Quality Management System

Procedure Number

BAC-SS-01

Procedure Title

Student Behaviour and Disciplinary

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Alternative Format Statement

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Responsibility

1.0 Purpose

1.1 The purpose of the Student Behaviour and Disciplinary Procedure is to ensure that good standards of behaviour are upheld. Formal disciplinary action is undertaken when all other supportive mechanisms have been exhausted or when an offence is serious enough to necessitate immediate formal action.

2.0 Scope

2.1 All students on programmes directly provided by Bishop Auckland College.

Note: Those students who are pre-16 and not on a full-time programme will be referred to their relevant School so that the School's Disciplinary Procedure can be followed

Note: For all HE students including those studying OU courses this procedure only relates to non-academic incidents. For academic disciplinary please refer to POL-SAD-01, HE Student Academic Disciplinary

Note: Where a student has applied for Student Finance and they are being excluded or subject to disciplinary procedures please refer to the Fees Policy for further guidance

2.2 As this procedure involves processing personal data, data protection regulations will be adhered to. Please refer to the General Data Protection Regulation Policy (ref: POL-DP-01) for further information.

	Responsibility
2.3 All paperwork relating to any investigation/appeal must be passed to Student Services for filing. For data protection reasons, please do not keep any copies of the paperwork relating to the investigation/appeal.	
3.0 References	
3.1 Student Handbook	
3.2 Student Code of Conduct	
3.3 Duty Manager's Handbook (Q-DM-02)	
3.4 Guidelines for Completing a Quality Records Schedule (Q-QR-01)	
3.5 General Data Protection Regulation Policy (POL-DP-01)	
3.6 Terms and Conditions – Learning Agreement. https://bacoll.ac.uk/Documents/2024/2/Learning-Agreement.pdf	
4.0 Definitions	
4.1 Advocate: to represent/support the student. The advocate may be a peer, support worker or counsellor	
4.2 Designate: Duty Manager or other College Manager as appropriate	
4.3 Appendix 1 – Student Code of Conduct Appendix 2 – Recommended Action Guidelines	
5.0 Procedure to deal with unacceptable behaviour	
5.1 Informal Stage	
5.1.1 Where appropriate, the College expects that behaviour amounting to minor behaviours will be managed informally, through a face-to-face discussion with the student. A tutor or Director will verbally discuss the concerns with the student and provide advice and guidance to the student in an attempt to improve their behaviour. Informal action	

	Responsibility
should not be recorded as disciplinary action but the discussion must be recorded on the student's record on eTrackr.	
5.2 Formal Disciplinary Action – Reporting an incident/ unacceptable behaviour/unauthorised absence	
5.2.1 Any member of staff witnessing or informed of an incident of unacceptable behaviour or recognised unauthorised absence will identify the student(s) from their College Card, if possible, and collect a Student Disciplinary Report Form (SS-SD-01) from Student Services	Member(s) of staff
Note: The Director of Curriculum/Duty Manager has authority to suspend the student(s) concerned if necessary (ref 5.6).	Director of Curriculum/Duty Manager
5.2.2 Student Services Staff will log the issue of the Student Disciplinary Report Form (SS-SD-01) on the Disciplinary Report Form Log (SS-SD-25) ***Note:*** *Copies of all correspondence will be retained in the Student File within the Student Services and recorded on the Disciplinary Record Sheet (SS-SD-26)*	Student Services Staff
5.2.3 The member of staff must return the Student Disciplinary Report Form (SS-SD-01) to Student Services. Those forms requiring no further action should be returned to Student Services detailing the reasons why no action has been taken within one working day.	Staff
5.2.4 Where necessary Student Services will forward the Student Disciplinary Report Form to the relevant Director of Curriculum.	Student Services Staff

