

Grŵp Llandrillo Menai

Learner Conduct & Disciplinary Policy

Version: 5

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Learner Conduct & Disciplinary Policy

1. Introduction

- 1.1 Grŵp Llandrillo-Menai actively promotes a positive and safe environment for all learners, visitors and staff at every college campus. The Learner Conduct Policy and Disciplinary procedures support the Grŵp's commitment to establishing and maintaining a culture of mutual respect by defining the expectations of learner conduct and by providing guidance on the procedures to deal with inappropriate behaviour.
- 1.2 The implementation of the Learner Conduct Policy is further supported by the Grŵp's policies and guidance documents that outline expected practices and protocols e.g. Learner Attendance, the Equality & Diversity Policy, Safeguarding and Complaints.

2 Scope

- 2.1 The Learner Conduct Policy and disciplinary procedures apply to all learners whilst on campus; the learner's journey to and from college in the immediate vicinity of the college campus; attendance at college events which are attended by learners, staff or visitors; or representing the college at external events and at all times of the academic year; and when on and off campus regarding COVID-19.
- 2.2 All members of staff have a duty to challenge unacceptable learner behaviour and implement the disciplinary procedures as appropriate unless doing so would compromise their personal safety.
- 2.3 Programme Managers have overall responsibility for the conduct of learners within their area and can apply the disciplinary procedures in response to misconduct.
- 2.4 The Learner Conduct Policy does not discriminate either directly or indirectly and ensures that all learners who may be subject to the disciplinary procedures are dealt with in a fair and equitable manner, irrespective of age, gender, disability, additional learning need, race, sexual orientation, religion or belief or any other personal characteristic.

3. Learning Agreement

3.1 The Learning Agreement outlines the responsibility of the learner to maintain a safe and respectful environment. All learners are expected to behave responsibly, courteously and respectfully at all times.

3.2 As part of the College induction process all learners are required to read and sign the Learning Agreement that sets clear expectations of learner conduct as outlined below:

1. Take responsibility for yourself, your personal belongings and your learning
2. Attend all sessions regularly and punctually (including any planned additional support sessions, and internal and external exams or assessments), return assignments and coursework on time
3. Work towards agreed targets and make every effort to meet targets
4. Access the Learner Portal to keep up to date with your academic progress and support needs
5. Regularly monitor your college email account for communication from college staff
6. Switch off your mobile phone whilst in classes, libraries and study areas
7. Look after equipment, books and materials and return what you borrow
8. Pay any money owing for fees, exams, materials etc.

3.3 The following behaviour is unacceptable and can lead to disciplinary action:

1. Bullying, violence, spitting, abusive language, harassment of others including harassment via social media
2. Publication and distribution of abusive or insulting material relating to students, staff, or other persons connected with the college, in written or electronic format
3. Breach of Health & Safety rules (e.g. careless driving, interfering with fire alarms or not following fire safety procedures, smoking in any college building or on college transport, not wearing protective clothing where necessary)
4. Breach of GLLM COVID Do's and Don't rules in College
5. Breach of GLLM Learner Guidance for Online Learning
6. Breach of Government coronavirus restrictions outside College
7. Using or possessing alcohol
8. Using or in possession of illegal substances and drug paraphenalia
9. Misuse of, damage to, or theft of property
10. Dishonestly copying someone else's work and falsifying college records
11. Any breach of the ICT Policy (e.g. installing software on college machines, reconfiguring college machines in any way, accessing inappropriate websites)
12. Refusing to wear a college lanyard and/or show your student ID card when asked
13. Damage to, or unsociable behaviour, whilst using transport provided by the college
14. Other conduct which could bring the college into disrepute.

4. Definitions

4.1 The disciplinary action taken will reflect the circumstances and severity of the offence and take into account previous disciplinary action taken against the learner concerned. Whilst not exhaustive, the following definitions provide guidance on how to apply the disciplinary procedures.

