



STUDENT BEHAVIOUR POLICY AND INTERVENTION PROCEDURES

Name of Policy:	Student Behaviour Policy and Intervention Procedures
Last Approved:	June 2026
Approved By:	Long Road local governing body (LGB)
Consultation	CGE, Guidance management, Curriculum HoFs, ALS
LT Owner:	Assistant Principal: Student Care, Guidance and Progression
To be reviewed	Annually

Contents:

1. Policy statement
2. Aims of the policy
3. Policy scope
4. Related policies
5. Definitions
6. Informal stages: Curriculum intervention: Behaviour for learning
7. Formal Stages: Issuing and recording interventions
8. Formal: Academic Track: Level One and Two
9. Formal: Misconduct Track: Level One and Two
10. Formal: Level Three (Final Warning) and investigations
11. Exclusion: Meetings, hearings and appeal

Appendices

- Appendix A – Gross Misconduct Glossary
- Appendix B – Process Flowchart
- Appendix C- Investigation process
- Appendix D – Disciplinary Hearing (Exclusion)
- Appendix E - Appeal Hearing
- Appendix F: Use of probation

1. Policy statement

At Long Road Sixth Form College our vision is to create an inspirational, supportive and inclusive learning community. As central values we believe in diversity and empathy - that we are at our best when we can be ourselves in a safe, supportive environment where everyone is valued and different perspectives are welcome. We treat each other with kindness and respect, taking responsibility for our actions.

As a college community we are committed to setting high expectations for the attendance, behaviour and attitudes of all learners. We recognize that there are times when student behaviour does not meet standards expected in college for a range of reasons. We want to identify issues early and offer support around the causes of these behaviours. This policy sets out the intervention procedures and staff support that we would expect students to engage, with a clear vision of enabling all students to achieve their potential with us.

2. Aims of the policy

The purpose of these procedures is:

- To uphold the Student Code of Conduct in a fair and considered manner. The college's expectations of all students are set out in the Student Code of Conduct signed in the Learner Agreement at the beginning of the year. The procedures outlined in this policy will be used in response to breaches of these code.
- To identify students who are at risk of not succeeding in their programmes of study for reasons of poor attendance, academic conduct, and/or behaviour and to provide the support and encouragement to succeed.
- To promote Long Road values.
- To help students learn to take responsibility for their actions, an essential skill for the workplace.
- To provide a safe college community for everyone who studies and works here.

3. Policy scope

All Long Road students sign the Student Code of Conduct which outlines rights and responsibilities as a student. The procedures outlined below apply to both academic conduct (behaviour for learning) and general behavioural concerns.

Students are expected to behave at all times in ways which will reflect creditably upon the college. Instances of misconduct off the college site – whether part of a college activity or not – will be taken seriously. If not appropriate, or in our capacity, to investigate we may encourage a student or a member of the public to report an issue to the police.

At all stages of intervention and behaviour procedures, staff involved will ensure the student is given the opportunity to explain any extenuating circumstances and will offer support to help improvement. Each case will be considered individually, and responses may vary according to particular circumstances.

4. Related policies

- Level 3 Progression and Changes to Study Policy
- Assessment Policy
- Admissions Policy
- Fitness to Study Policy
- SEND and Additional Learning Support Policy
- Attendance Policy
- IT Acceptable Use Policy

All policies are available on the college website.

5. Definitions:

For the purposes of this policy, we use the following definitions.

5.1 Misconduct

A breach of the Student Code of Conduct is called an "act of misconduct", a failure to behave appropriately in the college and community. The essence of misconduct is improper conduct or improper interference, in the broadest sense, with the proper functioning or activities of the college or those who work or study in the college. It also includes conduct that damages the reputation of Long Road Sixth Form College both during and after college hours and on and off site and online.

The following are some illustrative of misconduct which will result in disciplinary action:

- Any breach of the Student Code of Conduct and 'Learner Agreement' (such as: poor attendance or punctuality, failure to meet submission deadlines or complete homework, disruptive behaviour in lessons and around college)
- Any breach of health and safety or other regulations of the college, as outlined at Induction and in the Student Code of Conduct;
- Any failure to follow the reasonable instructions of a member of staff;
- Any unruly behaviour or the use of foul or abusive language
- Cheating, plagiarism, misuse of AI (see Assessment Policy)

It should be noted that any particularly serious cases of misconduct **may be treated by the college as gross misconduct** and may enter the disciplinary process at the Level Three Warning stage.

5.2 Gross Misconduct

The more serious breaches of the Student Code of Conduct are called 'Gross Misconduct'.

