

STUDENT BEHAVIOUR POLICY

MARCH 2026 (Sept 2026 update)

Policy of:	North Hampshire Education Alliance
Policy applicable to:	Queen Mary's College, Basingstoke
Policy owned by:	Mark Henderson – CEO/ Principal
Point of contact:	Laura Cook, Deputy Principal

Review and approval process:	Version 1: New combined policy SLT 4 th March 2026 LGB 17 th March 2026 Board of Trustees 26 th March 2026
Cycle of review	every three years or with any changes to Government guidance
Source documents	- DfE Guidelines/requirements - Keeping Children Safe in Education
Related documents	- Attendance Policy (with Fitness to Study procedure) - Complaints Policy and Procedure - Exams Malpractice policy (and other Exam policies) - NHEA Safeguarding and Child Protection Policy - Offsite Activities Policy - Plagiarism Policy (for review April 2026) - College Expectations (Appendix 1 and infographic) - NHEA Conduct policy - Student IT Code of conduct

This Policy can be available in different formats, languages, etc. or someone can go through it with you – please ask in Resources or ask your tutor.

Version	Update	Date
1	New policy combining previously separate policies and procedures. (Names updated Sept 2026)	March 2026

At QMC we value learning, respect, inclusivity & collaboration. We believe that an inclusive and positive college ethos, which promotes high standards of behaviour and a focus on the emotional health and wellbeing of all the college community, leads to better outcomes for everyone.

1. Purpose

QMC aims to provide a culture of learning that allows all students to achieve above and beyond what they think is possible, and where staff and students are supported, valued and developed as individuals in a safe environment, knowing that their wellbeing is key to our success.

QMC's College Expectations, culture, and policy framework, (including the Safeguarding & Child Protection policy), commit to ensuring that we provide a safe and welcoming environment in which all students can flourish and achieve their potential. We expect our students to act in line with these commitments.

We expect that the behaviour of all members of the college will support a calm and purposeful atmosphere which respects others and enables effective learning to take place.

We encourage students to become independent, lifelong learners who are aware of our expectations of them as members of the college community, and who seek to develop self-discipline and take responsibility for themselves in maintaining welfare, safety and happiness for all.

2. Policy aims

- To maintain a learning and working environment which is safe, fair and promotes a whole college approach to positive behaviour management.
- To help create an environment in which all people and property, including the neighbouring areas, are respected, and everyone is encouraged to take responsibility for their own behaviour.
- To maintain clear boundaries and expectations about behaviour which establishes a consistency of approach that is used in a fair and equitable manner by all staff.
- To support staff in their efforts to uphold QMC's expectations by taking a firm response to a student whose behaviour breaks the conduct outlined in the College Expectations and Student Behaviour Policy.

To fulfil these aims the college will develop and implement procedures to:

- Educate students on College Expectations and promote awareness of the policy and related policies such as the IT Code of Conduct e.g. through tutorial sessions.
- Provide information and raise awareness with parents/guardians including publishing the policy on the college's website.
- Ensure that all staff receive appropriate support in managing behaviour and disciplinary related incidents.

- Identify instances or individuals where there are grounds for concern and initiate actions to keep them safe or impose disciplinary measures.
- Facilitate effective partnership working with local and national organisations, including referring on to specialist support when required.

3. Implementing the policy

Students are responsible for meeting the requirements placed on them by the College Expectations - [Appendix 1](#) and this Student Behaviour Policy

It is the responsibility of all students to adhere to this policy and to maintain a respectful and safe college community, including online.

All staff have a responsibility to assist in maintaining good student behaviour, not only in the classroom, but in all college-related activities on and off site and online. This policy provides a framework to support staff in implementing a fair and transparent system for dealing with any disciplinary situation that may arise involving student(s) in the college community

It is the responsibility of all staff to implement this policy and procedures, to help maintain positive student behaviour, to deal with and/or report any incidents or breaches of college expectations to their managers and to support any students who may be involved in an incident.

The Principal has responsibility for student discipline and should ensure that staff and students are aware of this policy and relevant procedures in support of its aims.

Formal disciplinary procedures will only be used when initial, supportive strategies have been unsuccessful, or where a student is involved in a serious breach of the College Expectations.