	Responsibility
5.2.5 The Director of Curriculum will consider the Report and using the Recommended Action Guidelines (appendix 2) determine the appropriate action to be taken i.e., the issue of an oral or written warning (5.3/5.4).	Director of Curriculum
5.2.6 The disciplinary process can be implemented in relation to the appropriate outcome e.g., oral, written, suspension dependent upon the level of severity of the incident.	
5.3 Outcome 1 - Oral Warning	
5.3.1 The Personal Tutor/ Director of Curriculum /Designate will issue an oral warning and explain to the student that this will be recorded.	Personal Tutor/ Director of Curriculum/ Designate
5.3.2 The Personal Tutor/ Director of Curriculum /Designate will record the issue of Oral Warning on the Student Disciplinary Report Form (SS-SD-01) and where possible obtain the student signature on the reverse of the Form. The Student Disciplinary Report Form (SS-SD-01) will be returned to Student Services within seven working days.	Personal Tutor/ Director of Curriculum/ Designate
5.3.3 Student Services will record the Oral Warning on eTrackr.	Student Services Staff
5.3.4 Where three oral warnings have already been issued to a student the fourth oral warning will automatically become a written warning, follow procedure 5.4.2 – 5.4.4, unless the Director of Curriculum/Designate decides that no further action should be taken.	Personal Tutor/ Director of Curriculum/ Designate

		Responsibility
5.4	**Outcome 2 - Written Warning**	
5.4.1	The Director of Curriculum will consider the Report and using the Guidelines (appendix 2) determine the appropriate action to be taken i.e., the issue of a written warning.	Director of Curriculum
5.4.2	The Director of Curriculum /Designate will interview the student (wherever possible) and inform the student that a written warning will be sent to them and a copy to their parent/carer as appropriate and where possible obtain the student signature on the reverse of the Student Disciplinary Report Form (SS-SD-01). **Note:** Only parents/carers of students under 18 years of age will be notified.	Director of Curriculum/ Designate
5.4.3	The Director of Curriculum /Designate will authorise the Student Disciplinary Report(s) (SS-SD-01) and return the forms(s) to Student Services within seven working days.	Director of Curriculum/ Designate
5.4.4	The written warning (ref SS-SD-05) will be sent to the student and a copy to parent/carer within three working days, as appropriate.	Student Services Staff
5.4.5	Student Services will record the written warning on eTrackr	Student Services Staff
5.4.6	Where written warnings have already been issued to a student the fourth written warning will automatically become a suspension, follow procedure 5.6.1 – 5.6.10, unless the Director of Curriculum/Designate decides that no further action should be taken	Director of Curriculum Designate

5.5 Appeals against oral and written warnings	Responsibility
5.5.1 If a student wishes to appeal, they will contact Student Services within seven working days to arrange a meeting with the Director of Curriculum /Designate.	Student/ Student Services Staff
5.5.2 A convenient date and time will be arranged with the Director of Curriculum /Designate. The date, time and venue will be confirmed on Outlook Calendar. The student and parent/carer as appropriate will be informed of the date, time and venue of the meeting.	Student Services Staff
5.5.3 A meeting will be held with the student (and parent/carer(s)/advocate if appropriate) within fourteen working days. A member of Student Services will be present to take notes of the meeting.	Director of Curriculum/ Designate/ Student Services Staff
5.5.4 Following enquiries the Director of Curriculum /Designate will advise Student Services of their decision within one working day which will be recorded on the Disciplinary Report Form (SS/SD/01) to either: a. uphold the warning or b. remove record of the warning c. remove record of written warning but record an oral warning.	Director of Curriculum/ Designate/ Student Services Staff
5.5.5 The student and parent/carer as appropriate will be informed of the decision by letter (SS-SD-10) within three working days of the receipt of the outcome.	Student Services Staff