The following are examples of gross misconduct which may result in disciplinary action:

- Bullying, which may include intimidation, taunting, and physical or verbal abuse towards any person or groups (including online);
- Child-on-child abuse (including online);
- Sexual violence or sexual harassment;
- Racist, sexist, homophobic or other prejudiced or discriminatory language or behaviours;
- Physical assault or the threat of violence towards any person or groups (including online);
- Premeditated or unprovoked dangerous behaviour with the intent of causing harm;
- Failure to follow barrier protocol at the college entrance;
- Causing damage to any college buildings, equipment, books or furnishings or any property of others;
- Unauthorised interference with software or data belonging to or used by the college (see also IT Acceptable Use Policy);
- Theft of property or any other dishonest acts;
- Being under the influence of alcohol on college premises or when taking part in any college activity;
- Possession of controlled (illegal) drugs (including so-called 'legal highs' or CBD products) on college grounds and during any college offsite activities
- Substance misuse e.g. solvents, alcohol, and non-medical use of prescribed drugs or the use of controlled drugs (including so-called 'legal highs' or CBD products). This applies to substance misuse within, or having an effect within, the grounds and premises of the college. It includes all settings where college activity is taking place (including travel on college transport, off-site visits and residential activities);
- Smoking or vaping anywhere on college grounds
- An illegal or criminal act, which may have an adverse effect on the work of the college or on other students or which could bring the college into disrepute

It is emphasised that this is an indicative, not an exhaustive list, of the behaviours that the college may treat as gross misconduct. For further information see Appendix A – Gross Misconduct Glossary.

5.3 Intervention processes: Academic track (Behaviour for learning)

In order to give the student the best chance of reengaging with college expectations, interventions at earlier stages (Level One and Level Two) are divided into an 'academic track' and a 'misconduct track' (see process flowchart Appendix B).

The academic track focuses on study related concerns such as attendance issues (overall and subject specific); failure to submit work; not engaging in classroom activities. The stages on the academic track are normally sequential (academic contract, Level One, Level Two). The college sees these academic concerns as 'misconduct' and failing to meet the Student Code of Conduct, but curriculum, pastoral and SEND staff intervention is tailored to fit the issue.

5.4 Intervention processes: Misconduct track (Poor behaviour towards others / around college)

For individual incidents of poor behaviour towards others and around college and the local area, a student may be issued with a Level One or Level Two-Misconduct warning. This covers incidents such as vaping or vandalism around college, bullying or abusive behaviour towards peers. A student enters the process at whatever level deemed appropriate to the incident – including at the highest level. In some cases this may involve a college investigation (see below).

A student could for example be on a Level One - Academic and a Level Two for misconduct. This does not apply for a Level Three warning (see Appendix B).

6 Informal stages – Curriculum intervention: Behaviour for learning

6.1 Attendance

1) First intervention for missed lessons within a subject will be by the teacher. A teacher will speak to the student and either call home or email. This will be noted on ProPortal and the Course Team Leader updated.

2) If lessons are missed in subsequent weeks, the student will be put on a supportive contract to attend for two weeks. The contract will be visible to parents/carers on ProPortal.

- If all lessons in the period are attended, the contract will be marked as complete (expectations met) on ProPortal.
- If attendance issues persist the contract review period will be extended by two weeks.
- If no improvement following this two week extension, a Level One: Academic Warning (Behaviour for Learning) will be issued with clear timeframe for review (see below).

If the student is already on a Level One: Academic Warning in another subject, next steps should be discussed with the student's Director of Student Care, Guidance and Progression.

6.2 Missing work and deadlines

1) First intervention for issues with work within a subject will be by the teacher. A teacher will speak to the student and either call home or email. This will be noted on ProPortal and the Course Team Leader updated.

2) If work continues to be missing or not completed to the appropriate standard within that subject, the student will be put on a supportive academic contract for two weeks. The contract will be visible to parents/carers on ProPortal.

- If this improves by the review date the contract will be marked as complete (expectations met) on ProPortal.
- If work concerns persist, the contract review period will be extended by two weeks.
- If no improvement following this extension, then a Level One Warning: Academic will be issued with clear targets and timeframe (see below).

If the student is already on a Level One: Academic Warning in another subject, next steps should be discussed with a Director or Head of Faculty.

Students are expected to engage positively in lessons and follow instructions. Where needed, reasonable adjustments such as movement breaks or flexible seating will be considered. Staff will use supportive strategies, including allowing processing time. In discussion with a student, a teacher may identify that attendance or work is impacted by health or a disability which the student has not yet disclosed to their Progress Coach. The college will always work to identify supportive strategies before moving to formal sanctions (see FTS policy). If this is the case, the teacher establishes if there are any particular support strategies that could be helpful, and encourages the student to contact their Progress Coach. This is noted on ProPortal and the Progress Coach will meet the student to support them to actively engage in study strategies across their subjects.

7 Formal stages: Issuing and recording interventions

7.1 Recording meeting or warning

At Level One-Academic a teacher would meet a student as part of lesson or in a workshop. For a meeting with a Director, a student would receive an appointment with a Director of Student Care, Guidance and Progression (SCGP) through their college email. This will also be sent to the next of kin recorded on the college system.

Any level of warning can be issued in a student's absence if they repeatedly fail to attend, but the intention is for the teacher or Director to meet face to face with the student. All formal warnings and meetings will be recorded on Proportal. This generates an email to the next of kin recorded on the college system and to the student's college email. The notes will include the issues that led up to this stage and the interventions already in place. Further appropriate support will be offered, clear improvement targets will be set, along with a timescale for a review of progress. This is visible for all relevant college staff to see.

7.2 Parental meeting attendance

Parents and carers are invited to meetings at Level Two onwards in the academic track. If a parent/carers cannot make the appointment, a Director will endeavour to rearrange to include parents.