Permanent exclusion of a student is the last resort in the disciplinary process, although there will be occasions when it is appropriate to temporarily exclude a student as a first step in a disciplinary investigation (temporary exclusion / suspension). Please refer to Exclusion Procedure [Appendix 2](#)

The power to permanently exclude a student may be exercised only by the Principal or a delegated alternate.

The Principal may delegate authority for temporary exclusion (i.e. suspension) to the Deputy Principal, Assistant Principal, members of SLT and Directors of learning (Dols).

Once a decision to temporarily exclude has been made, the Principal or their delegate must take all reasonable steps to inform the student, and their parent/carer, in person or via telephone, as soon as possible. No student under 18 should normally be required to leave the premises following a decision to temporarily exclude, unless or until all reasonable attempts have been made to inform the parent/carer by telephone.

Students under 18 will be accompanied by their parent/carer during any disciplinary investigation. Students over 18 have a right to be accompanied by a representative who is any layperson over 18 who is able to support the student during the proceedings. This includes the student's personal tutor, another teacher, parent, carer or other relative or friend over 18. Legal representation will not generally be allowed unless prior approval is obtained from the college.

If a decision to permanently exclude a student is taken, the student and parent will be informed in writing. The student (or parent / carer, if the student is under 18) has the right of appeal against a permanent exclusion.

The Governing Body is responsible for ensuring that the college has appropriate policies and procedures in place which promote high standards of behaviour and wellbeing and which minimise the risks of incidents of misconduct occurring. These policies and procedures should effectively resolve any such incidents should they occur and be updated regularly. This policy will be reviewed every three years or more frequently, if necessary.

4. General Expectations of behaviour

Students are expected to abide by the general expectations of behaviour detailed in the **College Expectations Appendix 1**.

QMC is committed to promoting mutual respect in everything we do and valuing every member of the community. Students are expected to demonstrate respect towards all college staff and must avoid language that might offend others. Swearing and derogatory language used towards staff will not be tolerated.

Students are expected to always carry their ID card with them and a lanyard is provided to easily identify students as members of the college community. Students must produce their ID card on request from a member of college staff.

Students must not enable access to the site to any person who is not a legitimate member of the college community. This includes students who have left the college and are no longer current students.

Students must show respect to our neighbours by behaving in an orderly manner on and around the College site, particularly in respect to driving safely, parking appropriately and avoiding causing a nuisance to neighbours.

5. Student Attendance:

All attendance will be fully monitored and recorded. Parents/guardians will be informed by text and on VISTA of their child's attendance, unless an alternative arrangement has been discussed and agreed with the Assistant or Deputy Principal.

Any form of absence will impact upon attendance statistics, but absences can be classed as 'authorised' where the College is informed in advance and the absence is unavoidable. Attendance figures can be monitored by parents and students using the Vista App.

Tutors or other staff will contact parents/guardians if attendance falls below acceptable levels (usually c.90%). Where attendance remains a cause for concern, they will escalate issues to Directors of Learning and Assistant/Deputy Principal. Issues will be dealt with on a case-by-case basis, but where attendance is causing students to fail, we will implement disciplinary or fitness to study procedures.

If a student has had four consecutive weeks of non-attendance and non-engagement, then the College will have to inform the ESFA as the student will no longer be eligible for funding and must be removed from college roll. This ruling applies unless, for example, there are specific individual

student problems and then the need to extend would be discussed and agreed between the learner and Assistant/Deputy Principal concerned.

Short term reasonable adjustments may be put in place to support students who are absent however these will only be put in place at the discretion of the Assistant/Deputy Principal concerned.

5a) Student Attendance: Holidays

Students should not arrange to go on holiday during term time. Group work, continuous assessment, and coursework are a feature of many courses and absences can have serious consequences. If it is necessary for a student to be absent, the college must be informed in advance. This can be done by parents/guardians via email or letter, addressed for the attention of the Principal via the Principal's PA, Louise Harvey louise.harvey@gmc.ac.uk giving the duration and reason for the absence. Students will need to consult each of their subject teachers including their Personal Tutor to ensure that they have an action plan in place, prior to departure, which will enable them to keep up to date with any lesson content, coursework and homework missed. It is not the College's responsibility to do this.

