

STUDENT BEHAVIOUR POLICY

June 2026

Reviewed by SIT: 15th June 2026
Approved by Board: 7th July 2026
Next review: Summer 2027

1. Introduction

1.1 At Collyer's, we expect all members of our community to promote a calm, inclusive and collaborative learning environment through high standards of behaviour, and compliance with the Codes of Conduct for students and staff.

1.2 We are committed to maintaining a campus free from any form of bullying or harassment. We celebrate diversity and believe that all members of the college community have the right to work and study in an environment of mutual respect and safety.

1.3 We encourage students to become independent, resilient and self-disciplined, taking responsibility for themselves and recognising the impact of their actions on the wellbeing of others and their environment.

1.4 In choosing to study at Collyer's, students agree to meet the expectations set out in the Student Contract and to abide by the Student Code of Conduct, both of which are published on the college website and considered within college induction.

1.5 When a student's behaviour does not meet the standards set out in the Student Contract and Code of Conduct, college staff will intervene. Incidents of misconduct will be managed in accordance with the procedures which accompany this policy. Where misconduct leads to risk of, or actual harm, the Safeguarding and Child Protection Policy may also apply.

1.6 All staff have a responsibility to assist in maintaining high standards of behaviour in all college-related activities, on and off site and online. Staff are given guidance on promoting student compliance with the Student Contract and Code of Conduct through the Pastoral Handbook, Inset and the day-to-day support of senior staff.

2. Legislative Framework

2.1 This policy and its complementary procedures have been developed to ensure the college complies with statutory guidance: 'Keeping Children Safe in Education'. The policy also takes account of the DfE's 'Behaviour in schools - Advice for headteachers and school staff' (2024), 'Searching, Screening and Confiscation' (2022) and 'Restrictive interventions, including use of reasonable force, in schools' (2026). Although Sixth Form Colleges were removed from the 'it applies to' list in the 2025 update to 'Use of Reasonable Force in Schools', this legal power does still apply for education staff in sixth forms and therefore the guidance for schools has still been considered as there is no specific DfE guidance for colleges. The Equality Act (2010) provides an overarching framework to cover protected characteristics.

3. Scope

3.1 This policy applies to all Collyer's students including 16-19 daytime and Adult Education students.

3.2 Incidents involving external parties to the college community are not within the scope of this policy, though affected students and/or their parents/carers will be offered advice and follow-up support. Such incidents, including historical incidents, may 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.

3.3 This policy applies to incidents of misconduct which take place onsite and offsite, where there could be repercussions for the orderly running of the college, or which pose a threat to another student or member of the public, or where the incident could adversely affect the reputation of the college.

4. Definitions

The list below is not intended to be exhaustive or exclusive, but provides a definition of key behaviour concerns:

4.1 **Study-Related Concerns** include poor attendance, lateness, failure to submit homework or coursework, lack of engagement in lessons or independent study, lack of preparedness for lessons.

4.2 **Misconduct** is any behaviour which does not meet the expectations of the Student Code of Conduct. This includes behaviour which may disrupt the learning environment, is disrespectful, or

constitutes a threat to the safety and/or wellbeing of other people, is illegal or dishonest, or brings the college into disrepute.

4.3 **Bullying** is persistent, offensive, abusive, intimidating or insulting behaviour, unfair sanctions, or other abuse of power or position.

4.4 **Online (Cyber) Bullying** is any form of bullying that is carried out online using electronic media devices such as computers, laptops, smartphones, tablets, or gaming consoles. It can take place on social media platforms such as (but not limited to) Snapchat, Instagram, Discord, TikTok, Facebook, Twitter, WhatsApp, WeChat, LinkedIn, through email, text message or online collaboration sites such as Microsoft Teams or Zoom.

4.5 **Harassment** is behaviour that degrades, humiliates or belittles through actions, words or gestures. It is any unwanted behaviour that a person finds intimidating, upsetting, embarrassing, humiliating or offensive. This would include victimisation, bullying, discriminatory language or behaviour. It may involve relationships of unequal power and contain elements of coercion. However, it may also involve relationships among equals.

4.6 **Sexual Harassment** is a form of sex discrimination and is illegal and under the 2010 Equality Act it is an offence to bully an individual on the grounds of their protected characteristics. It can occur in a variety of situations but always has a distinctive feature: the inappropriate introduction into the work or learning environment of unwelcome actions or comments of a sexual nature.

4.7 **Victimisation** - Victimisation is subjecting a person to detrimental treatment because they have reported bullying and harassment.

4.8 **Coercive Behaviour** is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, frighten, or create dependence. Examples may include making direct or implied threats.

4.9 **Gaslighting** is the manipulation by psychological means of a person (or group) which causes them to doubt themselves, their capabilities or their sense of reality. Examples may include an individual being made to feel that their opinions, concerns, thoughts and feelings are incorrect or lack validity.

