

Student Behaviour and Support Policy

Learning together for success and progression

Approved by Academy Trust Board: 31 August 2022

Student Behaviour and Support Policy

Trustee Committee Responsible:	Curriculum and Quality Committee
Nominated Lead Member of Staff:	Assistant Principal – Safeguarding and Support
Status and Review Cycle:	Every 3 Years
Current Review:	March 2022
Next Review Date:	March 2025

The College vision is to be a successful, vibrant, learning community. This Policy sets out our expectations of our students but central to this policy is that we expect all members of our College community to behave in a polite, courteous and supportive manner.

Aim

We aim to help our students develop resilience and autonomy, to be empowered to best facilitate their learning.

We believe that behaviour occurs for a reason and we understand that it is part of education, working in conjunction with parents and external agencies, to aid young people in recovering from mistakes and addressing issues of behaviour which interfere with their learning or that of other students. This stems from our firmly held belief that all students have a right to attend College and learn in a safe and supportive environment; to accomplish this the College must provide a positive, supportive framework for students and staff to work within as well as a clear understanding of the consequences if the Student Contract is not fulfilled, and Code of Conduct not adhered to.

Scope

The Behaviour and Support Policy is designed to provide the supportive framework for students to work within but which also sets out the boundaries for acceptable behaviour and support.

The College shall use its best endeavours to provide a learning environment of exceptional quality to its students, its teaching and support staff, having regard not only to the quality of its teaching but also to its teaching environment, and the support it provides to all members of the College community.

Roles and Responsibilities

All students are responsible for adhering to this policy to maintain a safe, respectful community, both physical and online.

All staff have responsibility for implementing this policy and procedures linked to maintain positive student behaviour.

Principal – The Principal must be informed and involved in any decision to exclude, including temporary suspension.

Assistant Principal for Safeguarding and Support – is responsible for ensuring that the policy and procedures for exclusions, temporary exclusions, are followed by all college staff when dealing with an incident of misconduct.

Director of Safeguarding and Intervention and the **Senior Tutor Team**, assisted by the other members of the Upper Management Team as required, are responsible for implementing the Behaviour and Support Procedures, the sister document to the Behaviour and Support Policy.

The **Academy Trust Board** is responsible for ensuring that the College has appropriate policies and procedures, which promote high standards of behaviour and wellbeing and minimise the risks of misconduct occurring.

Terminology

Parents is taken to mean parents, carers and/or guardians

Staff applies to all volunteer staff members as well as paid employees

Persistent absence occurs when overall absence equates to 10 per cent or more of a student's timetabled commitments

Fitness to Study refers to the student's capacity to engage fully with their studies to meet the learning outcomes of their courses (with reasonable adjustments where necessary) or standards of behaviour due to a health, mental health or personal circumstances which place the student or others at risk

Reasonable adjustments are made to avoid, as far as possible by **reasonable means**, the disadvantage which a student experiences because of their ill-health given the necessary limitations of the College resources

Reasonable means are defined by the guidelines the College must work within as set out by the Department for Education, the JCQ, staff employment contracts, etc. The College must consider how decisions will affect staff and other students without disadvantaging them.

Bullying can be defined as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power that undermines, humiliates, denigrates, or injures the recipient (emotionally or physically) - but it does not have a legal definition.

Harassment may include bullying behaviour, and it refers to harsh treatment that is related to a protected characteristic, such as age, sex, disability, race, gender, religion, or sexual orientation. More specifically, the law defines it as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.' It can include behaviour that individuals find offensive even if it is not directed at them, and even if they do not have the relevant protected (or personal) characteristics themselves.

Victimisation broadly refers to harsh treatment directed towards someone who has made, is likely to make or is believed to have made or supported a complaint under the Equality Act.

Child-on-Child Abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between students, and within student's relationships (both intimate and non-intimate), friendships and wider peer associations. Child-on-Child abuse can take various forms, including (but not limited to): serious bullying (including cyber-bullying), relationship abuse, domestic violence and abuse, child sexual exploitation, youth and serious youth violence, harmful sexual behaviour, and/or prejudice-based violence including, but not limited to, gender-based violence. Examples of online Child-on-Child abuse would include sexting, online abuse, Child-on-Child grooming, the distribution of youth involved sexualised content, and harassment.

Assistant Principal for Safeguarding and Support will be referred to as the **Assistant Principal** and the **Director for Safeguarding and Intervention** will be referred to as the **Director SI** for the sake of brevity.

The College shall advance the Policy through the implementation of the following sub-policies as well as the addition of relevant documents and policies listed below.

1. The Student Code of Conduct
2. The Attendance Policy
3. The Fitness to Study Policy
4. The Substance Misuse Policy
5. The Bullying, Harassment and Child on Child Abuse Policy
6. The Disciplinary and Exclusion Policy

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Other relevant policies and documents include:

Child Protection and Safeguarding Policy

Equality, Diversity and Inclusion Policy

Learning Support Policy

Health and Safety Policy

Exams Access Arrangements Policy

Progression Policy

IT Acceptable Use Policy (Students)

Search Policy and Procedures

Data Protection Policy

Student Behaviour and Support Procedures

Complaints Procedure

Student Contract

As a Godalming College student I agree to abide by the following commitments:

1. **RESPECT:** I will be responsible and considerate in and out of lessons, always showing respect to all members of the College community, as well as to members of our local community, in order to promote a supportive and caring environment in which to learn
2. **ATTENDANCE:** I will attend, and be punctual to, all timetabled commitments and fulfil all my College obligations
3. **APPROACH TO LEARNING:**
 - a. I will produce work to the best of my ability and complete all pieces of work to the deadlines set by teachers
 - b. I will ensure mobile phones and other electronic devices (including laptops) are turned off and out of sight in lessons unless instructed otherwise by a member of staff
4. **SAFETY:**
 - a. I will have my student ID card with me at all times on the College premises, and will produce my ID card if required to do so by a member of staff
 - b. I will report suspected non-students/trespassers/intruders to a member of staff immediately
 - c. I will, under no circumstances, be in possession of, distribute, or be under the influence of an intoxicating substance (illegal drugs, legal highs or alcohol) or be in the possession of associated paraphernalia while on the College campus, or within the surrounding community, during the College day or while engaged in a College related activity. I understand that any such offence would constitute Gross Misconduct.