5b) Student Attendance: Illness and Absence Reporting

If a student is unwell and unable to attend College, a parent/guardian ONLY should notify the Help Desk on each day of their absence by calling 01256 417500 or emailing help.desk@gmc.ac.uk . Likewise, for absences due to important appointments (i.e. a medical appointment) a parent/guardian must inform the Help Desk prior to the student's absence. This information is coded in our electronic registration system and Personal Tutors are informed.

If a student is taken ill during the day they must report to the Help Desk. The Help Desk staff will contact a named contact in order to confirm that the student wishes to leave site. Unfortunately, we are unable to keep students who are unwell on site as we do not have appropriate facilities. If the absence becomes long term, a parent/guardian must contact the Personal Tutor to discuss the situation.

Emergency contact numbers and medical details must be kept up to date as they may be needed in an emergency. If they change, please inform Central Registry or the Helpdesk.

Our expectation is that students have 100% attendance and are punctual to all their scheduled commitments including tutorial. Attendance which consistently falls below 90% is likely to negatively impact on achievement. Students who do not resolve declining attendance rates will be asked to attend meetings to discuss concerns.

5c) Student Attendance: Punctuality

The college expects punctual arrival to all lessons and events. Students who are unable to make the start times to lessons should inform their teacher via email and consult with their teacher and personal tutor to resolve ongoing difficulties. If a student is late to a lesson or tutorial, the teacher must use the appropriate late mark in the register.

6) Bullying and Harassment

6a) Bullying and Harassment: statement, aims and scope

The college has a firm commitment to equality and diversity and will not tolerate the bullying or harassment of any member(s) of its community by another or others. The aim of this policy is to assist all members of the college community to develop a working environment in which bullying and harassment are known to be unacceptable and where individuals have the confidence to complain about harassment and bullying, should they arise, in the knowledge that their concerns will be dealt with confidentially, appropriately and fairly. Incidents of Child-on-child sexual violence and sexual harassment will be dealt with in line with guidance in KCSiE (Keeping Children Safe in Education) and using the NHEA Safeguarding, Prevent and Child Protection Policy and Procedures.

The College uses the Department of Education guidance on bullying - *behaviour that is repeated, intended to hurt someone either physically or emotionally, and often aimed at certain groups, for example because of race, religion, gender or sexual orientation*. The College also uses the definition of harassment as set out in the Equality Act 2010 – *unwanted conduct (related to a relevant protected characteristic) with the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment*.

The College welcomes diversity and believes that every student has a right to work and study in an environment which encourages safe and harmonious relationships. The college is committed to preventing bullying and harassment and its commitment to equal opportunity is enshrined in its Equality, Diversity and Inclusion Policy.

Under the Equality Act 2010 (which incorporates the Human Rights Act 2000, Race Relations Act 1976, Sex Discrimination Act 1975 and the Protection from Harassment Act 1997), every student is personally liable if they are involved in discriminating against or harassing someone else.

Allegations of bullying and harassment will be treated very seriously by the college and will be investigated by a college manager. If any parties are guilty of bullying or harassment this is very likely to result in disciplinary action being taken against the perpetrator(s) which could include temporary and/or permanent exclusion.

The college will take measures to ensure that any student raising a genuine concern under this policy is not victimised because of investigations and/or actions taken in response to their concerns.

As allegations of bullying and harassment are very serious and may carry significant implications for anyone accused, the college will also treat any such allegations proven to be malicious as a disciplinary matter.

The college will also treat very seriously allegations of the harassment and/or bullying of a member of staff by a student or students and, if such allegations are proven, they are likely to be the subject of disciplinary action.

The college will normally investigate any incidents of bullying or harassment which have taken place during the college day and within the college grounds or online if both parties involved are members of the college (staff or students). Bullying or harassment of students (or staff) by other students that takes place off may also be investigated if it is relevant to an on-site or cyber bullying investigation. If the reported incident involves people outside 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 (for example, the police).

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.

In such cases, preventative actions may follow for victims or perpetrators of incidents of bullying or harassment if the college considers these to present a risk to individuals or wider members within the college community.

Incidents of bullying and harassment which take place in person or through any other medium, including online, are within the scope of this policy (see also Cyberbullying Section 8).

6b) Bullying & Harassment: Procedures

If a student or other person at the college experiences, or witnesses, bullying either in college or online, it should be reported by contacting the Personal Tutor or any other member of staff.