In the misconduct track, if there is a clear case of misconduct e.g. vaping on site, the Duty Manager may issue a Level Two warning on the day. A Director would be able to follow this up with a later meeting with parents/carers if required. If a behaviour incident warrants a Level Three Warning, owing to the seriousness of the situation we would encourage parents/carers to come in to discuss the issue.

7.3 Review

At each level of warning there is a process of monitoring and review. If some but not all expectations have been met, but there is clear evidence of progress, a teacher or Director may extend the review date. If targets have been fully met, the staff member will record and confirm on ProPortal.

Where expectations have been met, the warning remains recorded on the college system so staff reviewing in future understand the full context of the student's academic journey at Long Road. Each student case and issue is reviewed individually. Decisions about moving from one level to the next will be made on a case-by-case basis. A student who responded well to a Level One warning 10 months previously for example, is in a different position from a student for whom issues recur only a month later.

8 Formal: Academic Track – Level One and Two (Behaviour for Learning)

Academic warnings are issued in a sequential process. Failure to meet expectations means a student will progress to the next level.

8.1 Level One – Academic – Issued by teacher (or support staff e.g. tutorial attendance)

A teacher/staff member will hold a Level One discussion with a student in the classroom either during a lesson or within a workshop or separate meeting. They will explain to the student the reasons for the issuing of a Level One warning. A Level One-Academic is the first stage of the formal process and is usually issued for failure to meet expectations of Academic Contract targets. It could however be issued directly for a more serious academic issue (without a previous contract) such as failure to meet an NEA coursework deadline or some types of plagiarism.

If a student is already on Level One-Academic in another subject, the staff member will refer to the Director of Student Care, Guidance and Progression to discuss next steps. There is not a separate track for each subject.

Clear manageable expectations will be issued with a timeframe (usually 2-4 weeks) at which this will be reviewed. Appropriate support will be identified with the student, clear improvement targets will be set, along with a timescale for a review. A Level One-Academic Warning will be reviewed by the teacher, usually within the classroom context. If the student has met expectations the teacher will confirm and record on ProPortal. If expectations are partially met, but with a clear engagement, the teacher can choose to extend the review.

If expectations have not been met, the student will be referred to the Director of Student Care, Guidance and Progression.

8.2 Level Two-Academic: Issued by Director of Student Care, Guidance & Progression (SCGP)

When a student does not meet the academic expectations of a Level One warning, they will be informed by their teacher and referred for a meeting with the Director of Student Care, Guidance and Progression (SCGP).

Students who are required to attend Level Two-Academic meetings with a Director are now in a serious position. During this meeting, the Director will review teacher feedback from all subjects, targets previously set and attendance across individual subjects.

The likely outcome of failing to meet expectations of Level One – Academic warnings is the issuing of a Level Two warning with associated expectations. A student may put forward any mitigating circumstances that they have not yet shared with teachers (although we would encourage sharing earlier with teaching staff). The Guidance team will work with students to identify underlying needs, and consider if there is support the student could engage in through our additional learning support team.

A Director will use college systems to monitor a student's progress in meeting those expectations within the time frame set. At review date, if the student is meeting expectations, a Director may confirm this with the student and parents through email. However most reviews are an in-person meeting to which parents are invited. In that meeting, the Director could choose to extend the timeframe of a

Level Two-Academic warning if significant changes have been noted. If the student is not meeting expectations however, a possible outcome is that a Level 3 Final Warning will be issued in the course of the review meeting.

9. Formal: Misconduct track – Level One and Level Two

A student may enter the misconduct track at any level appropriate to the nature of the incident. Once in the behaviour track process, failure to meet the expectations of one level means a student will progress to the next level (e.g. for a student on a Level Two-Misconduct warning, further incident leads to Level Three).

9.1 Informal stage – Any member of staff

Any member of staff may address a student regarding a breach of the student code of conduct around college. The college would expect the majority of low level behaviours around college to be resolved in this way. If staff ask for student ID while doing so, all students must provide ID. Failure to do so is gross misconduct. Staff may note any concern on Proportal.

9.2 Level One – Misconduct – Teacher, Support staff, Duty staff

A Level One-Misconduct warning can be issued by teachers or support staff. It will be issued for some types of misconduct e.g. talking repeatedly in a quiet working area; entering through the barrier with a friend's ID; refusing to put a phone away in class. It is likely to be issued at the time the incident occurs (assuming the student is present). Consequences will not be issued while a student is in a heightened emotional state; time for regulation will be prioritised.

The warning will be recorded on Proportal enabling parents/carers to see. Unlike the Academic track, this will only be reviewed at the point of another incident of poor behaviour. If a student is already on Level One-Misconduct, the staff member will refer to the Director of Student Care, Guidance and Progression to discuss next steps.

9.3 Level Two – Misconduct – Issued by Director of Student Care, Guidance and Progression

Level Two Warnings will be issued for:

- incidents of misconduct;
- for some incidents of gross misconduct.
- when the student has already received a Level One behaviour warning and another incident has occurred

Level 2 behaviour warnings may be issued on the day of an incident or at later date by Directors and senior staff. Directors will consider the circumstances of the misconduct, the way the offence had been dealt with by college in previous cases and previous incidents and disciplinary action involving the student. They will also consider any mitigating circumstances the student wishes to put forward. The director would be happy to discuss the warning in a phone call or meeting with a parent at a later date.

