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1. Introduction

North of England Training (NOET) strives to create a mature learning environment, which means we expect all our students to behave in a responsible manner at all times and our Student Values and Code of Conduct reflect this. Treating all people with courtesy and respect is an expectation and we pride ourselves our friendly and safe atmosphere.

2. What we expect

Students are expected to behave with care and consideration at all times and in all dealings with staff, students, employers and visitors, and are expected to represent NOET positively at all times.

3. Equal Opportunities

NOET is committed to promoting equal opportunities for all students and staff, to ensure that no one experiences discrimination on the grounds of the protected characteristics of the Equality Act 2010. We operate a culture of zero tolerance in relation to discriminatory behavior and language. Any incidents of discriminatory language or behavior should be report to a member of staff without delay.

4. Learning and Study

Students are expected to contribute positively to their learning experience by:

- Attending all tutorials, appointments, work placements on time and well prepared.
- Participate actively in tutorials and all learning activities
- Avoid using language or behavior that may cause offence to others
- Complete assessments and other work by the set deadline and to the best of your ability
- Be respectful standard during teaching sessions ensuring other members of the group can actively participate and learn
- Inform NOET at the earliest opportunity of any disability, illness or other circumstance which may affect attendance or assessment performance so that an appropriate individualized learning plan can be put in place
- Seek advice and guidance for any problems or concerns that could have a negative impact on oneself, whether this be academic or of a personal nature, during a course of study.
- Provide honest feedback in the form of course evaluations or questionnaires so that improvements can be made

5. Health & Safety

Students are expected to contribute to the promotion of a safe environment in which to work, learn and study by:

- Observe fire and other emergency evacuation directions and emergency exits
- Alert any potential hazards to a member of staff immediately so that it can be dealt with appropriately
- Observe specific Health and Safety rules and procedures relevant to your own work setting, taking responsibility for keeping yourself and others safe in line with your designated responsibilities

6. Unacceptable Behaviour

In general terms, any failure to meet the requirements of this Student Code of Conduct is unacceptable. The following are examples of what is considered to be unacceptable behavior which may result in disciplinary action. This is not an exhaustive list:

- Abuse or threat of abuse (including physical, verbal, written or on-line), of any person on NOET premises (or when engaged in training activities); or anyone employed by, or working on behalf of, NOET.
- Any form of harassment, or intimidation including by electronic means e.g. cyberbullying
- Possessing, selling, using or distributing controlled substances (i.e. 'drugs')
- Breaches of NOET, or employer, fire and other health and safety regulations (including failure to comply promptly with evacuation procedures, and interference with safety notices and equipment)
- Theft or attempted theft of personal or NOET property

- All forms of dishonesty, including cheating, or plagiarism
- Knowingly providing false information to NOET.
- Forgery, and alteration - or unauthorised use - of NOET documents with intent to defraud others or to misrepresent oneself
- Using, or trading in, alcohol on NOET premises or associated learning sites, except where prior written permission is granted by the Director
- Breaches of no-smoking policy and/or practices (e.g. smoking in unauthorised places)
- Unauthorised gambling in NOET premises or associated training sites. (Authorisation can only be granted by a Director and any request for authorisation must be made in writing)
- Wilfully damaging, or threatening to damage, any NOET property or facilities
- Accessing, handling or distributing any unacceptable material (e.g. pornographic or racist)
 - either in electronic or paper media
 - Accessing blocked social networking sites
- Unacceptable use of NOET IT systems to include breach of the NOET Acceptable Use of ICT Policy
- Failure to seek a Director's written approval before posting images of NOET itself, its staff, students or contractors to social networking or content sharing sites (except where such a posting is an agreed piece of student work approved by the delivering lecturer, can be identified as such and is time bound)
- Littering, defacing or destroying personal or NOET property
- Wilful disruption of NOET activities
- Unauthorised entry to NOET premises or activities
- Refusing to depart from NOET premises when instructed to do so by an authorised member of staff, or any person contracted by the NOET (e.g. security staff)