4.10 **Banter** is the mutual exchange of teasing remarks. Communication which some may consider to be banter is not acceptable if it falls into the categories of bullying and/or harassment. Banter may affect the person the comments are directed towards, and others who overhear the comments.

4.11 **Substance Misuse:** Attending college or college-related activities under the influence of alcohol or illegal substances. Carrying, using, or distributing prohibited drugs, alcohol, illegal substances, or associated paraphernalia on or within the vicinity of the college campus. Involvement in the use or distribution of prohibited drugs or illegal substances outside college.

4.12 **Computer Misuse:** Using college computers, devices or wifi to send abusive, scandalous, obscene, or defamatory communications of any kind, or attempting to access or download obscene or pornographic images on the college network or otherwise being in possession such material.

4.13 **Aggressive or Violent Behaviour:** Violent, aggressive, or threatening behaviour towards any member of the college community or any member of the public. Carrying, threatening to use, or using an offensive weapon, on or offsite.

5. Aims & Objectives

5.1 Students on signing their learning agreement, are confirming that they will meet the expectations of the Student Contract and abide by the Student Code of Conduct to:

- Respect the college community and environment
- Stay safe and help to keep others safe
- Achieve the best possible grade for themselves and enable others to do the same
- Have regard for the importance of democracy, the rule of law, individual liberty, and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

First and foremost, we aim to educate and support students to meet expected standards of conduct. Formal disciplinary sanctions, including temporary and/or permanent exclusion from the college, will only be used where supportive strategies have been unsuccessful or in cases where there has been a serious breach of the Code of Conduct.

5.2 **Study Related Misconduct** - The college aims to ensure that all students understand that if they do not behave in a courteous manner which indicates respect for others, the environment around them

and/or for themselves, then there are consequences and action will be taken by the college. The college endeavours to support all students to achieve their potential and to ensure student behaviour does not impact negatively on students' health, wellbeing, ability to learn and achieve in college.

5.3 Bullying and Harassment - The college has a firm commitment to equality and diversity and will not tolerate the bullying or harassment of any members of its community. The aim is to assist all staff and students to develop a working environment in which bullying and harassment are known to be unacceptable and where individuals have the confidence to raise concerns in the knowledge that their complaint will be dealt with in confidence, appropriately and fairly.

5.4 Substance Misuse - The college adopts a 'whole college approach' with a range of information made available to students, both formally through the tutorial programme and informally via pastoral support, leaflets/posters and links to websites on SharePoint. Students are supported and encouraged to talk about drugs so that appropriate services e.g. Change, Grow, Live can be accessed if required. It is recognised that some young people may be at greater risk of drug use and the college will provide relevant, up to date information and training for all staff, with more specific training provided for Heads of House, Student Services, Student Wellbeing and Safeguarding Teams. Parents will be able to access relevant information about the colleges approach to substance misuse through the college website.

5.5 Computer Misuse – The college aims to provide students with clear guidelines about how to use the College IT facilities. Students undergo an IT induction and confirm understanding of the 'Student Use of Computers Agreement' to ensure the legal responsibility on the part of the college to safeguard its users against harassment, abuse, defamation or discrimination and they ensure that all users of IT within the College are working within the requirements of the relevant acts. The College provides network and internet access as an educational tool and access to the networked resources is therefore a privilege, not a right. The College will filter and monitor all internet usage within the College in a responsible and transparent way in order to ensure and maintain the safety of staff and students. It therefore reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network, wifi and Internet access and any or all information transmitted or received in connection with such usage.

5.6 Collyer's will take action to:

5.6.1 Support positive behaviour from all members of the college community through rewards and recognition, setting high standards and expectations, role modelling, challenging negative behaviours, and responding swiftly to tackle unacceptable behaviour.

5.6.2 Promote good learning behaviour and provide teaching, learning and assessment opportunities that are challenging and motivating, enabling students to make good progress and achieve well.

5.6.3 Give students a good start to their studies through an induction programme and then provide ongoing support by monitoring progress and intervening to tackle concerns.

5.6.4 Ensure all actions related to unacceptable behaviour are managed in line with this or related college policies and procedures.

5.6.5 Provide opportunities through the tutorial programme and wider college awareness-raising to promote knowledge and understanding of key issues in relation to behaviour such as: the risks associated with the misuse of substances, harmful sexual behaviours, the impact of bullying and harassment and negative use of social media. This is to ensure the wellbeing of all our students.

5.6.6 Support staff in the discharge of their duties as teachers, tutors or support staff in college, ensuring staff have access to training and resources so that they are equipped to recognise signs of unacceptable or concerning behaviour and respond appropriately.

