



Student Behaviour Policy & Procedure

1. Scope and Purpose

- 1.1. The Student Behaviour Policy & Procedure (SBP) provides a fair and consistent framework for addressing student behaviour that does not align with the College's Student Agreement and Code of Conduct. It outlines the steps staff should follow when managing such behaviour and is grounded in principles of equality, fairness, and natural justice. The Policy aims to foster a respectful and tolerant learning environment for all.
- 1.2. The Student Behaviour Policy has been developed to indicate the kinds of behaviour which are not acceptable, and the action which may be taken as a result by the College. It applies to all students at the College. Additional considerations for dealing with students with learning difficulties and/or disabilities are included within the guidelines.
- 1.3. Students are introduced to the SBP during induction and are expected to read and acknowledge both the SBP and the Student Agreement and Code of Conduct, which are stored in their Individual Learning Plans (ILPs). Curriculum teams are responsible for ensuring students understand the Policy, their rights, and available support. Students may request reasonable adjustments where needed, including for the attendance or format of the student behaviour intervention meeting.
- 1.4. The Policy applies to all students studying on further education, higher education and apprenticeships across all locations and students living in College accommodation. There is a separate policy for students who take part in sports academies. Where concerns arise about a student's health or wellbeing, the Curriculum Team will work with Learner Services to implement supportive action plans. Before applying student behaviour procedures, staff must ensure all support options have been explored and that students and their families understand both expectations and underlying causes of behaviour. Staff must also consider if the Fitness to Study is more appropriate depending on the student's specific situation or need.
- 1.5. In cases involving suspected criminal offences, the police will be contacted. The College may proceed with its own behaviour intervention process unless advised otherwise by the police. If a safeguarding concern is linked to a behavioural issue, the designated safeguarding staff must be contacted immediately using the numbers below:
 - Loughborough College: 07979 737 474
 - Stephenson College: 07833 515351

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- Brooksby & Melton/Ignite: 01664 850850

2. Policy Statement

- 2.1. The behaviour management process will be carried out in line with each Level as outlined in the procedure set out in section 4 of this Policy.
- 2.2. All records of an intervention meeting at each Level and the outcome must be recorded on the student's ILP. An outcome from the meeting will also be sent by email to the student's College email address, and to the parent/carer listed on the students ILP for any student aged under 18 year or with an EHCP.
- 2.3. Chairs of behaviour intervention meetings will be trained to ensure consistency and fairness in processes and outcomes across the College. Chairs can access an updated list of recently applied sanctions to help exercise judgements over decision making.
- 2.4. There may be occasions where breaches of the 'Students Agreement and College Code' immediately relate to or later raise a safeguarding issue. In these circumstances, safeguarding must be given priority. All cases need to be treated on an individual basis and the normal safeguarding procedures will apply. At no time should the impending outcome of a student behaviour intervention process delay the reporting of a safeguarding issue. If unsure, seek advice from the Designated Safeguarding Lead.
- 2.5. The above policy will be reviewed by the relevant parties annually or as required.

3. Impact Assessments

- 3.1. This Policy and Procedure has undergone an impact assessment process during review to ensure that any foreseeable risks and implications have been appropriately considered.
- 3.2. Equal Opportunities: The Policy has been reviewed to uphold principles of equality and non-discrimination in accordance with equal opportunities legislation, ensuring fair treatment for all individuals.
- 3.3. Data Protection: All personal data processing activities governed by this Policy have been assessed for risk and are fully compliant with current data protection laws. Privacy-by-design has been embedded as a core approach, with safeguards implemented to protect data subjects.
- 3.4. Safeguarding, Health & Safety, and Environmental Sustainability: Relevant aspects of safeguarding, health and safety, and environmental sustainability have been impact assessed to support a secure, inclusive, and responsible working and learning environments for all.

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4. Policy

4.1. Early Support Intervention:

- 4.1.1. Initial concerns should be discussed directly between the student and staff member, with clear expectations for behaviour change. The Informal Meeting must be logged on ProMonitor, including agreed actions and targets. Where appropriate, referrals to Welfare or Learning Support teams may be offered.
- 4.1.2. The meeting can be held without advance notification and there is no requirement or expectation that a student should be accompanied at the meeting. If a student is below the age of 18 at enrolment, their parents/carer/guardian should be kept informed of any concerns.
- 4.1.3. Students may normally have up to no more than three Causes for Concerns and these interventions will be recorded using ProMonitor, however, informal Levels can be bypassed if behaviour warrants formal procedures.

