

1. POLICY STATEMENT

The College recognises its responsibility to promote high standards of attendance, punctuality, and behaviour. By doing so, it enhances the learning experience, improves students' readiness to learn, and better prepares them for the workforce.

For effective teaching and learning to occur, it is essential that students demonstrate good behaviour across all areas of college life. The College is committed to fostering a supportive and caring learning environment by:

- Recognising and celebrating positive behaviour.
- Encouraging students to build self-esteem and to respect both themselves and others.
- Ensuring a safe environment free from disruption, violence, bullying, and any form of harassment.
- Promoting early intervention and providing appropriate support where necessary.
- Building and maintaining a positive relationship with parents and carers.
- Encouraging students to take responsibility for their actions.
- Clearly communicating expectations for acceptable behaviour.

2. PEOPLE AFFECTED BY THIS POLICY

This policy is applicable to all employees, trustees, volunteers, the people we support, their families and advocates, partner agencies, contractors, suppliers, and associates.

3. OfSTED Compliance

This Policy supports compliance with the following Key Questions. The Service is:

| This Policy supports compliance with the following key areas | Quality of Education | Behaviours and attitudes | Personal development | Leadership and management |
|--|----------------------|--------------------------|----------------------|---------------------------|
| | Y | Y | Y | Y |

4. PROCEDURE (that all staff MUST follow)

4.1 Purpose of policy

This policy outlines the College's expectations regarding student behaviour and the consequences for not meeting those expectations. It applies to all students enrolled at the College.

The College believes that good behaviour and self-discipline are essential for effective learning and play a critical role in students' personal development, both during their time at the College and beyond. The College recognises that disruptive behaviour may often signal unmet social or emotional needs. Any formal response to such behaviour will take into account the underlying factors contributing to it, particularly the student's social, emotional, and mental health (SEMH) needs. In these situations, early intervention by the College's Pastoral team is crucial, which may involve referring the student for external support or resources.

The College also acknowledges that demonstrating positive behaviour begins with leading by example. Therefore, all staff, volunteers, and visitors are expected to act professionally, responsibly, and with integrity at all times.

4.2 Objectives

The College sets high expectations for the standards of behaviour for all our students.

We are committed to ensuring that our college environment supports learning and promotes the wellbeing of students and staff through the personalised provision the college provides. The role of the College is to create a safe and secure environment for all students so that they discover, or rediscover, their curiosity for learning and build their confidence. Cooperation, support, and respect are the foundations of our college, and we work hard to provide a safe space where students feel included in every aspect of college life and are comfortable to voice their opinions.

4.3 Contact with Parents and Carers

For many students, parents and carers play a big part in supporting and encouraging them to take responsibility for their behaviour in college.

Where appropriate, parents and carers will be asked to work with the College to support their young person's learning. This includes informing the College of any special education needs or personal factors that may result in certain behaviours being displayed.

We will work with parents and carers to understand the needs of the student and any specific behaviours. Where appropriate, the College provides regular reports to parents and carers.

4.4 Misconduct/Poor Performance Misconduct

Misconduct refers to any behaviour that is inappropriate, unacceptable, and violates the principles set forth in this policy. Such behaviour undermines the positive and supportive learning environment the College strives to maintain. While the following examples serve as guidance, the list is not exhaustive, and it's important to recognise that even minor breaches of the Code of Conduct may be considered serious misconduct if they are persistent, repeated, or escalate over time.

Examples of Unacceptable Behaviour

The following behaviours are deemed unacceptable and will not be tolerated at the College:

- Indecent behaviour
- Use or possession of illegal drugs
- Misuse of other substances, including legal highs or other harmful substances
- Theft
- Violence, whether actual or threatened, against another student or a member of staff
- Sexual abuse or assault
- Carrying an offensive weapon
- Arson
- Repeated or unresolved behavioural issues, where previous interventions have failed to address or modify the behaviour
- Bullying or harassment, including cyber-bullying via electronic platforms such as Snapchat, WhatsApp, TikTok, Instagram, or Facebook. This includes the distribution of inappropriate images, intimidation, or discrimination on any grounds, such as age, disability, ethnicity, gender, sexual orientation, religion, or belief.

Reporting and Managing Unacceptable Behaviour

When unacceptable behaviour is observed, it must be handled in a structured manner to ensure appropriate action is taken:

1. **Incident Reporting:**
All staff who witness or are involved in an incident of unacceptable behaviour must immediately create an incident report on Databridge.
2. **Notification to the Curriculum Manager:**
The Curriculum Manager overseeing the student's provision must be notified through Databridge at the point of the incident referral.
3. **Incident Review:**
The Curriculum Manager must review the incident within 24 hours of referral. If the incident involves serious misconduct or ongoing concerns, they must seek advice and guidance from a Deputy/Head to assess the situation thoroughly.
4. **Risk Assessment:**
The Curriculum Manager will then conduct a robust Risk Assessment following the incident. This may include reviewing staffing levels, the learning environment, and any additional support or accommodations necessary to ensure the safety and wellbeing of the student and others.

