

Student Behaviour and Disciplinary Policy

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Date of Approval: August 2025

Approved By: SLT Policy Committee

Reviewed: Annually

OUR VISION

**To be an
exceptional
college**

OUR MISSION

**Empowering
futures,
transforming
lives**

OUR CULTURE AND VALUES

Barking & Dagenham College is a unique, diverse and *inclusive* environment in which everyone is supported to grow, develop and really flourish.

We treat each student as an individual because we know that everyone is different. Every individual has their own unique talents, circumstances, challenges and aspirations. Every student brings something *special* and it is this diversity and richness of ideas that makes College life interesting, fun and vibrant. Our culture is such that all students, staff and visitors should feel welcome, *safe* and valued. Guided by our *principles* of honesty, integrity and transparency, we treat each other respectfully and seek to establish trust. By building *resilience* and confidence, we encourage students and staff to rise above challenges with determination and a positive mindset.

Whilst we are rightly proud of our unique internal culture, Barking & Dagenham College is an outward facing organisation that recognises the critical importance of working through *networks and collaboration* to lead change and influence local agendas. By partnering with industry-leading employers and embracing *innovation*, digital technologies and new ways of thinking, we strive to push the boundaries of learning and ensure that our students are ahead of the curve. Our many stakeholder partnerships mean that we have established our place at the heart of our community and as a key partner in the regeneration of the London Borough of Barking and Dagenham.

At Barking & Dagenham College, we are dedicated to inspiring students and staff to embrace challenges and pursue their dreams with confidence. Most of all, we are ambitious and we expect *excellence* – from ourselves and from our students.

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Student Behaviour & Disciplinary Policy

1 Introduction / Context

- 1.1 Barking & Dagenham College is a unique, diverse and inclusive environment in which everyone is supported to grow, develop and flourish. Our culture is such that all students, staff and visitors must feel welcome, safe, respected and valued at all times.
- 1.2 The purpose of the Student Behaviour and Disciplinary Policy is to ensure that exemplary standards of behaviour are upheld at all times, in line with the student code of conduct and the College's core values. High standards of behaviour are also key to students making strong progress in learning, developing important employability skills and making effective contributions to society.
- 1.3 Formal disciplinary action is undertaken when informal and supportive mechanisms have been exhausted or when an offence is serious enough to necessitate immediate formal action. The procedure to be followed in the event of a student being involved in an incident of unacceptable behaviour is set out in section 6. This procedure should be read in conjunction with appendices 1 and 2, the 'student code of conduct' and 'recommended action guidelines' respectively.

2 Scope

- 2.1 For the purpose of this policy the terms 'student' or 'learner' are used to refer to all individuals that are enrolled on programmes of study at the College, including 14–16-year-olds, 16-18 students, apprentices, HE students and adult learners.
- 2.2 This policy applies to all students undertaking a course of further education (FE) or higher education (HE) including apprenticeships, adult education and professional qualifications. This includes onsite, off-site (i.e. in the workplace) and online delivery.
- 2.3 Barking & Dagenham College is committed to ensuring that all students, including those with education, health and care plans (EHCPs), are treated fairly and equitably in accordance with the College's core values and legal obligations under the Equality Act 2010. Specific provisions applying to students with EHCPs are set out in appendix 3.
- 2.4 Records of disciplinary interventions for all aspects of learner programmes, inclusive of on-the-job apprenticeship activity, work experience elements, educational visits and trips, will be maintained for all learners on college systems.
- 2.5 A separate policy and intervention protocols apply to student attendance and punctuality, and these must be followed when issues emerge. There may, however, be occasional situations in which long-standing attendance issues might also trigger interventions under the student behaviour and disciplinary policy.

3 Responsibilities

3.1 All staff

All College staff have a critical role to play in promoting and modelling positive behaviours amongst students and assisting with the management of behaviour across college where necessary. Any member of staff witnessing behaviour that gives low level of concern must take responsibility for addressing the concern at the time of the incident. In the event of more serious behavioural issues, staff across the College are responsible for reporting misconduct, and cooperating with staff who have specific responsibilities, to ensure prompt and effective resolution of cases.

3.2 Curriculum and learning support staff

Promoting positive behaviour and performance are key aims of teaching and learning. Hence, learning support practitioners, teachers, curriculum team leaders, curriculum managers and heads of department all have central roles to play in the management of behaviour. Heads of department (HoDs) have several specific leadership responsibilities within the disciplinary process and are accountable for standards of behaviour within their areas of responsibility.

3.3 Student Support

Staff within the Student Support team engage regularly with students and their parents/carers, where appropriate, and build strong positive relationships that are based on understanding and trust; hence, they are key to setting standards and maintaining positive behaviour. Student support staff will conduct early interventions and provide support where students are struggling to meet College expectations, but essentially, students must be empowered to make informed decisions about their behaviour choices.

Student liaison officers (SLOs) have particular responsibilities for the frontline management of behaviour across the campus and for informing decisions about student suspensions in the event of significant breaches of the student code of conduct. Support and achievement mentors (SAMs) have particular responsibilities for: routinely reinforcing behavioural expectations; monitoring the behaviour of students within their caseloads; conducting review discussions to ensure that any improvement actions emerging from disciplinary interventions have been closed-out; and maintaining accurate and up-to-date eTrackr records.