4.2. Level 1

- 4.2.1. Where informal efforts have not resulted in the necessary improvements, and there is evidence suggesting that a Level 1 breach may have occurred, a Level 1 meeting will be held. This is a short, focused meeting to efficiently address minor misdemeanours.
- 4.2.2. Notification: An early intervention meeting can be held without advance notification and there is no requirement or expectation that a student should be accompanied at the meeting. Where a student has additional learning support needs, including EHCP or High Needs the learning support team must be made aware so that appropriate support can be provided.
- 4.2.3. Staff present: Academic Tutor, Tutor/Lecturer and or relevant staff. For behaviours relating to student living in the college's accommodation this will be an Accommodation Officer.
- 4.2.4. Process of meeting: Evidence will be presented by the member of staff outlining the breach and any action taken to date. Any evidence should be uploaded to the student's Level 1 Behaviour Intervention Meeting record using the 'linked document' facility on the ILP. The student will present their case which can include any mitigating factors. The staff member will consider the appropriate outcome and any recommended sanction.
- 4.2.5. Outcomes and sanctions from a Level 1:
 - No case to answer - allegation dismissed and no further action taken.

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- Allegation upheld - Level 1 written warning letter and action plan targets with an agreed timeline sent to the student and their parent/carer if under 18 or where a student has an EHCP aged under 25.
- 4.2.6. The outcome will be recorded on the student’s ILP and sent within 5 working days to the student's email, and to the contacts recorded on the student’s ILP where they are aged under 18 or have an EHCP.
- 4.2.7. Where a student fails to attend a Level 1 Intervention Meeting without prior notification or explanation, or attends only part of the hearing, then the meeting will be held in their absence and a decision taken.
- 4.2.8. The appropriate member of staff will monitor the action plan and review the actions within the specified time according to the target set.
- 4.3. Level 2
- 4.3.1. Where a student has failed to meet the actions set from a Level 1 action plan or there is evidence suggesting that a Level 2 breach may have occurred, a Level 2 meeting will be held. This is a target focused meeting to efficiently address behaviours.
- 4.3.2. Notification: A Level 2 Intervention Meeting requires a minimum of five working days’ notice. For students under the age of 18, or those with an EHCP, parents or carers are strongly encouraged to attend the meeting to provide support. Attendance may also be supported by another appropriate adult, such as a carer or trusted individual (note: legal representation is not permitted). Students aged over 18 may also bring someone to the meeting. A letter will be sent via email to the student's College email address and to the parent/carer for students aged 16-18 or with an EHCP. The notification email will ask students to let the College know of any reasonable adjustments so these can be considered and put in place for the meeting. Students may request reasonable adjustments where needed, including for the attendance or format of the student behaviour intervention meeting.
- 4.3.3. Staff attending: Curriculum Manager or relevant manager (Chair), staff colleague who has not been involved in the investigation to ensure impartiality (Panel), Investigating Officer to outline the breach of student behaviour and any action taken to date.
- 4.3.4. Process of meeting: At the Level 2 Intervention Meeting, evidence will be presented by the Investigating Officer outlining the breach and any action taken to date. The student will present their case which can include any mitigating

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factors. The chair or panel member may ask further questions to clarify any points made by the student to ensure it has fully considered and understood the student's response. The Panel will withdraw to consider the appropriate outcome and any recommended sanction.

4.3.5. Outcomes and sanctions from a Level 2:

- No case to answer - allegation dismissed and no further action taken
- Level 1 breach found - Level 1 written warning letter and action plan targets with an agreed timeline sent to the student and their parent/carer if under 18 or where a student has an EHCP aged under 25. In the case where a student already has a Level 1 breach recorded on their ILP they cannot have another Level 1 applied for the same behaviour/allegation. In this case where the allegation is upheld a Level 2 written warning will be applied.
- Allegation upheld - Level 2 written warning letter and action plan targets with an agreed timeline sent to the student and their parent/carer if under 18 or where a student has an EHCP aged under 25.

4.3.6. The outcome will be recorded on the student's ILP and sent within 5 working days to the student's email and the contacts recorded on the student's ILP where they are aged under 18 or have an EHCP.

4.3.7. Where a student fails to attend a Level 2 Intervention Meeting without prior notification or explanation, or attends only part of the hearing, then the meeting will be held in their absence and a decision taken.