In addition, I will:

- adhere to the Student Code of Conduct at all times, and comply with all the relevant College Policies and Procedures
- comply with the regulations laid down by the examinations boards for exams and the submission of coursework

I understand that if I am dissatisfied with any aspects of my educational provision, I have the right to complain via the College Complaints Procedure.

I confirm that the Study Programme that I have agreed to is suitable and considers my prior academic performance, my interests and progression opportunities. I confirm that the advice I have been given at Course Advice and Enrolment interviews, and the written information provided, has been satisfactory and appropriate to my needs. I understand that I must maintain a minimum Study Programme size throughout my time at College in order to remain a student at College. **I accept that if I break this Contract, or fail to adhere to the Student Code of Conduct, I will be subject to disciplinary action, which may result in me being asked to leave College.**

Signed _____ (Student) Date _____

Name (Please print) _____

Student Code of Conduct

Purpose

The Student Code of Conduct outlines the expectations for students and seeks to protect the rights of students and staff within College, and the local community, providing headline summaries of many of the sub-policies to the Behaviour and Support Policy.

At the heart of this Code of Conduct is our commitment to safeguarding as well as to equality, diversity and inclusion. The Code of Conduct is therefore based on the fundamental principle of mutual respect for all. You must adhere to the Student Contract and this Code of Conduct. Failure to sign the Student Contract will mean that you are not able to remain a student at Godalming College.

Breaches of the Student Contract and Student Code of Conduct are dealt with in line with the Student Support and Discipline Procedures which are detailed at the end of this document. More detailed information about Student Support and Behaviour can be found in our overarching Policy document.

Aims

- To enable you to adhere to your Study Programme as detailed in your Learning Agreement gaining the qualifications and skills that you need to successfully progress
- To maintain a safe and supportive learning environment for all
- To foster respect for yourself, others and College property
- To enable you to learn effectively, build resilience, develop autonomy and become empowered to take responsibility for your progression

Concerns/Queries

If you have any concerns about the conduct of a fellow student or member of staff then please speak with your Personal Tutor or member of the College Safeguarding Team (Senior Tutors, Health and Wellbeing Manager, Student Wellbeing Practitioner, Director of Safeguarding and Intervention, Head of Learning Support and Assistant Principal, Safeguarding and Support). You could also refer to the College Whistleblowing Procedure or Complaints Policy and Procedure.

Respect

The concept of respect underpins the ethos of the College and our approach to Teaching, Learning and Safeguarding. Respect, as used here, is defined as due regard for the feelings, wishes, or rights of others. This encompasses all students, staff, parents, visitors to the College and members of the local community in which we work and study.

Practically, this means that all members of the College must use appropriate language and behave responsibly and respectfully.

The College considers offensive and abusive language and behaviour to be misconduct. The College will deal with each reported incident with due regard to the level of severity as well as individual circumstances.

Attendance

- We expect 100% attendance. Attendance is monitored and followed up and students are required to adhere to all attendance procedures. Failure to attend, on time, all timetabled sessions is considered misconduct and will be addressed through the Disciplinary Procedure
- As well as attending all your timetable sessions, you should be available to attend additional meetings/workshops/College activities as required. Therefore, you should not take a paid job or organise driving lessons during the College day and should do no more than 10 hours of part time work a week
- If, in an exceptional circumstance, you are absent from a lesson, it is your responsibility to find out what work you have missed (including homework) and ensure you complete it ahead of your next lesson. You should also ask a parent/carer to phone College to report the absence which will be recorded appropriately. Unauthorised attendance will be followed up with attendance emails as well as via your Personal Tutor

Conduct in Lessons

- You must listen respectfully to the views of others, responding with due consideration for views other than your own. This is especially important when dealing with potentially sensitive or controversial topics covered in lessons and tutorials
- You must behave respectfully to staff, understanding that they have a responsibility to manage the classroom and College to ensure a safe learning environment for everyone. This requires you to:
 - Listen carefully when the teacher is talking
 - Be polite in seeking understanding if you do not understand or need clarification
 - Consider the needs of fellow students in remaining on task and focused on learning
- If you persistently disrupt a lesson and fail to heed the instructions of the teacher, you will be asked to leave the room. Being asked to leave a lesson is a serious matter and will be addressed through the Disciplinary Procedures
- Mobile phones and other electronic devices (including laptops) must be turned off and out of sight in lessons unless instructed otherwise by a member of staff
- Students should dress in a manner that is appropriate for the lesson or activities in hand and have the equipment required of them

Conduct and Safety around College

Failure to adhere to the following safeguarding and conduct requirements will be addressed through the Disciplinary Procedures:

- You must always have your ID card with you and produce it when asked by staff
- You must not bring non-students onto the College premises, ensuring any authorised visitors (such as parents and carers) sign in at Main Reception. Failure to do so constitutes Gross Misconduct
- You must report suspected non-students/trespassers/intruders to a member of staff immediately
- You must play your part in maintaining respectful behaviour by adopting a professional approach to your language and demeanour (swearing, shouting etc are inappropriate in a professional learning environment). Allegations of bullying and other forms of physical or verbal abuse will be treated as Gross Misconduct and fully investigated
- You must play your part in keeping the environment tidy and clean, please ensure all litter is placed in the appropriate bin
- You must not bring any banned items such as drugs, alcohol or any weapons onto the College premises
- You must inform the security staff of any antisocial or inappropriate behaviour
- You must observe and adhere to College evacuation and lockdown procedures

Harmful Substances

Alcohol

The supply, possession and consumption of alcohol on College campus, or within the surrounding community, during the College day or while engaged in a College related activity is forbidden. Students under the influence of alcohol will be immediately excluded from the College campus. This will be dealt with as Gross Misconduct.