3.4 Senior leadership

Members of the Executive and Senior Leadership Team (SLT) are responsible and accountable for: setting and maintaining the cultural expectation that exemplary standards of behaviour are upheld at all times, in line with the student code of conduct and the College's core values; and ensuring that the student behaviour and disciplinary policy is discharged effectively at all times.

Faculty directors have specific responsibilities for hearing appeals against oral and written warnings (stages 1 and 2 respectively of the formal disciplinary process) and for the approval of student exclusions (stage 3 of the formal disciplinary process). The two vice principals have specific responsibility for hearing appeals against exclusion. The principal and chief executive has specific responsibility for dealing with requests for re-admittance following exclusion.

3.5 In addition to the summary of responsibilities presented above, the specific responsibilities of individual members of staff are identified throughout this policy.

4 Records and UK GDPR

Responsibility

- | | | |
|-----|---|-----------------|
| 4.1 | Notes of behavioural issues and interventions are recorded in the eTrackr system by the member of staff dealing with the issue. Safeguarding issues, including any behavioural issues that have either potential or proven safeguarding implications, are recorded in the CPOMS system. Where information is recorded in CPOMS then a brief note must be made simultaneously in eTrackr to indicate the existence of safeguarding-related information in CPOMS. | Member of staff |
| 4.2 | Formal written communications between the College and students, as well as their parents/carers where the student is under 18 years of age (or under 25 and considered a vulnerable learner), are the responsibility of the administrator. | Administrator |

The following documentation is associated with the student behaviour and disciplinary policy:

1. Disciplinary report log (record of all formal disciplinary interventions)
2. Disciplinary report form
3. Letter – written warning
4. Behaviour improvement contract following disciplinary action
5. Letter – covering letter for behaviour improvement contract following disciplinary action
6. Letter – oral/written warning appeal decision
7. Letter - student suspension
8. Letter – lift of suspension
9. Letter - notification of exclusion
10. Letter - appeal against exclusion
11. Memo – formal internal record of exclusion appeals committee decision
12. Letter – exclusion appeals committee decision
13. Memo – formal internal record of decision regarding request for re-admittance
14. Letter - decision regarding request for re-admittance

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|-----|---|-------------------------------|
| 4.3 | Staff with identified responsibilities within this policy for communications and record keeping are responsible for maintaining documented records in line with the requirements of the UK General Data Protection Regulation (UK GDPR). This includes compliance with data retention periods and the secure handling of sensitive data. Staff should be aware of students' rights under UK GDPR, such as their right to access, rectify or erase (under certain circumstances) their personal data. All requests concerning personal data or student rights should be directed to the DPO. | Member of staff |
| 4.4 | Responsibility for advising staff, overseeing the College's compliance with UK GDPR requirements and dealing with any breaches lies with the data protection officer. | Data protection officer (DPO) |

5 Student behaviour and disciplinary procedure: Informal procedure to address low-level behaviour issues (known as 'causes for concern')

Responsibility

All College Staff

- 5.1 Students, especially young people, often require support and coaching to raise their awareness of standards of acceptable behaviour and the boundaries that exist at Barking & Dagenham College and in society more generally.
- 5.2 Maintaining exceptional standards of behaviour is the responsibility of all College staff. Any member of staff witnessing minor and fleeting behavioural issues that give low-level cause for concern must take responsibility for addressing the concern at the time of the incident. This means that the member of staff should have an immediate constructive, friendly and non-confrontational discussion with the student about their behaviour and set expectations about what constitutes acceptable behaviour.
- 5.3 The member of staff should:
- Identify the student(s) from their College card, if necessary
 - Place a brief note in the 'cause for concern' section of eTracker.
 - Notify the course tutor and support and achievement mentor (SAM) using the eTrackr notification function
- 5.4 If the staff member does not have access to eTracker, then a member of the student support team can be contacted via the Learning Support Zone and notified to do so on their behalf. Keeping a record of even low-level informal interventions means that staff who interface regularly with the student have access to comprehensive contextual information about them.
- 5.5 It should be noted that causes for concern are not a necessary precursor to the formal stages of the disciplinary procedure that are set out below. There is no requirement to record any set number of causes for concern before formal disciplinary action is initiated, but they will be taken into account if behavioural issues escalate. A staff member witnessing fleeting low level behavioural issues should not expect other colleagues to address them.
- 5.6 More serious breaches of the code of conduct must be addressed through the formal disciplinary procedure outlined below. The informal system of 'causes for concern' is only to be used for low-level behavioural issues.