		Responsibility
5.6	**Outcome 3 - Suspension**	
5.6.1	Any member of staff witnessing/becoming aware of unacceptable behaviour which warrants suspension using the Guidelines (appendix 1), will identify the student(s) concerned, using their College Card(s), if possible, and inform the relevant Director of Curriculum/Designate or Duty Manager.	Member of Staff
5.6.2	Student Services Staff will log the issue of the Student Disciplinary Report Form (SS-SD-01) on the Issue Log (SS-SD-25)	Student Services Staff
5.6.3	The Director of Curriculum/Duty Manager will complete and authorise the Student Disciplinary Report Form (SS-SD-01) and advise Student Services within one day of their decision to either: a) take alternative disciplinary action b) take no further action c) suspend the student	Director of Curriculum/Duty Manager/Student Services Staff
5.6.4	In the case of 5.6.3(a) the Director of Curriculum/Duty Manager will notify Student Services of their decision to take alternative action and follow the procedure for either a formal Oral Warning (5.3) or a formal Written Warning (5.4).	Director of Curriculum/Duty Manager
5.6.5	In the case of 5.6.3(b) the Director of Curriculum/Duty Manager will notify Student Services of their decision to take no further action.	Director of Curriculum/Duty Manager
5.6.6	In the case of 5.6.3(c) a letter (SS-SD-12) will be sent to the student and a copy to their parent/carer (as appropriate) within one working day confirming the suspension and asking the student to contact Student Services within seven working days to arrange a meeting with the Director of Curriculum/Designate.	Director of Curriculum/Designate via Student Services Staff

		Responsibility
5.6.7	Student Services will flag the student's record on the ProSolution system	Student Services Staff
5.6.8	Student Services will record the suspension on eTrackr.	Student Services Staff
5.6.9	An e-mail will be forwarded to the Director of Curriculum, Student Services, Estates, Learning Zone, Finance, IT Services, SENCO and Registry Staff informing them of the student's suspension	Student Services Staff
5.6.10	If the student/parent/carer contacts Student Services to arrange a meeting, a convenient date and time will be arranged and confirmed on Outlook Calendar with the Director of Curriculum /Designate and one other Manager within fourteen working days.	Student Services Staff
5.6.11	The student, parent/carer if appropriate will be informed of the date, time and venue of the meeting.	Student Services Staff
5.6.12	A meeting will be held with the student (and parent/carer/advocate if appropriate). A member of Student Services will be present to take notes of the meeting **Note:** The student has the right to be accompanied by an advocate or representative	Director of Curriculum / Designate and Student Services Staff
5.6.13	After consideration of the evidence the two Managers will advise Student Services of their decision within three working days to either: a. lift the suspension b. lift the suspension and impose a Behaviour Support Contract (SS-SD-07) or c. recommend exclusion	Managers/ Student Services Staff

		Responsibility
5.6.14	In the case of 5.6.13 (a) letter (SS-SD-15) will be sent to the student and a copy to parent/carer, as appropriate within three working days	Managers/ Designate via Student Services Staff
5.6.15	In the case of 5.6.13 (b) a Behaviour Support Contract (SS-SD-07) will be prepared for the student (and where appropriate copied to the parent/carer) by Student Services in conjunction with the Managers within three working days of the meeting. The letter (SS-SD-16) and two copies of the Behaviour Support Contract will be issued to the student.	Student Services Staff
5.6.16	The student will sign and return one copy of the Behaviour Support Contract to Student Services on their first day back in College or within seven working days.	Student
5.6.17	The copy of the Behaviour Support Contract will be filed in Student Services.	Student Services Staff
5.6.18	In the case of 5.6.13 (a/b) an e-mail will be sent to Director of Curriculum, Student Services, Estates, Learning Zone, Finance, IT Services, SENCO and Registry Staff informing them of the lifting of suspension.	Student Services Staff
5.6.19	Where necessary Student Services will remove the flag from the student's record on the ProSolution system.	Student Services Staff
5.6.20	Student Services will update eTrackr accordingly.	Student Services Staff
5.6.21	In the case of 5.6.13 (c) Student Services will arrange for the Principal/Executive Team to meet and discuss the exclusion within one working day.	Student Services Staff/Principal/Executive Team

