

EASTON AND OTLEY COLLEGE STUDENT SUCCESS POLICY

1.0 INTRODUCTION

Easton and Otley College is committed to all students having the opportunity to succeed, through providing a supportive and safe learning environment.

2.0 POLICY STATEMENT

The aim of this policy is to enable the College to demonstrate a supportive, positive and proactive approach to the management of physical and/or mental health issues, and of student behaviour and to, where possible, prevent student withdrawals.

There may be times when physical or mental health of student is so affected that academic progress is unable to be maintained. In very rare situations where support is required that is beyond what is reasonable, it is useful to bear in mind that;

- Whilst on a temporary basis it is reasonable for subject teachers and support staff to be flexible with attendance due to ill physical or mental health, prolonged periods of absence may not be sustainable, as many courses cannot be taught long distance.
- There may be times when the nature of a student's ill health requires support beyond the expertise or capacity that we can reasonably offer.
- Occasionally ill health may also present a health and safety hazard and in this situation a risk assessment will be undertaken. Sometimes, however, risks cannot be managed at an appropriate level in the college environment.

Although Easton and Otley College and its staff will do everything in its power to support student success, there are occasions where, for one or more of the reasons above, it will be our collective judgement that to continue at the college is no longer in the best interests of the student.

3.0 ROLES AND RESPONSIBILITIES

The roles and responsibilities of staff are clear at each stage of the procedure below. All students must take responsibility for their behaviour and realise the consequences of their behaviour. Students will not be permitted to disrupt the learning of others due to poor behaviour.

4.0 PROCEDURE

A student's Fitness to Study may be brought into question as a result of a wide range of circumstances and factors. These include but are not limited to:

- Concerns that may emerge from a third party
- A student disclosure
- Student dis-engagement
- Student behaviour/academic performance that indicates an underlying mental health issues

TITLE	STUDENT SUCCESS POLICY		
POLICY CREATED	August 2018	STATUS	Approved
NEXT REVIEW DATE	August 2020	POST HOLDER RESPONSIBLE:	Curriculum Director
EQIA DATE		APPROVAL REQUIRED FROM:	SLT

Prior to the Fitness to Study Procedure being invoked it is expected that any reasonable adjustments are arranged and actioned in a timely manner.

It may be appropriate, depending on the need of the student to slot into the most appropriate stage of the Fitness to Study policy.

Fitness to Study - Stage One

- 1 The Course Tutor and a member Student Services team or Success Coach, meet with the student for an informal discussion to address the concerns that have been raised.
- 2 The student should be referred to appropriate internal services such as Student Services, Success coaches, Re-engagement Team, and/or the College Counsellor
- 3 The informal discussion should be logged on Pro-Monitor by the Course Tutor, who should also, where the student is under 18, telephone the next of kin to make them aware of the initial concerns.
- 4 Failure or unwillingness to engage with Stage One will instigate a move to Stage Two

Fitness to Study – Stage Two

- 1 The DSDP and/or Success Coach should meet with the student to address concerns around Fitness to Study and draw up an action plan, agreeing a date to review this. A record of this meeting should be sent to the student within 5 working days (and their parent/carer if under 18) and a copy provided for the Course Tutor, and recorded on Pro-Monitor
- 2 The Review meeting should also be recorded and communicated to the student, their parent/carer and Course Tutor within 5 working days.
- 3 If the student is unwilling or unable to co-operate with the Stage Two process they should move to Stage Three

Fitness to Study – Stage Three

Continuing or significant concerns about a student's Fitness to Study may require a further response from the College

- 1 The DSDP should organise a Case Conference inviting relevant and appropriate staff who can best provide advice on the case being considered and to review the action plan from Stage Two.
- 2 Following the case conference the student should attend a meeting with the DSDP and their Curriculum Quality Manager. They should be given 5 working days' notice of the meeting and should be notified that they are able to bring someone with them to the meeting.
- 3 The purpose of the meeting will be to ensure that:
 - The student is aware of the nature of the concern around their Fitness to Study
 - Their views are heard and taken account of
 - The best way to proceed is agreed upon
 - The student is aware of the possible outcome if the concerns remain
 - An action plan is re-negotiated and agreed upon
- 4 A record of the meeting and action plan should be communicated to the student, their parent/carer and their Course Tutor within 5 working days and recorded on Pro-Monitor.

