POSITIVE STUDENT BEHAVIOUR POLICY

Responsibility: Executive Director of Student Experience
Issue Date: 28th April 2025
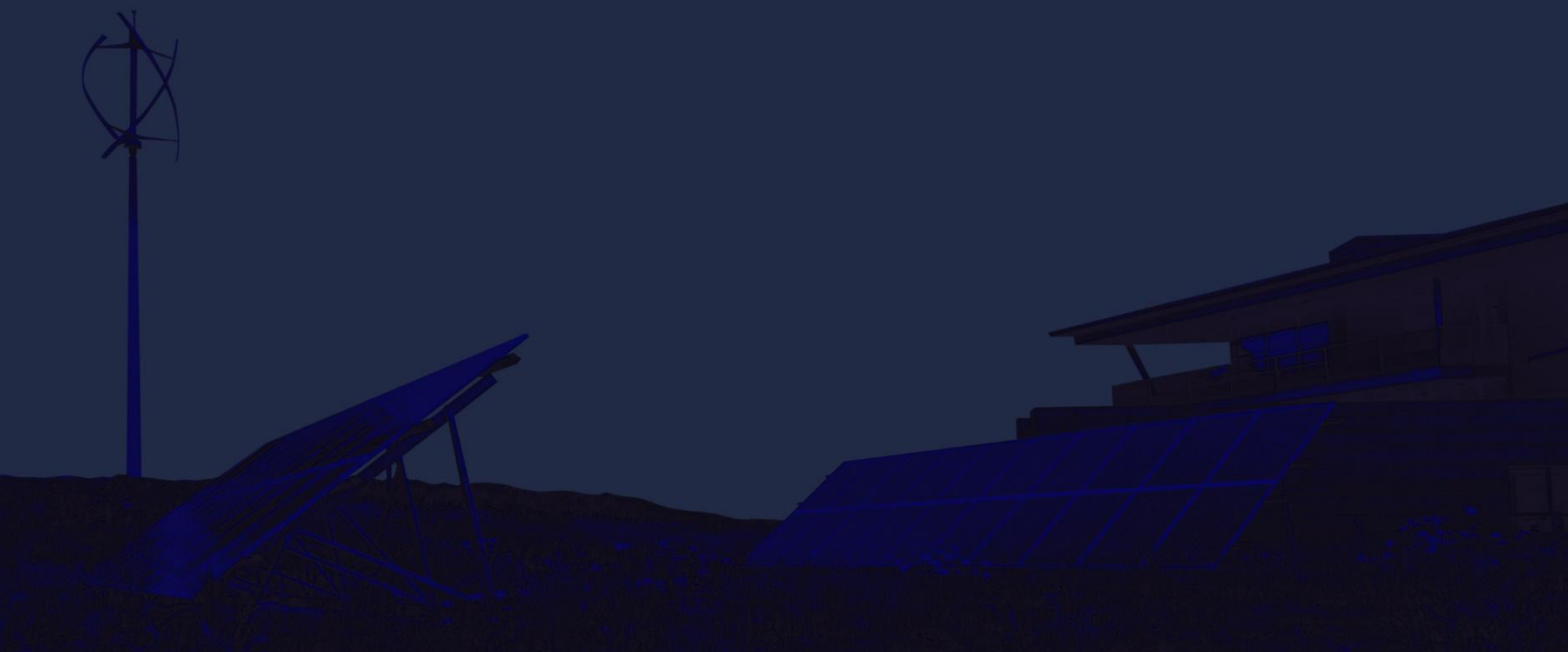**Equality Impact Assessment: 12th August 2024**

Version: 1

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Positive Student Behaviour Policy

1. *Purpose*

At Dumfries and Galloway College our Student Behaviour Policy provides clarity of expected levels of behaviour of all college students when undertaking ALL elements of college activities. It will assist college staff to provide an environment that is welcoming to all and is conducive to effective learning whilst promoting a positive, inclusive, and safe learning environment both on campus and online.

