



STUDENT PERFORMANCE, BEHAVIOUR AND DISCIPLINARY MANAGEMENT POLICY

Policy Number: 012-2014

Academic Year:

2023/2024 Onwards

Target Audience:

**All Students / Trainees
Academic Staff**

Summary of Contents

General Principles for Managing Student Behaviour and Discipline within SERC

Enquiries

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Review Information:

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Approval By:

Approval is for new Policies and substantive changes to existing policies during a review

CMT: August 2016
Governing Body: October 2016

Related Documents:

Student Performance, Behaviour and Disciplinary Management SOP

Superseded Documents (if applicable):

Student / Trainee Disciplinary Policy 12 2010/11

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1.0 Change History

Changes to this SOP are documented in Appendix 1 of this document. When reading electronic copies of this document, [you can click here to view the change history](#).

2.0 Introduction

- 2.1 SERC has the responsibility for creating a peaceful and positive learning environment so that all learners can focus on their learning without disruption. At the same time, SERC must ensure that staff have the opportunity to work with learners in safety, in compliance with legal requirements and without unnecessary distraction. To ensure that this is facilitated student behaviour and performance needs to be monitored and managed. From time to time appropriate disciplinary action may need to be taken when student behaviour fails to meet an acceptable standard.
- 2.2 The process for managing student performance, behaviour and discipline will take account of the needs of the student and will be applied in a manner that will support the development of appropriate, positive, respectful behaviours and successful learning.

3.0 Scope and Purpose

- 3.1 This Policy applies to all students and trainees, both full time and part time, who are enrolled at SERC and are undertaking a programme of study operated by SERC.
- 3.2 This Policy applies to staff who are also students on any particular occasion, but only in their capacity as students.
- 3.3 SERC is committed to fair, equitable and practical Disciplinary Procedures which at all times will be applied in a professional manner by the appropriate members of staff
- 3.4 Disciplinary Procedures are intended to ensure a speedy and efficient resolution of issues and reasonable time will be allowed for the preparation of representations and the investigation of the circumstances surrounding incidents and allegations. The aim in applying disciplinary procedures is always to prevent unnecessary delay whilst ensuring a full and fair assessment of the circumstances of any individual case.
- 3.5 Complaints of student misconduct will, wherever possible, be dealt with informally by consultation between the student(s) and the appropriate staff concerned. It is hoped that whenever possible informal solutions will help prevent the re-occurrence of a problem and an escalation into formal disciplinary procedures. The detailed procedure is contained within the Student and Trainee Performance, Behaviour and Disciplinary Management Standard Operating Procedure (SOP).
- 3.6 The formal procedures should only be invoked where informal action has failed or is considered inappropriate.
- 3.7 The Principal and CEO is responsible for the maintenance of student discipline. Details of the delegation of this responsibility to other staff within SERC for various circumstances is provided in the Student and Trainee Performance, Behaviour and Disciplinary Management SOP.

4.0 Procedure

- 4.1 Staff are responsible for explaining the rules and standards to students and for motivating students to perform successfully and the management of their behaviour. This will be achieved through gaining of an understanding of the needs of the student; through the provision of clear guidance as to what is acceptable and unacceptable student performance and behaviour; and by the careful planning and the effective delivery of the curriculum with the timely and appropriate use of the disciplinary procedure if necessary.
- 4.2 While different student groups may require different approaches towards the management of performance and behaviour, the guiding principles for the staff of SERC are to:

- Establish clear expectations for student performance and behaviour;
- Provide the students with assistance and support in meeting those expectations;
- Introduce timely sanctions for unacceptable behaviour.

4.3 All students are required to accept the minimum standards of expected performance and behaviour as they enrol for their programme of study. Further details of these requirements will then be provided during the induction phase of their programme by the appropriate staff.

4.4 Disciplinary Procedures (including the appeals procedure) are outlined in the Student and Trainee Performance, Behaviour and Disciplinary Management SOP, details of which can be accessed through the student handbooks.

5.0 Responsible Owner

5.1 It is the responsibility of Head of Learner Welfare to ensure that this policy is implemented, adhered to and reviewed.

6.0 Communication Plan

6.1 This Policy will be uploaded to the College intranet and referred to in staff induction and training.

7.0 Review

7.1 This Policy will be reviewed biennially, or when the need for change has been identified.

Appendix 1: Document Change History

Version	Date	Change Detail
1.0	August 2023	Transferred to new Accessibility template
1.1	Sept 2023	Title of Policy amended from “Student and Trainee Performance, Behaviour and Disciplinary Management Policy” to Student Performance, Behaviour and Disciplinary Management Policy and changed throughout the Policy