

**STUDENT AND TRAINEE
PERFORMANCE, BEHAVIOUR
AND DISCIPLINARY
MANAGEMENT POLICY****Academic Year:** 2016/17 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
this document should be addressed to: -

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E-mail: mmalone@serc.ac.uk**Final approval by:**CMT – 08 August 2016
Governing Body – 19 October 2016**Policy Number:** 012-2014Reviewed: August 2016
Next Review Due: August 2018**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Management SOP**Superseded Documents (if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, 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 applied to staff who are also students, 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 carried out 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 particular 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. Informal counselling may form part of the procedure and, conducted at an early stage, may help prevent the escalation of a problem into a formal disciplinary matter. 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 manage 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 careful planning and 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 Expected Performance and Behaviour

- 4.1 In consultation with the SERC Students Union the College has determined a basic expectation for the performance and behaviour of students. The purpose is to develop an ethos of mutual respect and a safe and productive educational environment.
- 4.2 SERC's expectations of students are categorised by expecting them to comply with the following:
- The attendance, performance and classroom behavioural requirements of the programme of study
 - SERC Quality Assurance procedures and the requirements of the Examination and Awarding Bodies
 - Policies and procedures
 - The Respect agenda, which forms part of the "Getting the Edge" initiative which requires students to behave in an appropriate fashion that ensures that the rights and freedoms of other students, college staff, contractor staff, local business owners, and local residents are respected.
- 4.3 Students will be asked to confirm their commitment to complying with these performance and behaviour requirements at the point of enrolment.

5.0 Misconduct

- 5.1 Students are expected to conduct themselves at all times in a manner which demonstrates respect for SERC, its staff, their fellow students and the property of others. Breaches of the expectations set out in the Student and Trainee Performance, Behaviour and Disciplinary Management Standard Operating Procedure may result in the student being issued with formal warnings which may in the most serious situations result in the student / trainee being excluded from the College.
- 5.2 The Student and Trainee Performance, Behaviour and Disciplinary Management SOP also includes details of the procedure for investigating incidents and allegations, arrangements for student representation and details of mechanisms by which students may appeal a disciplinary outcome.

6.0 Communication

- 6.1 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.

7.0 Review

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