

FE STUDENT  
NON-ACADEMIC  
BEHAVIOUR  
MANAGEMENT  
POLICY



## **INTRODUCTION**

Hartpury College recognises that it has a legal and moral duty to provide a safe and secure environment for its students, staff and visitors. We all agree that mutual respect and tolerance should be encouraged and supported amongst the whole College community. We believe that establishing high expectations within which students can reside and thrive involves effective management of behaviour in a consistent, fair and supportive manner.

## **PURPOSE**

To ensure that the Student Non-Academic Behaviour Management Policy and Code of Conduct (including the Residential Rules, Regulations and Accommodation Licence, Residential Code of Conduct as appropriate) are embraced by all staff / students and that it is delivered in a fair, consistent and structured manner.

We believe that by using a restorative approach, we are giving students the life skills to independently take responsibility for their behaviour and make more informed choices in the future. The Non-Academic Behaviour Management policy encourages students to think about how their behaviour affects others, both peers and staff.

This policy will enable Hartpury College to build a positive, consistent and safe environment in which behaviour is well managed and in which individual needs are identified and addressed. We will establish a culture of respect and safety, including zero tolerance of bullying. Setting clear boundaries, providing excellent well-being support and highly effective early restorative interventions. The policy is clear in its recognition of the need to disapprove of, formally record and in certain circumstances reprimand unacceptable conduct and behaviour which disrupts others.

A college wide commitment to improving behaviour will lead to greater engagement, better support for staff and less time reacting to situations and incidents. This will promote and underpin a successful learning and residential experience for all students.

Hartpury recognises and celebrates the achievements of its students to create an environment that encourages and rewards success. Our approach is based on strong evidence which shows that the encouragement and reinforcement of positive actions is more effective in changing and improving behaviour than focussing on unacceptable actions and trying to minimise them through use of sanctions.

## **SCOPE**

1. This policy applies to all further education (FE) students who are studying at Hartpury College.
2. This policy does not apply to behaviours relating primarily to academic performance or conduct which are subject to the Academic Behaviour Management Policy for College students.
3. This policy applies to student behaviour away from Hartpury premises and in the student's own time if the reputation of Hartpury is compromised and / or if the behaviour has a negative impact on Hartpury activity or other students, including the use of social media and other online platforms.

4. This policy is designed to support the way in which all members of the Hartpury community can work together to create an environment where everyone feels respected, valued and safe.
5. This policy aims to uphold the principles detailed below:
  - To ensure that all members of the Hartpury community feel safe, valued and respected while studying and living on the campus.
  - To embed a whole college proactive and consistent approach to behaviour where inappropriate behaviour is positively challenged.
  - To reinforce the whole-college approach by building and maintaining positive relationships with parents/carers.
  - To establish a policy which is fair, transparent and consistent and supported by all staff.
  - To create a culture of respect, excellent behaviour and attitudes across Hartpury.
  - To recognise wellbeing and pastoral support as a critical success factor in dealing with poor behaviour and supporting good behaviour.
  - To create an environment where positive behaviour is encouraged and reinforced.
  - To clearly define acceptable and expected standards of behaviour.
  - To ensure consistency of response to both positive and unacceptable behaviour.
  - To enable our students to differentiate between right and wrong and abide by the laws of the UK.
  - To nurture the skills and attitudes which allow our students to make a positive and productive contribution to Hartpury and the wider community.
  - To promote self-esteem, self-awareness and resilience.
  - To support every student in understanding the cultural diversity of our community and the importance of individual liberty, mutual respect, tolerance and the rule of law.
  - To encourage relationships between all members of the Hartpury community that facilitate effective learning.
  - To develop a strong sense of morality that allows students to take on board the thoughts and feelings of others.
  - To facilitate a process whereby students are empowered and enabled to be responsible for their decisions and actions.

## **FITNESS TO STUDY**

Hartpury appreciates that in certain circumstances staff may have concerns about a student's ability to manage the course and college requirements due to significant health, wellbeing or

behavioural concerns. This procedure aims to ensure that decisions about a student's ability to study/reside are made through a supportive process, after appropriate consultation and in the best interests of the student. This procedure is intended to be used where students are unable to succeed despite reasonable adjustments and support measures.

## **RESTORATIVE PRACTICE APPROACH**

The rationale behind behaviour modification is to change inappropriate behaviours and implement restorative practice. Restorative approaches provide opportunities for those directly affected by an offence/incident (victim, offender and members of staff) to communicate, and agree how to deal with the offence and its consequences. If there is an 'incident' on the Hartpury campus, it is the staff's responsibility to address any support needs for the student and submit MyConcern. In such cases, discipline represents an opportunity to teach and nurture, understanding and meeting the need behind the behaviour. It should be made clear which behaviours require some modification so that the student can be supported to think about, and put into action, changes to their behaviour and strategies to address their conduct or behaviour. This may require a referral to an internal service, such as wellbeing support, safeguarding and/or attendance at a restorative practice workshop.