The member of staff will listen and talk over the situation with the student or refer on to an appropriate member of staff e.g. DSL. They will help the student decide whether it is formal or informal. The member of staff will make a written record of the discussion. If it is possible that the matter will be taken further, or if it is a formal discussion, what is written should be agreed and dated. This could be important for future reference.

In most circumstances, if the student agrees, the person they talk to will try to resolve the matter themselves before taking it further. This will probably mean someone talking to the person(s) concerned and trying to end the situation as quickly as possible. In student matters, any repercussions following on from this initial conversation will be referred straight to the Deputy Principal, or in serious cases, the Principal. Depending on the nature of the bullying, this referral could lead to temporary exclusion, or in severe cases, permanent exclusion, and also in referral to the police if required for example in cases of hate crime, racism, physical attacks and cyberbullying. It is unlawful to disseminate defamatory material in any media, including internet sites, see S127 of the Communications Act (2003), The Malicious Communications Act (1988) and The Protection from Harassment Act (1997).

7) Social Media:

Social media is a broad term for any kind of online platform which enables people to directly interact with each other. It allows people to share information, ideas and views. Examples of social media and digital communication include Facebook, LinkedIn, Twitter, Instagram, TikTok, Twitch, Discord, WhatsApp and YouTube.

We want students to enjoy the benefits of social networking while understanding the standards of conduct expected to keep themselves, and others, safe. Social media brings with it risks to safeguarding, bullying and both personal and college reputation. All of these risks may be heightened for students with special educational needs who may not understand the implications of what they are posting/viewing.

The purpose of this policy is to encourage good practice and safe use of social media. It applies regardless of whether the social media is accessed using QMC facilities and equipment, or equipment belonging to students themselves.

Students should be aware that content uploaded to social media is not private. Even if they restrict it to 'friends', there is still capacity for it to be re-posted or distributed beyond the intended recipients. Therefore, students using social media should conduct themselves with professionalism and respect.

An online reputation is the opinion others get of a person when they encounter them online. It is formed by posts, photos that have been uploaded and comments made by others on people's profiles. It is important that students are aware that anything that is posted could influence their future professional reputation. The majority of organisations and work establishments now check digital footprint before considering applications for positions or places on courses.

Students should not upload any content on to social media sites that:

- Amounts to bullying (see Cyberbullying section 8)
- Amounts to unlawful discrimination, harassment, victimisation or extremism
- Contains lewd, sexually explicit, threatening or similarly inappropriate or offensive comments, images or video clips is defamatory or knowingly false
- Breaches the privacy of others or copyright including the names/images of students/staff/visitors or specific locations (without their permission) is not their own account is in any other way unlawful.
- Causes confusion to users as to whether the account is a legitimate College account including use of QMC's name and logo without prior permission from the Principal.
- Brings the College/Trust into disrepute.

An individual's 'digital footprint' is becoming increasingly significant when it comes to job and university applications. If unfortunate decisions are made, it will be extremely difficult, perhaps impossible, to eliminate the evidence. students should note that the use of social media accounts during lesson time is not permitted, unless expressly allowed by the teacher.

Any content or online activity which raises a concern must be reported as soon as possible to a teacher, Help Desk or any member of staff. Evidence should not be deleted and students should not respond to any comments online.

Further reporting to police, Children's Services etc will be undertaken by DSLs as per the Safeguarding & Child Protection policy. Concerning content will not be viewed unless absolutely necessary and must not be shared except with the Police/Children's Services; and parents/guardians if appropriate or necessary.

Any concerns or issues about the College, its students or staff should be expressed directly to the College and not be voiced on social media.

Any misuse of social media which comes to our attention will be treated in line with the College's disciplinary procedures on a case-by-case basis. In extreme cases this could lead to temporary and/or permanent exclusion.

8) Cyberbullying

Central to the College's student behaviour policy is the principle that 'bullying is always unacceptable' and that 'all students have a right not to be bullied'. QMC recognises that it must take note of bullying perpetrated outside College which spills over into college and so we will respond to any cyber-bullying we become aware of carried out by students, whether they are onsite or not. Cyber-bullying is defined as "an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend themselves." By cyber-bullying, we mean bullying by electronic media:

- Bullying by texts or messages or calls on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using youth produced sexual imagery and explicit text messages as a form of revenge, humiliation or exploitation.
- Using e-mail to message others
- Hijacking/cloning e-mail accounts
- Making threatening, abusive, and defamatory or humiliating remarks in on-line forums.