	Responsibility
5.6.22 Following discussions the Principal/Executive Team will advise Student Services of their decision within one working day to either: a. exclude the student b. lift the suspension and impose a Behaviour Support Contract (ref SS-SD-07)	Principal/Executive Team / Student Services Staff
5.6.23 In the case of 5.6.22 (a) the letter 'Notification of Exclusion' (SS-SD-19) is sent to student and parent/carer as appropriate, within one working day and informs the student of his/her right to appeal.	Student Services Staff
5.6.24 In the case of 5.6.22 (a) an e-mail will be forwarded to the Director of Curriculum, Student Services, Estates, Learning Zone, Finance, IT Services, SENCO and Registry Staff informing them of the exclusion.	Student Services Staff
5.6.25 Student Services will update eTrackr accordingly	Student Services Staff
5.6.26 In the case of 5.6.22 (b) follow procedure from 5.6.15 – 5.6.20	
5.7 Breaking of behaviour support contract issued after suspension - Outcome 4 - Exclusion	
5.7.1 Any member of staff witnessing/becoming aware of unacceptable behaviour which warrants suspension using the Guidelines (appendix 1), will identify the student(s) concerned, using their College Card(s), if possible and inform the Director of Curriculum/Designate or Duty Manager	Member(s) of Staff

		Responsibility
5.7.2	Where a student has been suspended previously another suspension can be invoked, follow procedure from 5.6.3 (c). Where a student has already been suspended twice previously follow procedure from 5.7.3	Director of Curriculum / Designate or Duty Manager
5.7.3	Student Services will log and issue the Disciplinary Report Form (SS-SD-01) on (SS-SD-25) and arrange for this to be completed within one working day.	Student Services Staff
5.7.4	The Director of Curriculum/Designate or Duty Manager will report to Student Services and request Student Services to arrange for the Principal/Executive Team to meet and discuss the exclusion. The Principal/Executive Team will meet within one working day.	Director of Curriculum / Designate or Duty Manager
5.7.5	Following discussions, the Principal/Executive Team will complete and authorise the Student Disciplinary Report Form and advise Student Services of their decision within one working day to either: a. exclude the student b. suspend the student pending further investigations c. take no further action	Principal/Executive Team
5.7.6	In the case of 5.7.5(a) the student will be excluded and informed of the reasons for and the meaning of the exclusion within one working day.	Exclusion Panel
5.7.7	A letter (SS-SD-19) will be sent to the student and a copy to their parent/carer (as appropriate) and a copy forwarded to the Principal/Chief Executive confirming the exclusion and the appeals procedure. The letter will be sent within one working day	Director of Curriculum / Designate via Student Services Staff

		Responsibility
5.7.8	An e-mail will be forwarded to the Director of Curriculum, Student Services, Estates, Learning Zone, Finance, IT Services, SENCO and Registry Staff informing them of the exclusion.	Student Services Staff
5.7.9	Student Services will flag the student's record on the ProSolution system	Student Services Staff
5.7.10	Student Services will update eTrackr accordingly.	Student Services Staff
5.7.11	In the case of 5.7.5(b) the student will be informed of the suspension pending investigation.	
5.7.12	Follow procedure from 5.6.6 – 5.6.12	
5.7.13	In the case of 5.7.5(c) the Student Disciplinary Report Form will be returned to Student Services.	
5.8	**Appeals against exclusion**	
5.8.1	If the student wishes to appeal, they will send the grounds for their appeal with supporting evidence to the Pastoral & Welfare Manager in writing within fourteen days of receipt of 'Notification of Exclusion'.	Student
5.8.2	The intention to appeal against the decision to exclude will be acknowledged by Student Services within three working days of receipt of the student's request to appeal using letter (SS-SD-21).	Student Services Staff
5.8.3	An Exclusion Review Committee will be convened by Student Services within seven working days following the date of receipt of the student's request to appeal. This will allow all those staff connected with the student to discuss the lifting or upholding of the exclusion.	Student Services Staff / Chair of the Committee

