in care a copy will be sent to the relevant internal and external colleagues as is appropriate. A copy of the Stage 3 record will also be sent to the head teacher, local authority contact(s), the employer and any managing agent as may be relevant. The letter will detail the actions arising from the meeting and the consequences of not meeting those actions. This may be the final written warning and any further breaches of the Learner Code of Conduct could result in permanent exclusion. Alternatively, learners may be withdrawn from their programme and excluded from the College. In the latter circumstances, learners will be offered the support of the College's Careers Adviser to source further learning/employment opportunities.

Stage Three Disciplinary – Pro-Monitor Actions

Pro-Monitor Navigation – Learner Comment	Learner Details > Meetings and Comments > Learner Comments > Add New
Tutor, Officer, Assessor other staff Comment	<p>Step 1: Choose appropriate comment type (likely to be a work place value).</p> <p>Step 2: Complete a detailed Pro-Monitor learner comment prior to the Stage 2 disciplinary meeting</p> <p>Step 3: Choose who to communicate the comment to, via the 'For The Attention Of' function based on the required communication outlined above.</p> <p>Step 4: Choose reason 'Not Met Workplace Values'.</p> <p>Step 5: Link to enrolment if relevant (e.g. if matter is related to a single course and not necessarily a 'whole' learner matter).</p> <p>Step 6: Save</p>
Pro-Monitor Navigation - Meeting	Learner Details > Meetings and Comments > Manage Learner Meetings > Add New
Meeting	<p>Step 1: Set the date of the Stage 3 meeting.</p> <p>Step 2: Record planned duration of Stage 3 meeting.</p> <p>Step 3: Set the time of the planned Stage 3 meeting.</p> <p>Step 4: Choose meeting type 'Disciplinary – Stage 3'.</p> <p>Step 5: Add planned location.</p> <p>Step 6: Tick to add to non-timetabled EEP hours.</p> <p>Step 7: Save.</p>
Pro-Monitor Navigation – Learner Comment	Learner Details > Meetings and Comments > Learner Comments > Add New
Meeting Comment	<p>Step 1: Choose appropriate comment type (likely to be a work place value).</p> <p>Step 2: Record summary note of Stage 3 meeting.</p> <p>Step 3: Choose who to communicate the Stage 3 to, via the 'For The Attention Of' function based on the required communication outlined above.</p> <p>Step 4: Link comment to the relevant Stage 3 meeting.</p> <p>Step 5: Choose reason 'Not Met Workplace Values'.</p> <p>Step 6: Link to enrolment if relevant (e.g. if matter is related to a single course and not necessarily a 'whole' learner matter).</p> <p>Step 7: Save</p>
Duration	Maximum of 4 College weeks for review of targets
Extension	Once

End of Stage 3 period	If improved then a meeting type – ‘Disciplinary – No further stage’ should be held to remove the disciplinary status, or ‘Disciplinary – Stage 1’, or ‘Disciplinary – Stage 2’. If no improvement or decline then permanent exclusion.
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Suspension

In instances of suspected, alleged or actual gross misconduct, Deputy Principal (Curriculum and Digital), Vice Principal (Quality, Compliance and Improvement), Head of Apprenticeships, Traineeships and Sub-contracting, Curriculum SEND Manager, Head of Adult and Online or Head of Learning Support and Safeguarding (DSL) may suspend a learner immediately. Suspension is a neutral act to allow a full investigation to be completed before a decision about a possible return to College, or permanent exclusion is made. All suspensions will be immediately recorded on Pro-Monitor and immediately reported to:

- The parent(s), guardian(s) and carer(s) of 16-18 learners.
- The employer or managing agent if relevant.

16-18 learners must not be sent home from the College without notification of their suspension being confirmed with their parent(s), guardian(s) and carer(s).

A suspension period should not normally exceed 14 days. During the suspension period an investigation will be carried out and a Stage 3 meeting arranged where the permanency of the exclusion will be determined. (The Stage 3 meeting will follow the process above.)