Prohibited Items

The following items are strictly prohibited on College premises or during College-related activities:

- Knives and other weapons
- Alcohol (whether purchased on or off College premises, even if unopened)
- Drugs (including 'legal highs')
- Stolen items
- Fireworks
- Pornographic material
- Any item that could be used to commit an offence, cause harm, or damage property

Drug Use and Alcohol Consumption

The College has a zero-tolerance policy towards drug use and alcohol consumption on its premises or during College-related activities:

- **Drugs:** The use, possession, or distribution of any illegal substances, including solvents, is strictly prohibited. If a student is suspected of carrying drugs during College hours or while in the community with staff, the matter will be reported to the police for further action.
- **Alcohol:** The consumption, carrying, or supplying of alcohol is prohibited. This includes alcohol that may be purchased during College hours but is not consumed on-site. Any student found to be involved in alcohol-related activities, including purchasing alcohol during College hours, may face suspension.

Weapons

It is illegal to carry any knife, including folding knives, or any object that could be perceived as a weapon in a public place. Students are forbidden from carrying knives or offensive weapons. If a student is suspected of carrying a weapon, the police will be immediately involved, and appropriate action will be taken.

Consequences of Misconduct

Any student found to be in violation of these policies may face disciplinary action, including suspension, depending on the severity of the misconduct. The College may suspend students if their actions are deemed to pose a risk to the safety or wellbeing of other students or staff members. Students will be informed verbally of their suspension, and this will be followed by a formal written letter sent to their home address.

Safeguarding and PREVENT Duty

The College has a statutory and moral obligation to safeguard and promote the welfare of all students, including those receiving training and education. Any incidents of misconduct that fall under the PREVENT agenda, including those that may suggest extremist or radical behaviour, will be managed in accordance with the PREVENT Policy and reported to the relevant authorities.

5 Code of conduct

Key Areas of the Student Code of Conduct

The Student Code of Conduct outlines the expected standards of student behaviour and provides clear guidance on how students should conduct themselves. These expectations are closely aligned with the core values of the college, which form the foundation of our community. By following these values, students contribute to a positive and respectful learning environment for themselves and others.

1. Creative – Learning and Working Together

- Students are encouraged to embrace creativity, collaboration, and innovative thinking in all aspects of their college life.
- We believe that by working together, sharing ideas, and respecting diverse perspectives, students can enhance their learning experience and contribute to a supportive environment where everyone's contributions are valued.

2. Responsive – Owning Your Actions

- Students are expected to take responsibility for their actions, both the positive and the negative. This includes being accountable for their decisions and understanding how their behaviour affects others.
- Students should be prepared to reflect on their actions, learn from mistakes, and make adjustments when necessary to improve their conduct and relationships within the college.

3. United – Treating Others with Kindness

- We promote an atmosphere where every individual is treated with kindness, respect, and empathy.
- It is essential that students work together, respecting one another's differences and supporting each other's personal and academic journeys. By fostering inclusivity, we build a stronger, more cohesive community where everyone feels valued and heard.

4. Strong – Resilient and Determined

- Students are expected to demonstrate strength in facing challenges, whether academic, personal, or social. Resilience, determination, and a positive attitude in the face of adversity are key qualities that help individuals grow and succeed.
- Being strong means persevering through difficult situations, learning from setbacks, and continuously striving to improve. Students are encouraged to support one another in developing both mental and emotional resilience.

5. Honest – Being Honest and Fair

- Honesty is a fundamental value that supports trust, fairness, and integrity. Students are expected to act with honesty in all their interactions, whether with peers, staff, or visitors to the college.

- Fairness is central to our community, and students should treat everyone equally, upholding ethical standards and being truthful in their actions. The college expects students to hold themselves accountable to these principles and foster an environment where honesty and fairness prevail.

Managing Misconduct

The Head Teacher and Leadership Team are responsible for managing misconduct. A staged approach will be applied, depending on the seriousness of the behaviour. The following steps will be taken:

1. **Stage 1: Discussion and Informal Outline of Expectations**
In the event of minor misconduct, a discussion will be held between the student and a member of staff to address the behaviour. This will be an opportunity to clarify expectations and encourage the student to improve their conduct moving forward.
2. **Stage 2: Further Action – Support Plan and Expectations Contract**
If misconduct persists, further action will be taken. A support plan will be put in place to help the student improve their behaviour, along with a contract outlining specific expectations. The student will be required to sign the contract, committing to meeting these expectations. Regular monitoring will take place to assess progress.
3. **Stage 3: Serious Misconduct – Disciplinary Action**
In cases of serious misconduct, such as violence, harassment, or illegal activities, disciplinary action may be taken. This could include temporary or permanent exclusion from the provision. The Leadership Team will review the situation thoroughly before taking any final decision, ensuring that all actions are fair and justified.