Fitness to Study – Stage Four

Serious or unresolved concerns about the student's Fitness to Study will result in Stage Four being initiated

- 1 The Designated Senior Professional (DSP) in consultation with the DSDP should chair a case conference with those invited who can best advise on the case. The student and their parent/carer (if under 18) should be invited to attend the Stage Four Case Conference.
- 2 The possible outcomes of the Stage Four Case conference will be that the student is referred to the Re-engagement Team, that the student proceeds to the formal disciplinary process or in cases where it is apparent that a student's present support needs are beyond the containment of the College and that the limits of reasonable adjustment have reached, a decision will be made that the student should be temporarily suspended from their Study Programme, subject to a review on a specific date.
- 3 The agreed course of action will be communicated to the student (and their parent/carer if under 18) in writing within 5 working days.
- 4 A review meeting should take place on the date specified in the Stage Four Case Conference. The review meeting will consider medical evidence from the student's GP or information provided by multi-agencies working with the student. A letter outlining the review meeting should be sent to the student (and their parent/carer if under 18) within 5 working days and recorded on Pro Monitor.
- 5 It is recognised that in a small number of cases this procedure may result in a student's withdrawal from the College

Returning to study

Each student's case will depend on specific circumstances. The decision to permit a return to study should be made by the DSP in compliance with any conditions imposed, compliance with academic regulations and the availability of support upon return. The College may decide that regular review meetings are necessary.

Right to Appeal

If a student wishes to appeal against any decision made in the Fitness to Study, they must do so in writing to the Deputy Principal – Curriculum and Quality within 5 working days of notification of the outcome of their Fitness to Study. The Deputy Principal – Curriculum and Quality will investigate and respond accordingly.

Behaviour Management

The College recognises that it is in the best interests of staff and students to establish and uphold acceptable standards of behaviour and follow the College's Code of Conduct, in order to provide a safe and appropriate learning environment.

There may be times when students fail to adhere to such expectations and the College will support students in a fair and consistent manner to improve and modify their behaviour.

However any student that fails to behave in a reasonable manner may be at risk of being permanently dismissed from the College.

- Where a member of staff has reason to believe that a student may have committed a criminal offence, the College may refer the matter to the police, suspending the student pending an investigation. The College may defer taking disciplinary action until the outcome of any criminal proceedings are made known.
- Any student commencing their course aged under 18 years of age will be considered under 18 years of age for that entire academic year (just a note on this – can we say that? Data protection etc?)
- In the event of a complaint being judged to be malicious, disciplinary action will be taken against the complainant, however disciplinary action will not be taken if a complaint made in good faith is unfounded
- Disciplinary action will not be taken until the College has fully investigated the alleged breach of the Student Code of Conduct

Suspension

At the discretion of a Director, Student Services Manager or Curriculum Quality Manager a student may have their right to attend College suspended whilst the circumstances of the alleged misconduct are investigated.

- Unless exceptional circumstances, no student should be suspended for more than 10 working days.
- The student's suspension will be confirmed to them in writing.
- The student will be escorted from the premises at the earliest opportunity, or asked to leave by a set time (in the case of residential students).
- Where the student is under 18 years of age, contact will be made with the student's parent/carer to advise them of the suspension and the reason(s). They will also receive a copy of the suspension letter.
- Suspension is NOT a disciplinary action.
- During a suspension period arrangements may be made for a student to complete assignments/attend exams, however any student found to be on the College premises without permission during a period of suspension will be requested to leave immediately. Failure to do so may result in the involvement of the police.

Preliminary Stage – Cause for Concern

All staff can administer the disciplinary at this level.

- 1 Minor breaches of discipline require a less formal arrangement where a member of staff will meet with the student to discuss the matter informally. The approach of staff in these instances should be friendly but firm, leaving the student in no doubt as to the standards of behaviour expected of them.
- 2 Following the informal discussion, the staff member must log a 'Cause for Concern' note on Pro-Monitor (under Reports) for the Course Tutor to discuss with the student in their next tutorial session.
- 3 If there is a repetition of minor unacceptable behaviour (usually 3 'Cause for Concern' notes – but at the discretion of the Course Tutor depending on any mitigation offered by the student) then the Course Tutor should proceed to the formal stages of the disciplinary process.

Formal Disciplinary Process

Stage One - First Warning. Tutors should administer this stage **or** Student Service Staff **or** Residential staff.

- 1 Examples of situations that may lead to a Stage One Disciplinary:
 - Persistent minor breaches of discipline
 - Persistent non-adherence to Accommodation Regulations (if residential)
 - Failure to follow the reasonable instructions of a staff member
 - Smoking in non-smoking areas of the college
 - Unruly behaviour/the use of foul abusive language
 - Disrupting the class or college activity
 - Breach of the College's Social media policy
 - Damage to College property
 - Any cheating plagiarism or copying of the work of other students
 - Any breach of health and safety
 - Unexcused absence without notification
 - Lack of effort to submit assignments
 - Failure to produce Student ID card when requested by any member of College staff

(Please note: this list is not exhaustive)