4.2 Misconduct

Examples of misconduct include:

- Repeated breach of GLLM Covid Do's and Don't rules in college (e.g. not wearing face coverings, maintaining social distancing, following one way systems etc)
- Repeated breach of Government coronavirus restrictions outside college (e.g. not wearing face coverings on buses, maintaining social distancing etc)
- Repeated lateness
- Repeated absence without notification/approval
- Lack of respect towards other learners, staff and visitors
- Poor attitude and lack of effort in class
- Repeated late submission or completion of set work and/or failure to meet deadlines
- Refusal to show ID on request by a member of staff
- Failure to use college facilities and equipment with care and respect
- Non-payment of college fees and charges
- Use of mobile phone in class without staff consent
- Smoking and use of e-cigarettes in non-designated area

4.3 Gross Misconduct

Examples of gross misconduct include:

- Cheating or plagiarism
- Harassment or bullying whether physical or verbal, including by electronic means such as mobile phone, social networks, email, taking or distributing photos/videos or recording conversations without prior consent
- Infringement of the Grŵp's Equality & Diversity Policy
- Being under the influence of alcohol / drugs
- Possession of illegal substances and drug paraphenalia
- Dealing of illegal substances or medicines prescribed for use by another person
- Violent or threatening behaviour (including the carrying of weapons both real and imitation regardless of intent of use)
- Vandalism
- Theft
- Serious breach of GLLM COVID Do's and Don't rules e.g. actively causing distress or upset to others relating to COVID 19, such as purposely coughing near or at others, spitting at another person etc
- Any breach of Government coronavirus restrictions outside college which results in disruption to learners education and training

- Misuse of or causing disruption to the college IT network and hardware
- Any criminal activity which has brought or may bring the reputation of the college into disrepute (irrespective of whether it takes place on college property or in college time)

5. Disciplinary Interventions

- 5.1 There are two types of intervention that can be applied as part of the disciplinary procedures to respond to breaches of the Learner Conduct & Disciplinary Policy. These are:
- Informal intervention
 - Formal intervention
- 5.2 Informal intervention includes discussion and informal interview with the learner to discuss the concern relating to their behaviour or conduct. Examples where informal intervention may be applied include smoking and use of e-cigarettes in non-designated areas, use of mobile phone in class, loud or unruly behaviour in class or communal areas.
- 5.3 Formal intervention includes issuing a Verbal Warning, Written Warning, Final Written Warning, Suspension and/or Exclusion. The issue of warnings can be progressive, that is, Verbal Warning, Written Warning and Final Written Warning but not necessarily so, depending on the seriousness of the offence.
- 5.4 Formal intervention must be initiated after repeated or a serious incident of misconduct has occurred.
- 5.5 Without exception, formal intervention must be applied after an incident of gross misconduct, as defined in the Learner Conduct Policy, has occurred. The line managing Assistant Principal or in their absence, another senior member of staff must be informed when suspension of a learner for gross misconduct is being considered.
6. Learners with Additional Learning Needs
- 6.1 The expectation for standards of behaviour to be adhered to is the same for all learners, however the college recognises that there may be some instances where learners with additional learning needs require further consideration. The disciplinary procedures should be applied on individual merit to learners with known communication difficulties; emotional behavioural difficulties; English as a second language; learning difficulties or disabilities.
- 6.2 At every stage of the disciplinary process, all staff must be conscious of the needs of individual learners who may be disadvantaged by written communication and formal interviews.
- 6.3 Staff must consider the individual needs of such learners and are advised to contact the Grŵp Learning Support Manager or the Learner Services Manager for further guidance.
- 6.4 Adaptations to the disciplinary process may include:
- Adapting the language and written communication
 - Providing written communication in alternative formats

- Providing additional advisory or advocacy support for the learner to ensure their full understanding of the process
- Providing interpretation services at any Disciplinary Panel

7. Monitoring Implementation and Reporting

- 7.1 The Learner Services Manager at each college will maintain a central record of all Disciplinary Panels held.
- 7.2 The Director, Learner Services, will report on a termly basis to each college's Tîm Rheoli by providing a summary of the outcomes of all Disciplinary Panels.
- 7.3 Where a learner breaches the Learner Conduct and Disciplinary Policy, GLLM will follow the steps outlined in the Learner Disciplinary procedures.