		Responsibility
5.8.4	The Exclusion Review Committee will make a recommendation to either lift or uphold the exclusion. This recommendation and the minutes of the meeting will be recorded by a member of Student Services.	Student Services Staff / Chair of the Committee
5.8.5	The Exclusion Appeals Committee will be convened within three working weeks of receipt of the student's request to appeal. This timescale maybe extended to allow time to gather any extra information which may be required by the Committee. The Committee will consist of: • Principal/Executive Team will chair the meeting • A Staff member from a different learning area • A student from a different learning area • A member of Student Services/Designate, to record the minutes of the hearing The members of the committee will have no previous affiliation to the student concerned.	Student Services Staff
5.8.6	Student Services will ensure that all paperwork relating to the disciplinary of the student, any relevant paperwork from the Curriculum, minutes of the Exclusion Review Committee's meeting (ref 5.8.4) together with the written appeal provided by the excluded student are presented to the Exclusion Appeals Committee.	Student Services Staff
5.8.7	The Exclusion Appeals Committee will consider all documentation provided and will either a. Endorse the exclusion or b. Request the Director of Curriculum /Designate to lift the exclusion and impose a Behaviour Improvement Contract	Chair of the Exclusion Appeals Committee

		Responsibility
5.8.8	The memo (SS-SD-23) conveying the decision of the Exclusion Appeals Committee will be sent to Student Services within three working days.	Chair of the Exclusion Appeals Committee
5.8.9	In the case of 5.8.7 (a) If the student is attending a Department for Education (DfE) funded course, the letter (SS-SD-24) will be sent to the student informing them of the decision to uphold the exclusion. This letter provides details of how to contact the DfE Complaints Team if the student is dissatisfied with the outcome of their appeal. If the student is attending a Higher Education course, Model OIA Completion of Procedures Letter (Q-CC-18) will be sent to the student. This letter informs the complainant that they can contact the OIA within 12 months of receiving the Completion of Procedures Letter, and gives details of how to do this, if the student is dissatisfied with the outcome of their appeal. The letter will be sent within three working days of receiving the decision memo.	Student Services Staff
5.8.10	In the case of 5.8.7 (b) a Behaviour Support Contract (SS-SD-07) will be prepared for the student (and where appropriate copied to the parent/carer) by the Director of Curriculum /Designate within three working days of the hearing. The Behaviour Support Contract will take into account any comments/suggestions from the Exclusion Appeals Committee. The letter (SS-SD-16) and two copies of the contract will be sent to the student.	Director of Curriculum / Designate via Student Services Staff
5.8.11	The student will sign and return one copy of the contract to Student Services within seven working days.	Student

	Responsibility
5.8.12 A copy of the contract will be filed in Student Services.	Student Services Staff
5.8.13 An e-mail will be sent to the Director of Curriculum, Student Services, Estates, Learning Zone, Finance, IT Services, SENCO and Registry Staff informing them of the lifting of exclusion.	Student Services Staff
5.8.14 Where necessary Student Services will remove the flag from the student's record on the ProSolution system.	Student Services Staff
5.8.15 Student Services will update eTrackr accordingly.	Student Services Staff
5.9 Request for re-admittance	
5.9.1 Any request for re-admittance must be made to the Principal/Chief Executive if the suspension is still in place or upon the expiry of the period of exclusion.	Student
5.9.2 The Principal/Chief Executive will convene a meeting with the student and the relevant Director of Curriculum to discuss the request for re-admittance within fourteen days.	Student Services Staff
5.9.3 After consideration the Principal/Chief Executive and Director of Curriculum/ Designate will: a. Lift the suspension/exclusion and impose a Behaviour Support Contract (SS-SD-07) and if necessary complete a Risk Assessment Form b. Turn down the request for re-admittance	Principal/Chief Executive /Director of Curriculum/ Designate
5.9.4 The memo (SS-SD-27) conveying the decision of the Request for Re-admittance will be sent to Student Services within three working days	Principal/Chief Executive /Director of Curriculum/ Designate