Student support
i.e. (student
liaison officer
(SLO) or support
and achievement
mentor (SAM)

6 Student behaviour and disciplinary procedure: Formal procedure to address significant breaches of the student code of conduct

6.1	General points	Responsibility
6.1.1	<p>Any member of staff witnessing or informed of an incident of unacceptable behaviour will:</p> <ul style="list-style-type: none"> Identify the student(s) from their College card, where appropriate Make a record of the incident in the 'Comments' box in the 'Disciplinary' section of eTrackr and also place a brief reference to the disciplinary in the 'Notes' section of eTrackr. From the 'Notes' section (because the 'Disciplinary' section does not presently have this functionality), use the eTrackr notification function to tag the following colleagues: <ul style="list-style-type: none"> Administrator The relevant support and achievement mentor (SAM) Course tutor Curriculum team leader (CTL) Curriculum manager (CM) Head of department (HoD) Faculty director - for likely stage 3 interventions/ suspensions only 	Staff member
6.1.2	The duty manager in conjunction with the relevant faculty director, HoD or SLO has authority to suspend the student(s) concerned if necessary (paragraph 6.4 onwards).	Duty manager
6.1.3	The administrator will log the disciplinary issue, and capture all relevant information as the disciplinary process progresses, on the disciplinary report log. It is crucial that timely and accurate data about disciplinary casework is captured in order to identify trends, provide accurate reporting data and inform future practice.	Administrator
6.1.4	The HoD, or curriculum manager if the HoD is not available, will consider the disciplinary notification and, using the recommended action guidelines (appendix 2), determine the appropriate action to be taken. The disciplinary process can be implemented at any level i.e. stage 1 (oral warning), stage 2 (written warning) or stage 3 (suspension), dependent upon the level of severity of the incident and taking into account any previous behavioural incidents.	Head of department (HoD) or curriculum manager (CM)

6.2 Oral warning (Formal disciplinary stage 1)	Responsibility
6.2.1 The HoD, or their nominated designate (CM or teacher), will meet with the student to issue the oral warning and explain to the student that this will be recorded.	HoD or nominated designate (CM or teacher)
6.2.2 The HoD, or their nominated designate, will record the incident in the 'Comments' box in the 'Disciplinary' section of eTrackr. The level of the disciplinary (oral warning = stage 1) must also be identified by changing the disciplinary status to 'stage 1' from the student home page.	HoD or nominated designate
6.2.3 Agreed actions for the student, including SMART target/s, must be written in the action plan (pastoral) section of eTrackr.	HoD or nominated designate
6.2.4 The HoD, or their nominated designate, must use the eTrackr notification function from the 'Notes' section to tag the following colleagues to make them aware of the disciplinary outcome: <ul style="list-style-type: none"> • Administrator • The relevant support and achievement mentor (SAM) • Course tutor • Curriculum team leader (CTL) • Curriculum manager (CM) • Head of department (HoD) • Care Education LAC Coordinator 	HoD or nominated designate
6.2.5 The course tutor and SAM will routinely reinforce behavioural expectations and continue to monitor the student's behaviour, using progress review discussions to ensure that actions emerging from the oral warning have been closed-out.	Course tutor and SAM
6.2.6 Where two oral warnings have already been issued to a student then the third oral warning will automatically become a written warning, following the procedure at section 6.3 below. The only exception to this is where the HoD judges that a further oral warning is appropriate on the basis of extenuating circumstances, although this is expected to be a rare occurrence. Examples of extenuating circumstances may include but are not limited to: <ul style="list-style-type: none"> • Documented personal hardships: Situations where the student is experiencing significant personal challenges (e.g. family bereavement or severe illness) that have directly impacted their behaviour. • Significant progress in behaviour: Instances where the student has shown significant improvement in behaviour over an extended period but has a minor relapse. • Learning or mental health considerations: Where a student's learning needs or mental health challenges, as documented by a professional, have contributed to the behavioural issue. 	HoD
In all such cases, the HoD must document the reasons for issuing a third oral warning, and this decision should be reviewed and supported by a member of SLT to ensure fairness and consistency.	

6.3 Written warning (Formal disciplinary stage 2)	Responsibility
6.3.1 The HoD, or their nominated designate (CM), will interview the student (wherever possible) and inform the student that a written warning will be sent to him/her and a copy to his/her parent/carer (if the student is under 18 years of age).	HoD or nominated designate (CM)
6.3.2 The HoD, or their nominated designate, will record the incident and the date of issue of a written warning in the 'Comments' box in the 'Disciplinary' section of eTrackr and also upload the written warning to the 'Disciplinary' section of eTrackr. The level of the disciplinary (written warning = stage 2) must also be identified by changing the disciplinary status to 'stage 2' from the student home page. Also place a brief reference to the disciplinary in the 'Notes' section of eTrackr.	HoD or CM
6.3.3 Agreed actions for the student, including SMART target/s, must be written in the action plan (pastoral) section on eTrackr.	HoD or CM
6.3.4 From the 'Notes' section (because the 'Disciplinary' section does not presently have this functionality), the HoD or their nominated designate must use the eTrackr notification function to tag the following colleagues: <ul style="list-style-type: none"> o Administrator o The relevant support and achievement mentor (SAM) o Course tutor o Curriculum team leader (CTL) o Curriculum manager (CM) o Head of department (HoD) o Learning Support o Care Education LAC Coordinator 	HoD or CM
6.3.5 Within 3 working days, the administrator will forward the written warning to the student and parent/carer (where applicable) by email, and also post a hard copy to the parent/carer (where applicable).	Administrator
6.3.6 The course tutor and SAM will routinely reinforce behavioural expectations and continue to monitor the student's behaviour, using progress review discussions to ensure that actions emerging from the written warning have been closed-out.	Course tutor and SAM
6.3.7 Where two written warnings have already been issued to a student then the third written warning will automatically become a suspension (i.e. stage 3), following the procedure at section 6.4 below. The only exception to this is where the HoD judges that a further written warning is appropriate on the basis of extenuating circumstances, although this is expected to be a rare occurrence. Examples of extenuating circumstances are set out in paragraph 6.2.6 above.	HoD