4.3.8. The appropriate member of staff will monitor the action plan and review the actions within the specified time according to the target set.

4.4. Level 3 breach

4.4.1. Where a student has failed to meet the actions set from a Level 2 action plan or there is evidence suggesting that a Level 3 breach may have occurred, a Level 3 meeting will be held. This is a target focused meeting to efficiently address behaviours. An Investigating Officer will be appointed to investigate the breach and determine if there is a case to be held at Level.

4.4.2. Notification: A Level 3 Intervention Meeting requires a minimum of five working days' notice. For students under the age of 18, or those with an EHCP, parents or carers are strongly encouraged to attend the meeting to provide support. Attendance may also be supported by another appropriate adult, such as a carer or trusted individual (note: legal representation is not permitted). Students

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aged over 18 may also bring someone to the meeting. A letter will be sent via email to the student's College email address and to the parent/carer for students aged 16-18 or with an EHCP. The notification email will ask students to let the College know of any reasonable adjustments so these can be considered and put in place for the meeting. Students may request reasonable adjustments where needed, including for the attendance or format of the student behaviour intervention meeting.

- 4.4.3. The time between the notification of the allegation and the timeframe for the meeting may be longer in some instances, for example where the allegation requires police involvement or investigation by an external agency. The College will inform the student and the parent/carer for students aged 16-18 or with an EHCP where this may be the case.
- 4.4.4. Staff attending: Senior Manager or nominated representative (Chair), assisted by a member of the wider management team who has not been involved in the investigation previously to ensure impartiality. Investigating Officer to outline the breach and any action taken to date.
- 4.4.5. Process of meeting: At the Level 3 Intervention Meeting, evidence will be presented by the Investigating Officer outlining the breach and any action taken to date. The student will present their case which can include any mitigating factors. The chair or panel member may ask further questions to clarify any points made by the student to ensure it has fully considered and understood the student's response. The panel will withdraw to consider the appropriate outcome and any recommended sanction. Where an allegation is being heard in relation to the use of alcohol, illegal substances, sexual misconduct and/or harassment, a member of the college's safeguarding team will be present.
- 4.4.6. Outcomes and sanctions from a Level 3:
 - No case to answer - allegation dismissed and no further action taken
 - Level 2 breach found: Level 2 written warning letter and action plan targets with an agreed timeline sent to the student and their parent/carer if under 18 or where a student has an EHCP aged under 25. In the case where a student already has a Level 2 breach recorded on their ILP they cannot have another Level 2 applied for the same behaviour/allegation. In this case where the allegation is upheld a Level 3 written warning will be applied.
 - Allegation upheld: there are three possible outcomes at Level 3 depending on the nature of the allegation:

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- Level 3 written warning letter and action plan targets with an agreed timeline sent to the student and their parent/carer if under 18 or where a student has an EHCP
 - Final written warning
 - Withdrawal from College, or from accommodation where a student resides in College accommodation, for a specified time or indefinitely. A withdrawal requires approval from a College Principal or a Vice Principal
- 4.4.7. The outcome will be recorded on the student’s ILP and sent within 5 working days to the student’s email and the contacts recorded on the students ILP where they are aged under 18 or have an EHCP.
- 4.4.8. Where a learner fails to attend a Level 3 Intervention Meeting without prior notification or explanation, or attends only part of the hearing, then the meeting will be held in their absence and a decision taken.
- 4.4.9. The appropriate member of staff will monitor the action plan and review the actions within the specified time according to the target set.

5. Suspension

- 5.1. Suspension is not a sanction; it is a neutral act. It should only be used where a student is an immediate danger to themselves or others, where there is reason to believe that a student has committed an act of gross misconduct (see Level 3 breaches for a non-exhaustive list) and remaining on College premises (or other premises used to deliver College education and training) presents a concern, or where there is reason to believe that a student may interfere with an investigation into an allegation. It can be used as a temporary 'cooling off' period in an emotionally charged situation where the facts of an incident are not clear, and an investigation is required.
- 5.2. If a student is displaying violent behaviour or is under the influence of alcohol or drugs that may threaten their own safety or the safety of others, security should be informed and the college’s safeguarding team. Where a student's safety or well-being may be threatened because of being suspended, parents/carers or other agencies will be engaged as appropriate. Advice should be taken from a Designated Safeguarding Lead, as required. Parents/carers of students under the age of 18 or with an EHCP must be informed without delay if a student is being suspended. No member of staff should dismiss a student following a suspension from College without contacting their parent/carer. Only a senior member of staff can suspend a student.