Directors or the duty manager will outline and record the college's expectations on Proportal. In addition to the Level Two Warning they may issue other relevant sanctions as appropriate (e.g. not working in a particular area, not attending a college event, handing in a mobile phone at reception). Appropriate support will be offered, and clear improvement targets will be set where relevant.

A Director will use college systems to monitor a student's progress in meeting those expectations. Depending on whether it was an isolated incident or a pattern, the Director may hold a review meeting. If the student is not meeting expectations, an outcome of that meeting is that a Level Three Final Warning will be issued. If expectations are met however, the Warning only becomes relevant again with further incidents.

10. Formal: Level Three (Final Warning) and investigations

10.1 Issuing of Level Three-Final Warnings

At this stage of the disciplinary process the student will now be in a very serious position. A Level Three – Final Warning may be issued by a Director of Student Care, Guidance and Progression, the Assistant Principal(s) or the Deputy Principal.

A Level Three / Final Warning could be issued as a result of:

- Failure to meet the expectations of a Level Two Warning – Academic
- Failure to meet the expectations of Level Two Warning – Misconduct
- Some individual incidents of misconduct
- Some incidents of gross misconduct

Examples: Verbal abuse of peers or staff members, dangerous behaviour

A Level Three warning might be issued during:

- A Level Two warning review meeting (academic or behaviour)
- A meeting with a Director of Student Care, Guidance and Progression / senior Duty staff member dealing with an incident on the day
- At a disciplinary panel hearing at a later date, following a college investigation (See below and appendices C and D)

10.2 Level 3 behaviour incident – meeting with senior staff on the day

For some incidents of serious or gross misconduct, the student will be met by the Director or Duty Manager on the day, and it will be made clear that a Final Warning is the likely outcome. This might be for example if the student has admitted responsibility, and despite the seriousness, it is not at the level of requiring an disciplinary hearing (possible exclusion). Parents/carers would be invited for a subsequent meeting, but the outcome is clear on the day. This would only be in a situation where college has decided no disciplinary investigation necessary.

10.3 Suspension during disciplinary investigation

The College does not use suspension as a sanction in itself (as an outcome of a hearing). Temporary suspension is instead used while the college investigates the issue - prior to any decision about the timeline of events or outcome of a possible hearing.

A Director SCGP or an Assistant or Deputy Principal shall have the authority to suspend a student for suspected serious breach of discipline (misconduct or gross misconduct) whilst an investigation occurs. The college will endeavour to keep this as short as possible, but it is likely to be around 5 working days. The Principal will be informed immediately of any student suspension.

The Directors: SCGP will be responsible for liaison with the suspended student and their parents/carers. Every effort will be made to speak to a parent/carers to explain the reason for suspension before the

student is sent home. The reason for and (if applicable) terms of the suspension, will be given in writing to the student and, where appropriate, to parents/carers. All relevant staff will be notified that the student is absent from college. Where possible the student will be set work to cover the absence. The suspension is not a sanction in itself, and is issued as a temporary measure pending the hearing.

10.4 Investigation

In behaviour incidents where circumstances are unclear and /or the student does not admit responsibility, the college will conduct an investigation. This could be immediately following the incident or at a time it is reported later. If initial work of the Duty Manager suggests that an investigation should continue, the Assistant Principal will appoint a Director: SCGP as investigator. The investigator will compile a report including copies of relevant documents. On completion of the report the Assistant Principal will either ask the Director to arrange a Level Three Disciplinary Hearing or, in cases which may warrant exclusion from College, the Assistant Principal will convene a Disciplinary Hearing (Exclusion) (see below). A Disciplinary Hearing will be convened as soon as possible, ideally within 5 working days of the completion of the report. Appendix C outlines the process.

10.4 Level Three Meeting

When deciding to issue a Final Warning, the Director of Student Care, Guidance and Progression or Assistant Principal will consider:

- the circumstances of the misconduct (academic/behavioural) or gross misconduct;
- comparable offences
- any mitigating circumstances the student may wish to put forward;
- previous incidents or disciplinary action involving the student

The Level Three Warning will set out the college's expectations and the consequences should they not be met. At this stage, both the student and their parents/carers will be made aware that failure to make improvements will put the student's college place in jeopardy. ProPortal will be used to record the Final Warning. Appropriate support will be offered, clear improvement targets will be set, along with a timescale for a review of progress. All relevant college staff will be informed. Where necessary, any specific students affected by the disciplinary incident will be offered appropriate support.

In the event of parents/carers being unavailable or not responding to invitations to attend a Final Warning meeting, a meeting will take place as scheduled. Directors will communicate the outcomes and expectations via telephone, and a copy will be sent via email.

Progress will be monitored by the relevant Directors of Student Care, Guidance and Progression. After the review period (typically 3 or 4 weeks) the Director will, in most cases, convene a review meeting. If the student is meeting the expectations of the warning, a further monitoring meeting will be set for 4 weeks ahead. The Director will continue to monitor attendance, behaviour and teacher feedback. If significant issues arise this meeting could be held earlier. If expectations have been met, a Level Three / Final warning is not removed from a student record, but if there are any future incidents, the Director will take the amount of time since the previous concerns into consideration.