7. Exclusions from The Procedure

Excluded from this procedure are actions taken in response to minor breaches of discipline where less formal arrangements exist. Informal warnings are also excluded from this procedure, though it might be appropriate for an academic and/or performance or behavioural plan to be implemented. All such warnings, discussions and actions will be noted on the student record and failure to respond to these informal warnings could lead to disciplinary action following the procedures of this document. Whenever disciplinary action is taken under these procedures, all stages are to be completed as speedily as possible and within the limits of strict confidentiality. The process should allow, where necessary, adequate time to carry out any relevant investigation.

8. The Process

NB: Students may enter the process at any stage depending on the severity of misconduct.

Stage 1 Informal Recorded Action

Any member of staff can raise a cause for concern regarding a student. To do this they must:

- Discuss their concerns with the student and explain why their behaviour is inappropriate/unacceptable.
- Provide the student's Tutor/Assessor with a record of the discussion.

If the student's behaviour does not improve, a meeting will be arranged between the student, their Tutor/Assessor, the member of staff who raised the concern and the Operations Director. Following this meeting an informal action plan will be agreed and a written record made. If there is still no improvement in behaviour then stage two of this policy will be implemented

Stage 2 Formal Verbal Warning

Any member of staff can issue a formal verbal warning to a student. Immediately following the warning:

- Inform the student's Tutor/Assessor of the issue so that it can be discussed at 1:1 progress meetings
- If behaviour fails to improve then the student is subject to Stage 3 of the procedure
- A record of a verbal warning will be kept on the students file and, where appropriate, parents/carers will receive written notification

Stage 3 Written Disciplinary Warning

Stage 3 will be activated following an alleged single serious incident or failing to comply with the decision/s of previous warning/s issued at Stage 2. A formal meeting will take place within 5 working days of the reported incident or poor behaviour

The meeting will be chaired by the Operations Director and attended by the student and their Tutor/Assessor.

Parents/carers may be invited to attend the review, if appropriate. Where appropriate, parents/carers will receive a written outcome of the meeting. Following the meeting a written warning will be issued by the Operations Director and noted on the student's record.

A student contract will be issued where appropriate, stipulating conditions for performance and behaviour and signed by the student. It must be made clear to all students undergoing this stage of the process that continued poor behaviour could result in their permanent exclusion from NOET.

Stage 4 Formal Investigation

Following continuing or persistent poor behaviour, or alleged gross misconduct, a thorough disciplinary investigation will be conducted by the Operations Director, or their nominated representative. This is likely to involve interviewing and gaining

information from staff and students who were involved in or witnessed the alleged misconduct and/or those involved in any previous Stage 3 Disciplinary Meetings.

Possible Outcomes:

- no case to answer
- student offered personal interventions (e.g. internal or external support/counselling)
- allegations substantiated resulting in a disciplinary hearing

Suspension Procedure:

In cases where the alleged misconduct is serious and/or may put other staff, students or other persons at risk, suspension may need to be considered while the case is being investigated. In such cases, the student will receive written notification of the reason for the suspension with a copy being sent to parents/carers for students under 18. The suspension is not a punishment, but is sometimes necessary to allow a fair and thorough investigation to take place. If two or more students are involved in the alleged offence and if suspension is considered, then normally all students will be suspended. The period of suspension will be kept to a minimum, but will be no longer than four weeks (unless awaiting notification of the outcome of criminal proceedings). The student will receive a written notification of the reason/s for the suspension with details of the Disciplinary Process. A copy will be sent, under separate cover, to parents/carers for students under 18.