6.4 Suspension (Formal disciplinary stage 3)	Responsibility
6.4.1 Any member of staff witnessing/becoming aware of unacceptable behaviour that warrants suspension under the recommended action guidelines (appendix 2), will identify the student(s) concerned, using their College card(s), where appropriate, and inform the relevant HoD/designate or duty manager.	Member of staff
6.4.2 The HoD/designate or duty manager will report to Student Support (or other appropriate venue) and immediately convene a suspension panel to discuss the suspension. The suspension panel will comprise at least two of: faculty director, HoD, duty manager, student liaison officer (SLO).	HoD/designate or duty manager
6.4.3 Following discussions, the suspension panel lead (HoD/designate or duty manager) will record the incident in the 'Comments' box of the 'Disciplinary' section of eTrackr * and note the level of any disciplinary action decided, i.e. either: <ul style="list-style-type: none"> a) take alternative disciplinary action b) take no further action c) suspend the student 	HoD/designate or duty manager
Change the disciplinary status of the student accordingly from the student home page. Upload any associated documentation to the 'Disciplinary' section of eTrackr *. Place a brief reference to the disciplinary incident in the 'Notes' section of eTrackr.	
<i>*It should be noted that for disciplinary incidents that have safeguarding implications (e.g. sexual harassment or sexual violence) then the detail of the incident should be recorded in CPOMS with a brief summary note only captured in eTrackr. CPOMS must only be used to record safeguarding-related incidents and eTrackr is the platform to be used for all other student-related information.</i>	
6.4.4 From the 'Notes' section (because the 'Disciplinary' section does not presently have this functionality), the suspension panel lead must use the eTrackr notification function to tag the following colleagues: <ul style="list-style-type: none"> o Administrator o The relevant support and achievement mentor (SAM) o Course tutor o Curriculum team leader (CTL) o Curriculum manager (CM) o Head of department (HoD) o Faculty director o Learning Support o LAC Coordinator o Safeguarding o Social worker where appropriate 	HoD/ designate or duty manager

6.4.5 In the case of 6.4.3 (a) the HoD/designate will follow the procedure for either an oral warning (section 6.2) or a written warning (section 6.3).

6.4.6 In the case of 6.4.3 (b) no further action is required.

6.4.7 In the case of 6.4.3 (c), the following communications must be conducted:

Responsibility

- The student is notified in person (and subsequently confirmed in the suspension letter the administrator sends to them by email) that they are suspended from College. It should be made clear that the suspension provides a 'cooling-off period'; that an investigation will be conducted during the period of suspension; and that the suspension in itself is not intended to be punitive.

HoD/designate or
duty manager

- If the student is under 18 years old, the parent/carer must be notified by telephone that the student is to be suspended, and arrangements must be made with the parent/carer for their safe departure from College. The parent/carer must be advised of the forthcoming disciplinary meeting (which can be online, where appropriate) and, where possible, a convenient date and time agreed to facilitate their attendance. A student who is under 18 or 18-25 with EHCP must not be asked to leave site without the knowledge of their parent/carer and appropriate arrangements in place for their safe departure.

HoD/designate or
duty manager

- Within two working days the suspension letter will be sent to the student by email and, where appropriate, both an email sent and a hard copy posted to the parent/carer, confirming the suspension. The letter must specify the date, time and location of the disciplinary meeting (which can be online, where appropriate), if this has already been agreed. If the meeting is still to be scheduled, then the student or parent/carer (as appropriate) must be asked to contact the administrator within three working days to arrange the disciplinary meeting with the HoD.

Administrator

- Arrangements must be made for an investigation to be conducted, making clear who is responsible for doing this and the timeframe. The investigation report template is attached at appendix 4.

HoD/designate or
duty manager

6.4.8 The administrator will notify the head of admissions & onboarding (or nominated designate) to flag the student's record as 'suspended' on the UNIT-e system.

Administrator and
Onboarding

6.4.9 The administrator will email the following teams to inform them of the student's suspension: Security, SLOs, ID Block, Library, Finance, IT Helpdesk, MIS, Student Progression Team (careers and work placements), Learning Support, LAC Coordinator and Safeguarding, as appropriate.

Administrator

6.4.10 If the student or parent/carer contacts the administrator within three working days to arrange a meeting, a convenient date and time will be arranged and confirmed on Outlook Calendar with the HoD/designate and one other nominated manager. This should take place at the earliest opportunity, and preferably within three working days. If no contact is made with the College, then the student and parent/carer (where appropriate) will be informed by post of the date, time and venue of the meeting.