Where further support in relation to behaviour is required, a referral can be made for further support. Some examples include feelings and anger management, personal issues affecting behaviour, anxiety, self-esteem and an assessment can also be made as to whether external agencies who work closely with Hartpury would be better placed to offer support.

## **RESPONSIBILITIES**

1. The Head of Safeguarding, Wellbeing and Health and Deputy Principal (Resources) are responsible for the operation of this policy.
2. The Head of Safeguarding, Wellbeing and Health or their nominee has a formal role in the operation of this policy.
3. Hartpury staff may investigate and report on incidents to the Head of Safeguarding, Wellbeing and Health/ Deputy Principal (Resources).

## **IMPLEMENTATION OF THE POLICY**

1. The Non-Academic Behaviour Management levels are cumulative within an academic year, except for any students that have attended an outcome meeting. A student will remain at outcome level for following academic year unless otherwise agreed by the Deputy Principal (Resources). All matters will be dealt with by an appointed member of Hartpury staff and applied as follows;
  - All matters in relation to this process will be logged on MyConcern to create a clear chronology of levels within the Non-Academic Behaviour Management process with a summary of the case and outcomes logged.
  - If a Non-Academic Behaviour Management concern results in a formal level being awarded, an outline of the meeting content and outcomes will be noted on Staff Advantage. This will generate an automated email to the student, tutor and registered parent/carer for those under 18.

## **COOLING OFF PERIOD / STUDENT TO RETURN HOME**

1. Where it is deemed to be an emergency, the DDSL on-call may send a student home for up to 72 hours pending referral of the matter to the DSL for consideration. The 72-hour period may be extended after consideration by the DSL, to give the student time to reflect on their behaviour and conduct and potentially de-escalate the situation. The parent/carer of an under 18 student will be notified of the cooling off period and will be required to complete the normal parental absence sign out process and make arrangements for the student to return home. During this period the student will receive academic support via their tutor.
2. In the case of serious incidents / safeguarding concerns, the DSL (or in their absence their nominee) may send a student home for an extended period to reflect, pending further enquiries, this could be up to 10 working days. However, this period may be extended in serious and complex cases. The parent/carer of the under 18 student will be notified of the cooling off period and will be required to complete the normal parental absence sign out process and make arrangements for the student to return home. During this period the student will receive academic support via their tutor.
3. The notification of a student being sent home will be communicated by a delegated member of staff at the time of the notification of the incident and must be confirmed in writing within 2 working days of the student returning home.

## **POLICE INVESTIGATION AND HIGH-RISK BEHAVIOURS**

1. If a student is being investigated by the police for a crime, which is assessed by the safeguarding committee to have a high potential impact on students or staff safety at Hartpury, the student maybe asked to return home indefinitely, without prejudice. Examples of such high-risk crimes would include any safeguarding matters involving abuse or criminal behaviour targeting children or vulnerable adults, sexual assaults and rape, crimes of violence. This list is not intended to be exhaustive, and the decision should be taken by assessing the potential risk to those in the Hartpury environment. The decision to send a student home beyond the cooling off period should be taken in consultation with the Deputy Principals. Wellbeing support will be offered to the student with regular contact with relevant Hartpury staff.
2. The decision for a student to return home is to protect the student and others and will be reviewed once the outcome of the police investigation is known. Wherever possible, the student should be enabled to complete their programme of study (study at home, planned tutorial meetings, etc.). This will not always be possible, dependant on length of time or the nature of program. If this is likely to prevent the student from completing the programme, then the student should be withdrawn with a guarantee that they may re-enrol at the start of the next academic year if the charges are unfounded.

**Please note if the student has been identified as having additional needs and or vulnerabilities, such as, safeguarded students (including those with a social worker), Looked after children and Care Leavers, Young Carers or has identified needs including an EHCP, then the relevant team should be alerted in all behavioural concern matters and disciplinary processes. (i.e., safeguarding and wellbeing team and Aspire Learning Support team).**

## **OUTCOME MEETING**

1. The student and parents/carers (if student Under 18) will be notified of the date of the meeting as soon as possible. The meeting will be chaired by a member of the Senior Management Team (Deputy Principal). The letter convening the hearing will indicate the nature of the alleged misconduct and will also advise the student of their right to be accompanied at the outcome meeting by an advocate, friend or relative.
2. Students with Special Educational Needs (SEND) can request that an advocate from the Aspire Team (Learning Support) attend their meeting to provide appropriate support where required.
3. Meeting outcomes could include but are not limited to:
  - Adjourn meeting for a period to gather further evidence
  - No further action as there is no case to answer
  - Student will re-sign and revalidate their Code of Conduct
  - Potential for a reduced evening registration period for a given time
  - Loss of privilege to attend any residential overnight trip
  - Loss of privilege to attend any student events including the Summer Ball
  - Exclude the student from accommodation (for a fixed or permanent period)
  - Administer a formal warning as to the consequences of any further breach Hartpury Code of Conduct, Residential Rules and Regulations

All outcome outcomes will be confirmed in writing.