If at the review meeting, the student has made significant changes in their behaviour or attitude to learning, even if not all expectations are met, the Director may choose to give the student another 2 / 3 weeks to demonstrate that all expectations can be met. However, if the student has not made significant progress, the Director will outline clearly to the student and parents that the expectations of the Final Warning have not been met. The student will then be required to attend a Disciplinary Meeting with the Assistant Principal. A potential outcome of this meeting is permanent exclusion.

11.Exclusion: Meetings, hearings and appeal

As a college we see permanent exclusion as necessary only in the most serious of circumstances.

11.1 Disciplinary Meeting – Assistant Principal

Students who have failed expectations of a Final Warning will be required to attend a Disciplinary Meeting with the Assistant Principal and one other senior member of staff, usually the Director of Student Care, Guidance and Progression. During this meeting the Assistant Principal will review the reasons that the student has reached this stage, and the efforts they have made to meet expectations and to engage with support. Attendance levels across each component of their programme, including tutorial, will be reviewed.

As the student has reached this meeting because they have failed to meet conditions of a Final Warning, permanent exclusion is a potential outcome. They will be informed of the outcome either within the meeting or on the telephone afterwards, followed by written notification. Parents/carers are encouraged to come to this meeting. Students who are excluded are offered a separate advice and guidance to support with their next steps.

If a meeting is arranged following failure to meet expectations of a Final Warning but a student does not attend the meeting, the outcome may be decided in their absence. The student and parent/carers will be informed by telephone and email.

If there are good reasons to do so, the Assistant Principal may give the student a brief period extension (such as two weeks) to demonstrate expectations met. In this case the Director and Assistant Principal would monitor staff feedback, but there will not be a second formal Disciplinary Meeting. If the student does not meet expectations that were extended in the original meeting they will be informed by phone or in person by the Director, and then receive a letter confirming from the Assistant Principal.

11.2 Disciplinary Hearing

For suspected individual incidents of gross misconduct, where permanent exclusion is a possible outcome, a Disciplinary Hearing (possible exclusion) with a panel will be held (see Appendix D).

The Assistant Principal as chair will consider

- the circumstances of the gross misconduct;
- the impact of the offence on the college, upon students, staff and others;
- the way the offence has been dealt with by the college in previous cases;
- any mitigating circumstances the student may wish to put forward
- the student's college record.

A decision will normally be communicated within two working days of the hearing, but often earlier. The Chair of the Hearing may dismiss the case against the student, may uphold the case and/or may impose alternative sanctions to exclusion.

If it is decided that a student will be excluded, the Chair of the Hearing should make sure that the student is notified by telephone, and that this is followed in writing by email within two working days.

This letter will make clear the reasons for the exclusion, the date from which exclusion takes effect, and the appeal process. A copy will be sent to the next of kin and the student. Exclusion usually begins immediately.

11.3 Appeal against exclusion

A student will be informed of their right of appeal against a permanent exclusion in writing. To appeal against exclusion, a concise written statement outlining the reasons for the appeal should be sent to the Principal within seven working days of receipt of the exclusion letter.

The appeal letter must specify the grounds of appeal which may only be one or more of the following:

- That there was a **serious breach** of the college's procedures that may have adversely affected the outcome (Should a student believe their case has not been fairly handled at any earlier stage, the College's Complaints Procedure should be used.)
- That **new evidence** has come to light that was not available at the original disciplinary hearing and could be expected to materially influence the original outcome. Where this occurs, the evidence must be provided to the college together with an explanation as to why it was not provided earlier
- That the sanction was **too severe** in the circumstances.

The college reserves the right to determine whether or not an appeal falls within its appeals framework and should be allowed to proceed. If an appeal hearing is held it will take place within ten working days of receiving notice of the appeal.

The Appeal Panel will be chaired by the Principal. The Chair of the appeal process will not have been involved in the hearing which led to exclusion.

The student will be entitled and encouraged to be accompanied by a parent/carer or friend. The student will be informed of the date and time of the appeal by telephone and in writing by email. The student must take all reasonable steps to attend the hearing. If the student is unable to attend on the specified date, then the hearing will be deferred. The alternative date should be no more than five working days later. Failure to attend the hearing without good reason may lead to the hearing being held in the student's absence and a decision taken based on available evidence.

All documentary evidence to be considered in the hearing should be delivered to the Chair of the appeal hearing as soon as possible and at least four working days before the date of the appeal hearing. The college will send a copy of all documentary evidence to be considered in the hearing to the student and parents/carers at least two days before the appeal hearing. Witnesses will not normally be required to attend in person. If the student would like a witness to be present, they must make the request in writing to the Chair of the panel at least four working days in advance of the hearing, stating the person proposed as witness and citing the reason. Attendance of any witnesses is at the discretion of the college. (*See Appendix E for conduct of appeal hearing*).