We count on everyone's co-operation in following this policy, creating an environment of developing positive behaviours for learning and life. However, if you do not follow these expectations, you may be referred to the Student Disciplinary Procedure, which could lead to sanctions including potentially exclusion or expulsion from college. For learners under 16 (and vulnerable adults) the College will inform parents/carers of any disciplinary proceedings. For other groups e.g. Apprentices, employers may be informed.

2. *Scope*

This Student Behaviour Policy applies to all students enrolled at Dumfries and Galloway College. It outlines the expected standards of conduct and behavior in various learning environments, including in-person and online settings, as well as guidelines for maintaining academic integrity. The policy aims to foster a respectful, productive, and safe educational atmosphere conducive to learning and personal development. It applies to all interactions within the campus community, including classrooms, online platforms, library facilities, and any college-sponsored events or activities. The policy serves as a framework to ensure all students adhere to the institution's values and principles, promoting a positive and inclusive academic environment.

*Note: The examples provided within this policy are not exhaustive lists.

3. References

- Assessment Policy
- Artificial Intelligence Policy (in the process of going through relevant approval route)
- Equality, Diversity, and Inclusion Policy
- Health and Safety Policy
- ICT Acceptable Use Policy
- Onboarding, Retention and Attainment Policy
- Quality Assurance Policy
- Safeguarding Policy
- Malpractice and Maladministration of Assessment Procedure
- Student Disciplinary Procedure
- Student Work Experience Placement Procedure
- Student Charter

4. Definitions

- **Behaviour**: The conduct and actions of a student within the college environment, including both in-person and online interactions.

- **Academic Integrity**: Upholding honesty and responsibility in academic work, including completing one's own work, properly citing sources, and not engaging in or tolerating cheating or plagiarism.

- **Learning Environment**: The physical and virtual spaces where educational activities occur, including classrooms, online platforms, libraries, and college-sponsored events.

- **Online Learning**: The virtual educational setting, requiring students to log in on time, ensure technical functionality, and participate actively and respectfully.

- **Student Charter**: A document outlining the mutual expectations between students and the College, including responsibilities and commitments to foster a positive learning experience.

- **Academic Misconduct**: Any form of dishonesty or deception in academic work, including cheating, plagiarism, and unauthorized collaboration.

- **Bullying and Harassment**: Unwanted and aggressive behaviour that causes harm or distress, subject to disciplinary action and potential external referral.

5. Responsibility

At Dumfries and Galloway College, we believe that maintaining a positive, inclusive, and respectful learning environment is a collective responsibility shared by all members of our college community. As a student, you play a crucial role in upholding the standards and values that contribute to a productive and harmonious educational experience as well as support seeking behaviours. Additionally, college staff are responsible for upholding and enforcing these policies, providing a supportive and fair learning environment, and addressing any concerns promptly and effectively. Staff will demonstrate trauma informed approaches at all times to understand potential contributing issues first.

6. Policy

6.1 Student Charter

The College has developed a Student Charter (Appendix 2) which is shared to students at induction and through the college's student portal.

The Student Charter outlines the expectations students can have of Dumfries and Galloway College and the expectations the College has of students. Students are required to complete an enrolment form or enroll electronically. This is a "contract" with the College and commits students to the responsibilities contained within the Student Charter. The responsibilities are designed to ensure that students, individually and collectively, can achieve their full potential in an effective, inclusive, and safe learning environment.

6.2 Behaviour Expectations
6.2.1 Learning

➢ Arrive on time to all classes and activities. If you know you are going to be late for genuine reasons, please notify your Lecturer as soon possible.

- Bring necessary materials, complete any pre-class activities and be ready to participate.

- Actively participate in discussions, ask questions, and contribute to group work and practical activities, avoiding distractions. Where you are unclear or unsure seek support.

- Treat Lecturers, fellow students, and campus staff with respect and consideration.

- Mobile phones should only be used in class if required for a personal emergency (agreed with your Lecturer) or if agreed in conjunction with the learning activities.

- Address any issues or concerns with your Lecturer, Personal Tutor, or Curriculum Manager promptly and respectfully.

- Respect classroom expectations, such as no eating or drinking if prohibited, and keeping the classroom clean.

6.2.2 Online Learning

- Log in to online classes on time and stay until the session ends.

