

Student Performance Management Policy

Introduction to the Disciplinary Policy

Bicton College is committed to ensure that student success is continued throughout the college disciplinary policy. This policy has been specifically written to allow all Students to achieve.

Within the disciplinary policy a number of sub-policies, procedures, practices and training are in place to ensure that students receive the support they need when on the disciplinary ladder in order to complete their chosen course of study.

The support includes:

- ❖ Before starting the course all students receive an initial assessment to include basic skills and study support needs. This is communicated to all relevant staff via the Student Profile and support put in place where requested.
- ❖ A dedicated counselling team and referral service where appropriate.
- ❖ Welfare Officering and Student Services Staff trained to CPI Non-violent Crisis Intervention standards, with specific procedures and training in place to lower incidents of extreme student behaviour safely.
- ❖ British Institute in Learning Disabilities (BILD) standards followed in restraining students in crisis, these standards ensure that the Support, welfare, safety, and security of the Student is paramount at all times.
- ❖ A code of conduct which explains college expectations of students and what the student can expect from the college.
- ❖ Policies on the misuse of drugs and solvents, and on harassment.
- ❖ A feedback system for each level of the disciplinary ladder.
- ❖ A complaints policy for those students who feel that the college has let them down.

It has been recognised that there are students who are in breach of their code of conduct or whose behaviour is otherwise unacceptable. The disciplinary policy is designed to be used with these students. It must be stressed that at all stages the college wishes to support the student to complete their course successfully, but recognises that the disruptive behaviour of some cannot be allowed to damage the learning experience of others.

Students enrolling on a course at Bicton College adhere to a code of conduct; the code of conduct is explained during induction and is designed to make clear to students the kind of behaviour which will ensure their own success.

Sometimes students break the code of conduct and hinder themselves and others through a lack of application with their studies, through disruptive behaviour, or through misuse of the college facilities. The Student Disciplinary Policy is designed to be used with students as soon as a pattern of this behaviour becomes apparent in order to help them to improve their behaviour and/or performance, and ultimately to enable them to complete their courses successfully.

The disciplinary procedures will be started as soon as the unhelpful patterns behaviour are detected, this is normally identified through repeated 'cause for concern notes'. The policy should be used as a positive

intervention. Where a student is mildly disruptive, or who are late with a piece of work, will be dealt with on the spot and informally, the Student Disciplinary Policy is designed to start when such behaviour is repeated or of a sufficient scale to be outside the normal realms of everyday management.

This policy acknowledges that sometimes students with learning difficulties or disabilities may display behaviour which would normally result in disciplinary action, but that it may be more useful to deal with these matters outside these procedures. In these cases staff will seek advice from the Welfare Manager, Welfare Supervisor before proceeding.

Policy Details

The policy aims to support students on the disciplinary ladder and ensure that the safety and welfare of all students is maintained at all times, the policy aims to:

- ❖ To enable all students to complete their course successfully.
- ❖ To ensure that all students are treated fairly.
- ❖ To identify students who are at risk of preventing themselves or others from successful study and to intervene in a supportive manner.
- ❖ To agree with the student concerned an appropriate Support Plan and disseminate that information to the student, parents/guardians, and staff.
- ❖ To safeguard the property and business of the college, and health and safety of students, staff, and visitors.
- ❖ To train key staff in CPI Non Violent Crisis Intervention training and adhere to BILD standards in the use of restraint.
- ❖ To enable the college to exclude or suspend students whose behaviour is consistently unacceptable and which is negatively affecting the ability of other students to learn.

Implementation

All students will be made aware of the existence of the policy during the induction week and of how it might be used. For students who are pre-16 the college will ask the referring agencies to implement their disciplinary process where needed.

This policy was reviewed in August 2009

Please contact the Deputy Principal (Academies) if you have any queries about its implementation, or suggestions for improvement