Drugs

The supply, possession and/or consumption of illegal drugs and/or legal highs and/or drugs paraphernalia during the College day or while engaged in a College related activity is forbidden. This will be dealt with as Gross Misconduct.

The supplying and/or misuse of prescribed drugs either on the College campus or within the surrounding community, during the College day or while engaged in a College related activity is forbidden. Students under the influence of drugs will be immediately excluded from the College campus. This will be dealt with as Gross Misconduct.

Smoking and Vaping

Smoking and Vaping/E-cigarettes is only allowed inside the Smoking Area and only during designated times. You are accepted into the College on the understanding that you will not smoke or vape in any other area of the site.

The health hazards associated with smoking and vaping are evident. The harmfulness of smoking is widely recognised and the evidence for the harmfulness of vaping is building. The habit is strongly discouraged and we only accommodate smokers and vapers within College boundaries out of consideration for the local community.

Health and Wellbeing

College study is a full-time occupation, and you have responsibility to ensure that you can study to the best of your ability by:

- Following the advice and guidance of College staff in developing essential study skills such as planning and organisation, time management and prioritisation alongside more specific skills like academic reading, writing and revising
- Restricting paid, part-time work to 10 hours per week or less
- Looking after your own well-being in practising effective sleep hygiene and eating healthily
- Engaging effectively with support services such as Learning Support, Student Services and Counselling as appropriate

IT Network and Online Behaviour

The College's IT resources and network are provided solely for educational purposes. Students must observe and adhere to the expectations as set out in the College's Student IT Acceptable Use and E-Safety Policy. Sophisticated monitoring of College systems means that students who abuse the facilities can be tracked and identified. In some cases, this will lead to prosecution. Depending on the severity of a breach of the IT policies, disciplinary action may include exclusion.

- You must not give anyone else your network log on details
- You are expected to check your College e-mail every day during term time. You may only use your College e-mail and the Teams chat function for the purposes linked to your studies. Do not put in anything in an e-mail or Teams message that should not be seen by everyone
- You must not log in to another student's user area, even with their permission

- You must not copy any material covered by copyright
- The downloading and/or viewing of pornography or other unsuitable material, is strictly forbidden
- You may only access the areas of the College network for which you have specific permission to use
- You must not use the College's IT facilities to 'hack' into any external IT networks. You need to note that under the Computer Misuse Act 1990, such behaviour can lead to a criminal prosecution

You are also required to have due regard for your own safety in being aware of the 4 Cs areas of online risk in reporting to the College any concerns that you have regarding:

- **Content:** being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism
- **Contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- **Conduct:** online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams

Plagiarism

You must not copy work from friends, textbooks or the Internet, or use Artificial Intelligence programs such as Chat GPT to produce work which you submit as your own. It is acceptable to quote sentences from textbooks, but you must acknowledge the quotation by referencing appropriately. Plagiarism is cheating and thus considered a serious offence by the College and the Exams regulators; it will result in disciplinary action and even disqualification from public examinations.

Parking

If you to drive to College, you must ensure you drive and park legally and considerately in the local community. Neighbours will contact the police when cars are parked inconsiderately or if they witness dangerous driving and the College fully supports such action. If students cause an obstruction or block emergency services access, students may find that their car has been towed away when they return to it. Failure to drive and/or park legally or considerately will be treated as misconduct.

Respect for our Local Community

You must behave in a respectful and considerate manner towards all members of our local community and maintain the positive reputation of the College.

Student Support and Discipline Procedures

- Each student case is unique and, on occasion, discretion regarding the processes below is required
- We want to set clear expectations and 'nip issues in the bud', supporting you as much as possible to achieve success with your learning
- Prompt action is required by all concerned – in order to achieve this, we ensure easy access to attendance and log reports for Subject Teachers and Personal Tutors as well as HoDs and Senior Tutors
- As more intervention/interaction is needed, the team around the student will grow, though responsibility for decision making may move to other levels in the College
- Any interventions should continue to be logged, even if oversight/responsibility has been moved on, regardless of which strand(s) the student is on
- You can be on more than one strand at any one time

To address 'Approach to Learning' i.e. support students with meeting deadlines, engagement with learning and improving their attainment.

Academic Support Informal Stage

- **Subject Teacher** 1-2-1 discussion
- **Subject Teacher** 1-2-1 discussion logged (option to tick a box to flag to **Personal Tutor** to have a conversation and log this on CIS)
- **Lead Teacher** to contact home via e-mail or call logged on CIS.

Academic Support 1

Lead Teacher has 1-2-1 with student and student is issued with a Supportive Department Action Plan outlining actions to achieve, and support being offered within a timeframe typically of 2-3 working weeks. A copy will be sent to Parents/Carers.

An Action Plan shouldn't be issued until the Academic Support Informal Stage interventions have been exhausted and logged on CIS.