Stage 5 Disciplinary Hearing

The primary purpose of the hearing is to agree the action required to address disciplinary issues, thereby ensuring the student's continued progress. If the student is under 18 years of age, his/her parents/guardian and/or employer should be invited to the hearing. It must be made clear to all students undergoing this stage of the process that the Disciplinary Hearing could result in their permanent exclusion from NOET. The hearing will be chaired by a Director or their nominated senior representative. The hearing will take place within 7 working days of the formal investigation being concluded. The student will be informed in writing of the allegation and action being taken. The Chair will convene a meeting to include the Tutor/Assessor and an additional Director or nominated senior representative. Full minutes of the meeting will be taken and should be distributed to all present wherever possible within 5 working days of the hearing. The hearing will take into consideration the following:

- The seriousness of the situation
- The needs of other students
- The needs of staff
- The needs of the student concerned

Disciplinary Hearing Outcomes

Details of the outcome, including agreed courses of action, will be formally noted on the student's record. Where information is of a confidential nature, the record will simply state 'Disciplinary Hearing' and further details held by the pastoral team.

Possible Outcomes

- no case to answer
- student offered a positive behaviour contract/planned interventions
- permanent exclusion

If the appropriate course of action is to exclude the student from the College, the student will be informed of their right of appeal.

Positive Behaviour Contract:

If the outcome of the hearing is to allow the student to continue at College under the terms of a contract, sanctions for breach of this contract will be made explicit in writing.

Permanent Exclusion:

If the student is permanently excluded they will be removed from existing studies and will not be able to re-enrol at NOET. Where appropriate the student will be directed to external agencies.

Appeals:

Under the disciplinary framework a student can submit an appeal to the Operations Director. The appeal must be submitted in writing within 10 working days of receipt of the outcome letter. The Operations Director will review the record and may call the student for interview. Following conclusion of this process, the student will receive a written decision. The decision will be notified within 10 working days of receipt of the appeal. In the event of the Operations Director being involved in earlier stages of the procedure, the Appeal would be heard by another Director or senior member of staff.

9. Criminal Proceedings

NOET reserves the right to report criminal or potentially criminal activity to the police, and/or to advise victims of such activity of their right to do so. If an incident is serious and of a criminal nature, the College may decide to defer any disciplinary action until the outcome of any criminal proceedings is known. In exceptional circumstances students may be suspended until the outcome of any criminal proceedings is known.

10. Safeguarding

Where student behaviour indicates safeguarding and/or protection concerns the matter will be referred to the College's Designated Safeguarding Lead for assessment and intervention. The safety and welfare of all students will take precedence over any disciplinary action and therefore NOET may decide to defer any disciplinary action until the outcome of a safeguarding assessment is known.

11. Regulating Student's Offsite Conduct

Students who are caught or known to have been engaging in anti-social behaviour or taking part in activities that could bring NOET into disrepute, on the way to or from or near NOET premises or apprentice employer, will be disciplined by NOET.

Any off-site behavioural issues could result in sanctions. NOET will take into consideration:

- the severity of the misbehaviour
- the extent to which the reputation of NOET has been affected
- the effect such an action may have on the other students
- the extent to which the behaviour has repercussions for the orderly running of NOET or might impose a threat to another student or member of staff
- whether the misbehaviour was on the way to or from NOET or the student was taking part in any NOET-organised or related activity
- if it was at a time when the student is in some other way identifiable as a student of NOET or might be expected to act as an ambassador for the NOET.

12. Complaints

We encourage students, parents and carers with any complaints or concerns to follow the NOET complaints procedure. NOET will do everything in its power to help resolve conflict or complaints swiftly and effectively. Full details of the Complaints Policy and Procedures are available on the NOET website.

13. Monitoring And Reviewing

The policy will be monitored and reviewed annually by the Operations Director. The effectiveness of the policy will be measured through:

- Analysis of stakeholder feedback
- Module and course evaluations/reviews
- Analysis of complaints and disciplinary trends

14. Related Policies/ Procedures

- Safeguarding and Anti-Bullying Policy and Procedure
- Plagiarism Policy
- Special Educational Needs and Disabilities (SEND) Policy

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