

STUDENT BEHAVIOUR AND CONDUCT POLICY

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Approved by	Senior Leadership Team
Contact	Assistant Principal, Learner Experience, Marketing & Communications
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Location	Website/Intranet



1. INTRODUCTION

- 1.1. At Waltham Forest College, we strive to create and maintain a safe, respectful, and inclusive learning environment that promotes all learners to thrive and upholds our values of integrity, inclusivity, and excellence.
- 1.2. This policy outlines the College's expectations regarding student behaviour and conduct. It applies to all students, regardless of their mode of study, and encompasses all college-related activities, both on-campus, online and at external venues including; employer premises for work experience/industry placements and whilst on any trips or visits.

2. PURPOSE AND SCOPE

- 2.1. The purpose of this policy is to:
 - Ensure the safety and well-being of all students, staff, and visitors.
 - Foster positive behaviour and strong interpersonal relationships aligned with the college's core values.
 - Support the achievement and maintenance of high academic and personal standards.
 - Promote consistent attendance and punctuality.
 - Encourage adherence to academic requirements and institutional regulations.
- 2.2. This policy applies to all students enrolled at the College, regardless of their mode of study (full-time, part-time, or off-site). It encompasses all activities associated with the College, including but not limited to on-campus behaviour, participation in off-site activities and trips, and online conduct.

3. BEHAVIOURAL EXPECTATIONS

- 3.1. Students are expected to:
 - Demonstrate responsibility for their actions and understand the impact of their behaviour on the college community.
 - Commit to and actively work towards meeting the college's high standards of behaviour.
 - Respect the rights and dignity of others, fostering an environment of mutual respect and inclusivity.
 - Comply with all college policies, including those related to attendance, academic integrity, and personal conduct.
 - Report any concerns about peers' behaviour to college staff.

4. INSTITUTIONAL RESPONSIBILITIES

- 4.1. The College is committed to:
 - Upholding high standards of conduct for all members of the college community.
 - Clearly communicate these expectations during the Information, Advice, and Guidance (IAG) stages, enrolment, induction and on programme.

- Providing clear guidance and support to students to help them meet behavioural expectations.
- Ensuring that all students are informed of the behavioural standards and expectations through comprehensive communication during the admission, enrolment, and induction processes, and during their programme.

5. RESPONSE TO BEHAVIOURAL ISSUES

- 5.1. The College reserves the right to address any behaviour that is inconsistent with this policy. While the College seeks to resolve issues informally whenever possible, it will take appropriate action to address any behaviours or conduct that undermines the safety, well-being, or academic integrity of the college community.
- 5.2. In cases of severe misconduct, the college may impose sanctions up to and including suspension or expulsion. Such decisions will be made with careful consideration of the circumstances and in alignment with the College's commitment to fairness and due process.

6. SUPPORT FOR STUDENTS WITH ADDITIONAL NEEDS AND/OR PROFESSIONALS

- 6.1. The College is dedicated to providing equitable support to students with learning difficulties or disabilities.
- 6.2. In any disciplinary context, special consideration will be given to students with an Education Health and Care Plan (EHCP), and appropriate support teams will be involved in all stages of the process.

Every attempt will be made to involve and share information with professionals that are linked to the student, where appropriate.

- 6.3. Reasonable adjustments will be discussed and agreed to support students in meeting behavioural and conduct requirements. Failure to meet these adjustments may result in monitoring and intervention being put in place.

7. COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

- 7.1. The College is committed to ensuring that all disciplinary actions are fair, equitable, and free from discrimination. This policy will be implemented in a manner that respects and promotes the diverse needs and backgrounds of all students.

8. APPEALS PROCESS

- 8.1. If a student wishes to appeal the outcome of a Stage 3 Gross Misconduct meeting, they need to write to the Deputy Principal of Curriculum and Quality addressed to the Executive Coordinator within 10 days of the date of their outcome letter. The letter needs to outline the reasons why they are appealing and supply new additional evidence to support their appeal against the decision made.
- 8.2. Any appeal that does not clearly state the grounds or has additional new evidence to consider, may be denied and concluded without a meeting being held.