4. On conclusion of the outcome meeting, the student and parent/carer (if under 18) will receive a letter detailing the meeting outcome together with a set of the meeting notes. If the student/parent/carer feel there are omissions or inaccuracies in the meeting notes, they have 5 working days to submit any proposed changes to the meeting Chairperson (Deputy Principal) for consideration.
5. All staff must be aware of the nature of this procedure and the need to keep accurate detailed notes on any interview or incident.

**Please note that all email communication to students will be sent via their Hartpury email account.**

## **APPEALS**

1. The student may appeal against the decision of the outcome meeting only if the outcome is permanent exclusion from Hartpury residence. There is no right of appeal for any other decision made. Any appeal must be made in writing to the PA to the Vice Chancellor, Principal & CEO within seven days of the decision being communicated to the student formally in writing. The letter of appeal must give the grounds of appeal. Appeals will normally be considered based on procedural irregularity, excessive nature of any element of the decision or new evidence.
2. The appeal will be responded to by the Vice Chancellor, Principal & CEO whereby normal practice is for a written response to the appellant. The Vice Chancellor, Principal & CEO can if deemed necessary, involve two members of the Senior Management Team not already involved in the case to respond to the appeal. Where the Vice Chancellor, Principal & CEO has been involved earlier in the individual student's case or is not

available then the appeal will be responded to by members of the Senior Management Team not already involved in the case. At the discretion of the Vice Chancellor, Principal & CEO, an Appeals Panel may be convened to hear the appeal to which the student will be invited; this will be instead of a written response to the appeal. In this case, the student has a right to be accompanied at the appeal hearing by an advocate, friend or relative but not by a legal or professional adviser unless Hartpury otherwise agrees, having been given notice before the day of the hearing. A legal or other professional adviser will be allowed if Hartpury intends to have an external adviser present.

3. The Appeal will be responded to within 21 working days of receipt of the Notice of Appeal.
4. The Vice-Chancellor, Principal & CEO will consider any written evidence and submissions which have been circulated as part of his response.
5. The decision of the Vice Chancellor, Principal & CEO will be confirmed in writing and will be final and binding on both parties.
6. Where an appeal against a meeting decision is lodged, this removes the right to lodge a Formal Complaint if the complaint relates to the issue/incident.

## **FINANCE**

A student who has been excluded will still be liable for any debt owed to Hartpury.

## **SERVICE OF DOCUMENTS**

All documents will be delivered by email as standard practice and sent to a student's Hartpury email address and when required sent to a parent/carer (for students under 18) this will be sent to the email address held on our Student Record System confirmed at the point of enrolment. In the event that hard copies are requested as an alternative, these will be sent to the registered address on our Student Record System. A document which is sent by First Class post will be considered to be served on the second day after it has been posted.

## **MONITORING AND IMPACT MEASUREMENT**

Monitoring at Department and Course level will focus on maintaining and improving the following:

- Retention rates
- Attendance rates
- Achievement of 'Monitored' students
- PEP Meetings for LAC
- Student Surveys and Feedback
- A positive impact on behaviour management data
- Progression internally and externally

This policy will be subject to a review cycle to assess the overall performance of the policy and its effectiveness in managing behaviour by the Safeguarding and Well-being Team. This will also be supported by the feedback from other stakeholders and college members as appropriate to review the effectiveness and implementation process of the policy and procedure as required.

## **DOCUMENTS ASSOCIATED WITH THIS POLICY**

1. Student Code of Conduct/Residential Code of Conduct
2. Student Anti-Bullying Policy
3. Fitness to Study and Reside Procedure
4. Child Protection and Safeguarding Policy
5. Online Safety Policies
6. Student Social Media Policy
7. Offensive Weapons Policy
8. Confiscation Procedure
9. Drugs and Substance Misuse Policy
10. Residential Regulations
11. Accommodation Licence

## **EQUALITY, DIVERSITY AND INCLUSION**

As with all Hartpury policies and procedures, due care has been taken to ensure that this policy is appropriate to all students regardless of their age, disability, ethnicity, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, and transgender status.

The policy will be applied fairly and consistently whilst upholding Hartpury's commitment to providing equality to all.