Administrator

		Responsibility
6.4.11	The disciplinary meeting with the student and parent/carer/advocate, if appropriate, will be chaired by the HoD with one other manager in attendance and support staff where needed. Evidence from any investigation conducted, using the investigation report template (appendix 4), will be made available to both managers. The student and parent/carer/advocate (where applicable) will have the opportunity to put forward their evidence and/or mitigating factors. The administrator will be present to take notes of the meeting.	HoD and administrator
6.4.12	After discussion and consideration of all evidence, the meeting will be closed and the student and external attendees depart. The two managers will then decide whether to: <ul style="list-style-type: none"> a) lift the suspension b) lift the suspension and impose a behaviour improvement contract or c) recommend exclusion (which requires the approval of the relevant faculty director) 	HoD and one other manager
6.4.13	The outcome decision of the disciplinary meeting, and the rationale for the decision reached, will be recorded on a short disciplinary report and uploaded to the 'Disciplinary' section of eTrackr, changing the disciplinary status of the student accordingly from the student home page. In the event of exclusion, <u>the report must be signed by the faculty director</u> (see paragraph 6.4.20).	HoD
Place a brief update comment in the 'Notes' section of eTrackr and use the notification function from 'Notes' (because the 'Disciplinary' section does not presently have this functionality) to tag the following colleagues: <ul style="list-style-type: none"> o Administrator o The relevant support and achievement mentor (SAM) o Course tutor o Curriculum team leader (CTL) o Curriculum manager (CM) o Head of department (HoD) o Faculty director o Learning Support o LAC o Safeguarding (as appropriate) 		
6.4.14	In the case of 6.4.12 (a) a letter will be sent to the student and a copy to the parent/carer (where applicable) within three working days, to notify them that the suspension has been lifted.	Administrator
6.4.15	In the case of 6.4.12 (b) the HoD will prepare a behaviour improvement contract for the student immediately following the meeting. A letter will be issued to the student by email and posted to the parent/carer (where applicable) by the administrator, providing notification that the suspension has been lifted and a behaviour improvement contract imposed. Two copies of the contract will be enclosed with the letter.	HoD and administrator

		Responsibility
6.4.16	The student will sign and return one copy of the behaviour improvement contract to the administrator on their first day back in College.	Student
6.4.17	The signed behaviour improvement contract will be uploaded to the 'Disciplinary' section of eTrackr; the disciplinary status of the student set accordingly; and colleagues listed in 6.4.13 above tagged via the notification function in the 'Notes' section of eTrackr.	Administrator
6.4.18	In the case of 6.4.12 (a or b) the administrator will email the following teams to inform them that the suspension has been lifted: Security, SLOs, ID Block, Library, Finance, IT Helpdesk, MIS, Student Progression Team (careers and work placements), Learning Support, LAC Coordinator and Safeguarding, as appropriate.	Administrator
6.4.19	In the case of 6.4.12 (a or b) the administrator will notify the head of admissions and onboarding (or nominated designate) to remove the 'suspended' flag on the student's record on the UNIT-e system.	Administrator/ Onboarding
6.4.20	In the case of 6.4.12 (c) the HoD must immediately request authorisation to exclude from the relevant faculty director. The two potential outcomes are: <ul style="list-style-type: none"> a) Approval to exclude the student, with the faculty director signing the exclusion letter and the HoD completing the withdrawal form. b) Lift the suspension and impose a behaviour improvement contract 	HoD and faculty director
6.4.21	In the case of 6.4.20 (a) the 'notification of exclusion' letter is sent to the student, by personal email where possible, and parent/carer (as appropriate) by both email and post within two working days. This letter also informs the student of their right to appeal.	Administrator
6.4.22	In the case of 6.4.20 (a) the administrator will notify the head of admissions & onboarding (or nominated designate) to flag the student's record as 'excluded' on the UNIT-e system.	Administrator/ Onboarding
6.4.23	In the case of 6.4.20 (a) an e-mail will be forwarded to the following teams, informing them of the exclusion: Security, SLOs, ID Block, Library, Finance, IT Helpdesk, MIS, Student Progression Team (careers and work placements), Learning Support, LAC Coordinator and Safeguarding, as appropriate.	Administrator
6.4.24	In the case of 6.4.20 (b) follow procedure from 6.4.15 to 6.4.19.	