- **Lead Teacher** monitors progress and keeps oversight of how student is progressing with their Action Plan
- **Personal Tutor** offers support and also understands how they are progressing with the achievement of the actions

Academic Support 2

If A2L is 'Inconsistent' within the context of support being offered within the department, and the student is not engaging with the actions set out in their Supportive Department Action Plan, the **HoD, or delegated alternative**, will place student on Academic Support 2 with a revised Action Plan issued, again with a timeframe of typically 2-3 working weeks.

- **HoD** will ensure that student is timetabled for subject workshops as a supportive measure to help them achieve their Action Plan.
- **Lead Teacher** will keep oversight of progress and approach to learning in lessons.
- **HoD** will engage with **DoF** if necessary, for further discussion around support for the student, and final revisions made to Action Plan.

Overall support for the student (for Academic Support 1 and 2):

- **Personal Tutor** will keep oversight if student is on one Action Plan and ensure additional support is provided e.g. Learning Support.
- **Lead Teacher** will discuss and support students with their approach to learning (A2L), completion of the actions to achieve on a Supportive Department Action Plan will partly be evaluated via an assessment of a student's approach to learning e.g. Excellent, Good, Inconsistent or Poor
- **Support Officer** will be alerted to a student on two Action Plans and keep oversight and ensure additional support is provided e.g. Learning Support.
- **Head of Department or delegated alternative** – if A2L is 'Poor', then the HoD will liaise with the SO who will review the situation and a decision will be taken as to the best course of action in support of the student e.g. if there are extenuating circumstances or Sustainable Study (referral made to Senior Tutor) is applicable, or could there be an element of misconduct.
- If the student successfully meets the actions set out in their Action Plan, then it will be closed. A student can move back down from AS2 to AS1

As per its single mission, the College wants to ensure that all students are successful and progress. Inevitably, students will make mistakes. The College will do all it can to support and guide students to succeed. However, if these interventions and interactions prove unsuccessful, and/or a student is not responding to support in order to be able to fulfil the College expectations, (as detailed in the Student Contract and this Code of Conduct) it will become a disciplinary matter.

Misconduct Informal Stage	Misconduct 1 Support Officer	Misconduct 2 Senior Tutor	Misconduct 3 DS&I
<p>Personal Tutor to speak with student about issue and record discussion on CIS</p> <p>Subject Teacher to speak with student about attendance, approach to learning, or behaviour and any interventions that may need to be put in place. e.g. seating plan arrangements. Log conversation on CIS</p> <p>Personal Tutor to contact home via e-mail or call to flag concerns and log on CIS</p> <p>Personal Tutor to issue a Personal Tutor Concern if attendance is 90% or below or behaviour is concerning</p>	<p>SO will set clear targets to address the behaviour. This will typically be reviewed after 2-3 weeks and a copy will be sent to parents</p> <p><i>Learning Support added to timetable, where appropriate</i></p> <p>will be issued at 85% attendance*</p> <p>SO to monitor progress</p> <p>PT to meet with student to discuss progress with targets</p> <p>Teachers to monitor behaviour/attendance/approach to learning in class and feed back to ST any concerns</p>	<p>ST will set revised targets, usually over a 2-3 week period, these are set to address the behaviour and include certain benefits of being a student:</p> <p><i>Meeting with parent/carer</i></p> <p><i>Phone kept by teacher at front of class during lessons</i></p> <p><i>Teacher to reflect on A2L in every lesson</i></p> <p><i>Not allowed to participate in Trips and Visits</i></p> <p><i>Withdrawal of Parking Permit</i></p> <p>will be issued at 75% attendance*</p> <p>Contract shared with parents/carers as well as PT and Teachers – all to feedback on behaviour to ST.</p>	<p>Final Warning issued by DS&I – revised targets are set to address the behaviour and include withdrawing certain benefits of being a student. Discussion will also clearly outline that if behaviour is not changed this will result in the student having to continue their studies elsewhere, not at Godalming College</p> <p><i>Formal Meeting with parent/carer</i></p> <p><i>Daily registration at student reception at 8.30 and 4.20</i></p> <p><i>Attending College for lessons only, timetable may be changed</i></p> <p><i>Restrictions to computer access to enable student to work</i></p> <p><i>‘College Community Service’</i></p> <p><i>Fixed Term Inclusion – attend lessons and complete work in the ILC</i></p> <p>Contract shared with parents/carers as well as PT and Teachers – all to feedback on behaviour to DS&I</p>

**attendance monitoring will be automated as far as possible to flag concerns. The % will be reviewed to consider authorised and unauthorised absence. This flag refers to 85% attendance where absence is unauthorised.*

Misconduct Disciplinary Meeting with Assistant Principal – Safeguarding and Support

- Where a student is not responding to targets set in Misconduct 3, a meeting will be held to consider whether a final contract will be offered or whether a student will be asked to leave the College
- This will be attended by the student, parent/carer, the DS&I and AP
- The meeting will review progress whilst on Misconduct 3 and the conduct of the student from the start of their studies at Godalming College

Gross Misconduct

This is defined as misconduct on the College premises or on an approved College activity, serious enough to make the further working relationship or trust impossible. Gross Misconduct is any action that is a serious contravention of the Code of Conduct. Gross Misconduct can include, but is not limited to:

- Any threatening or violent act against a student or member of staff
- Verbal/physical/sexual abuse or harassment in contravention of our Equality, Diversity, and Inclusion Policy
- Theft or other breaches of trust
- Being under the influence of, consumption, and/or bringing into College, drugs or alcohol or intoxicants of any kind
- Criminal damage
- Dangerous driving
- Possession of an offensive weapon
- Bringing the College into disrepute
- Compromising the integrity of public examinations, including plagiarism of coursework

In cases of Gross Misconduct, exclusion, either temporary or permanent, is a sanction that is likely to be applied.