- Ensure your technology is working properly, including internet connection, audio, and video. Where it is not contact your Lecturer for suggested support.

- Where possible, attend classes in a quiet, distraction-free environment with an appropriate background. If this proves challenging, speak to your Lecturer or Personal Tutor.

- Participate actively in online discussions, forums, and activities.

- Use respectful and professional language in all communications, including emails and discussion boards.

- Stay focused during online sessions, avoid multitasking, and minimize distractions.

➢ Keep your camera on during class if required, to facilitate engagement and participation. Should there be personal reasons as to why you can't or would prefer not to have your camera on, please speak to your Lecturer.

➢ Dress appropriately for online classes, like in-person sessions.

➢ Address technical issues or class-related concerns with the Lecturer promptly.

➢ Mute your microphone when not speaking, use the raise hand feature, and follow other platform-specific protocols or other any protocols as agreed with the Lecturer and class.

6.2.3 Academic Integrity

➢ You must always comply with the colleges Assessment Policy (LINK).

➢ Complete all academic work truthfully and without deception.

➢ Submit only your own work and properly cite all sources.

➢ Do not give or receive unauthorized assistance on assignments, exams, or projects.

➢ Follow all institutional policies and guidelines related to academic integrity.

➢ Report any observed incidents of academic dishonesty to the appropriate person.

➢ Accept responsibility for your actions and understand the consequences of academic misconduct.

➢ Communicate openly with Lecturers about any uncertainties regarding assignments or academic expectations.

➢ Ensure that all group members contribute fairly and honestly to collaborative assignments.

➢ Do not share or distribute exam questions, answers, or other assessment materials.

➢ Ask for assistance or clarification when needed, rather than resorting to dishonest practices.

6.2.4   Around campus

➢ Wear and display your lanyard around your neck with your ID card visible.

➢ Only smoke/vape in the designated smoking areas whilst on college premises.

➢ Please respect all college staff and fellow students treating everyone with dignity and respect.

➢ Respect the college environment, student spaces and resources available to you.

➢ Follow all campus safety protocols and report any concerns to a member of staff.

➢ No hot food is permitted out with the designated refectory areas.

➢ Drinking water is allowed in all spaces but should be in sealed containers. Any other food and drink must only be consumed with agreement from the relevant staff member.

➢ For health and safety reasons, food and drink should only be carried through corridor areas in sealed/lidded containers to reduce risk of spillage and impact of allergies.

➢ Do not run, shout, play loud music or congregate outside rooms you are not waiting to enter. Be always mindful of noise levels particularly in designated learning and study spaces.

➢ Please take note of all signage and information in relevant college areas.

➢ The flexible learning space is used for teaching, support, and self-directed study activities. This is not a space for groups to meet socially.

➢ Music should not be played out loud in communal spaces and particularly in learning areas. Be respectful to others.

6.3   ICT Acceptable Use

➢ You must accept and comply with the colleges ICT Acceptable Use Policy (Link).

- If you think someone knows your password you should change it immediately.

- You must not try and use any computer without permissions or to try and alter or delete work belonging to others.

- College IT facilities are provided for college business or course-related activity only, not for personal use.

- You must not introduce or store any computer games, personal music or movies on any college computer or network space.

- You must not tamper with any ICT equipment, delete software, or carry out any activity that may prevent others from using the equipment.

- Open food and drink are not allowed near computers or any other electric equipment.

- When using the internet, you must not enter sites or send e-mails that contain any abusive, sexist, pornographic or unlawful material. All internet access is logged and monitored.

6.4   Social Media

Be respectful and professional at all times when posting on social media.
You must not:

- Impersonate or falsely represent another person.

- Bully, intimidate, abuse, harass or threaten others.

- Make defamatory comments (e.g. comments that are offensive or insulting).

- Use or endorse the use of offensive or threatening language or resort to personal abuse towards each other or members of the college community or general public.

- Post content that is racist, hateful, threatening, pornographic or incites violence or hatred against others.

- Post content that harms the reputation and good standing of the college or those within the college community.