Communication of the Code of Conduct

All students will be provided with a copy of the Student Code of Conduct via email at the start of their enrolment. Students are expected to read, understand, and adhere to the guidelines set out in this document. By attending ROC College, students agree to follow the rules and expectations detailed in the Code of Conduct.

6 Suspension and exclusion

Suspension

Suspension is a temporary removal of a student from the College, usually for a specific period of time. It is used when a student's behaviour is deemed serious enough to warrant a break from the College environment but does not meet the criteria for permanent exclusion.

Reasons for Suspension

Suspension may be imposed for behaviours including, but not limited to:

- Serious misconduct, such as violence, bullying, harassment, or discriminatory actions.
- Repeated violations of the College's behaviour expectations despite previous interventions.
- Behaviour that poses a risk to the safety or wellbeing of others.
- Drug or alcohol use on College property or during College activities.
- Carrying or using offensive weapons.
- Severe disruption to the learning environment.

Procedure for Suspension

1. Investigation: If a student's behaviour is deemed serious enough to warrant suspension, an immediate investigation will be carried out to ensure a fair and thorough review of the incident. This includes gathering statements from all parties involved and reviewing any relevant evidence.
2. Decision: The College Leadership Team (including the Head Teacher or relevant senior leader) will decide whether a suspension is necessary. The student and their parents or guardians will be informed of the suspension verbally and in writing. A formal letter will be sent to the student's home address outlining the reasons for the suspension, the duration, and any conditions upon the student's return.
3. Support During Suspension: During the period of suspension, the College will continue to support the student, ensuring that they are provided with the opportunity to complete any outstanding work or assignments. Additionally, the student may be referred to support services to address the underlying issues contributing to the misconduct.

Exclusion

Exclusion is the permanent removal of a student from the College and will be considered only when a student's behaviour is deemed so severe that they cannot remain in the College setting, or if all other avenues for improvement have been exhausted.

Reasons for Exclusion

Exclusion may be considered in cases such as:

- Serious violence or threats of violence towards students or staff.
- Sexual assault or abuse.
- Carrying or using a weapon.
- Drug trafficking or distribution.
- Extreme acts of bullying or harassment.
- Repeated serious misconduct following previous suspensions and interventions.

Procedure for Exclusion

1. Investigation and Consideration: Before a decision is made regarding exclusion, a thorough investigation will be conducted, ensuring all facts are gathered and the student is given the opportunity to present their side of the story.

2. **Exclusion Hearing:** The student, their parents or guardians, and the College Leadership Team will participate in an exclusion hearing where the reasons for exclusion will be discussed. The student will be informed of their right to representation during this meeting.
3. **Final Decision:** Following the hearing, the College will notify the student and their family of the decision in writing. This letter will outline the reasons for exclusion, the process followed, and the options available to the student moving forward.
4. **Right to Appeal:** If a student or their parent/guardian disagrees with the decision to exclude, they have the right to appeal. The appeal process will be clearly outlined in the exclusion letter, and an independent review panel will be set up to consider the case.

Return from Suspension or Exclusion

- **Support Plan:** Upon a student's return to College after a suspension or exclusion, a meeting will be held with the student, their family, and relevant staff to create a reintegration plan. This plan will outline expectations for behaviour and any additional support needed to ensure the student's success.
- **Monitoring and Review:** Following the return from suspension or exclusion, the student's behaviour and progress will be monitored closely. A review meeting may be scheduled after a set period to ensure that the student is meeting the expectations set out in their reintegration plan.

Special Considerations

In certain cases, a student's behaviour may be linked to underlying issues such as social, emotional, or mental health needs. In these situations, the College will consider appropriate interventions, including referrals to specialist support services, before resorting to suspension or exclusion. Our aim is to provide a supportive environment that helps all students succeed and address any challenges they may be facing.

7. Contacts

If you have any queries or concerns regarding this guidance, please contact the relevant person.

| SUBJECT | CONTACT | TELEPHONE |
|-----------------------------------|-------------------|--------------|
| Clarification on points of policy | Rebecca Quantrill | 01803 868550 |
| Document Owner | Rebecca Quantrill | 01803 868550 |

8. Related links

| POLICIES, FORMS AND DOCUMENTS | LEGISLATION |
|-------------------------------|-------------|
| Student Code of Conduct | |

| 7. Document Control | | |
|----------------------------|----------------------|----------------------------|
| VERSION | DATE OF ISSUE | DATE OF NEXT REVIEW |
| 1 | Nov 2025 | Nov 2026 |