6.5 Breaking of behaviour improvement contract issued after suspension	Responsibility
6.5.1 Any member of staff witnessing/becoming aware of unacceptable behaviour that warrants suspension under the recommended action guidelines (appendix 2) will identify the student(s) concerned, using their College card(s) if appropriate, and inform the HoD/designate or duty manager.	Member of staff
6.5.2 Where a student has been suspended previously and has returned to College with a behaviour improvement contract, another suspension must be invoked following the procedure from paragraph 6.4.2 onwards.	HoD/designate or duty manager
6.5.3 Any further significant breach of the student code of conduct whilst attending College with a behaviour improvement contract in place is likely to lead to exclusion. The only exception to this is where the HoD judges that clear and compelling extenuating circumstances or mitigating factors exist, and in this case the relevant procedure must be followed for the selected alternative disciplinary intervention.	HoD
6.5.4 The usual process for exclusion applies, as set out in paragraphs 6.4.20 to 6.4.23.	HoD, faculty director and administrator

7 Appeals

	Responsibility
7.1 The purpose of this stage is to allow the student to offer any mitigations that were not communicated in the original disciplinary meeting or to identify procedural irregularities.	Faculty director
7.2 Appeals are heard as follows: <ul style="list-style-type: none"> • Appeals against oral and written warnings are heard by the relevant faculty director • Appeals against exclusion are heard by either of the two vice principals 	Vice principals Student
7.3 The student may appeal against the decision and this must be lodged in writing to either the relevant faculty director or a vice principal, as indicated in paragraph 7.2. Any documentary evidence to be used at the appeal should be submitted at least 3 days prior to the appeal.	
7.4 An appeal can only be made on the following grounds: <ul style="list-style-type: none"> i. There are mitigating circumstances or evidence that was not known to the disciplinary meeting panel ii. Unfair discrimination is alleged iii. The correct procedure was not followed 	

<p>7.5 The faculty director or vice principal, as appropriate, will convene a meeting to hear the appeal. The administrator will send the invitation to attend the appeal, and will include a copy of this student behaviour and discipline policy. The appeal will be heard within 10 working days following receipt of the appeal notification from the student. Refusal of a party to attend the appeal meeting will not invalidate the proceedings.</p>	<p>Faculty director or VP and administrator</p> <p>Faculty Director or VP</p>
<p>7.6 The student will be invited to attend the appeal hearing and can be accompanied by a parent/carer or other advocate/representative, as appropriate. If any of the following apply, then parents/carers and external stakeholders, as appropriate, must be informed of the reasons for appeal and invited to the appeal meeting:</p> <ul style="list-style-type: none"> • the student is under 18 years of age • the student has an education, health and care plan (EHCP) • the student is an adult identified as having learning difficulties or disabilities • the student is a young person under the age of 25 and is looked after 	
<p>In the case of apprentices, the employer should be informed and invited to attend.</p>	<p>Faculty director/VP and administrator</p>
<p>7.7 The senior manager hearing the appeal may invite other relevant staff to be present at the hearing to provide insight and balance. An administrator will be present to take minutes.</p>	
	<p>Administrator</p>
<p>7.8 After consideration of the appeal, the outcome will be either:</p> <ul style="list-style-type: none"> • Confirmation of the original decision • Replacement of the earlier decision with an alternative resolution 	<p>Administrator</p>
<p>7.9 The senior manager hearing the appeal will notify the administrator to inform the student, and parent/carer where applicable, of the decision in writing within three working days. This decision is final.</p>	<p>Administrator</p>
<p>7.10 If the student is attending an ESFA funded course, the letter will provide details of how to contact the ESFA complaints team if the student is dissatisfied with the outcome of their appeal.</p>	
<p>7.11 If the student is attending a higher education course, the model OIA 'completion of procedures' letter will be included. This letter informs the complainant that they can contact the OIA within 12 months of receiving the 'completion of procedures' letter, and gives details of how to do this if the student is dissatisfied with the outcome of their appeal.</p>	

8 Request for re-admittance following exclusion

	Responsibility
8.1 Any request for re-admittance following exclusion (for example, in a subsequent academic year) must be made in writing to the principal & chief executive.	Student
8.2 The principal & chief executive will convene a meeting with the former student and the relevant faculty director and HoD, within 10 working days, to discuss the request for re-admittance. The administrator will send the invitation to attend the meeting, and will include a copy of this student behaviour and discipline policy. If any of the following apply, then parents/carers and external stakeholders, as appropriate, will be invited to the 'request for re-admittance' meeting: <ul style="list-style-type: none"> the former student is under 18 years of age the former student has an education, health and care plan (EHCP) the former student is an adult identified as having learning difficulties or disabilities the former student is a young person under the age of 25 and is looked after <p>In the case of former apprentices, the employer should be invited to attend.</p>	Principal & chief executive and administrator
8.3 After consideration, the principal & chief executive, faculty director and HoD will decide to either: <ul style="list-style-type: none"> a) Lift the exclusion and impose a behaviour improvement contract and, if necessary, complete a risk assessment form b) Decline the request for re-admittance 	Principal & chief executive, HoD and faculty director
8.4 The decision will be communicated to the student and parent/carer (where appropriate) by letter within three working days.	Administrator
8.5 In the case of 8.3 (b), where the request for re-admittance is declined, this decision is final.	
8.6 In the case of 8.3 (a) the HoD will prepare a behaviour improvement contract for the student immediately following the meeting. Two copies of the behaviour improvement contract will be enclosed with the notification letter.	HoD
8.7 The student will sign and return one copy of the behaviour improvement contract to the administrator on their first day back in College.	Student

