

UCC Student Disciplinary Policy

Policy Details			
Policy Owner	Head of Academic Services		
CE Sponsor	Principal and Chief Executive Officer		
Date created this year	14 th October 2024		
Version:	Approved by:	Date approved:	To be reviewed:
2	College Executive	15.10.2024	August 2027
2	Curriculum and Quality Committee	06.11.2024	August 2027

Version Control	
Version Number	Changes from previous 12 months policy
2	Significant re-write to bring in-line with wider College Policy. Definitions of misconduct adapted and introduction of Student Professional Standards and Behaviours. Some minor terminology differences to FE policy to recognise difference in student communities and expectations.
	Changes to policy in year
2	
2	

Equality Impact Assessment Tool: UCC Student Disciplinary Policy

		Yes/No	Comments
1	Does the policy/guidance affect one group less or more favorably than another on the basis of:		
	Race or ethnicity	No	
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	Is there any evidence that some groups are affected differently?	No	
3	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	
4	Is the impact of the policy/guidance likely to be negative?	No	
5	If so, can the impact be avoided?	N/A	
6	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7	Can we reduce the impact by taking different action?	N/A	

Contents

1. Statement of Intent and Scope.....	4
2. Principles	6
3. Student Professional Standards and Expectations.....	7
4. Behaviour Management	8
5. Breaches of the Student Professional Standards and Expectations.....	9
6. Appeals	12
Appendix 1 - Types of misconduct.....	15
Appendix 2 - External Agency Involvement.....	17
Appendix 3 - Form HEIA - 1	18

1. Statement of Intent and Scope

Intent

It is the aim of University Centre Colchester (UCC) to create an environment where exemplary conduct is at the heart of productive learning. University Centre Colchester will promote positive behaviour and a culture where students accept responsibility for their conduct and encourage other students to do the same. These expectations are made clear to students (and where applicable their employers) when they join University Centre Colchester and are re-iterated throughout their time here. A structured staged process of interventions ensures any inappropriate conduct, or concerns are dealt with effectively to ensure that University Centre Colchester is a safe environment conducive to learning, success and progression.

Policy Statement

The behaviour of most students at Colchester Institute is exemplary. This policy and procedure is intended to deal with the few occasions when student behaviour does not meet the professional standards that are expected. The curriculum and the expected standard of behaviour at Colchester Institute provide a bridge to the next stage in students' lives, whether further study, employment, or apprenticeships. The College is committed to supporting students to adopt and practise the professional behaviours that will help them to succeed in their future, work, and study.

All students have the right to learn and a responsibility to allow others to learn in a safe, secure, and respectful environment Colchester Institute also has a responsibility to provide staff with a safe, secure and respectful environment in which to work.

Students agree to abide by the College behaviour rules and regulations when they enrol and they apply not just on the College Campus but also in the general local community and wherever students meet people and organisations outside the College, including online. The aim of this policy is to ensure the provision of such an environment, to support the learning process and to always promote acceptable conduct as well as promoting behaviours which support good citizenship and employability.

Wherever possible, the College will work constructively with students to resolve disciplinary issues but implicit in this policy is the recognition of the need to disapprove of, formally record and, in certain circumstances, apply appropriate sanctions to unacceptable conduct which disrupts learning, shows disrespect, is unlawful, or threatens harm to others. Should any actions undertaken by students outside of the College premises impact upon the college or any individual's engagement with the college, then disciplinary action will also be considered.

Executive Summary

All students are expected to respect the rights of others and take responsibility for their own actions. Students' responsibilities are to conform to academic rules and regulations and comply with acceptable standards of behaviour as indicated by the Student Professional Standards and Expectations. Where there are instances of non-compliance, disciplinary action will be taken. This policy recognises four levels of non-compliance with suitable sanctions at each level:

- **Level 1** enables teachers and other staff at University Centre Colchester to identify behavioural issues with students and initiate early intervention and support.