In addition:

> ➢ Anyone re-posting other people's comments may be considered as guilty as the original individual.

> ➢ You will be considered wholly responsible for anything posted on your behalf.

> ➢ Public apologies/deleting offensive posts will not necessarily safeguard you from the college's Student Disciplinary Procedure.

> ➢ You should be aware that material posted on the internet can be very hard to remove. You are advised not to post content of yourself or others that you might not wish others to see now or in the future. You are also advised not to make any comments which could be held against you in future.

6.5 Student Portal

The Colleges student portal (Link) has been developed with students for students and should be central to your time at college. The portal provides a range of tools, resources, and guides to help you at college and will be particularly important in the early stages of your journey. We would encourage all students to use this as a tool for directing your own understanding and should be a first point of enquiry for a range of queries.

6.6 Bullying and Harassment

Students who engage in any act of bullying or harassment in college or while at any college function, travelling to or from college, on college transport or in connection to or with any college sponsored activity or service (including online) are subject to disciplinary action, up to and including suspension, exclusion, or expulsion. There may also be need for external referral to services such as the police. Where it is established that bullying has resulted from a disability which has affected the student's behaviour then due account will be taken of this and the need to make reasonable adjustments the process and actions.

Further detail is included in our Anti-Bullying Procedure (Appendix 3).

Remember:

Students **<u>must wear your lanyard on campus</u>**, so you are clearly identified as a student at the college. If you do not have it with you, please report to reception to request a temporary lanyard for that day on campus. If you are asked to present your ID to a member of staff, please do so respectfully. Refusal to display your ID or secure a temporary lanyard may result in disciplinary action.

Our aim is to provide a welcoming, productive, friendly, and safe environment for all our learners and to do this we need everyone's cooperation and adherence with this policy.

Involving Emergency Services

In the event that serious behaviour is displayed and there is imminent or actual serious threat to students, staff or public safety, the emergency services should be contacted via 999.

In addition, staff dealing with such situations should contact reception who will notify a member of the Senior Leadership Team.

Staff should complete an incident report.

7.   *Distribution*
       All Staff
       Repository

8.   Revision Log

Revision Log		
Date	Section	Description
28.04.25	Whole Policy	New Policy

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
Document Name	Document Owner	Revision Number	Date of Issue	Date of Withdraw
Positive Student Behaviour Policy	Executive Director of Student Experience	1	28.04.25	

Appendix 1 – Equality Impact Assessment

Document:	Positive Student Behaviour Policy
Executive Summary:	The Positive Student Behaviour Policy at Dumfries and Galloway College aims to establish clear behavioural expectations for all students to create a positive, inclusive, and safe learning environment. This Equality Impact Assessment (EIA) evaluates the policy's potential impacts on various protected characteristics to ensure it promotes equality and does not inadvertently discriminate against any group.

Duties:

1: Eliminate discrimination, harassment and victimisation

2: Promote equality of opportunity

3: Promote good relations

*   Human Rights to privacy and family life, freedom of thought and conscience, education, employment

PSED Impacts

	Commentary
Age	The policy applies equally to all students regardless of age. However, it acknowledges the need to inform parents/carers for students under 16 or vulnerable adults in disciplinary matters, ensuring appropriate support.
Disability	The policy includes measures to support students with disabilities by incorporating trauma-informed approaches and making reasonable adjustments when behaviour is influenced by a disability. The policy should be continuously reviewed to ensure all accessibility needs are met.
Gender	The policy applies equally to all genders. No specific impact on gender has been identified. However, ongoing monitoring is recommended to ensure gender-neutral language and application.
Gender Based Violence	While not directly referenced to within the procedure effective work continues to be around education,

	awareness and support in relation to GBV.
Gender identity/ reassignment	The policy's language and implementation are intended to be inclusive of all gender identities. There is no anticipated negative impact, but regular reviews should be conducted to ensure inclusivity.
Marriage/civil partnership	The policy is written intentionally to be inclusive of all partnerships without specific reference to.
Pregnancy/maternity	The policy does not directly impact pregnancy or maternity. However, provisions should be made to accommodate any special needs related to these circumstances.
Religion or Belief	The policy should respect religious practices and observances. Flexibility in enforcing rules related to dress codes or participation in activities should be considered to accommodate religious beliefs.
Race	The policy promotes respect and inclusion across all racial groups. Cultural sensitivity and awareness are crucial in its implementation to prevent racial discrimination.
Sexual Orientation	The policy is designed to be inclusive of all sexual orientations. No specific impacts have been identified, but ongoing monitoring is essential to ensure the policy remains supportive of all students.