- 8.3 If a parent or student feels that the College has not implemented the Student Behaviour Policy correctly then they have a right of appeal to:

The Education and Skills Funding Agency or any other relevant organisation in order to make a complaint about the college. A copy of the Department for Education policy is available at: <https://www.gov.uk/government/organisations/education-and-skills-funding-agency/about/complaints-procedure>

Adult learners should appeal to the GLA via their website: [Guidance for learner complaints | London City Hall](#)

Students on Higher Education courses can refer their complaint to the Office of the Independent Adjudicator at: <http://www.oiahe.org.uk/>

9 DOCUMENTATION

- 9.1 Record-Keeping: All communications regarding behaviour and/or conduct, and actions taken will be documented in the student's file. This ensures transparency and accountability in the implementation of this policy.

APPENDIX A: DISCIPLINARY PROCESS OVERV

	Stage 1: Minor Misconduct:	Stage 2: Major Misconduct:	Stage 3: Gross Misconduct:
Chaired by	Tutor	Deputy Head or Department Head	Assistant Principal or SLT
Definition	A minor incident or series of minor incidents which constitutes a warning	A major incident or any act which may have an adverse effect on the work of the College or on any other students.	Any act which may have reputational damage to the organisation or any other students/student body.
Examples of misconduct	<ul style="list-style-type: none"> • Disruption to any class or any other College activity whether or not involving staff or other students • Undue noise or unruly behaviour • Unauthorised use of mobile phones and technology • Failure to comply with a reasonable instruction • Persistent lateness or poor attendance • Refusal to wear the College lanyard around the neck or produce/handover their college ID when requested by a member of staff • Minor infringement of college IT Policy • Offensive or inappropriate language/views • Failure to adhere to homework/assignment/coursework schedules • Failure to respond to direct requests from any member of staff • Contravening the 'ready to learn' standards • Failure to follow college protocols and guidelines or any relatively minor breach of obligations set out in the student Code of Conduct, Equal Opportunities, Health and Safety, and Safeguarding policies or other regulations of the College. 	<ul style="list-style-type: none"> • Repetition of minor misconduct. • Any behaviour which could bring the College into disrepute • Academic misconduct as defined in relevant examination regulations and associated quality policies such as plagiarism, malpractice or collusion • Offensive language or behaviour directed towards others (learners, staff or visitors) • Any use of racist, homophobic, transphobic or threatening language • Any unauthorised use or interference with College equipment • Any inappropriate downloading from the internet, unauthorised or inappropriate use of digital devices, or breach of e-safety • Non-attendance or poor behaviour at Work or Industry Placement. • Fraudulent claim for bursary funding • Behaviour that causes significant disruption to the learning of others • Behaviour that compromises or harms the reputation of the student body including behaviour on all platforms of social media platforms • Complete disregard and failure to follow college protocols and guidelines or any relatively major breach of obligations set out in the student Code of Conduct, Equal Opportunities, Health and Safety, and Safeguarding policies or other regulations of the College. 	<ul style="list-style-type: none"> • Re-occurrence of a major misconduct • Any forms of bullying, cyber bullying, intimidation, taunting, verbal abuse or the use of any violence/ threat of violence towards any College stakeholders of the College • Theft or deliberate damage of college, public or employer property • Interference with any hardware, software or data belonging to or used by the College • Drunkenness or the use, possession or intent to supply any illegal drugs • Possession of a knife or offensive weapon whilst on college premises or outside the college community or whilst engaged in any activity associated with the College. • Involvement and engaging in anti-social behaviour or taking part in activities that brings the College into disrepute, on the way to or from college, or near the College premises • Involvement in criminal activities, undeclared unspent conviction or pending court cases which is likely to bring the College into disrepute or limit career progression • Accessing, downloading or sending pornographic, extremist, or racist / offensive material via internet or digital devices. This includes any offline content. • Smoking, vaping or using e-cigarettes within the College grounds • Malicious activation of the fire alarm system