- **Level 2** enables Area Heads or other managers to impose remedial and developmental actions following a disciplinary meeting from a single significant, or repeated breaches of Student Professional Standards and Expectations.
- **Level 3** enables UCC Academic Services to impose intervention and sanctions following a disciplinary meeting from a serious breach of the Student Professional Standards and Expectations.
- **Level 4** enables an appropriate member of the Senior Leadership Team, to conduct a Formal Hearing which may lead to the ultimate sanction of exclusion from University Centre Colchester for a gross breach of the Student Professional Standards and Expectations.
- **Exceptional Summary Exclusions** would normally be used for misconduct that intends to cause or causes significant harm to another student, staff, visitor, stakeholder or member of the college community. Actions that endanger life or involvement in misconduct on college premises that require the response of the Police, Specialist police units, Fire and Rescue Service and or criminal activity.

At levels 2, 3 and 4, the student has the right to appeal if they consider the judgement unfair, or if the College has failed to follow correct procedures. There is no right of appeal against an Exceptional Summary Exclusion.

Scope

The Student Disciplinary Policy applies to all students who are enrolled on a programme of study offered by University Centre Colchester.

University Centre Colchester is the sub-brand of higher education provision provided by Colchester Institute. Within this policy when considering student misconduct impact on the entirety of the Colchester Institute organisation and community will be considered. As a result, the organisation may be referenced as both 'University Centre Colchester', Colchester Institute, and 'the College' throughout this policy.

This policy is applicable in any circumstances and in any location in which the student has been granted access by virtue of his or her status as a member of University Centre Colchester or is acting as a representative of the Institution. This includes social media and IT networks. It also applies to students who are undertaking a higher education programme as part of an apprenticeship programme or who are studying at a partner organisation. All of these types of learners will normally be referred to as 'students' in this document.

Non-academic offences

The University Centre Colchester **Disciplinary Policy** may be evoked when alleged or suspected student misconduct requires the institution to take action. It relates to matters of non-academic misconduct.

Academic offences

Procedures relating to matters of academic misconduct can be found in the **Academic Offences Policy**.

Students registered on programmes leading to membership of a professional body should demonstrate appropriate behaviour and standards required for entry into that profession. Alleged actions and/or behaviours which may be considered to fall short of the professional codes of conduct will be considered under the **Fitness to Practise Policy**.

Where there is concern that mental health, illness or disability may have directly impacted on the behaviour and/or conduct of a student, the matter will be considered under the **Fitness to Study Policy** as an alternative to disciplinary action.

Concerns over a student's engagement with or progress on their Academic programme of study should be dealt with under the **Attendance Engagement and Progress Policy**.

Where a student is found to be 'fit' to study or to practise through the above mentioned policies their behaviour may be referred back to the University Centre Colchester Disciplinary process.

2. Principles

University Centre Colchester is committed to meeting the needs of students by providing high quality education and training in an environment conducive to learning. In return University Centre Colchester expects an appropriate level of behaviour and commitment by individual students, relating to:

- Equality, Diversity and Inclusion.
- Attitude to learning and study.
- Health and Safety.
- Respect for the College environment and facilities.
- Respect for Staff, students, visitors, and the local community.

This should ensure that all students are able to derive the maximum benefit from their study.

University Centre Colchester is mindful, and will remain mindful when implementing this policy, of its legal obligations, including its obligations under the Equality Act 2010, UK GDPR and the Data Protection Act 2018. The individual needs of students (for example, those students with learning difficulties or disabilities, vulnerable students or where English is a second language) will be taken into consideration where appropriate in applying the policy and procedures. The College is also mindful of the Prevent agenda and its responsibilities to keep the local Prevent policing team or Channel Panel informed of appropriate concerns as well as responsibilities to keep our safeguarding partners aware of any concerns or issues. (see appendix 2)

It is expected that all University Centre Colchester staff are mindful of making all reasonable adjustments to meet the needs and declared disabilities of students and taking these issues into account before initiating any disciplinary procedures.