- 2 The staff member will meet with the student to advise them of the reason why a first warning is considered appropriate and of the behaviour expected from them in future. Within the meeting an action plan should be agreed with strategies to succeed discussed.
- 3 The student will receive a letter confirming the first warning and action plan, stating the reasons for the warning and the consequences of repeated unacceptable behaviour. For students under 18, a copy of the letter will also be sent to their parent/carer.
- 4 The first warning and action plan will be logged and recorded on Pro-Monitor.
- 5 The first warning and action plan will be discussed and reviewed with the Course Tutor at the next tutorial and recorded on Pro-Monitor

Stage Two - Written Warning (First and Final). Tutor and CQM (or delegated ACQM) **or** Tutor and Student Services Manager (or delegated Student Service staff) can administer this stage

- 1 Examples of situations that may lead to a Stage Two Disciplinary:
 - Repeated and persistent breaches of discipline
 - Repeated and persistent non-adherence to Accommodation regulations
 - Non-compliance following a Stage One Disciplinary
 - On-going non-submission of assignment work
 - Excessive absence
 - Damage to College property
 - Any breach of Health and Safety
 - Any bullying, intimidation, taunting, verbal abuse or the use of any violence or threat of violence towards any person (inclusive of text messages/social media)
 - Dangerous or irresponsible driving of a vehicle on college premises
 - Distribution of offensive material by any means including email, social media or internet

(Please note: this list is not exhaustive)

- 2 The staff member will meet with the student to advise them of the reason why a written warning is considered appropriate and of the behaviour expected from them in future. Within the meeting an action plan should be agreed with strategies to succeed discussed..
- 3 The student will receive a letter confirming the written warning and action plan, stating the reasons for the warning and the consequences of repeated unacceptable behaviour. For students under 18, the Curriculum Quality Manager (or delegated Programme Manager) will make telephone contact with the student's parent/carer to advise them of the seriousness of the situation and a copy of the letter will also be sent to their parent/carer.
- 4 The written warning and action plan will be logged and recorded on Pro-Monitor.
- 5 The written warning and action plan will be discussed and reviewed with the Course Tutor at the next tutorial and outcome recorded on Pro-Monitor

Stage Three - Formal Disciplinary Hearing. Director **with** CQM **or** Student Services Manager can administer this stage

- 1 **IMPORTANT:** All students on a Stage Three Disciplinary should be aware that the outcome may result in permanent dismissal from the College
Examples of situations that may lead to a Stage Three hearing:
 - Repeated misconduct following the Stage Two Disciplinary**Or** any serious offense or act of gross misconduct including :
 - Theft
 - Fraud
 - Bullying, intimidation, harassment or threatening behaviour
 - Inappropriate use of social media such as bullying, harassment, intimidation or abuse
 - Accessing or making available to others pornographic or other offensive material
 - Any behaviour which could bring the College into disrepute
 - Deliberately causing injury to others
 - Consumption of alcohol on unlicensed College premises
 - Purchasing alcohol on or off College premises for any reason on behalf of anyone under 18
 - Possession of non-prescription drugs and/or paraphernalia
 - Supply or intent to supply illegal drugs
 - Being deemed to be unfit to study due to the consumption of drugs or alcohol
 - Dangerous or irresponsible driving of a vehicle on college premises that puts others at risk
 - Acts of violence
 - Malicious damage to college property or the property of others
 - Possession of an offensive weapon
 - Conviction of a serious criminal charge
 - Any illegal act

(Please note: this list is not exhaustive)

NOTE. The College has a zero tolerance to any illegal drug related activity, unauthorised possession of a knives or offensive weapons. The outcome, if proven, will result in the dismissal from college.

- 2 The student will be invited in writing to attend the Formal Disciplinary Hearing and will be given ideally at least 5 days' notice. If the student is under 18 their parent/carer will also receive a copy of the letter. The student may bring a parent/carer or fellow EOC student with them to the hearing for support. They must advise the College prior to the meeting if they wish to bring someone to the meeting and their status
- 3 If the student does not attend the hearing, the Director will telephone them to advise them of the outcome.
- 4 If the decision is to permanently dismiss the student from the College, the student will receive a letter confirming this and stating the reasons for this decision. For students under 18, the student's parent/carer will also receive a copy of the letter. The student will also be informed of their right of appeal.
- 5 If the decision made is such that the student can return to their Study Programme (and/or Halls of Residence), the Curriculum Quality Manager (or Student Services Manager in cases of misconduct within Halls of Residences) will be responsible for devising a 'Behaviour Contract'. Any further misconduct will automatically initiate a repeat of the Stage 3 Three Hearing.
- 6 The outcome of the Stage Three Hearing will be logged and recorded on Pro-Monitor. In the event of a dismissal, the College Admissions Team must be informed.

Appeal against Stage 3 Formal Disciplinary Hearing

A student who is dismissed from the College shall have the right to appeal against their decision.

Appeals must be made to the Deputy Principal in writing within 5 working days of notification of the outcome of their Stage 3 Formal Disciplinary Hearing.

The Deputy Principal will investigate and respond accordingly