Appendix A – Gross Misconduct – Glossary

Bullying is defined as deliberate and persistent behaviour intended to belittle someone, and that leaves the person feeling hurt, upset, vulnerable and helpless. Examples include but are not limited to:

- Intimidation or threats
- Malicious or insulting behaviour
- Name-calling, teasing or malicious comments (including online)
- Excluding or ignoring someone
- Embarrassing or insensitive comments
- Abusive communications, including online or by electronic message (cyber-bullying)

Harassment: Uninvited and unwanted actions that cause offence and or embarrassment, fear, stress or tension. It can be an isolated act (such as a comment or wilful gesture), or it can take the form of repeated behaviour against a person. Harassment occurs when someone behaves in such a way that their conduct has the purpose or effect of creating an environment that is offensive, hostile, degrading, humiliating or intimidating for a person. Unlawful under the Equality Act 2010.

Child-on-child abuse; Examples but is not limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse within intimate partner relationships; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; coercive and controlling behaviour
- sexual violence and sexual harassment; consensual and non-consensual sharing of nudes and semi-nude images and/or videos; including those generated by AI, e.g. deepfakes
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- upskirting (part of the Voyeurism (Offences) Act, April 2019)
- initiation/ hazing type violence and rituals.

Source: KCSIE 2026

Sexual harassment is unwanted behaviour of a sexual nature that has either:

- violated someone's dignity, whether it was intended or not
- created an intimidating, hostile, degrading, humiliating or offensive environment for them, whether it was intended or not

Examples include but are not limited to:

- flirting, gesturing or making sexual remarks about someone's body, clothing or appearance
- asking questions about someone's sex life
- telling sexually offensive jokes or 'banter'
- making sexual comments or jokes about someone's sexual orientation or gender reassignment
- displaying or sharing pornographic or sexual images, or other sexual content
- consensual or non-consensual sharing of 'nudes' or sexual imagery
- touching someone against without consent, hugging them or brushing up against them for example
- sexual assault or rape

Source: ACAS

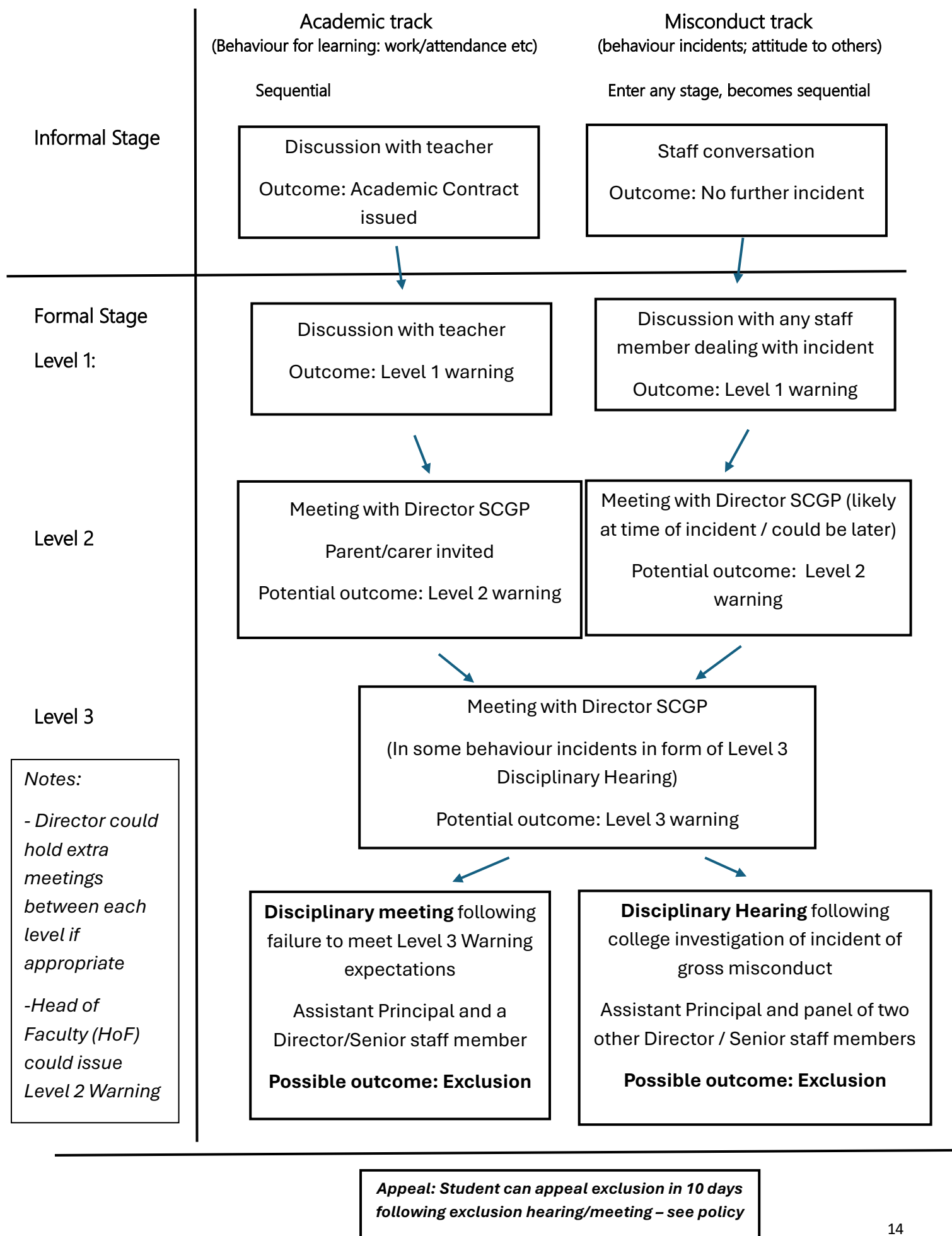
Sexual Violence Under the Sexual Offences Act 2003, sexual offences are:

- Rape
- Assault by penetration
- Sexual assault
- Causing someone to engage in sexual activity without consent

Source: Sexual Offences Act 2003

Appendix B – Process Flowchart

Behaviour intervention process – Meetings and potential outcomes



Appendix C – Investigation guidelines

In behaviour incidents where it is as yet unclear whether there may be a student is potentially at risk of a Level 3 warning or exclusion as a result, the college will conduct an investigation. This could be immediately following the incident or at a time it is reported at a time later.

The Duty Manager (or Leadership colleague dealing with the incident) will:

- a) interview the student and potentially require a signed written statement of the event;
- b) identify and interview any other relevant witnesses and obtain written witness statements from them also;
- c) seek additional documentary evidence where appropriate (e.g. CCTV, emails, logs from relevant College systems or other relevant evidence).

Students involved in the same incident should be interviewed separately and may be asked to hand over phones temporarily to prevent communication. Students with SEND, particularly communication needs, will be supported during investigation.

All students involved in an incident will be dealt with sensitively. Managers dealing with disciplinary issues are usually members of the safeguarding team and will check for any contextual issues or mitigating factors which should be taken into account.

The Duty Manager (or Leadership colleague dealing with the incident) may decide to suspend the student(s) to facilitate the investigation and/or to keep students and staff safe. Parents/carers will be notified. See above.

If initial work of the Duty Manager suggests that an investigation should continue, the Assistant Principal: SCGP will appoint a Director: SCGP as investigator to compile a report including the allegations and a summary of the evidence gathered in the course of the investigation. This report will include copies of relevant documents which may be witness statements, evidence and witness statements provided by the student in support of their case ("the Investigation Report"). After evaluating evidence the Director will either arrange a Level Three Disciplinary Meeting or Hearing or, in cases which may warrant exclusion from College, the Director will pass the Investigation Report to the Assistant Principal and/or Deputy Principal to convene an Exclusion Hearing.

In cases of suspicion of possession of drugs:

- Duty Manager will first give the student the opportunity to hand over any drugs
- Expectation that student will voluntarily hand over bag and coat. Search will take place in presence of student and another member of staff
- If student refuses permission duty manager may contact the police to outline concerns

Parents will be informed of circumstances afterwards. The student will be to write their account as part of any future investigation. As suspected gross misconduct it is likely that with suspicion of use or possession of drugs a student will be suspended. Parents will be informed before the student leaves the site or be expected to collect them depending on the situation.

Appendix D - Disciplinary Hearing - Exclusion (also Disciplinary Hearing – Level 3)

1. The student will be entitled and encouraged to be accompanied by a parent/carer (or friend if parent/carer are not available).
2. The student will be informed by telephone and in writing via email of the date and time of the exclusion hearing. Parents / carers will be informed also. The student must take all reasonable steps to attend the hearing. If the student is unable to attend on the first specified date, then the hearing will be deferred. The alternative date should be no more than five working days later. Failure to attend the hearing without good reason may lead to the hearing being held in the student's absence and a decision taken on available evidence.
3. Any documentary evidence (compliant with GDPR guidelines) to be considered at the hearing will be shared by the college with the student and their parents/carers at least two working days in advance of the hearing. Any evidence the student would like to submit should be sent at least two working days in advance of the hearing.
4. The college will make a written record of proceedings. No filming/audio or other recording is permissible.
5. Witnesses will not normally be required to attend in person. If the student would like a witness to be present, they must make the request in writing to the Chair of the panel at least **two working days** in advance, stating the person proposed as a witness and citing the reason. Attendance of any witnesses is at the discretion of the college.
6. Where permanent exclusion is a possible outcome, the Hearing will be chaired by the Deputy or Assistant Principal. There will be two other members of staff on the panel, usually Directors of Student Care, Guidance and Progression.
7. The hearing will open with a general introduction by the Chair of the Hearing who will outline the procedural arrangements. The student and/or their parents/carers or friend may then ask any questions on the procedural and administrative arrangements.
8. The Chair will then set out the purpose of the meeting. The Chair will make clear that the hearing could lead to the student's exclusion and ensure that the student, and their parents/carers, understand the importance of sharing all relevant information during the hearing so it may be considered.
9. The member of panel recommending disciplinary action will then outline the case (as detailed in the report sent to the student prior to the hearing. Depending on the nature of the incident, this may include evidence from a college investigation and/or witness statements. In the case of academic misconduct, it may include information regarding the student's progress, conduct and details of previous disciplinary warnings.
10. The student and/or their parent/carer or friend can ask questions or seek clarification from the Chair of Hearing or the colleague presenting the case for disciplinary action.
11. The student will then present their case. This may include mitigating factors thought relevant. The parents/carers or friend may support the student in making their case.
12. The Chair of the Hearing can ask questions or seek clarification of the student and of the colleague presenting the case for disciplinary action.