The Policy and procedures are designed to ensure fairness, transparency and are in line with the following college policies:

- Dealing with Bullying and Harassment at College, Policy and Procedures for Learners.
- Diversity, Equity and Inclusion Policy.
- Fitness to Study Policy.

- Safeguarding Policy.
- Harmful Sexual Behaviours Policy.
- Admissions Review Policy.
- UCC Fees Policy.

3. Student Professional Standards and Expectations

All students are required to adhere to the Student Professional Standards and Expectations, which are underpinned by the college values of:



Behaviour Standards

All students have the right to experience a learning environment that enables them to be successful. To achieve this, students must not engage in any academic or non-academic conduct which adversely interferes with teaching and learning, is disrespectful to other members of the College community or property or breaches the Standards and Expectations, which includes but is not limited by the lists below, which are summarised on poster displayed around the campus:

Around the Campus, all University Centre Colchester students are expected to:

- comply with all College regulations and policy requirements.
- abide by the College Dress Code.
- display college identification cards and lanyards at all times and provide other details on request by a member of staff.
- assist security within the College by ensuring that caps, hoods, or any other clothing does not obscure the face.
- not smoke or vape anywhere on the college premises except in the designated areas.
- comply with the College's vehicle regulations including making arrangements to pay for parking.
- assist with enquiries, attend meetings or hearings when requested to do so.
- never to be under the influence of, in the possession of, or distribute any drugs or alcohol or engage in any gang-related activity.
- contact teachers or other college staff to discuss any concerns.

In relation to positive relationships with other members of the College Community, all students are expected to:

- never engage in swearing, taunting of any kind including name calling based on age, ethnic origin, gender, disability, sexual orientation, religion, or belief.
- comply with all reasonable requests or instructions given by a member of staff in the normal course of college business.
- be respectful and considerate of each other, the College environment, the local community, and any community visited.
- not to take photographs or moving images of anyone without their express permission.
- not engage with the inappropriate or offensive use of social media including bullying and harassment.
- speak to one another and staff calmly and politely, avoiding words and actions that may be interpreted as abusive, offensive, or threatening.
- not to engage in any bullying or abusive behaviour, including sexual harassment.

In Learning Environments, all University Centre Colchester students are expected to adhere to the following Academic and Professional standards:

- attend all classes and provide a clear explanation to the tutor when not in attendance.
- report any absence using the college processes.
- be punctual and properly prepared for classes and motivated to work to the best of their ability.
- not engage in behaviour that disrupts the teaching or learning activity.
- comply with all requirements of behaviour and safety in the classroom and other learning environments.
- be fully engaged in all learning activities, whatever the context.
- respectfully contribute to discussions and listen to others.
- complete all work set and provide reasonable explanation to the tutor when they fail to do so.
- be fully engaged in meeting the required standards of assessment as part of the curriculum including submitting work within required guidelines and deadlines, and attending all mandatory examinations.
- undertake all required independent learning activities.
- download and use the Ci Connect app to stay in touch with important updates from the college.
- ensure that they respect the college environment and to leave each class in good condition and order.

4. Behaviour Management

The disciplinary procedure, contained within this policy, will be invoked where there are indications that the Student Professional Standards and Expectations has been breached. It is expected that any such breach is responded to at the lowest appropriate level of response. Any disciplinary process that indicates that a higher level of response is required, may be escalated to the appropriate level.

For the purposes of this policy, suspension should not be confused with exclusion as it does not automatically presume guilt. Only an Area Head, Assistant Area Head or a Senior Manager can sanction a suspension.

A suspension will also include any University Centre Colchester organised work placement, trip or events. Whilst on suspension the student should not be in the vicinity of any Colchester Institute campus or return to a Colchester Institute campus until invited to do so. They must not contact staff or students

and no reference on any social media site or messaging service should be made in regard to the suspension or matter being investigated.

If the conditions of a suspension are not adhered to, this in itself is to be regarded as a breach of the Student Professional Standards and Expectations.