	Responsibilities
5.9.5 In the case of 5.9.3(a) follow procedure from 5.6.16 – 5.6.21	Director of Curriculum
5.9.6 In the case of 5.9.3(b) the student has the right to appeal. (ref 5.7.1)	Designate/ Student Services Staff
5.10 Records	
The Pastoral & Welfare Manager is responsible for maintaining the documented records associated with this procedure. They will determine the records to be held, their location, retention period and disposal using the Guidelines for Completing a Quality Records Schedule (ref 3.3).	Pastoral & Welfare Manager
Documentation relating to this procedure will be held in a secure locked filing cabinet within the Student Services Department.	
The Quality Records Schedule associated with this procedure is included as section 7	

6.0 Documentation

6.1	SS-SD-01	Student Disciplinary Report Form
6.2	SS-SD-05	Letter – Written Warning
6.3	SS-SD-07	Behaviour Improvement Contract following Disciplinary Action
6.4	SS-SD-10	Letter – Oral/Written Warning Appeals Decision
6.5	SS-SD-12	Letter - Student Suspension
6.6	SS-SD-15	Letter – Lift of Suspension
6.7	SS-SD-16	Letter – Behaviour Improvement Contract following Suspension/Exclusion
6.8	SS-SD-19	Letter - Notification of Exclusion
6.9	SS-SD-21	Letter - Appeal against Exclusion
6.10	SS-SD-23	Memo – Exclusion Appeals Committee Decision

6.11	SS-SD-24	Letter – Exclusion Appeals Committee Decision	
6.12	SS-SD-25	Issue of Internal Student Disciplinary Report Forms Log	
6.13	SS-SD-26	Student Disciplinary Record Sheet	
6.14	SS-SD-27	Memo – Re-admittance Decision	

7.0 Quality Records Schedule

Identification of Record	Medium	Storage Location/ Protection	Retention Period	Access Rights/ Retrieval	Method of Disposal
SS-SD-01 Disciplinary Report	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)
SS-SD-05 Letter to Student	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)
SS-SD-07 Contract following Disciplinary	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)

Identification of Record	Medium	Storage Location/ Protection	Retention Period	Access Rights/ Retrieval	Method of Disposal
SS-SD-10 Letter – Oral/Written Warning	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)
SS-SD-12 Letter – Student Suspension	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)
SS-SD-15 Letter- Lift of Suspension	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)

Identification of Record	Medium	Storage Location/ Protection	Retention Period	Access Rights/ Retrieval	Method of Disposal
SS-SD-16 Letter – Contract following Suspension/Exclusion	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)
SS-SD-19 Notification of Exclusion	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)
SS-SD-21 Appeal Against Exclusion	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)

Identification of Record	Medium	Storage Location/ Protection	Retention Period	Access Rights/ Retrieval	Method of Disposal
SS-SD-23 Memo – Appeals Decision	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)
SS-SD-24 Appeals Committee Decision	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)
SS-SD-25 Issue of Disciplinary Report Forms Log	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)

Identification of Record	Medium	Storage Location/ Protection	Retention Period	Access Rights/ Retrieval	Method of Disposal
SS-SD-26 Disciplinary Record Sheet	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)
SS-SD-27 Student Agreement	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)
Q-CC-18 OIA Completion of Procedures letter	Paper-based Computer based	Student Support Centre/ in a locked filing Cabinet College Archive Room College Computer System/Password protected and restricted by access rights	2 years 5 Years 7 Year	Student Services Team/ Filed by student Surname	Destroyed as 'Confidential Waste' (Shredded)

Contact Information

For questions or feedback regarding this procedure, please contact:

Claire Smith

Pastoral & Welfare Manager

Email: Claire.Smith@bacoll.ac.uk

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Summary of significant changes

For information about changes made to this Procedure see the Change log found on our website.