Investigation and Temporary Suspension

Where Gross Misconduct is alleged to have happened, it will be investigated immediately by the Director of Safeguarding and Intervention who will:

- Immediately suspend the student pending the outcome of the investigation
- Take the student lanyard/ID card
- Suspend IT access
- Contact the parent where possible and explain the reason for suspension
- Send written communication to the student and parent/carer outlining the reasons for suspension and detailing the arrangements for the disciplinary hearing. Information will also be copied to the **Personal Tutor, Support Officer, Senior Tutor, Teachers and Principal.**

Disciplinary Interview

- This will be attended by the student, parent/carer, and AP. The relevant Senior Tutor and/or DSI will also be present.
- The results of the investigation will be presented and the student will have an opportunity to respond

Outcome

- If the disciplinary hearing upholds the Gross Misconduct allegations, then the student will be permanently excluded, and written notification will be given as above

Appeal

- Where a student is permanently excluded, they may appeal this decision to the Principal. The appeal must be lodged in writing within five working days of receipt of the letter confirming the final decision
- If an appeal hearing is granted, the student may be accompanied by their parent/carer

The decision at Appeal is final.

Attendance

Purpose

The College expects its students to sustain the highest levels of attendance and punctuality. Taking personal responsibility is part of the transition and development process students undergo when they move from school to Sixth Form College and maintaining high standards in attendance and punctuality forms part of this responsibility. Regular attendance and punctuality have a direct and positive impact on a student's ability to achieve. The converse, low attendance and punctuality, can frustrate the achievement of the individual and disrupt the learning of others.

Aim

We aim to help all students to take responsibility for their attendance at College, promoting high achievement and successful progression.

Specifically, the aims are to:

- Promote excellent student attendance and punctuality
 - We expect students to have 100% attendance and be punctual to all their scheduled College commitments. Attendance that falls below 90% is likely to significantly impact on achievement
- Support students who are experiencing genuine difficulties in attending College.
- Implement strategies to raise overall attendance and punctuality which are understood by students, parents and staff
- Make records of attendance and punctuality available to students and parents and implement monitoring procedures which are understood by students, parents and staff

The College will do this by:

- Using College Information Systems to monitor student attendance and punctuality for all timetabled commitments
- Discouraging students from taking unauthorised absence at any time and making clear to students and parents the implications of doing so
- Ensuring that there are effective procedures in place to deal with unauthorised or prolonged absence and poor punctuality which may culminate in the application of disciplinary and/or Fitness to Study procedures
- The College will meet the requirements of the SEND Code of Practice and will make reasonable adjustments where appropriate to enable students to attend their College commitments
- Identifying 'at risk' students quickly and taking appropriate action
- Emphasising to students that excellent attendance and punctuality is an important part of their Student Contract with the College
- Implementation of the Policy in respect of any disabled student will be adjusted having regard to the College's duties under the Equality Act 2010.

High Levels of Absence in Exceptional Circumstances

Where, through illness or other personal circumstances, 100% attendance is just not possible, the College have the discretion to waive this requirement. Prolonged periods of absence cannot be sustained, as per the ESFA funding guidance, we are unable to retain students beyond 4 consecutive weeks of non-attendance.¹

Where students require special help and guidance the College will offer all the support it can. The level of support is defined by the limits of the College resources, and not by what it takes an individual student to succeed. There can come a point where it is no longer in the educational interests of the student to continue with their studies. 'Educational interests' includes everything to do with the student's educational development but, centrally, their success with their studies. The sole arbiters of educational interests are the relevant College staff. In making judgements about educational interest, the College will be guided, but not determined, by the judgement of other relevant parties.

When a student is deemed unlikely to succeed in their studies because of excessive absence, they will normally be required to withdraw from College.

¹ An institution may continue to record funding for reasonable student absences of up to 4 consecutive weeks (28 days) if the student continues in learning after the absence. Institutions must withdraw students from their programmes if they do not return to learning after being absent for 4 weeks. ESFA does not distinguish between authorised and unauthorised absence for funding purposes (Education & Skills Funding Agency, 2021).

Fitness to Study and Reasonable Adjustments

Purpose

If a student has significant health concerns that are affecting their attendance, then this Policy will be used in order to support the student to resuming full time study.

This Policy will outline how the College can make 'reasonable adjustment' and make best endeavour for any student. In doing so we fully comply with the Equality Act 2010 and the Children and Family Act 2014.

Aim

Where a student is experiencing significant health issues, the policy will enable the College and students to work together to ensure the student is able to fulfil their Student Contract and that the student's health is not compromised by the demands of full-time attendance and study. If this outcome cannot be assured, the student's health is paramount and will take precedence over a student's Study Programme.

Scope

Godalming College is committed to supporting all students and recognises the importance of a student's health and wellbeing in relation to their academic progression and ability to access a wider College experience. The College has a responsibility to support students to feel and function well, to fulfil their potential. Where a student is clearly having difficulty at College for verifiable medical reasons, the College will support the student by making reasonable adjustments to help the student reach their full potential. However, it is important to be clear that what is reasonable is governed by the educational setting and the limits to the individual support that can be provided within the College.

The Fitness to Study policy and procedures are enacted when a student is issued with a 'Supportive Warning' by their Senior Tutor. Attendance and adherence to the Student Contract is reviewed by the Senior Tutor in conjunction with information from Subject Teachers. When a student is deemed unlikely to succeed in their studies because of excessive absence, they will normally be required to withdraw from College.

