



## Student Behaviour and Discipline Policy

Current publication date	Responsibility of	Next publication date
March 2024	The Vice Principal (Education)	March 2026

### 1 Introduction to the Policy

The health, safety, and wellbeing of our students and staff is important and we strive to ensure that KLDC Sixth life is enjoyable and rewarding for all.

### 2 Purpose

KLDC Sixth is committed to supporting all students to achieve their academic potential. KLDC Sixth follows a restorative approach and actively encourages all staff and students to build and maintain positive relationships. In cases where behaviours are no longer acceptable, this policy sets out the procedures that will be put in place. At all stages, students will be listened to, given support and opportunities to change their behaviour.

### 3 Scope of Policy

- All KLDC Sixth students
- Behaviours whilst on campus (The Factory)
- Some behaviours off-campus – *This policy may also be used for alleged acts of misconduct off KLDC Sixth sites, on work placements, or via internet/social media channels, if they are connected to KLDC Sixth and it is deemed appropriate to do so by KLDC Sixth.*

## KLDC Sixth Policy Document

### 4 Disciplinary Process

The table below outlines the stages KLDC Sixth will follow during a disciplinary process. At each stage, students are given the opportunity to discuss their behaviour and agree ways in which they can make changes.

KLDC Sixth recognises that there may be underlying reasons and mitigating circumstances for certain behaviours. For this reason, there is not an exclusive list of behaviours associated to each stage of the process.

However, the following circumstances will always result in Stage 3 of the disciplinary process as a minimum:

- Supply, possession or consumption of illegal drugs on campus
- Supply, possession or consumption of alcohol on campus (Unless at a KLDC Sixth authorised and controlled social event)
- Carrying an offensive weapon
- Persistent verbal abuse to students and/or staff
- Physical abuse to/attack on learners and/or staff
- Theft
- Sexual abuse or assault





The following items are not allowed in KLDC Sixth under any circumstances:

- Knives and other weapons
- Drugs
- Stolen items
- Fireworks
- Pornographic material

Where any member of staff has reason to believe that a student may have committed a criminal offence KLDC Sixth may refer the matter to the police.

KLDC Sixth Policy Document

**5 Discipline Stages**

	<b>Stage</b>	<b>Handled by</b>	<b>Action</b>	<b>Max time periods</b>	<b>Records kept</b>	<b>Appeal</b>
<b>1.</b>	<b>Informal</b>  Improvement Notice	Tutor or teacher	Target/s set	2 weeks		The Principal
<b>2.</b>	<b>Formal</b>  Improvement Notice  Parents/Carers to be invited to meeting where possible.	Tutor or teacher	Target/s set Development Plan	3 weeks		The Principal
<b>3.</b>	<b>Formal</b>  Disciplinary Intervention Meeting  Parents/Carers to attend meeting.	The Vice Principal (Education)	Target/s set Development Plan Possible sanctions Possible suspension	3 weeks		The Principal
<b>4.</b>	<b>Formal</b>  Exclusion Hearing Parents/Carers to attend meeting.	The Vice Principal (Education) and Principal	Exclusion	Decision within 5 working days		Vice Principal (Operations)

## **7 Improvement Notices**

Improvement notices may be issued at Stage 1 (informal) and Stage 2 (formal) of the disciplinary process. Records must be kept of the notice on the student file.

Improvement notices and development plans give students the opportunity to reflect on and change their behaviour. Where this does not happen, the disciplinary process will progress through to the next stage. The timescales for this are outlined in the table above, however, may be subject to change depending on an individual circumstance.

## **8 Suspension**

A student may be suspended from KLDC Sixth immediately by the Vice Principal (Education) and/or Principal pending a disciplinary meeting. If neither a Vice Principal (Education) and/or Principal is present on campus, they may provide written approval (email or message) for another member of staff to carry out the suspension.

Suspension occurs to allow a cooling down period after a serious event and/or to allow unhindered investigation of the event. Any such suspension will be confirmed in writing by the Vice Principal (Education) and/or Principal. That student will be invited to a disciplinary meeting, where possible, within 10 days of the suspension.

## **9 Disciplinary Intervention Meeting – Stage 3**

A disciplinary intervention meeting will be held by the Vice Principal (Education). Prior to the meeting all relevant information must be sent to the Vice Principal (Education) in order for them to prepare.

The student may be accompanied by a one of the following categories - student union representative, a fellow student, friend, their parents, guardians, carers or support representative (excluding any legal representation).

The purpose of the disciplinary intervention meeting is:

- to establish facts
- to discuss any mitigating factors
- to decide upon any proposed disciplinary action

Where a disciplinary intervention meeting is paused pending further investigation, any student who has been suspended will remain on suspension until the meeting is reconvened.

## **10 Exclusion Meeting – Stage 4**

An exclusion meeting will be held by the Vice Principal (Education) and Principal. Prior to the meeting all relevant information must be sent to them for them to prepare.

The student may be accompanied by a one of the following categories – student union representative, a fellow student, friend, their parents, guardians, carers or support representative (excluding any legal representation).

The purpose of the exclusion meeting is:

## KLDC Sixth Policy Document

- to establish facts
- to discuss any mitigating factors

Where an exclusion meeting is paused pending further investigation, any student who has been suspended will remain on suspension until the meeting is reconvened. A decision following the exclusion meeting will be communicated in writing within 5 working days.

### **11 Appeal against exclusion**

The final right of appeal is to KLDC Sixth Vice Principal (Operations).

A student who wishes to appeal against exclusion should inform the Vice Principal (Operations) in writing within 10 working days of the date of the exclusion letter, stating the grounds for the appeal. The appeal should be heard by the Vice Principal (Operations) (who was not involved in the exclusion panel) within 15 working days of the appeal being lodged. The Vice Principal (Operations) may ask some other person to sit with them to hear the appeal.

Within 5 days of the appeal meeting, the decision will be confirmed in writing by the Vice Principal (Operations).

### **12 Criminal offences**

Where any member of staff has reason to believe that a student may have committed a criminal offence this should be referred to a member of the senior leadership team. KLDC Sixth may refer the matter to the police and may continue disciplinary proceedings under this policy or suspend the student pending the outcome of police enquiries and any charges which may be brought against the learner. Where the student has been suspended under this provision, once the results of those enquiries and any criminal proceedings are known, KLDC Sixth reserves the right to re-commence disciplinary proceedings.

Any disciplinary action relating to alleged criminal offences will be based on the genuine belief of the member of staff taking the action after a proper investigation and will not require a criminal conviction. KLDC Sixth is not bound by the results of any criminal proceedings against students, but it may influence any decision on the suitability of the individual to continue studying at KLDC Sixth.

### **13 Monitoring**

An annual monitoring report will be produced for the Senior Leadership Team and Curriculum and Quality Committee.