Immediately Recording Suspension

Pro-Monitor Navigation - Meeting	Learner Details > Meetings and Comments > Manage Learner Meetings > Add New
Meeting	Step 1: Set the date of suspension. Step 2: Meeting category Step 3: Choose meeting type ‘Disciplinary – Suspension’. Step 4: Save.
Pro-Monitor Navigation – Learner Comment	Learner Details > Meetings and Comments > Learner Comments > Add New
Meeting Comment	Step 1: Choose appropriate comment type (likely to be a work place value). Step 2: Record summary note of reason(s) for suspension. Step 3: Choose who to communicate the suspension reason(s) to, via the ‘For The Attention Of’ function based on the required communication outlined above. Step 4: Link comment to the relevant suspension meeting. Step 5: Choose reason ‘Not Met Workplace Values’. Step 6: Link to enrolment if relevant (e.g. if matter is related to a single course and not necessarily a ‘whole’ learner matter). Step 7: Save

Exclusion

Permanent exclusion can only be decided at a Stage 3 meeting. Written confirmation of permanent exclusion must be sent within seven days of the date of the Stage 3 meeting. An excluded learner will not be considered for re-enrolment at the College for a period of three years.

Rights to Representation

At Stages 2 and 3 of the Disciplinary Procedure, all learners have the right to be accompanied as outlined above. Legal representation is not permitted.

Right of Appeal

Learners have the right to appeal against any decision leading to exclusion within 10 working days of the date of the Stage 3 meeting. This must be made in writing to the Vice Principal (Quality, Compliance and Improvement) giving the nature of the appeal, and outlining any further information they would like to be taken into consideration relating to the disciplinary matter.

In cases where the Vice Principal (Quality, Compliance and Improvement) has conducted a Stage 3 meeting, this defers to the Deputy Principal (Curriculum and Digital) or Vice Principal (Funding, Finance and MIS).

Discipline and Conduct

In all organisations there are rules of behaviour. The Learner Code of Conduct and Disciplinary Procedure is intended to enable all members of the College community to work and study in a pleasant and safe environment.

Discretionary Arrangements

If the learner has previously disclosed a mental health, emotional or behavioural difficulty it is necessary to access information on these difficulties before commencing with the disciplinary procedure. If the learner's difficulties are the primary cause of poor discipline and the incident is not of a serious nature, then it may be more appropriate to follow the Eastleigh College Fitness to Study Procedure.

Each case will be considered on a case-by-case basis taking into consideration any difficulties, but even if there is evidence that the learner has mental health/emotional or behaviour needs, it may still be appropriate to invoke the disciplinary procedure because this in no way lessens the duty of care the College owes to other learners, and staff.

The Learner Code of Conduct and Disciplinary Procedure will ordinarily be reviewed annually and approved by SMT.

Workplace Values	Our classroom and workshop behaviours and standards
Professional	<ul style="list-style-type: none"> • Arrive on time for all classes, including returning from breaks. • Arrive at your classes ready and equipped to learn. • Unless instructed otherwise ensure your phone is off and put away in class and during activities. • Other than bottled water, no eating and drinking in class. • Remove outer wear such as coats and hats. • Wear PPE and any relevant uniform as may be required. • Communicate any concerns with your tutor in a respectful and polite manner. • Wear lanyard and display ID when on Eastleigh College premises.
Ambitious	<ul style="list-style-type: none"> • Strive to do your best in all sessions. • Take ownership and responsibility for your own learning, • Complete all directed study to the best of your ability. • Meet all agreed deadlines and targets set. • Seek to meet and then exceed your target grades. • Seek and take opportunities to extend your learning, skills and experiences both in and out of class.
Respectful	<ul style="list-style-type: none"> • Treat others with respect and be courteous at all times. • Communicate in a professional and positive manner. • Report any absences prior to the start of the day. • Be mindful of your impact on the learning of others. • Respect the College environment, resources and equipment. • Support other learners in your group wherever possible.
Resilience	<ul style="list-style-type: none"> • Manage your own health and wellbeing and seek advice or support from staff if required. • Be positive and open to new challenges. • Take responsibility and ownership of your behaviours. • Seek to overcome and proactively resolve problems that may arise. • Be open and receptive to change. • Be prepared to seek support whilst seeking to rise to challenges set.

Reviewed by Vice Principal Curriculum, July 2021
Approved by SMT 09 July 2021