There will be times when a student's physical or mental health are so affected that they are no longer able, despite support both internal to the College and externally, to maintain a reasonable academic progress. Therefore, it must be noted that:

- **We are not a distance-learning College.** Whilst it is reasonable for subject teachers and support staff to be flexible with attendance due to ill health on a temporary basis. Prolonged periods of absence cannot be sustained, as per the ESFA funding guidance, we are unable to retain students beyond 4 consecutive weeks of non-attendance²
- There may be times when the nature of a student's ill health may require support beyond the expertise that we can reasonably offer or beyond the capacity of the College and its staff
- Occasionally a student's ill health may present a health and safety hazard to either themselves or those around them which is unmanageable in a mainstream educational setting
- Staff at the College cannot diagnose a student's ill health, including mental health.

² An institution may continue to record funding for reasonable student absences of up to 4 consecutive weeks (28 days) if the student continues in learning after the absence. Institutions must withdraw students from their programmes if they do not return to learning after being absent for 4 weeks. ESFA does not distinguish between authorised and unauthorised absence for funding purposes (Education & Skills Funding Agency, 2021).

- If a student presents with an ongoing health (particularly mental health) issue that impacts their education, then there is an expectation that student should seek support from services internally at College and engage with appropriate external services such as their GP, CAMHS, etc
- Whilst each student's case will vary depending on condition and circumstance, it is nonetheless imperative for a student to be able, in accordance with the Student Contract, to undertake a full-time programme of study, attend lessons, submit good quality work to teacher set deadlines and respect the ethos of the College in behaving with courtesy and respect
- Reasonable adjustments (such as a temporary reduction in timetable commitments, a phased return after illness, etc.) can be made, in consultation with parents/carers and relevant medical professionals) to enable a student with health issues to continue to attend College on a full-time basis, but these may be dependent upon evidence of Fitness to Study
- Evidence of Fitness to Study must be from a recognised health worker such as a mental health professional, doctor or psychiatrist with sufficient knowledge of the student, the condition and the demands of education, and refer directly to the student's capacity to study safely and effectively

Fitness to Study Procedures

The Fitness to Study procedures are listed separately in the Student Behaviour and Support Procedures, but the principle of setting time-bonded targets for attendance and engagement with learning in consultation with a student's teachers are fundamental to the process.

Substance Misuse

Purpose

The College is a place of study and we are committed to a partnership with parents and agencies to promote the health, safety and well-being of all members of the College community.

The College recognises that for students to be able to perform academically, they need to be able to focus effectively on their studies without influence from drugs (as defined in Section 2 of the Misuse of Drugs Act, 1971), psychoactive substances (as defined in the Psychoactive Substance Act, 2016) or other intoxicants such as alcohol or solvents. The purpose of this policy is to clearly state the College's position regarding substance misuse. The procedures and sanctions may be adapted as appropriate to meet the policy aims and the circumstances of each case.

Terminology

Throughout, **drugs** will be taken to include intoxicants of any kind such as controlled drugs, 'legal' drugs, performance enhancing drugs, solvents or other substances supplied or obtained for the purpose of misuse.

Prohibited items refers to the possession, use and supply of controlled drugs, or controlled drugs paraphernalia, as defined in Section 2 of the Misuse of Drugs Act 1971. This also includes prescription medication which has not been prescribed to the student in question.

Supply includes retailing drugs on the premises, communicating with a drug dealer on behalf of another student of the College, introducing fellow students to a drug dealer, and any other instance of procuring legal or controlled drugs for themselves or other students. It includes supplying any drugs, including prescription medication, for money or free-of-charge.

Aim

The College strongly opposes the use, abuse and supply of drugs. This policy seeks to ensure that we are consistent in approach when dealing with issues surrounding substance misuse on and near to the College campus; both in terms of its legal obligations and statutory responsibilities under the DfE and ACPO Drug Advice for Schools (2012) and the Keeping Children Safe in Education - for Schools and Colleges (2022) guidance.

The College recognises the importance of safeguarding and pastoral support in upholding the welfare of students and, in line with the general College ethos, will always seek to support and educate students who disclose concerns about issues relating to substance misuse. We acknowledge the strong and supportive relationship between students and staff and the issues of confidentiality which surround it.

We will make every effort to promote to students, staff and the broader community that it takes a responsible attitude towards substance misuse. Issues concerning substance misuse may be explored and debated as part of the Shaping Futures programme alongside other educational programmes and activities some of which may also involve the Police.

This aims to:

- inform students about drugs and their effects
- promote a positive attitude towards a healthy lifestyle
- increase students' understanding of the health and social implications of the use and misuse of drugs
- inform students about courses of action open to them if they or people they know become, or might become, involved in drugs activity
- highlight to students the support and resources available in College and outside College

Confidentiality and Disclosure

Students will be made aware that confidentiality cannot be guaranteed. They will be informed that information may be passed on through the appropriate channels in the interest of their support and safeguarding the wider College community.

Students who are taking prescription drugs should ensure that they are aware of any side effects and advise the College via the Health and Well-Being Coordinator immediately of any side effects of prescription drugs which may affect their study or the health and safety of themselves or others.

Protected Disclosure

We want to reassure students that College is a safe space and encourage them to discuss their anxieties about substance misuse in confidence. Matters that are disclosed will usually be protected from disciplinary sanctions. This is particularly true if the student has been seen to take pro-active measures to disclose their difficulties with substance misuse that is not linked with any concerns raised by the College. In such situations, the College will work closely with the student to put measures in place to help them. This may include referral to the counselling service or other external agencies, such as Catch 22. Any disclosure of a crime will be reported to Police, but we will remain committed to supporting the student. However, if at a later point the student is found to be either using or in possession of a controlled drug or substance then rule in respect of Protected Disclosure will be subsequently disappplied.