5.6.7 Ensure that individuals have the confidence to complain in the knowledge that their concerns will be dealt with in confidence, appropriately and fairly.

5.6.8 Work in collaboration with parents and carers throughout unless there are contra-indications for doing so.

5.7 **Collyer's will adhere to DfE Guidance on "Teachers' Powers" - Key Points**

5.7.1 Teachers have statutory authority to discipline students whose behaviour is unacceptable, who breach the Code of Conduct or who fail to follow a reasonable instruction. The authority applies to all paid staff with responsibility for students.

5.7.2 Staff can discipline students at any time they are in college or elsewhere under the charge of a teacher, including trips and visits. Staff can also discipline students in certain circumstances when a student's misbehaviour occurs outside of college. Students are subject to the behaviour policy when outside the college gates when the student is:

- Taking part in any school-organised or school-related activity or travelling to or from school or wearing in some way something identifiable as a student at the college.
- Misbehaviour at any time that could have repercussions for the orderly running of the college or poses a threat to another student or member of the public.
- Behaviour that could adversely affect the reputation of the college.

5.8 Collyer's will ensure staff abide by what the law allows:

5.8.1 **The general power to discipline** enables a member of staff to confiscate, retain or dispose of a student's property as a punishment or as a safeguarding measure, so long as it is reasonable in the circumstances. The law protects staff from liability for damage to, or loss of, any confiscated items provided they have acted lawfully.

5.8.2 **Use of reasonable force to** remove disruptive students from the classroom where they have refused to follow an instruction to do so; prevent a student behaving in a way that disrupts a college event or a college trip or visit, prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others; prevent a student from attacking a member of staff or another student, or to stop a fight on the college campus, restrain a student at risk of harming themselves through physical outbursts.

5.8.3 **Power to search without consent** for "prohibited items" including:

- knives and weapons,
- alcohol,
- illegal drugs, tobacco, tobacco products, cigarette papers and /or vapes
- stolen items,
- fireworks,
- pornographic images,
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

6. **Responsibilities**

6.1 **All staff** have a responsibility to manage good order and discipline in the college, educating students and advancing their understanding of Collyer's values, responding to incidents of poor behaviour. All staff and students are responsible for ensuring incidents are reported. All pastoral roles work in collaboration with academic staff to find solutions to misconduct or poor attendance. If there are serious concerns, then the Head of House will take remedial action and consult with the Director of Student Engagement and/or the Vice Principal (Pastoral). Safeguarding concerns are consulted with the Director of Student Support or a member of the Safeguarding Team.

6.2 **The Board and Local Governing Body** is responsible for ensuring the college has appropriate policies and procedures in place which minimise the risks of incidents of bullying or harassment, substance misuse and computer misuse occurring. Link governors with responsibility for child protection and safeguarding shall receive appropriate training to assist them in fulfilling this duty in relation to this policy which should be reviewed every three years.

6.3 **The Executive Principal** has responsibility for ensuring these policies and procedures are fully implemented and that sufficient resources are allocated for training.

6.4 **The Senior Leadership Team** will keep the implementation of this policy under review with support from the Equality, Diversity and Inclusion Officer.

6.5 **The Vice Principal (Pastoral)** will, on behalf of the Executive Principal:

- ensure appropriate resources are allocated for staff training
- regularly review and update the policy and procedures in line with DfE guidance
- ensure the safeguarding team, senior pastoral staff and student support teams receive enhanced training in relation to managing peer on peer abuse, harassment, substance misuse and online abuse.

6.6 The Director of Student Engagement will:

- ensure policy and procedures are fully implemented and followed by all staff
- ensure all aspects of unacceptable behaviour are considered before deciding on any course of disciplinary action - this may involve taking statements from students/staff and may also mean removing the student(s) from the scene or from college whilst the investigation takes place
- ensure parents/carers, the police and other external agencies and partners are notified as appropriate.

7. Monitoring

7.1 This policy and its accompanying procedures and appendices will be reviewed every year unless a more frequent review is necessary, for example to ensure compliance with legislation or new statutory guidance.

7.2 Records of concerns, investigations and disciplinary sanctions will undergo regular checks to ensure consistent implementation of policy and procedures. Analysis of Behaviour Notes, CPOMS files, Action Plan data and Training Records will inform the annual Student Engagement SAR and QIP.

7.3 The Vice Principal (Pastoral) will report any temporary or permanent exclusions made under this Policy to the Local Governing Body.

8. Related Policies and Procedures

Admissions Policy
 Appeals Procedure
 Collyer's Values
 Complaints Policy
 Curriculum Policy
 Equality and Diversity Policy
 Exams Policy
 Safeguarding and Child Protection Policy
 Social Media Policy
 Student Behaviour Policy Appendices