Additional Considerations

Care experienced	The policy should recognize the unique challenges faced by care-experienced students and ensure they are supported effectively.
Carers	Students with caring responsibilities may require flexibility under the policy. Provisions should be made to accommodate their needs where possible.
Mental Health	The policy emphasizes a trauma-informed approach, which is crucial for supporting students with mental health challenges. Continuous support and adjustments should be provided as needed.
Socio-economic	The policy should be implemented with consideration for

status	students from varying socio-economic backgrounds to avoid inadvertent disadvantage.
Veterans	The policy should be implemented with consideration for veterans and will be grounded in a trauma informed approach.
Human Rights*	The policy aligns with the college's commitment to uphold human rights, including privacy, freedom of thought, and the right to education.

Lead Officer:	Executive Director of Student Experience		
Facilitator:	All Staff		
Date initiated:			
Consultation:	The development of this policy involved consultation with various stakeholders, including senior staff, academic staff, and support services. Feedback was gathered to ensure that the policy is inclusive and addresses the needs of all students.		
Research:			
Signature		Date	12.08.24

Student Charter

At Our College, we are committed to creating a supportive and thriving learning environment grounded in our core values: Here for You, Act with Courage, Deliver our Promises and Uniting to Succeed.

This Student Charter outlines the expectations and responsibilities of both the college and its students to foster a productive, respectful, and inspiring academic community!

Building our community

Our college is a partnership between students and staff, built on mutual respect and shared goals. By adhering to this Charter, we collectively ensure a thriving academic environment where everyone can succeed. Your commitment to these values and responsibilities is crucial in maintaining the integrity and excellence of our college community.

Together, we can create a supportive, courageous, and united community that delivers on its promises and empowers every student to reach their full potential. Welcome to Our College, where your journey of growth and success begins.

Our values and what they mean to you

1 **Our core values**
What are our values and how they shape your time at DGC

Here for you

We prioritize your educational journey, well-being, and personal growth. Our commitment is to provide you with the resources, support, and guidance needed to succeed academically and personally.

Act with courage

We champion integrity, accountability, and the pursuit of excellence. Embrace challenges with resilience and use your voice to advocate for positive change within our community and beyond.

Deliver our promises

Reliability and commitment are at the heart of our actions. We hold ourselves accountable to uphold the highest standards of education and support, ensuring we fulfill our commitments to you.

Uniting to succeed

Collaboration and mutual respect are the bedrocks of our community. We encourage teamwork and active participation in creating a unified, inclusive, and diverse college environment.

2 College Commitments
Our guide to helping you achieve your goals

Here for you
- Provide accessible, high-quality education and resources.
- Offer comprehensive student support services, including academic advising, mental health counseling, and career guidance.
- Maintain an open-door policy for students to discuss their needs, concerns, and suggestions.

Act with courage
- Uphold academic integrity and encourage critical thinking.
- Support students in taking initiative, whether in research, extracurricular activities, or community service.
- Create a safe space for students to express their ideas and opinions freely.

Deliver our promises
- Ensure timely and effective communication regarding academic requirements, deadlines, and college events.
- Provide consistent feedback on academic performance to aid in continuous improvement.
- Commit to transparency and accountability in all college operations.

Uniting to succeed
- Foster an inclusive and welcoming environment for all students.
- Encourage participation in clubs, societies, and projects.
- Promote respect and understanding among diverse groups within the college community.

3 Student Responsibilities
How you can can the best out of your DGC experience

Here for you
- Engage actively in your learning, be prepared and seek help when needed.
- If you are feeling mentally, physically or emotionally unwell, speak to a member of staff.
- Communicate any issues or challenges to relevant college staff promptly.
- If you are worried about your or someone else's safety, speak to a staff member immediately.