Sanctions

The possession and/or misuse of intoxicating substances is not consistent with education.

Save in the event of a Protected Disclosure, breach of the Substance Misuse Policy will usually be regarded as a serious breach of discipline and may lead to exclusion.

Bullying, Harassment and Child-on-Child Abuse

Purpose

The College has equality, diversity and inclusion at its heart and will not tolerate abuse in any form, including bullying and harassment, of any member of its community. The purpose of this Policy is to assure all members of the community that any incidents reported to the College, should they arise, will be dealt with confidentially, appropriately and fairly.

Aim

The aims of this Policy are to assist all members of the College community to develop a working environment in which bullying, harassment and Child-on-Child abuse are known to be unacceptable and where individuals have the confidence to complain about any form of harassment or abuse, in the knowledge that their concerns will be dealt with confidentially, appropriately and fairly.

In particular, we:

- regard this Policy as a preventative measure. We do not feel it is acceptable merely to take a reactive approach in response to alleged incidents:
 - systems and structures
 - prevention
 - identification and
 - response/intervention
- recognise national and increasing concern about Child-on-Child abuse and mitigate harmful attitudes and Child-on-Child abuse in the College setting, and encourage parents to hold us to account on this issue, so that if their student is feeling unsafe as a result of the behaviour of any of their peers, they should inform the College so that it can ensure that appropriate and prompt action is taken in response

This Policy:

- is the College's overarching policy for any issue that could constitute abuse encompassing, but not limited to, bullying, harassment, online safety, youth involved sexual imagery, harassment and sexual abuse. It relates to, and should be read alongside, the College's Child Protection and Safeguarding Policy
- is compliant with the statutory guidance on child-on-child abuse as set out in Keeping Children Safe in Education
- does not use the term 'victim' and/or 'perpetrator'. This is because our College takes a safeguarding approach to all individuals involved in concerns or allegations, including those who are alleged to have been abused, and those who are alleged to have abused
- should be read in conjunction with the Local Safeguarding Partnership's Safeguarding Policy and Procedures, and any relevant Practice Guidance issued by it

Incidents of bullying or harassment which involve:

- one or more students and any member of staff
- students at the College and any person(s) the College considers a local neighbour or resident
- both parties who are students at the College

are within the scope of this policy for investigation/action by the College.

Incidents that involve external parties to the College are not within the scope of this policy, though affected student(s) and /or their parent(s) or carer(s) will be offered advice. Such incidents may, however, be considered by the College when assessing risks to other members of the college community and may still lead to an investigation by a college manager.

Incidents of bullying, harassment, child-on-child abuse which take place in person or through any other medium including online are within the scope of this policy.

A Whole College Approach

The College actively seeks to raise awareness of and prevent all forms of abuse by:

- educating all Trustees, Leaders, Staff, Students, and Parents/Carers about these issues. This includes training on the nature, prevalence and effect of child-on-child abuse, and how to prevent, identify, and respond to it. This includes:
 - the identification and classification of specific behaviours, including digital behaviours
 - the importance of taking seriously all forms of abuse (no matter how 'low level' they may appear) and ensuring that no form of child or child abuse, bullying or harassment is ever dismissed as horseplay or teasing and social media and online safety, including how to encourage students to use social media in a positive, responsible and safe way, and how to enable them to identify and manage abusive behaviour online
 - educating students about the nature and prevalence of child-on-child abuse, positive, responsible and safe use of social media, and the unequivocal facts about consent, via Shaping Futures and the wider curriculum. Educating students about consent includes teaching them basic facts such as (i) a child under the age of 13 can never consent to any sexual activity; (ii) the age of consent is 16; and (iii) sexual intercourse without consent is rape
 - engaging parents on these issues
 - supporting the on-going welfare of students by drawing on multiple resources that prioritise student mental health, and by providing in-College counselling to address underlying mental health needs. These interventions are brokered through a positive relationship with the College and its staff
 - creating conditions in which our students can aspire to, and realise, safe and healthy relationships fostering a whole-College culture
 - providing a culture in which students feel able to share their concerns openly, in a non-judgmental environment, and have them listened to
 - ensuring that all abuse issues are fed back to the College's Safeguarding Team so that they can spot and address any concerning trends and identify students who may need additional support
 - challenging the attitudes that underlie such abuse (both inside and outside the classroom)

Multi-Agency Working

The College actively engages with its Local Safeguarding Partnership in relation to child-on-child abuse, and works closely with, for example, children's social care, the police (via Children's Single Point of Access (C-SPA))³ and other colleges. The relationships the College has built with these partners are essential to ensuring that the College is able to prevent, identify early, and appropriately handle cases of child-on-child abuse.

Raising and responding to Concerns or Allegations of Bullying, Harassment, Child-on-Child abuse

If a student or other person at the College experiences, or witnesses, bullying, harassment or child-on-child abuse either in College or online, the most important thing to do is to report it. They can report it to their Personal Tutor, a member of the Safeguarding Team, EDI Officer or any other member of staff.

All concerns and allegations will be handled sensitively, appropriately and promptly and will follow the process outlined in the College Behaviour and Support Procedures. Responses will ensure that all students involved are treated as being at potential risk, that abuse may indicate wider safeguarding concerns and with due regard to the views of all students and the potential complexity of the issues.