Appendix 1 - Student Code of Conduct

Here at Bishop Auckland College we will work exceptionally hard to give you the best teaching and learning experience and all the support you need to help you achieve your qualification and progress further and higher. That's our promise to YOU!

We expect you to:

- Be respectful to everyone
- Attend and be punctual
- Behave responsibly inside and outside of College including online
- Wear your College id badge
- Report absences
- Follow Health and Safety rules
- Respect College property
-

We do not accept

- Using your mobile phone during lessons or exams (unless given permission by your tutor)
- Misuse of College computers
- Violent, bullying or intimidating behavior
- Foul, racist, sexual, offensive or abusive language and/or behaviour
- Smoking including e cigarettes in non-designated areas
- Spitting
- Carrying and drinking energy drinks
- Carrying, using or distributing alcohol or illegal substances or offensive weapons and/or objects (including laser pens)
- Wearing items, hoods, baseball, peaked caps or other head-wear that obscures the face unless it is integral to your faith or belief

Appendix 2 – Student Disciplinary – Recommended Action Guidelines

Staff should use their professional judgement as to the level of severity of the incident and act accordingly. However, for guidance, some examples of incidents and the recommended action are given below:

Examples of incidents where oral warning is normally given:

Disregard of staff challenges (refer to the list below):

- Use of foul or abusive language
- Wearing hoods inside the College building
- Spitting
- Smoking in non-smoking areas
- Dropping litter/chewing gum
- Inconsiderate driving in College grounds
- Parking in restricted areas
- Refusal to comply with a reasonable request from a member of staff
- Lateness
- Unauthorised absence
- Blocking emergency exits, thoroughfares, entrances to lifts, etc.
- Boisterous, noisy behaviour
- Unauthorised use of mobile phones, iPods, mp3/4 players in lessons
- Eating or drinking in classrooms

Examples of incidents where written warning is normally given:

- Disregard of oral warning(s) given previously (three previous oral warnings will automatically result in a written warning)
- Minor damage to College property
- Persistent lateness
- Dangerous driving in College grounds
- Repeated refusal to comply with a reasonable request from a member of staff
- Persistent unauthorised absence
- Any form of bullying, intimidation, taunting, verbal, racial or sexually offensive abuse towards any person
- Peer on peer abuse
- Plagiarism, cheating, copying work of other students
- Contravening internal examination regulations (including assessment and assignments) (action following contravention of external exam regulations will be determined by the examining body)
- Refusal to participate in lessons
- Inappropriate use of the internet
- Inappropriate use of social networking sites
- Inappropriate use of/or unacceptable behaviour on College transport

Examples of incidents which may call for suspension for a given period or while investigations are taking place (may lead to exclusion):

- Disregard of written warning(s) given previously (three previous written warnings will automatically result in suspension)
- Any serious case of incidents above
- Physical conflict between students (all parties should be suspended to ensure student safety and to allow investigations to take place)
- Sexual harassment/sexual violence
- Bringing any firearms, offensive weapons or explosives onto College premises or on any activity associated with the College (including laser pens)
- Any use of violence or a threat of violence to student or staff
- Vandalism
- Theft
- The use, possession or supply of any non-prescribed drug on College premises or on any activity associated with the College
- Bringing alcohol/controlled substances onto College premises/being under the influence of alcohol or controlled substances on College premises or on any activity associated with the College
- Smoking/vaping inside the College Building
- Any behaviour which could bring the College into disrepute
- Wilfully endangering the health and safety of others

The above examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under the Student Behaviour and Disciplinary Procedure.