

STUDENT AND TRAINEE PERFORMANCE, BEHAVIOUR AND DISCIPLINARY MANAGEMENT POLICY

Academic Year: 2021/22 Onwards

Target Audience:

All Students / Trainees
Academic Staff

Summary of Contents:

General Principles for Managing Student
Behaviour and Discipline within SERC

Enquiries: Any enquiries about the contents of
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Final approval by:

CMT – 08 August 2016
Governing Body – 19 October 2016

Policy Number: 012-2014

Reviewed: September 2021
Next Review Due: August 2023

Related Documents:

Student and Trainee Performance,
Behaviour and Disciplinary
Management SOP

Superseded Documents (if applicable):

Student / Trainee Disciplinary Policy
12 2010/11

Equality of Opportunity and Good Relations Screening Information (Section 75):

Date Policy Screened – October 2016

1.0 Introduction

- 1.1 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.
- 1.2 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.

2.0 Scope and Purpose

- 2.1 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.
- 2.2 This Policy applies to staff who are also students on any particular occasion, but only in their capacity as students.
- 2.3 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.
- 2.4 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.
- 2.5 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).
- 2.6 The formal procedures should only be invoked where informal action has failed or is considered inappropriate.
- 2.7 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.

3.0 Procedure

- 3.1 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.
- 3.2 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.
- 3.3 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.
- 3.4 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.

4.0 Communication

- 4.1 This Policy will be communicated via the staff intranet and will be made available, on request, in alternative formats including large print, braille, audio, and in minority languages to meet the requirements of those who are not fluent in English.

5.0 Review

- 5.1 This Policy will be reviewed (and amended if necessary) at least biannually or sooner if required to reflect changes in legislation or circumstances.