Cyber-bullying may be at a level where it is criminal in character. It is unlawful to disseminate defamatory information in any media including internet sites. Section 127 of the Communications Act 2003 makes it an offence to send, by public means of a public electronic communications network, a message or other matter that is grossly offensive or one of an indecent, obscene or menacing character. The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment. If we become aware of any incidents of cyberbullying, we will need to consider each case individually as to any criminal act that may have been committed. We will pass on information to the police if it feels that it is appropriate or we are required to do so.

9) Mobile Phone Usage:

Use of mobile phones is only permitted in class at the discretion of the teacher e.g. for genuine educational reasons such as research, translations, dictionaries, interactive assessment activities, access to VLEs.

Mobile phones should not be used at other times and students must act promptly in accordance with requests by teachers to put phones away. If a student needs access to their mobile phone for other purposes such as important calls or health monitoring apps, they should make their teacher aware in advance.

10) Smoking – Including Vaping – E Cigarettes

Queen Mary's College is committed to establishing a smoke-free environment across its campus in order to safeguard the health of its employees, learners and all site users. Please note, that in all cases electronic cigarettes are included in our definition of smoking.

Queen Mary's College recognises the legal requirements placed upon it by the Health Act 2006 and its general duty of care to all premises users. We will protect the rights of all non-smokers to work and study in a smoke-free environment, and we will also take positive steps to encourage smokers to give up.

Smoking is prohibited anywhere on the College site including in any vehicle parked on college grounds, with the exception of the designated smoking area.

Failure by students to comply with this policy will result in disciplinary action being taken.

We will aim to raise awareness of all the health issues associated with smoking. The college will provide information on how to make contact with support services and facilitate contact with relevant health agencies for anyone wishing to give up smoking.

Comprehensive implementation of the policy is only achievable with the co-operation of all members of the college community. All should accept the responsibility to politely challenge those who breach the policy, whilst those who are smokers should accept the constraints placed on their smoking habit. Not to do so would compromise the college's legal duty and place the college at risk of breaching the law.

11) Substance Misuse – alcohol and drugs

The college aims to create an environment and culture of respect for health and professionalism in both our students and staff. The college is committed to promoting wellbeing in students and the prevention of illegal activities and the harmful consequences associated with substance misuse. It is our view that the use and misuse of drugs and alcohol by those studying at the college can cause problems for the individual, those immediately concerned with them, and the broader community. In keeping with the approach to drugs awareness and education, the college is committed to managing substance misuse issues through active education and awareness, promotion of local drugs and alcohol services, and prevention and efficient management of misuse. Advice for staff can be found in Appendix 3.

This policy refers to the use of drugs, alcohol, and other substances, both legal and illegal, when used for the purpose of intoxication, recreation or general misuse. 'Illegal drugs' refers to any substance included under the provision of the current Misuse of Drugs Acts. Where the document refers to drugs, this includes alcohol, illegal drugs, medicines, novel psychoactive substances ("legal highs") and volatile substances, unless otherwise specified.

This policy covers all students and any incidents or evidence will be assessed by a senior manager to determine the right course of action. This means that a student who is over 18 will be treated in the same way as a student who is under 18 by members of staff.

This policy relates to all college premises and settings, such as work placements and other college-related activities, such as trips and visits.

12) Dress Code:

We want everyone at Queen Mary's College to feel comfortable, respected, and focused on learning. What we wear can affect how people feel in shared spaces, so we all have a role in maintaining a respectful atmosphere. QMC is a diverse community with different backgrounds, ages and comfort levels. Dressing in a way that shows self-respect and respect for others helps everyone feel at ease.

The College doesn't have a formal dress code/uniform, but, as we are preparing students for the world of work, we encourage all students to dress in a manner that is appropriate for a professional environment:

Students have the freedom to choose their attire. Casual dress is acceptable as long as it is respectable and sensible.

Avoid clothing with inappropriate language.

Dress expectations apply to **everyone** — it's about making sure all students dress in a way that's suitable for college.