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- 5.3. The relevant the relevant Assistant Principal, Head of Department or Senior Manager or nominated representative is responsible for making the decision whether to suspend a student. A member of the Senior Leadership Team can also suspend a student when the relevant Assistant Principal / Head of Department is not available. An entry made on ProMonitor using the 'Manage Learner Meetings' tab and selecting 'Student Behaviour - Suspension.'
- 5.4. The suspension must be confirmed in writing to the student by the relevant Curriculum Senior Manager or nominated representative. College reception and security also need to be informed. The suspension letter will be sent by email to the student's College email address and to the parent/carer for students under the age of 18 or where a student has an EHCP. Requests can be made for the letter in other formats.
- 5.5. Suspension should be kept to a minimum period and is carried out 'pending a student behaviour investigation'. The appropriate Level of the behaviour management procedure should then be initiated within five working days of the completion of an investigation. In the event of external agency involvement, the period of suspension may be affected. Where the Investigating Officer needs more time to investigate the case, this will be communicated to the students and parent/carer to let them know and the expected time.
- 5.6. Whilst suspended, a student may not enter College premises (or other premises used for the delivery of College education or training provision) or access any College resources without permission from the relevant Head of Department / Assistant Principal or nominated representative. Relevant work for the student to complete for them to continue with their studies will be agreed. Use of the College E-Learning platform and College email account may still be permitted during suspension (unless the alleged offence leading to suspension is related to an issue pertaining to the use of this facility). Where a suspension would prevent sitting an internal exam, the student may sit the exam on their return. Where a suspension would prevent sitting an external exam, the college will consider whether the student can be permitted to sit their exam and under what conditions.
- 5.7. Where a student has been suspended, a register mark of B ('supported absence') should be used to record their absence. This will enable any bursary payments to be applied as appropriate. The student's welfare team or nominated staff member to be notified of suspension in order for a welfare check to be carried out. Relevant support to be offered to the students.
- 5.8. Remote or distance learning may be affected during a period of suspension.

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6. Appeals

- 6.1. At each Level of the Student Behaviour Policy, it is important that learners are given the right to appeal and are informed that they may seek advice on any support requirements from Learner Services and or their student union.
- 6.2. All appeals must be made by email to the Director of Governance & Legal Services (appeals@loucoll.ac.uk) and must state the grounds for the appeal (e.g., new evidence not considered by the panel, conduct or fairness of the original procedure, disagreement over sanction applied). At Levels 1 and 2 of the Student Behaviour Policy, any appeal must be made within five working days of receiving the outcome letter. An appeal from Level 3 of the Student Behaviour Policy must be made within ten working days of receiving the outcome letter.
- 6.3. The Director of Governance & Legal Services or nominated representative will review the appeal submitted to ensure that it includes grounds of appeal. The Director of Governance & Legal Services may request further information from the person appealing. Where an appeal is submitted without valid grounds of appeal, the Director of Governance & Legal Services may dismiss the appeal without a hearing. In exceptional circumstances, the Director of Governance & Legal Services in consultation with the relevant College Principal can uphold the appeal without a hearing. In all other cases where a valid appeal has been submitted, an appeal meeting will be set up on ProMonitor and recorded as a 'Student Behaviour Appeal Meeting' on ProMonitor.
- 6.4. The appeal panel can uphold or dismiss an appeal. They cannot increase the severity of any sanction previously applied. If the appeal is upheld, the appeal panel can amend the sanction applied at the original Student Behaviour meeting.
- 6.5. The decision of the appeal panel is final and is the end of the Student Behaviour intervention process.
- 6.6. Where a student fails to attend an appeal hearing without prior notification or explanation, or attends only part of the hearing, the Panel can make a decision in the student's absence.
- 6.7. All Level 3 appeal hearings, and any Level 1 or 2 appeal hearing where the Director of Governance & Legal Services considers it appropriate, will be supported by a representative of the Director of Governance & Legal Services, whose role will be to support the administration of the hearing, to take notes, and to provide advice on process where appropriate (the "**appeal clerk**").
- 6.8. Minor Breach (Level 1) Appeal