Act with courage
- Maintain academic integrity in all your work.
- Embrace challenges and strive for personal and academic excellence.
- Report any form of discrimination, harassment, or bullying.
- Utilize the support services provided by the college.

Deliver our promises
- Adhere to college policies, deadlines, and academic standards
- Take responsibility for your educational journey and personal development.
- Provide constructive feedback to help the college improve its services.
- Be in the right place at the right time.

Uniting to succeed
- Participate in college life and contribute to a positive and inclusive community both in person and online.
- Respect the diversity and perspectives of your peers.
- Work with staff and fellow students and assist with all reasonable requests.
- Keep hands, objects and offensive language to yourself.

Non-negotiables:

- You must always wear your student lanyard.
- You must only smoke/vape outside the building in the designated zones.
- You must adhere to all reasonable requests from staff.
- You must never bring or be under the influence of drugs, alcohol or weapons.

A breach in these guidelines could result in the application of the student disciplinary procedure which may result in learner repeating the assessment, withdrawal from certification, or suspension from the college.

Appendix 3 – Anti-Bullying Procedure

1.   Purpose

Dumfries and Galloway College is committed to providing a safe, inclusive, and supportive environment for all students, staff, and visitors. Bullying and harassment of any form, whether physical, verbal, emotional, or cyber, is unacceptable and will not be tolerated. This procedure is aligned with the principles and guidelines set forth in "Respect for All: The National Approach to Anti-Bullying for Scotland's Children and Young People" and outlines the steps to be taken when bullying is reported or observed within the college community.

2.   Scope

This procedure covers all reported incidents relating to the bullying of any college students on any campus location or virtual environment and relates to all college sponsored activity. All college staff, learners, visitors, and agents are responsible for reporting any incident of bullying which they observe. All academic and support staff and learners are responsible for seeking to eliminate bullying and harassment through compliance with this procedure. This also refers to external issues that have been reported to the college.

3.   References

- ➢ Student Disciplinary Procedure
- ➢ Disciplinary Procedure (Staff)
- ➢ Equality, Diversity and Inclusion Policy
- ➢ Dignity at Work Procedure
- ➢ Positive Student Behaviour Policy
- ➢ Safeguarding
- ➢ National Guidance for Child Protection (2023)
- ➢ Respect for All: national approach to anti-bullying

4.   Definitions

In line with "Respect for All," bullying is defined as both behaviour and impact; it is behaviour that can hurt, harm, or affect another person or group emotionally and/or physically. It can involve an imbalance of power, where the individual being bullied finds it hard to defend themselves. Bullying can take many forms including:

- **Physical**: Hitting, kicking, or any use of violence.

- **Verbal**: Name-calling, threats, or offensive remarks.

- **Emotional**: Spreading rumours, excluding someone from groups, or persistent teasing.

- **Cyberbullying**: Using electronic communication to bully, such as through social media, emails, or text messages.

5.   Procedure
Due to the sensitive nature of bullying complaints, it may be necessary to deal with some instance flexibly.

5.1   Guidance for Learners

5.1.1   **If you think you are being bullied, you should report this a member of staff immediately.**

5.1.2   You will be listened to sympathetically. The staff member will agree with you the nest person to deal with your concern and note that it may be necessary to refer the complaint to the. This member of staff will reach an agreement with you about the best way to deal with this and agreed next steps.

5.1.3   Normally you should speak in the first instance to your Personal Tutor unless you specifically request otherwise. You could however inform any of the following staff:

> ➢   Another Lecturer you feel most comfortable with

> ➢   Your Curriculum Manager

> ➢   Your named Student Adviser

> ➢   Executive Director of Student Experience.

5.1.4   If you feel you cannot tell a staff member directly then please complete an online Bullying Report form on the Student Portal (see image below).

5.1.5   Tell someone at home and ask them to contact your Personal Tutor or Curriculum Manager directly if you do not feel able to do so.

5.1.6   If you believe a friend or someone else in college is being bullied then:

➢   Encourage them to report it and offer to help them to do so if necessary.