5. Breaches of the Student Professional Standards and Expectations

Initial and low-level breaches of the student professional standards and expectations will normally invoke Level 1 or 2 of this policy which will be implemented by the Programme Leader. All appeals against outcomes of a level 2 of the disciplinary procedures are to the appropriate Area Head.

Level 1 Minor Breach of Student Professional Standards and Expectations

All staff are required to promote the Standards and Expectations and report on any breaches. If a member of staff believes that the breach is persistent or requires the intervention of the relevant Area Head or Assistant Area Head, they are to inform them that they wish to invoke Level 2 of the procedure.

For a low-level breach or for persistent minor breaches of the Student Standards and Expectations Programme Leaders are to respond meeting with the students and issuing an Improvement Agreement (Form HEIA-1). They should advise the student that they are required to abide by stated conditions and advised that persistent breaches may lead to escalation to Level 2.

It is the responsibility of the Programme Leader to ensure that their Area Head is aware of any emerging issues.

There is no appeal to a level 1 informal warning.

Level 2 Significant Breach of Professional Standards and Expectations.

If a member of staff believes there has been:

- a single significant breach of the Student Standards and Expectations.
- or
- continual breaches of the Student Standards and Expectations despite Informal Warnings at Level 1.

They can request that the Area Head for the student escalates the matter to Level 2 of the UCC Disciplinary Policy.

- The student is to be informed of the reason the disciplinary process has been invoked.
- The student is to be informed that an investigation will be undertaken.
- Where possible and appropriate, the student is to be enabled to make a statement and told other evidence will be gathered.
- The student is to be informed that the Area Head will Chair the meeting with another member of staff.

- The student is to be informed of the possible outcomes at Level 2 disciplinary meeting which include:
 - No case to answer.
 - A formal warning (written warning) may be issued to the student who will also sign up to a further enhanced Improvement Agreement (Form HEIA- 1).
 - Potential escalation to Level 3.

All outcomes at Level 2 are to be communicated to the student in writing and copied to UCC Academic Services.

An appeal may be accepted in certain circumstances, Any appeal against the outcome of a Level 2 disciplinary meeting is to be requested in writing within 10 working days of the date of the outcome letter and addressed to the relevant Area Head. See section on Appeals below.

Level 3 Serious Breach of the Professional Standards and Expectations

If an Area Head believes a student has engaged in serious misconduct (see appendix 1) or that a student has breached the conditions of a previous Improvement Agreement outcome from Level 2, they are to refer the issue to the Head of UCC Academic Services or in their absence, any member of the Senior Leadership Team.

The Head of UCC Academic Services may, where warranted, escalate the matter to Level 3.

The Head of UCC Academic Services will consider in the circumstances, whether it is necessary to suspend the student for the period of the investigation.

If suspended, the student is to be informed that the suspension is a neutral act and will be for no longer than required.

The student is to be informed that the Head of UCC Academic Services will normally Chair the disciplinary meeting with another manager who will record the minutes of the meeting.

Level 3 and 4 Disciplinary Meetings

For disciplinary meetings identified in the procedures below at stage 3 or 4, UCC Academic Services staff must send out communication to the student.

The communication should:

1. Communicate the time/date/place of the meeting.
2. Set out the allegation to which the student must respond.
3. Include a copy of the UCC Student Disciplinary Policy.
4. Set out that the student may bring a representative, such as a fellow student, providing that person is not attending in a legal capacity. If any other person is expected to attend the meeting, the agreement of University Centre Colchester is to be obtained at least 24 hours prior to the time and date of the meeting.

For any student with SEND or wellbeing concerns an appropriate member of staff, with knowledge of the student, should attend the meeting to act as an advocate where appropriate.

In the event that the student does not respond, University Centre Colchester will proceed with the meeting in the student's absence. If a student requests an alternative date due to unavailability University Centre Colchester will try to accommodate where possible but reserves the right to proceed in their absence. In such cases students will be given the opportunity to represent themselves through a written statement.