13. If the Chair of the Hearing judges that further information is needed before a decision can be made, then the hearing can be suspended so that this further information can be made available.
14. The Chair of the Hearing will then summarise the facts and any areas of dispute before closing the meeting to confer with the panel.
15. A decision will normally be communicated within two working days of the hearing, but be earlier. The Chair of the Hearing may dismiss the case against the student, may uphold the case and/or may impose alternative sanctions to exclusion.
16. If it is decided that a student will be excluded, the Chair of the Hearing should make sure that the student is notified by telephone, and that this is followed in writing by email within two working days. This letter will make clear the reasons for the exclusion, the date from which exclusion takes effect, and the appeal process. A copy will be sent to the next of kin.. Exclusion usually begins immediately.

Appendix E - Appeal hearing

1. The hearing will open with a general introduction by the Chair of the appeal hearing which will outline the procedural and administrative arrangements. The Chair will make clear that following the panel's decision, there is no further right of appeal. The decision of the Appeal Panel is the college's final decision.
2. The student and/or their parents/carers or friend may then ask any questions on the procedural and administrative arrangements.
3. The Chair of the appeal hearing will then set out the purpose of the meeting.
4. The Chair of the Disciplinary Hearing which resulted in the decision to exclude the student will summarise the reasons why this decision was made.
5. The student and/or their parent/carer or friend can ask questions or seek clarification from the Chair of the appeal hearing or the Chair of the original disciplinary hearing.
6. The Student will explain their reasons for the appeal against this decision. The parents/carers or friend may support the student in making his or her case.
7. The Chair of the appeal hearing will then ask the Chair of the disciplinary hearing if they wish to respond to the points raised by the student or their representative.
8. The Chair of the appeal hearing can ask questions or seek clarification of the student and the Chair of the disciplinary hearing. If the Chair of the panel judges that further information is needed before a decision can be made, then the hearing can be suspended so that this further information can be made available.
9. The Chair of the appeal hearing will then summarise the facts and any areas of dispute.
10. The Chair of the appeal hearing may then adjourn to consider his or her decision. A decision will normally be made within two working days of the hearing.
11. The Chair of the appeal hearing may dismiss the appeal, uphold the appeal and/or impose alternative sanctions.
12. There is no further right of appeal and the decision of the appeal hearing is the college's final decision.
13. If it is decided that the exclusion will remain in place, the Chair of the appeal hearing should make sure that the student is notified immediately, by telephone, and that this is followed in writing by email and by a letter within two working days via first class post. A copy should be sent to any person with parental responsibility for the student.
14. Should the student appeal against their exclusion be upheld and the student permitted to return to college, a meeting will be held where possible within 3 working days, with the Chair of the appeal panel, other relevant college staff, the student and their parents/carers. The meeting will clarify the conditions of return and the consequences should they not be met. A monitoring period will be specified. The student will be monitored by their Director of Student Care, Guidance and Progression.
15. All relevant college staff will be informed of the student's return and the associated conditions.

Appendix F: Use of probation

Probation for students not yet enrolled

A probationary period may be used where concerns are raised prior to enrolment (See Admissions policy). Assistant or deputy principals may choose to offer a place at Long Road subject to probationary conditions. This will be outlined in the communication with the student at the time of the offer. A student will have the opportunity to discuss the concerns raised by the college at the time of the offer.

Time frame: The probationary period will be set from enrolment until the first half term.

Monitoring: During this time learners are monitored for attendance, behaviour and performance by their Director of Student Care, Guidance and Progression. The requirements for satisfactory progress must clearly be communicated to the learner and their parents/carers along with any specific actions needed to meet these requirements. Students are expected to monitor their own email to ensure they do not miss any scheduled meetings with their Director.

Possible outcome end of probation period (Half term, October)

- **Probation status successfully removed:** If full expectations are met, a student will be informed that they have successfully met the conditions of a probation period. They will no longer be on probation and in case of any later issues, they will follow the same procedures as any other student.
- **Second or Final Warning:** If expectations have only partially been met, a Disciplinary meeting may be held with Director of Student Care, Guidance and Progression. The outcome of this could be the issuing of a Second or Final Warning subsequently monitored in the same way as other students.
- **Permanent exclusion:** At half term (or any time prior), if Directors are concerned that there is significant failure to meet probation expectations (e.g. 78% attendance, failure to hand in work, a behaviour incident), a Disciplinary Meeting (with the Assistant Principal) will be called.

Probation for students progressing into Year 2

A probationary period may be used where concerns are raised at the end of the first year of study, when there are concerns about progression into Year 2.

Reasons for a probationary period may include:

- Poor attendance during the previous year
- Previous patterns of poor behaviour or attitude to learning, for example persistent lateness or failure to undertake independent study
- All students who progress on a Final Warning will do so on probation

The use of a Probationary period will be decided by Directors: SCGP, Assistant Principal or Deputy Principal. The expectations will be recorded and communicated to students and parents/carers. During the Probationary period the student will be monitored by their Director to ensure that the expectations are being met. Should expectations not be met during a probationary period, the Director will contact the student to arrange a Disciplinary Meeting.