



New College Durham

Student Disciplinary Policy

Reviewed and Approved By: CQMT

September 2014

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Review Date: September 2019

New College Durham is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

This Policy applies to all activity undertaken by the College in pursuing its purpose as an educational institution whilst serving its student, community and wider stakeholder interests.

If you require this document in an alternative format and/or language, please contact Lynne Moore, 0191 375 4027 or email lynne.moore@newdur.ac.uk

We review our policies regularly to update them and to ensure that they are accessible and fair to all. All policies are subject to equality impact assessments which are carried out to determine whether the policy has, or likely to have, a different impact on grounds of race, gender, disability, age, religion/belief, gender reassignment, pregnancy/maternity or sexual orientation.

We are always keen to hear from anyone who wants to contribute to these impact assessments and we welcome suggestions for improving the accessibility of fairness of this and all college policies.

To make suggestions or to see further information please contact:

Policy Author

Peter Rasmussen

Assistant Principal Partnership and Student Support

Curriculum and Quality Directorate

Tel: 0191 375 4497

Email: peter.rasmussen@newdur.ac.uk

Fax: 0191 375 4222

Equality Impact Assessment

A statement confirming that the policy has been subjected to a rigorous assessment for any potential impact on the full range of stakeholders with those impacts being assessed and considered and, where appropriate, suitable adjustments to the policy have been included prior to the adoption of the policy.

Footnote

In an effort to keep costs to a minimum a conscious decision has been made not to print out this document and it would be appreciated that you refer to the copy and relevant Appendices available on the Intranet.

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1. Rationale

The College believes that effective learning and teaching is best achieved in a supportive, ordered and mutually respectful environment where indiscipline is at a minimum. Every student and every member of staff has the right to such an environment as well as bearing individual responsibility for contributing to its maintenance. Such an environment contributes to a shared sense of security and safety in which each individual is free to strive to do their best and achieve their aims. All staff have a responsibility to promote and maintain this supportive, ordered and respectful culture.

2. Aim

The aim of this policy is to ensure the provision of such an environment, to support the learning process and to promote acceptable conduct at all times. The policy seeks to ensure that student discipline is maintained in a manner that promotes fair and equitable treatment of all students and provides support to all members of staff. It should be read in conjunction with the accompanying set of procedures.

3. Principles on which the Policy is Based

New College Durham expect students to adhere to a minimum standard of behaviour during their time at the College and will provide support to ensure they are fully aware of their responsibilities. "The College" is defined as any College sponsored event or anywhere New College Durham provides education and training. The College seeks to achieve this by:

- a. Providing students and staff with a safe, secure and respectful environment in which to work.
- b. Promoting positive behaviour as a way of supporting student progress towards reaching their potential. In cases where support for students is unsuccessful, this might involve applying appropriate sanctions to protect the interests and learning of all concerned.
- c. Creating an environment in which all people and property are respected and everyone is encouraged to take responsibility for their own behaviour.
- d. Considering the educational value for the individual student(s) involved in a case or incident, and for other students at the College, of disciplinary procedures taken.

- e. Informing all members of the College community about how the College expects everyone to work.
- f. Establishing a consistent approach to managing unacceptable behaviour that is used in a fair and equitable manner by all staff;
- g. Applying sanctions fairly, consistently, proportionately and reasonably – taking into account students with learning difficulties and/or disability and the needs of vulnerable learners and offering support as appropriate.

4. Student Entitlements

All students are entitled to:

- a. The right to learn and a responsibility to allow others to learn in a safe, secure and respectful environment.
- b. Take charge of their own learning and to be aware of their rights, responsibilities and College expectations of them.
- c. Expect appropriate action from the College to tackle any incidents of violence, threatening behaviour, abuse, discrimination or harassment.
- d. Have access to disciplinary procedures which ensure that students who fail to meet the expectations of the College are treated with consistency and fairness, whilst taking into account any individual circumstances.

5. Student Responsibilities

Providing an atmosphere which enhances a learner's College experience is a two way process which also places responsibilities on students. Student entitlements are most likely to be met fully when they:

- a. Show respect to College staff, fellow students, College property and the College environment.
- b. Follow the reasonable instructions of College staff and others involved with their learning.
- c. Understand the advantages of good behaviour both in terms of personal advancement and building relationships.

- d. Adhere to the student charter and do not contravene any aspect of the student disciplinary code.
- e. Co-operate with, and abide by, any arrangements put in place to support their behaviour.

6. Teaching Staff Responsibilities

All teaching staff are required to:

- a. Be responsible for ensuring that the College's expectations and standards of conduct are conveyed and fully explained to their students.
- b. Take responsibility for maintaining good discipline, not only in the classroom but in all College-related activities on and off site and online.
- c. Create a climate in which they are clear, fair and able to engage students by applying a positive approach.
- d. Apply the basic rules for the classroom consistently and persistently.
- e. Take responsibility for promoting respectful behaviour within the student population and correcting behaviour where appropriate.
- f. Lead by example by being courteous, considerate, polite and demonstrating pleasant behaviour at all times.
- g. Support, praise and, as appropriate, reward students good behaviour.
- h. Be familiar with the student disciplinary policy and procedures and apply these accordingly.

7. College Management Responsibilities

College Managers are required to:

- a. To communicate that the policy and accompanying procedures provide a framework to support staff in implementing a fair and transparent system for dealing with any disciplinary situation that may arise during the normal College day or whilst involved in a College-related activity.

- b. To make clear that it is the responsibility of all staff to implement this policy and procedures, to help maintain students discipline, to deal with and/or report any incidents or breaches of College expectations and to support students who may be involved in an incident.
- c. Ensure that every effort will be made to avoid the use of disciplinary action where alternatives are more appropriate.
- d. Ensure that staff and students are aware of this policy and relevant procedures in support of its aims.
- e. Establish and communicate clearly measures to ensure good order, respect and discipline.
- f. Ensure staff are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies;
- g. Take all reasonable measures to protect the safety and well-being of staff and students.
- h. Ensure staff model good behaviour and never denigrate students or colleagues.

8. Standards by which the Success of this Policy can be Evaluated

- a. Learner voice feedback received.
- b. Monitoring of incidents leading to disciplinary measures.
- c. Self-assessment and external review.
- d. Staff responses to training and employing appropriate strategies.

9. Responsibility for Implementing this Policy

- a. The Deputy Principal and Chief Executive has overall responsibility for the implementation of this policy across the College.
- b. The Heads of Department/School and Assistant Principals are responsible for overseeing the operation of this policy in the Departments/Schools;
- c. Curriculum Managers are responsible for ensuring that course teams collaboratively address the requirements of this Policy.

- d. The teaching staff, including tutors and subject lecturers, are responsible for meeting Student Entitlements.

10. Review of this Policy

The periodic review of this policy will take place in 5 years, following the existing College procedure.

11. Associated Policies

This policy should be read in conjunction with the following New College Durham policies/procedures:

- Learner Behaviour Policy
- Prevention of Bullying Policy – Learner
- Behaviour of Students aged under 16 at New College Durham
- Safeguarding Young People and Adults at Risk Policies