Hartpury is committed towards promoting positive mental health and aims to create a culture of support where students can talk about mental health problems without the fear of stigma or discrimination.

<b>APPROVAL &amp; REVIEW CYCLE</b>		
Reviewed By	Deputy Principal Resources/DSL	November 2024
Approved By	SMT/Executive	November 2024
Interim-Review	No	
Next Review Date		July 2025



Level	Concerns (this is not an exhaustive list and the process is cumulative)	Process
1	<ul style="list-style-type: none"> <li>• <b>Compromising own/others safety, safeguarding &amp; Wellbeing (minor risk)</b> <ul style="list-style-type: none"> <li>o Not understanding the significance of following residential processes to safeguard all students via morning registration &amp; evening registration</li> <li>o Minor health &amp; safety issues</li> <li>o Misuse of student ID card</li> <li>o Not following residential procedures e.g., visitors/overnight guests (other student)</li> </ul> </li> <li>• <b>Showing disrespect for others via our actions (minor risk)</b></li> <li>• Friendship issues causing a negative impact on others</li> </ul>	<p><b><u>Details placed on Student Records</u></b></p> <ul style="list-style-type: none"> <li>• Opportunities to reflect &amp; learn via meeting / discussion with Hall RSO if Residential or Academic Tutor if Non-Residential</li> <li>• Any other agreed supportive interventions</li> </ul>
2	<ul style="list-style-type: none"> <li>• <b>Compromising own/others safety, safeguarding &amp; wellbeing (medium risk)</b> <ul style="list-style-type: none"> <li>o Under the influence of alcohol (U18). Supplying alcohol to an U18 Student (O18). Unsafe/dangerous driving on campus.</li> <li>o Damage to Hartpury property (including that which breaches health &amp; safety requirements)</li> <li>o Visitor/overnight guest (non-student)</li> </ul> </li> <li>• <b>Showing disrespect for others via our actions (medium risk)</b></li> </ul>	<p><b><u>Details placed on Student Records</u></b></p> <ul style="list-style-type: none"> <li>• Opportunities to reflect &amp; learn during a meeting with Senior Residential Support Officer or Assistant Head of Residential Life including amended evening registration (2100 hrs for 7 days)</li> <li>• Any other agreed supportive interventions</li> </ul>

	<ul style="list-style-type: none"> <li>o Continued friendship issues causing a negative impact</li> </ul>	
<b>3</b>	<ul style="list-style-type: none"> <li>• <b>Compromising own/others safety, safeguarding &amp; wellbeing, or others (serious risk)</b> <ul style="list-style-type: none"> <li>o Serious alcohol breaches / intimidating behaviour</li> <li>o Visiting pubs / clubs (U18)</li> <li>o Physical/sexual assault/sexual abuse/peer on peer abuse (to include online abuse)</li> <li>o Bullying (including online Bullying &amp; Residential / Sports Initiations) Equality &amp; Diversity Discrimination</li> <li>o Use/possession/under the influence of Class A, B or C Drugs plus 'Legal Highs' &amp; including performance enhancing drugs. supply or dealing of drugs including 'Legal Highs'</li> <li>o Bringing Hartpury into disrepute which could relate to offsite incidents</li> </ul> </li> <li>• <b>Showing disrespect for others via our actions (serious risk)</b> <ul style="list-style-type: none"> <li>o Continued friendship issues causing a negative impact</li> </ul> </li> </ul>	<p><b><u>Details placed on Student Records</u></b></p> <ul style="list-style-type: none"> <li>• Meeting with an Assistant Head of Safeguarding</li> <li>• Outcome Meeting with Deputy Principals for Drug &amp; Other Serious Incidents</li> <li>• Any other agreed Supportive interventions</li> </ul>

<p><b>Outcome meeting</b></p>	<p><b>Potential Outcomes</b></p> <ul style="list-style-type: none"> <li>• <b>No further action</b></li> <li>• <b>Formal Warning</b></li> <li>• <b>Final Warning</b></li> <li>• <b>Final Warning &amp; Cancellation of Residential Licence</b></li> <li>• <b>Precluded from Academic Course</b></li> </ul>
	<p><b>All Warning/Admonitions will include the following:</b></p> <ul style="list-style-type: none"> <li>• Removal of privilege to attend student events and residential trips, plus any other proportionate interventions at the discretion of the outcome meeting panel, for that academic year</li> <li>• Specific learning and support strategies relating to the issues at the discretion of the outcome meeting panel - for drug related incidents this could involve a period of random monitoring where oral tests are conducted</li> <li>• Specific learning and support strategies as deemed pertinent for Sports Academy Students</li> <li>• Other specific supportive interventions may also be applied if deemed appropriate by the outcome meeting panel</li> </ul>