➢   Tell a member of staff (as above).

➢   Help them to report directly on their behalf using the digital reporting available on the student portal.

5.2   Guidance for Staff – It is recognized that situations could occur where staff members may feel they have been bullied. If this occurs, staff member should refer to the **Dignity at Work Procedure** and the follow the steps in it to raise their concerns.

5.3   Confidentiality Statement – All reports of bullying will be handled confidentially, and information will only be shared on a need-to-know basis to protect the privacy of all involved.

5.4   Dealing with incidents of bullying or harassment – The intention here is to outline a series of steps through which incidents may be resolved. Depending on the seriousness of the incident, the process may be started at different points.

STAGE 1: INFORMAL RESOLUTION

1. **Reporting**:

    - IN PERSON: A student, staff member, or visitor reports an incident of bullying to any trusted staff member (Personal Tutor, Lecturer, Curriculum Manager or support staff).

    - ONLINE: Reported through the digital Report Bullying link. This 'Report Bullying Team' will pick this up and engage with the appropriate staff member.

2. **Initial Response**:

    - **Timeline**: The staff member receiving the report will acknowledge it within 1 working day.

    - **Action**: The staff member will listen without judgment, provide reassurance, and document the incident.

3. **Informal Resolution Meeting**:

    - **Timeline**: An informal resolution meeting will be arranged within 3 working days of the initial report.

    - **Participants**: The meeting will seek to involve the victim, the accused, and a mediator (usually the staff member who received the report or the Curriculum Manager).

    - **Action**: The aim is to resolve the issue through discussion, understanding, and agreement on actions to prevent recurrence.

4. **Follow-Up**:

    - **Timeline**: A follow-up meeting will be scheduled within 7 working days after the informal resolution meeting.

    - **Action**: The mediator will check on the progress and ensure that the agreed-upon actions are being followed. Further support or adjustments may be made as necessary.

5.   Escalation:

- If the issue is not resolved informally or if the bullying continues, the case will be escalated to Stage 2 - Formal Resolution.

STAGE 2: FORMAL RESOLUTION

1.   **Formal Complaint Submission**:

- **Timeline**: The formal complaint must be submitted within 5 working days of the unsuccessful informal resolution.
- **Action**: The complaint can be submitted in writing to the Curriculum Manager or through the college's online reporting system which will then be passed to the relevant person.

2.   **Acknowledgment**:

- **Timeline**: The formal complaint will be acknowledged within 2 working days of receipt.
- **Action**: The Anti-Bullying Coordinator will notify the complainant that the formal complaint has been received and outline the next steps.

3.   **Investigation**:

- **Timeline**: The investigation will begin within 3 working days of the formal complaint acknowledgment.
- **Action**: The assigned staff member will conduct a thorough investigation, including interviewing the victim, the accused, and any witnesses. Confidentiality will be maintained throughout the process. It may be decided that based on the nature of the investigation the perpetrator(s) may need to be temporarily suspended until the investigation is complete. This should be agreed with the Executive Director of Student Experience of Depute Principle.

One of three outcomes will be considered**:**

- **Unsubstantiated –** no further action

- **Substantiated and disciplinary action necessary –** moves over the Student Disciplinary Procedure

- **Substantiated but disciplinary action not necessary –** other options explored: Course transfers, Learner contracts etc.

4. **Resolution Meeting**:

- **Timeline**: The resolution meeting will be held within 10 working days of the start of the investigation.

- **Participants**: The meeting will involve the investigating staff member, the victim, the accused, and any other relevant parties.

- **Action**: The findings of the investigation will be discussed, and a formal action plan will be developed. This may include disciplinary actions, mediation, counseling, or other appropriate measures.

5. **Decision and Action Implementation**:

- **Timeline**: The decision and action plan will be communicated within 3 working days following the resolution meeting.

- **Action**: The assigned staff member will ensure the agreed actions are implemented and monitored for effectiveness.

6. **Follow-Up and Review**:

- **Timeline**: A follow-up review will take place within 15 working days after the implementation of the action plan.