Responsible Staff as of September 2026 – Members of Senior Leadership Team in bold:

Principal:	Mark Henderson (see Louise Harvey to make an appointment)
Deputy Principal and DSL:	Laura Cook
Assistant Principal:	Helen Henderson
Student Support Advisors and DSLs	Lucy Poynter, Shani Thorpe, Lyn Oram, Peter Fife-Faulkner; Marianne Chedgey
Human Resources Director and DSL. Equalities, Diversity and Inclusion Lead	Sally-Anne Spooner
Counselling Coordinator:	Eleni Pickett

Appendices:

Appendix 1	College Expectations (infographic and text version)
Appendix 2	Student Exclusion Procedure
Appendix 3	Substance misuse – incident management advice for staff

Appendix 1 College Expectations (infographic and text below)

The College community is about promoting mutual respect and responsibility in everything we do:

We expect students at QMC to show respect to staff and students by:

- Attending all lessons and appointments with staff and always arriving punctually.
- Meeting deadlines for work completion and catching up on anything you miss.
- Behave in a mature way in and around College and taking responsibility for your learning.
- Switching off your mobile phone before entering a classroom and only taking it out of your bag/pocket when directed to by a teacher
- Taking off your hat/cap/earphones before entering a classroom.
- Making sure swear words and offensive language are never used.
- We want everyone at Queen Mary's College to feel comfortable, respected, and focused on learning. What we wear can affect how people feel in shared spaces, so we all have a role in maintaining a respectful atmosphere
- QMC is a diverse community with different backgrounds, ages and comfort levels. Dressing in a way that shows self-respect and respect for others helps everyone feel at ease.
- The College doesn't have a formal dress code/uniform, but, as we are preparing students for the world of work, we encourage all students to dress in a manner that is appropriate for a professional environment:
- Students have the freedom to choose their attire.
- Casual dress is acceptable as long as it is respectable and sensible.
- Avoid clothing with inappropriate language.
- Dress expectations apply to **everyone** — it's about making sure all students dress in a way that's suitable for college.

We expect students at QMC to show respect to our equipment and facilities by:

- Placing your rubbish into the recycling/litter bins.
- Only taking bottled water into classrooms and keeping food and drink well away from computers in public areas.
- Smoking only in the permitted, designated areas.

We expect students at QMC to show respect to our neighbours by:

- Leaving the college premises in an orderly manner.
- Only parking in designated student parking bays on the college campus.
- Refraining from smoking anywhere that would cause a nuisance to neighbours (including Cliddesden Road on the college side of the underpass).

We will not tolerate:

- Bullying (Student Behaviour Policy)
- Defiance, including simply ignoring a member of staff and refusing to obey a reasonable instruction
- Inappropriate use of IT (see IT Code of Conduct), including use of Twitter and / or Facebook
- Graffiti and writing on desks
- Inappropriate physical demeanour or dress

COLLEGE EXPECTATIONS

QMC students are expected to demonstrate respect to staff, each other, the wider College community and neighbours, equipment and facilities:



ALWAYS BE RESPECTFUL
(BULLYING WILL NOT
BE TOLERATED)



ALWAYS AIM FOR
FULL ATTENDANCE



STUDY HARD



BE PUNCTUAL TO
ALL LESSONS, MEETINGS
AND ENRICHMENTS



DRESS APPROPRIATELY
FOR COLLEGE
(AS YOU WOULD FOR WORK)



USE RESPECTFUL
LANGUAGE ON SITE



ONLY USE MOBILES IN
LESSONS IF
DIRECTED BY TUTORS



KEEP YOUR COLLEGE
CLEAN & TIDY



ALWAYS WEAR
YOUR LANDYARD
AND ID



STAY SAFE ONLINE &
TREAT EQUIPMENT
WITH RESPECT



PLEASE DISMOUNT FROM
SKATEBOARDS/BIKES/SCOOTERS
WHEN ON CAMPUS



CONFINE SMOKING/VAPING
TO THE ONE
DESIGNATED AREA

We are committed to promoting mutual respect in everything we do and valuing every member of our community.

Appendix 2: Student Exclusion Procedure:

On enrolment at college all students agree to abide by QMC's Expectations of Student Behaviour which are in accordance with the College's aims and values. In particular, they agree that they should respect all members of the College community, its buildings and site.

Serious breaches of the College's rules:

There will be occasions when a student's conduct will merit their being removed from the College roll.