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- 6.8.1. The Curriculum Head / Curriculum Manager (or nominated representative) and Wider Management Team member will normally undertake a desk-based review within 10 working days of receipt of the appeal.
 - 6.8.2. There is no opportunity for the student or their parent/carer to attend the desk-based review; however, the panel may contact them if further information or clarification is required.
 - 6.8.3. An outcome letter will be sent within 5 working days and logged onto ProMonitor. The letter will normally be sent by email to the student's College account and to the parent/carer for students under the age of 18 or where a student has an EHCP. Requests can be made for the letter in other formats.
- 6.9. Major Breach (Level 2) Appeal
- 6.9.1. The appeal will be chaired by a Head of Department / Assistant Principal (or nominated representative) and a member of the Wider Management Team.
 - 6.9.2. The appeal will be heard within 10 working days of the receipt of the appeal (wherever practicable) and the student (and parent/carer if aged under 18 or has an EHCP) will be given five working days' notice of the date, in writing. This will be emailed to the student's College email account where possible. A student can be supported in the appeal by a member of staff, friend, relative or student union representative (note: legal representation is not permitted). The student and the relevant member of College staff will have the opportunity to present oral or written evidence.
 - 6.9.3. The decision of the Panel is final and will be communicated to the learner in writing within five working days (wherever practicable) and logged onto ProMonitor. The letter will normally be sent by email to the student's College account and to the parent/carer for learners under the age of 18 or where a student has an EHCP. Requests can be made for the letter in other formats or for other reasonable adjustments for the attendance or format of the appeal hearing.
- 6.10. Gross Breach (Level 3) Appeal
- 6.10.1. The appeal will be heard by a Panel comprising a Principal or Vice Principal (or their nominated representative) and a member of the Senior Leadership Team. Where a member of the Senior Leadership Team is unavailable, a member of the College's executive team will nominate a member of the Wider Management Team to attend the Panel.

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6.10.2. The appeal will be heard within 15 working days of the receipt of the appeal (wherever practicable) and the student (and parent/carer if aged under 18 or has an EHCP) will be given five working days' notice of the date, in writing. This will be emailed to the student's College account where possible. A student can be supported in the appeal by a member of staff, friend, or relative (note: legal representation is not permitted). The student and the relevant member of College staff will have the opportunity to present oral or written evidence.

6.10.3. The decision of the Panel is final and will be communicated to the student in writing within five working days (wherever practicable) and logged onto ProMonitor. The letter will normally be sent by email to the student's College account and to the parent/carer for learners under the age of 18 or who have an EHCP. Requests can be made for the letter in other formats or for other reasonable adjustments for the attendance or format of the appeal hearing.

7. Location and Access to the Policy/Procedure

7.1. This document can be found on:

- The Loughborough College Group's Website

8. Linked Policies and Procedures

- Students Agreement and College Code of Conduct
- Stop and Search Policy & Procedure
- Safeguarding Policy & Procedure
- Sexual Harassment & Misconduct Policy

9. Appendix 1 - Breaches

9.1. Minor Breach (Early Intervention/Level 1):

- Repeated lateness/absence
- Unreported absence
- 'Low Level' disruptive behaviour
- Non-submission or non-completion of academic work
- Unauthorised use of a mobile phone
- Disrupting the work or recreation of others
- Failure to comply with a reasonable request from a member of College staff

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- Level 1 breach of accommodation rules

9.2. Major Breach (Level 2)

- Repeating a minor breach
- Failure to comply with a Level 1 Action Plan
- Offensive language or behaviour including online
- Refusal to show identification or display ID badge
- Misuse of College ID to include allowing entry or exit to a College site for another student or individual without their own ID (including students in College accommodation allowing entry to unauthorised guests)
- Acting in an unsafe manner, including a failure to comply with health and safety regulations (including students in College accommodation allowing entry to unauthorised guests)
- Plagiarism or copying the work of other students, directly from websites, books or Artificial Intelligence
- Smoking or vaping in an unauthorised area (including the use of nicotine/tobacco substances such as Snus)
- Level 2 breach of accommodation rules
- Misuse of College equipment including IT

9.3. Gross Breach (Level 3)

- Repeating a Level 2 major breach
- Failure to comply with a Level 2 Action Plan
- Theft
- Violence, including sexual, or threat of violence, including verbal threats and threats made by e-mail, mobile phone, social networking sites and messaging apps
- Sexual Misconduct and/or harassment on or off College site.
- Inciting or engaging in sexual activity on site
- Sending, accessing and/or downloading pornographic/offensive material via the internet/social media or other sources, including AI-generated content.