UCC Academic Services staff organise and prepare paperwork for the meeting.

At the meeting, the Chair must:

- Explain the purpose of the meeting.
- Confirm with the student their receipt of a copy of the UCC Student Disciplinary Policy.
- Outline the possible outcomes.
- Put the specifics of the allegation to them.
- Give the student the opportunity to respond.
- Ensure salient points are recorded.
- Confirm how the outcome of the meeting will be communicated.

The student is to be informed of the possible outcomes at Level 3 which include:

- No case to answer.
- An appropriate warning (final written warning) may be issued which will be recorded and a requirement to sign up to an agreement to abide by the Student Standards and Expectation or any specific aspect of it.
- Potential escalation to Level 4 which the student should be informed could lead to exclusion from University Centre Colchester.

All outcomes are to be confirmed by letter to the student. UCC Academic Services will retain copies of all correspondents to the student and copies of any signed agreements.

No electronic recording devices are allowed at these meetings, unless organised by University Centre Colchester. Where a recording is made, a copy will be provided by University Centre Colchester to the student. Any recording made without permission may be deemed an act of misconduct.

Level 4 Gross Breach of the Professional Standards and Expectations

If the Head of UCC Academic Services believes a student has engaged in gross misconduct (see appendix 1) or that a student has breached the conditions of a Final Written Warning outcome from Level 3, they are to refer the issue to the Principal and Chief Executive, the Deputy Principal or an Assistant Principal.

The Principal, Deputy Principal or Assistant Principal will consider in the circumstances, whether it is necessary to suspend the student for the period of the investigation.

If suspended, the student is to be informed that the suspension is a neutral act and will be for no longer than required.

The procedures to be undertaken are the same as at Level 3 with the exception of:

- The student is to be informed that two Area Heads will chair the disciplinary meeting one of whom will record it.
- The student is to be informed of the possible outcomes at Level 4 which include:
 - No case to answer.
 - The extension to the times and conditions identified in previous warnings or other actions appropriate to the circumstances.
 - Exclusion from the college for a fixed period or permanently.

Outcomes one and two are to be confirmed by letter to the student. UCC Academic Services will retain copies of all correspondents to the student and copies of any signed agreements.

Outcome three is to be confirmed by letter from a member of the Senior Leadership Team. UCC Academic Services will retain copies of all correspondents to the student and copies of any signed agreements. The outcome will also be recorded on the College's management information system.

Any appeal against outcome three of a Level 4 Disciplinary meeting is to be requested in writing within ten working days of the date of the outcome letter and addressed UCC Academic Services.

Exceptional Summary Exclusions

An Exceptional Summary Exclusion may be implemented in a case where there is irrefutable evidence that an act of gross misconduct has occurred. This can be actioned only by a member of College Executive. Other College staff will be involved in providing evidence to the member of SLT. An outcome letter will be sent to the student, which must include the reason for the Summary Exclusion. For apprentices, the employer must be notified immediately. The student may be suspended pending a decision, or action might be immediate.

There is no expectation that a student will be interviewed or asked for their viewpoint if a case is dealt with as an Exceptional Summary Exclusion, though sometimes this might happen.

A student who has been summarily excluded from the College will usually be prohibited from applying for courses in future years.

Disciplinary Action at the discretion of the Principal and Chief Executive

This policy gives the right for the Principal and Chief Executive to summarily exclude permanently any student if a decision is made that this is beneficial to the College operation and/or reputation. There is no right of appeal against such a decision.

6. Appeals

Under this policy, a student can request that an appeal be heard only against decisions arrived at under the formal levels of 2, 3 and 4.

Where a student believes that the Disciplinary Procedures have not been followed correctly, or the decision regarding the outcome of the disciplinary action is unreasonable, they have the right to appeal. New evidence may be considered at the discretion of the University Centre Colchester, provided that

there is a justified reason as to why the evidence was not provided at the beginning of the disciplinary proceedings.