For example, if students are violent, threatening or abusive towards another member of the college community; or are caught buying, selling or using controlled substances and alcohol on site. This list is not intended to be exhaustive but merely to provide examples.

In the case of serious breaches of the College's rules and regulations, the student will be suspended by the Deputy Principal or another member of the College's Senior Leadership Team.

Suspension is usually used by the College to emphasise the potential seriousness of the situation, to safeguard members of the college community and/or as a period of time in which the College can investigate an incident properly and consider the possible courses of action it should take.

Parents/Guardians will be informed and asked to collect the student, or they will be escorted off site.

Should a student be suspended, he or she will not be allowed back into College until a further interview has been conducted with the student (and his or her parents/guardians if he or she is under the age of 18). Unauthorised presence on site ahead of this interview will result in automatic exclusion. This interview will result in a decision to reinstate or permanently exclude the student

The Deputy Principal will make the assessment and should he or she consider that removal from the College's roll is the only appropriate course of action, the student (and his or her parents/guardians if he or she is under the age of 18) will be informed and the student will be asked to leave College.

If the decision is to permanently remove the student from the College roll, they have the right to appeal against the decision and should do so in writing to the Principal within 10 working days. The student and his or her parents/guardians, as appropriate, will be given the opportunity to put the case for remaining on roll at the College to the Principal. The Principal's decision on the exclusion is final.

If the appeal is not upheld, a further appeal can then be made to the Clerk to the Local Governing Body in writing within 5 working days. The Chair or Vice Chair of the LGB will make a judgment at this stage as to whether or not there are grounds for an appeal, considering the evidence on which the Principal has made his or her decision and the process followed. Should there be grounds for an appeal, the appeal will be heard by a panel of the Governors and the Principal will present the arguments for exclusion.

Appendix 3: Substance Misuse: Incident Management

Incidents involving substance use and misuse may occur in some of the following ways:

Incidents of inappropriate intoxication and intoxicated behaviour within class or college settings.

- Aggressive, threatening or insulting behaviour resulting from substance misuse, especially if causing a disturbance in class/public areas or a health and safety risk (e.g. if operating equipment). Such behaviour is unacceptable and is likely to constitute serious or gross misconduct.
- Unusual or worrying behaviour, such as extreme drowsiness, unusual reactions to situations, facial expressions, loss of balance or muscular control, social withdrawal, demeanour of tiredness and anxiety.
- An on-going build-up of concerning behaviour, which may be very similar in nature to someone suffering from difficulties with their mental health.
- The selling or supply or harassment to buy drugs, by students or others wherever college activity take place.
- The possession of illegal substances by students or others wherever college related activities take place.

If an incident is suspected to involve illegal drugs, or a student has brought into the college premises or is under the influence of alcohol, then a senior manager or delegate should be consulted to support in managing the incident.

Any screening, searching or confiscation of substances, whether they are known to be or suspected to be illegal, should only be carried out by a senior manager or delegate, usually in the presence of another member of staff.

Where any member of staff has reason to believe that a student may have committed a criminal offence, the college reserves the right to refer the matter to the police. If the college has reasonable belief that a student is in possession of drugs or weapons, the police will normally be informed.

Substance Misuse - Key guidelines staff should use when responding to incidents:

- Protect, as far as possible, the interests of the student concerned. There may be occasions when the student's alcohol or substance misuse, or the alcohol or substance misuse of parents and carers, raises safeguarding concerns. In these cases, the college's Safeguarding and Child Protection Policy and Procedures will need to be followed.
- Protect other children and young people.
- Tackle dealing of drugs more severely than substance (mis)use.
- Reinforce the educational emphasis on knowledge, awareness and skill development.
- Challenge prevalent social norms or stereotypes related to drugs, alcohol or tobacco and their use (for example, stereotypes around who is most likely to be involved in misuse or supply)
- Provide support in relation to children and young people's needs.

All incidents will be centrally recorded by the Designated Safeguarding Lead or Deputy, usually discussed with the Principal or delegate and assessed to determine whether a police investigation is required.

Where there is any doubt or uncertainty in how to proceed with an incident, a member of the Senior Leadership team or their delegates should be involved in a decision as to whether to call the police. This is particularly important with regard to searching and/or confiscation.