		Responsibility
8.8	The signed behaviour improvement contract will be uploaded to the 'Disciplinary' section of eTrackr; the disciplinary status updated accordingly; and colleagues listed in 6.4.13 above tagged via the notification function in the 'Notes' section of eTrackr (as the 'Disciplinary' section does not presently have this functionality).	Administrator
8.9	Where a risk assessment is to be conducted, the HoD will liaise with Student Support to prepare this, in line with the College's risk assessment procedure.	HoD and Student Support
8.10	In the case of 8.3 (a) the administrator will email the following teams to inform them that the exclusion has been lifted: Security, SLOs, ID Block, Library, Finance, IT Helpdesk, MIS, Student Progression Team (careers and work placements), Learning Support, LAC Coordinator and Safeguarding, as appropriate.	Administrator
8.11	In the case of 8.3 (a) the administrator will notify the head of admissions and onboarding (or nominated designate) to remove the 'excluded' flag on the student's record on the UNIT-e system.	Administrator

8 Review

This policy will be periodically monitored in light of legislative, regulatory or other necessary changes. In any event it will be formally reviewed on an annual basis in July/August.

9 Linked policies

Please read this policy in conjunction with the following documents. GDPR is mandatory.

- Student handbook
- Student code of conduct
- Duty managers' handbook
- General Data Protection Regulation (GDPR) policy
- Terms and conditions – learning agreement
- Safeguarding policy
- Equality, diversity and inclusion policy
- Attendance and punctuality policy

Student Code of Conduct 2025 – 2026

Your enrolment at Barking & Dagenham College means that you fully accept your responsibilities as a student, so please read this Code of Conduct carefully.

The list below is not exhaustive but it is a general list for all parts of our College. If there is any uncertainty about acceptable standards of behaviour, then students should seek advice from a member of staff.

Here at Barking & Dagenham College we work exceptionally hard to give you the best possible teaching and learning experience, and all of the support that you need to help you to be successful. We are committed to fostering an inclusive environment where diversity is celebrated and all students feel valued and respected, regardless of their background, ethnicity, gender, sexual orientation or disability. These are our promises to you!

In return, we expect you to:

- Be respectful to everyone – students, staff, visitors and neighbours
- Attend 100% of lessons, including maths, English and tutorials, and be punctual
- Ensure your work adheres to your course's guidelines and deadlines, avoiding copying the work of others (plagiarism) which includes misuse of AI (e.g. ChatGPT)
- Wear your College ID badge at all times on campus and during educational visits, ensuring that your photograph and badge information is visible at all times. Your badge must be provided to staff upon request.
- Follow all health and safety rules
- Respect College property including accommodation, equipment and computers
- Behave responsibly inside and outside of College, including online
- Respect our College and the neighbouring environment; recycle where possible and dispose of litter in bins
- Dress appropriately and respectfully for a professional working environment

We do not accept:

- Discrimination, bullying, harassment or threat (sexual, physical, emotional, verbal or online) towards any other student, member of staff, visitor or member of our local community
- Foul, racist, sexual, violent, offensive or abusive language and/or behaviour
- Spitting
- Unsafe actions that put others at risk or break the College's health and safety regulations
- Instigation or promotion of violent or extremist views or ideas, including online activity
- Carrying, using or distributing alcohol, drugs, solvents, energy drinks or other illegal/harmful substances
- Entering campus under the influence of alcohol, drugs, solvents or other illegal/harmful substances
- The carrying of any weapon or use of any item as a weapon, including laser pens
- Behaviour that disrupts the learning of others
- Any form of academic or exam misconduct including copying the work of others (plagiarism)
- Use of mobile phones/smart watches during lessons or exams (unless agreed by the tutor)
- Smoking, including e-cigarettes or vapes, outside of the designated areas next to car parks
- Damage to any College property or possessions, or to that of our local community neighbours
- Anti-social behaviour on-campus or within the neighbouring area
- Wearing hoods, balaclavas, peaked caps, face masks or other items that obscure the face, unless it is integral to your faith
- Low rise or sagging trousers or jogging bottoms, revealing clothing or clothing with offensive slogans or language

IT and digital usage

- No damage or alteration to IT equipment or systems
- Only use personal College ID and password, which must not be shared with anyone
- No access to any unauthorised sites or chat rooms that contain abusive, sexist, pornographic or unlawful materials
- No communication with extremist organisations or access to extremist content online
- No unauthorised recording of staff or students

For everyone's safety, College IT and digital equipment has safeguarding monitoring software installed. Please be aware this is monitored continuously and improper use may lead to disciplinary action and referral to the police.