A request for an appeal to be heard must be submitted within ten working days of receipt of the disciplinary outcome letter. There are usually only three grounds for appeal:

- they were not provided with a fair hearing.
- there is new evidence that was unavailable at the earlier hearing or interview that would have affected the outcome.
- the penalty imposed is disproportionate to the act of misconduct.

In such cases, the grounds for the appeal should be clearly stated in writing and sent with full supporting evidence, in the first instance, to Academic Services via the following email address: ucc.appeals@colchester.ac.uk

A member of Colchester Institute's Senior Leadership Team who did not participate in the original investigation and decision (The Designated Reviewer) will review the appeal and decide whether there is any new evidence that has come to light or whether the process for disciplinary action has not followed due process.

An appeal without adequate grounds and evidence will be dismissed.

The Designated Reviewer will acknowledge receipt of the application for appeal within 5 working days. If, after reviewing the application, the Designated Reviewer deems that the student has sufficient grounds for an appeal and has provided sufficient evidence, they will independently decide upon an appropriate course of action. This will normally be either:

- Reconvene the Disciplinary Panel in the light of new evidence and inform the student of this in writing by recorded post.
- Convene an Appeals Panel in cases where due process has not been followed and inform the student of this in writing by recorded post.

Membership of the Appeals Panel

The Appeals Panel will consist of the following members:

- A member of Colchester Institute's Senior Leadership Team (Chair).
- An academic member of staff not part of the original Disciplinary Panel.
- Secretary (a member of University Centre Colchester appointed by the Head of UCC Academic Services or nominee).

In cases where the allegation has not been considered by the Disciplinary Panel and the student is appealing against the decision of the Dean of Higher Education, the Dean of Higher Education will chair the Appeals Panel.

The appeals panel will have the authority to do one of the following:

- Uphold the appeal and decide upon an appropriate course of action - in which case, both the student and the Chair of the Disciplinary Panel will receive a written explanation of the decision.
- Uphold part, but not all, of the appeal and decide upon an appropriate course of action – in which case, both the student and the Chair of the Disciplinary Panel will receive a written explanation of the decision.
- Reject the appeal and inform the student in writing of this decision.

The student will be notified in writing of the Appeals Panel's decision within 10 working days, by the Chair of the Appeals Panel. The decision of the Appeals Panel is final.

Further Appeals

Any appeal following the formal conclusion of the appeals procedures set out above may be made on the following grounds only:

a) Procedural irregularities in the appeals process

A student who wishes to appeal against the outcome of these procedures should write to the Principal within twenty working days of the Appeal hearing, setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeals process. The claim will be reviewed by a member of Colchester Institute's College Executive who will determine whether there were any procedural irregularities in the appeals process in which case the appeal will be referred to a new Appeals Panel for consideration.

When University Centre Colchester's and Colchester Institute's internal procedures for dealing with complaints and appeals have been exhausted, Colchester Institute will issue a Completion of Procedures letter.

The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent course for the review of student complaints and appeals. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within 12 months of the Completion of Procedures letter. Full details of the process are available on request and will be enclosed with the Completion of Procedures.

Appendix 1 - Types of misconduct

Any conduct that is a threat to the good management and safety of the College, or causes threat or harm to other members of the College or local community will be regarded as misconduct.

The level of seriousness of any type of misconduct can be variable depending on the nature of the incident and the impact it could have on others and the College's reputation.

The following examples illustrates behaviour which is likely to signify misconduct, but is neither exclusive nor exhaustive:

Behaviours constituting serious or gross misconduct.