- **Action**: The assigned staff member will assess the situation to ensure the bullying has ceased and that all parties are supported. Further actions may be taken if necessary.

7. **Final Report**:

    - **Timeline**: The final report, summarizing the complaint, investigation, actions taken, and outcomes, will be completed within 20 working days of the formal complaint submission.

    - **Action**: The report will be filed confidentially, and a copy will be provided to the complainant and the accused.

5.5   Right to representation

At any formal meeting, the student may be accompanied by a friend or representative through the Student Association. Such representation will not include a legal advisor or official appointed by advocacy agencies such as Citizen's Advice Bureau. If the student is under 16, the legal parent or guardian must be copied in on all correspondence and invited to attend the meeting. A school/employer representative may also be invited to attend, as appropriate. If the student is a looked after young person or classed as a Vulnerable Adult, please check the notes in AdminNet/Student Viewer 'Requires 3rd Party Consent' section. A school/employer representative may also be invited to attend, as appropriate.

5.6   Police Involvement

If there is any indication that the alleged behaviour or assault could constitute a criminal offence, the Learner can contact the Police if needed. The College will always respect the wishes of the Learner in contacting the Police, unless it pertains to a child under the age of 16 or a vulnerable adult.

Appendix 4 – Staff Guidance – Responding to behaviours

Minor Misconduct

Dumfries and Galloway College staff will remind students of the Positive Student Behaviour Policy at induction and throughout the academic year as required, detail expectations of behaviour and supporting support seeking behaviour and self-regulation in students.

In most cases instances at Dumfries and Galloway College, student misbehaviour is minor in nature should be addressed as quickly as possible through informal discussion. These should happen at the time of misbehaviour and handled by the present staff member. There is no need to escalate or refer minor misconduct to a member of the management team.

Staff dealing with minor misbehaviour will address issues in a calm and respectful manner; they will outline the risks and potential consequences of the behaviour and repeated incidents. Students should also remain calm and respectful during the discussion. Where possible this should happen in a quiet and confidential space.

In most cases there would be no need for specific formal meetings and/or recording on the student referral system. However, some behaviours could become concerning the staff member may decide to record this. Usually on repeated minor misconduct should be recorded.

Procedure to address Concerning Behaviours/Persistent Minor Misconduct or Gross misconduct pre disciplinary.

Any instances of concerning behaviour, persistent minor concerns, or serious behaviours, must be reported in the first instance to the Personal Tutor. Where necessary, advice and support should be sought from the relevant Curriculum Manager.

Where certain behaviours are indeed a concern or causing significant disruption to others a period of reflection should be considered before instigating Stage 2 of the disciplinary procedure. In some cases, the Personal Tutor or Curriculum Manager may decide a 'cooling off period' (perhaps to leave for the day) to avoid further escalation

Appendix 4 – Staff Guidance – Responding to behaviours

and allow time for reflection and consideration of next steps. The Personal Tutor or Curriculum Manager should arrange to meet with the student the next day either in person or online for a Stage 1 – On Track meeting.

Trauma informed thinking should be at the forefront of these discussions and try to separate students from the behaviour. The discussion should seek to understand underlying issues the college should be aware of and could seek to support. At the same time, we must promote accountability and an understanding of the consequences of poor behaviour. The outcome should be to ensure the student and the wider group remain on track for progress and success.

Whilst this should remain informal students should be offered the opportunity for representation at the meeting, the Student Association can support with this. The template will also ask if any reasonable adjustments are required. The focus of the meeting should be:

- Review what happened.
- What were the students thoughts at the time and did anything impact that?
- What do they think now after a period of reflection?
- Consider who has been affected by the behaviour?
- What do all parties think should happen next?

If the student engages meaningfully in the in the On Track Meeting it may not be necessary to instigate more formal action and the matter should be considered closed. One action which would be preferred would be an On Track Agreement between the student and the College where all parties agree to a plan of action to make progress and seek help where required which should recorded on the students Personal Learning Plan on AdminNet.

Guidance for Instigating a formal Student Disciplinary Procedure

If more formal action is required, the relevant staff member should instigate Stage 2 of the Student Disciplinary Procedure.