Recommended action guidelines

Staff should use their professional judgement as to the level of severity of the incident and act accordingly, in line with the student behaviour and disciplinary policy. However, for guidance, some examples of typical incidents and the recommended action are given below:

1. Examples of incidents where an oral warning is normally given:

- Refusal to comply with a reasonable instruction or request from a member of staff
- Use of foul or abusive language
- Wearing hoods inside the College building
- Spitting
- Smoking in non-smoking areas
- Dropping litter including chewing gum
- Inconsiderate driving in College grounds
- Parking in restricted areas
- Lateness
- Blocking emergency exits, thoroughfares, entrances to lifts, etc.
- Boisterous, noisy behaviour
- Unauthorised use of mobile phones or other electronic devices in lessons
- Eating or drinking (other than bottled water) in classrooms

2. Examples of incidents where a written warning is normally given:

- Disregard of oral warning(s) given previously (two previous oral warnings will generally automatically result in a written warning if a third behavioural issue occurs)
- Repeated refusal to comply with a reasonable instruction or request from a member of staff
- Minor damage to College property
- Persistent lateness
- Dangerous driving in College grounds
- Plagiarism, cheating including use of AI, copying work of other students
- Contravening internal examination regulations, including assessments and assignments (action following contravention of external exam regulations will be determined by the examining body)
- Refusal to participate in lessons
- Inappropriate use of the internet
- Inappropriate use of social networking sites
- Inappropriate use of/unacceptable behaviour on transport to/from College

3. Examples of incidents that may call for suspension (and ultimately lead to exclusion)

- Disregard of written warning(s) given previously (two previous written warnings will generally automatically result in suspension if a third behavioural issue occurs)
- Any particularly extreme or serious case of incidents described in sections 2 and 3 above
- Physical conflict between students (all parties should be suspended to ensure student safety and to allow investigations to take place)
- Sexual harassment/sexual violence
- Any form of bullying, intimidation, taunting, verbal, racial or sexually offensive abuse towards any person
- Peer on peer abuse
- The carrying of any weapon (such as firearms, offensive weapons or explosives) or use of any item as a weapon, including laser pens
- Any use of violence or a threat of violence to a student or member of staff
- Vandalism
- Theft
- The use, possession or supply of any non-prescribed drug on College premises or at any activity associated with the College
- Bringing alcohol/controlled substances onto College premises/being under the influence of alcohol or controlled substances on College premises or at any activity associated with the College
- Smoking/vaping inside the College building
- Any behaviour which could bring the College into disrepute
- Wilfully endangering the health and safety of others

The above examples are indicative only and the lists are not intended to be exhaustive. These and other breaches of the student code of conduct will all be dealt with in accordance with the student behaviour and disciplinary policy.

Considerations for students with education, health and care plans (EHCPs)

Barking & Dagenham College is committed to ensuring that all students, including those with Education, Health, and Care Plans (EHCPs), are treated fairly and equitably in accordance with the College's core values and legal obligations under the Equality Act 2010. The following provisions apply specifically to students with EHCPs:

1. Reasonable adjustments

The College will make reasonable adjustments throughout the disciplinary process to accommodate the needs of students with EHCPs. This includes providing additional support, modifying disciplinary procedures where necessary, and ensuring that students fully understand the process and its implications.

2. Involvement of parents/carers and external stakeholders

For any student with an EHCP, the College will ensure that parents/carers and, where appropriate, external stakeholders (such as local authorities or other agencies involved in the student's care) are informed and involved in the disciplinary process. This includes but is not limited to:

- **Suspensions:** Parents/carers and external stakeholders will be notified immediately if a student with an EHCP is suspended. Arrangements will be made to ensure the student's safe departure from College, and all efforts will be made to schedule disciplinary meetings at a time convenient for the parents/carers.
- **Appeals:** If a student with an EHCP appeals a disciplinary decision, parents/carers and external stakeholders will be informed of the reasons for the appeal and invited to attend the appeal meeting.
- **Re-admittance following exclusion:** In cases where a student with an EHCP requests re-admittance following exclusion, parents/carers and external stakeholders will be invited to participate in the re-admittance meeting.

3. Documentation and record keeping

All records related to the disciplinary actions involving students with EHCPs will clearly document the reasonable adjustments made and the involvement of parents/carers and external stakeholders. This ensures transparency and accountability in how the College supports students with additional needs throughout the disciplinary process.

4. Training for staff

The College will provide regular training for staff involved in the disciplinary process to ensure they are fully aware of the requirements for making reasonable adjustments and working effectively with students who have EHCPs.

Investigation Report

Name of Student(s):

Name of Investigating Manager:

Date:

Contents	Page No
Introduction	
Investigation Method	
Findings	
Conclusions	
Recommendations	
Signatures of Investigators	

Supporting documents	Page No

1 INTRODUCTION

Write a brief summary of the allegation

1.1

2 INVESTIGATION METHOD

How did you investigate the incident? E.g. interviews with witnesses, viewed CCTV footage or other evidence such as screen shots, reports from external agencies, etc. Remember to attach copies of notes and evidence to the end of the report.

2.1

3 BACKGROUND TO THE ALLEGATIONS

In which context did the incident take place? Were there any previous events leading up to it? Any other facts or circumstance that may have contributed?

3.1

4 FINDINGS

Briefly summarise the facts of the case

4.1

5 CONCLUSION

Are you able to draw any conclusions about who was at fault / how the incident was caused?

5.1

6 RECOMMENDATIONS

What recommendations should be taken into consideration, e.g. help to support the victim, training needs of the perpetrator, exclusion etc?

6.1

Name and Title of Investigating Manager:

Signed by:

Dated:

Please attach notes, witness statements and other evidence as appendices to this report