- Refusal to follow any reasonable instruction of College staff (or emergency services staff).
- Refusal to comply with college regulations (or emergency services staff).
- Deliberate damage to property owned by the College, its staff, students, or visitors.
- Behaviour likely to be offensive to public decency (including swearing and offensive language).
- Misuse of communication technology including the taking of photographs without permission or the display or circulation of material which could cause offence or distress to others.
- Smoking or vaping in non-designated areas.
- Persistent minor breaches of the Student Professional Standards and Expectations.
- Refusing to comply with reasonable instructions of staff (or emergency services) which results in others being placed at risk of harm or suffer actual harm.
- Refusing to comply with college regulations (or emergency services) which results in others being placed at risk of harm or suffer actual harm.
- Deliberately, or by negligence, causing damage to, or defacement of, any College buildings, IT systems, equipment, books or furnishings or any property of others.
- Any act that falls within the remit of the colleges Safeguarding Policy which places others at risk.
- Any act which may have an adverse effect on the work or reputation of the College, other students, staff, or visitors.
- Theft, fraud, or deliberate falsification of records.
- Non-disclosure of information that could impede the safety of students, staff and the wider college community or negatively impact learning (Criminal convictions or ongoing Police investigations, safeguarding or omissions of support/medical need information).
- Actions which may cause injuries or impairment of health, safety or welfare on College premises or engaged in a College activity.
- Disruption or improper interference with academic, administrative, social, or other activities of the College.
- Failure to demonstrate due regard, both verbal and written, to freedom of speech as set out by the Office for Students (OfS) on the following link: [Freedom of speech - Office for Students](#)

Zero Tolerance examples likely to result in Exceptional summary exclusion

- Any act of violent, indecent, or offensive behaviour towards staff, students, visitors or members of the local community.
- The possession of any offensive weapon(s) or any object which may reasonably be deemed as offensive by the college.
- All forms of harassment, bullying or intimidation, including unwanted sexual advances, of or to students, staff, or visitors to the College, or other College stakeholders.
- Students being under the influence of, in the possession of, or distributing any drugs or alcohol including legal highs.

- Publication or distribution of any insulting or libellous allegations towards other students, members of staff or college including on social networking sites.
- Racist, sexist, homophobic or other discriminatory behaviour.
- Undertaking any activity which involves radicalisation.
- Engaging in gang related activities.

Appendix 2 - External Agency Involvement

Where any member of staff has reason to believe that a student may have committed a criminal offence, the College may refer the matter to the police and may continue disciplinary proceedings under this procedure or suspend the student pending the outcome of police enquiries and any charges which may be brought against the student.

The Assistant Principal: Learner Experience and Support will liaise with the police to confirm whether there is any reason why the disciplinary proceedings should not continue.

Where the student has been suspended under this provision, when the results of those enquiries and any criminal proceedings are known, the College reserves the right to recommence proceedings under this procedure in relation to the matter.

It is emphasised that in relation to the application of this procedure, the College is not bound by the results of any criminal proceedings against students.

In all matters that involve the radicalisation of students, the Designated Safeguarding Lead will liaise with the local Channel* Panel or any other appropriate body. In appropriate circumstances, the Designated Safeguarding Lead will liaise with Essex Children's Safeguarding Board.

***Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:*

- a. identifying individuals at risk;*
- b. assessing the nature and extent of that risk; and*
- c. developing the most appropriate support plan for the individuals concerned.*

Channel may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism. Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist related activity'.

'Protecting vulnerable people from being drawn into terrorism'

© Crown Copyright 2015

Appendix 3 - Form HEIA - 1

Improvement Agreement (academic or non-academic)

This agreement has been drawn up due to concerns about your attendance, performance or conduct. By signing this you are agreeing to undertake the specified improvements to an agreed timescale. Please be aware that failure to meet these targets and timescales may result in further action.

Please complete in block letters

Student's name					
Student's ID number					
Student's contact details – telephone/email					
Course code and title					Year
Name and designation of staff member					
My improvement targets	Who will help me / where do I need to find information?	Date for completion / progress review			

Statement by Student

I agree to use my best endeavours to meet the above improvement targets and deadlines, and I understand that if I fail to do so this may result in further action being taken, and that depending on the circumstances, this may eventually include withdrawal from University Centre Colchester.

Student's signature: _____ **Date:** _____

Staff member's signature: _____ **Date:** _____