The College will normally investigate any incidents of bullying, harassment or abuse which have taken place during the College day and within the College grounds or online if both parties involved are members of the College (students or staff). If the reported incident involves people outside of the College community, normally, any person(s) reporting such incidents to the College will be advised as to whom else to contact regarding their concerns eg the police. The College, via the DSL, will always endeavour to use professional judgement to assess the nature and seriousness of the issue and the appropriate route to deal with the issue, either internally or with the consultation and use of external agencies.

Where appropriate a safety plan will be constructed to keep all parties safe.

Confidential records will be kept, though they may be shared with relevant agencies (social care, police, etc) if necessary and in accordance with the College Safeguarding and Data Protection duties.

The College takes very seriously any allegations and if such allegations are proven, they are likely to be the subject of disciplinary action. However, if there are police proceedings underway, or there could be, it is critical that the College works in partnership with the police and/or children's social care.

Disciplinary and Exclusion

Purpose

We believe that behaviour occurs for a reason and we understand that it is part of education, working in conjunction with parents and external agencies, to aid young people in recovering from mistakes and addressing issues of behaviour which interfere with their learning or that of other students. This stems from our firmly held belief that all students have a right to attend College and learn in a safe and supportive environment; to accomplish this the College must provide a positive, supportive framework for students and staff to work within, as well as a clear understanding of the consequences if policies are not fulfilled. Students and parents deserve to understand this framework and accept their responsibilities as members of the College community.

It must also be recognised that sixth form education is not a part of compulsory education and the College is within its rights to set its own criteria for discipline and exclusion which is different from that of schools.

The purpose of this policy is to outline the principles underpinning the College approach to student discipline and exclusion.

The College shall give effect to the Student Contract, the Student Code of Conduct, and the other policies of the College that concern student behaviour, having regard to an overriding objective of fairness to both the students, the College and its individual members of staff.

Fairness requires that cases are dealt with justly, and this in turn requires that all cases of misbehaviour are dealt with:

1. in ways that are proportionate to the importance of the behaviour under consideration,
2. expeditiously,
3. by allotting to the issue an appropriate share of the College's resources, having regard to the other calls on the College's resources,
4. giving the student written notice of the rule or policy that is alleged to have been broken and an opportunity to answer that allegation at a meeting.
5. giving the student an opportunity to respond to any decision before a final and binding decision is made,
6. in a manner that emphasises the importance of the College's rules and policies.

Aim

- To enable staff and students to work collaboratively in promoting learning
- To enable students to study effectively unimpeded by inappropriate behaviour of other students
- To address incidences where students fail to comply with the Student Contract and the Student Code of Conduct
- To ensure that the College complies with all statutory responsibilities

Scope

The disciplinary policy and procedures underpin the expectation that students come to learn and that they will often make mistakes and/or errors in judgement. The intention is to help students learn from these so that they can apply themselves to their studies.

The College views permanent exclusion very much as a last resort, in the case of persistent breaches of the Student Contract and Student Code of Conduct, or a necessary response to serious misconduct.

Roles and Responsibilities

All staff have a responsibility for participating in setting expectations for behaviour conducive to learning within classrooms and in all areas of the College. All students are responsible for their behaviour.

Staff which have responsibilities for discipline and sanctions relating to misconduct are:

Subject Teachers: in communicating concerns about student approach to learning to Personal Tutors and setting Subject Action Plans

Personal Tutors: in overseeing a student's approach to learning across all their subjects and making appropriate referrals to the Senior Tutor

Senior Tutors: in making judgements about a student's capability to deliver on the terms and conditions of the Student Contract and their responses to Subject Action Plans and support, issuing First Formal Warnings and referral to the next warning level as appropriate

Director of Safeguarding and Intervention: in making judgements about a student's capability to deliver on the terms and conditions of the Student Contract and their response to previous warnings and support, issuing Second Formal Warnings and referral to the next warning level as appropriate

Assistant Principal for Safeguarding and Support: in making judgements about a student's capability to respond to previous warnings and support, issuing Final Warnings as appropriate and ultimately exclusion if required

Principal: in making judgements about a student's capability to respond to previous warnings and support, issuing Final Warnings as appropriate and ultimately exclusion if required and to hear appeals if students and parents feel that due process has not been followed

Principles underlying the Disciplinary Process

It is understood that the College aims first and foremost for all students to undertake and complete a full-time programme of study and that it provides students with the resources required for them to achieve this. It considers individual difference through its Equality, Diversity and Inclusion, Learning Support and Fitness to Study Policies. It expects adherence to the Student Contract and Student Code of Conduct, the terms of which have been constructed to ensure student success.

Every consideration is given to students to allow them to problem solve and improve their approach to learning. However, where students have failed to respond to informal methods of discipline and support, then parents will be involved in formal approaches to resolving problematic behaviour and approaches to learning.

Exclusion

Whilst it is never our aim to exclude students, the College reserves the right to do so if students persistently fail, despite warnings, to adhere to the terms of the Student Contract. It is hoped that this ultimate sanction

will not be required as students improve their approach to learning with the help of the College resources and services.

In cases of serious misconduct, exclusion, either temporary or permanent, is a sanction that is likely to be employed. Serious misconduct can include, but is not limited to:

- Any threatening or violent act against a student or member of staff
- Being under the influence of, consumption, and/or bringing into College, drugs or alcohol or intoxicants of any kind
- Verbal abuse or harassment
- Sexual abuse or harassment
- Theft or other breaches of trust
- Criminal damage
- Dangerous driving
- Possession of an offensive weapon
- Bringing the College into disrepute
- Compromising the integrity of public examinations, including plagiarism of coursework