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- Sharing images or videos of another person without their knowledge or consent, including AI-generated content.
- Use of drugs on College property or being under the influence of drugs (including for example any associated drugs such as CBD)
- Consumption of alcohol on College property or being under the influence of alcohol
- Use of or possession of drugs or alcohol
- Supplying illegal or prescription drugs
- Wilful damage to College or another person's property
- Gambling on College property
- Other breaches of the college computer, internet, social media and e-mail facilities or regulations
- Insubordination or refusal to carry out reasonable requests from staff
- Bullying
- Breach of equality legislation - for example racism, trans/homophobia, sexism, or ageism
- Carrying, possession or use of an offensive weapon
- Possession of any of the items listed in the College 'Stop and Search' Policy, including knives, weapons, alcohol, illegal drugs, stolen items, fireworks, or pornographic images
- Refusal to allow or to cooperate with a search request in accordance with the 'Stop and Search' Policy and Procedure
- Repeated misuse of College ID to include allowing entry or exit to a College site for another student or individual without their own ID (including students in College accommodation allowing entry to unauthorised guests)
- Making a malicious allegation against a member of staff or students
- Any activity affecting the College or other students, or which could bring the College into disrepute
- Exam malpractice (Awarding Body protocols and sanctions will run alongside any College processes)

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- Level 3 breach of accommodation rules (see accommodation behaviour policy)

10. Appendix 2 - Accommodation

- 10.1. This appendix supports the Loughborough College Group ('College') Student Behaviour Policy & Procedure (SBP). It sets out the accommodation rules (the 'Rules') and sanctions for learners in Loughborough College Group accommodation ('accommodation'). Appropriately senior accommodation staff will take behaviour intervention action in line with the Rules and this Policy.
- 10.2. These actions are communicated to the curriculum team via Individual Learner Plan (ILP) comments and records of meetings. This ensures that the curriculum team is aware of any accommodation related misdemeanours.
- 10.3. An important point to note is that the actions and sanctions applied at an accommodation-related student behaviour can lead to the ultimate sanction of removal from accommodation (and not necessarily from their study programme).
- 10.4. Breaches of student behaviour may be classed as 'minor', 'major' or 'gross'. The examples given below are for guidance only and do not represent an exhaustive list. Professional judgement should be made in individual cases, and it is ultimately the responsibility of the Senior Manager to classify a breach of the Student Behaviour Policy as either minor, major or gross.

Level of Conduct	Student Behaviour Issues (example breaches, this list is not exhaustive)	Consequences
Performance Alert: Issued by any staff member	<ul style="list-style-type: none"> • Not being present in own room ready for safe and well checks • First minor noise disturbance • First minor disruptive behaviour • Use of inappropriate language • Littering • Failure to carry student ID/bedroom keys to permit own entry and exit • Failure to keep communal kitchens clean and tidy • First failure to sign in/out authorised visitors • First instance of leaving own flat after Nightly Safe and Well Checks • Breaking the Car Parking Rules i.e., tailgating/parking outside A Block/parking in someone else's bay 	<p>Any other note recorded on ILP</p> <p>Staff remind students of procedure/expectations/rules</p>

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Level of Conduct	Student Behaviour Issues (example breaches, this list is not exhaustive)	Consequences
	<ul style="list-style-type: none"> • Failing to improve standards following a kitchen inspection • First instance of knowingly permitting residents to visit room after nightly safe and well checks 	
Cause For Concern: Issued by any staff member	<ul style="list-style-type: none"> • Secondary offence from those mentioned above • Playing ball games on site • First Failure to proceed to the Fire Assembly Point during an emergency evacuation • First omission to submit Notification of Absence Form before going home • First Lateness for Nightly Safe and Well Checks • First failure to comply with a reasonable request of a staff member • Collection of removed dishes following a re-check of kitchen inspections • Failing to check in with night staff following a late return. • Failure to sign in and out for training sessions – Triathletes and Handball Academies • Not attending planned Kitchen Talks • Failure to implement actions following failure of first Room Inspection (Welfare check to follow) • Food theft (Welfare check to follow) • Gambling on site (Welfare check to follow) • Failure to alert the Accommodation Service Team of safety if missing during an Emergency Evacuation Drill. 	Cause for Concern (May Lead to Behaviour Intervention) recorded on ILP Sport Coaches notified.
Level 1: Minor Issued by Accommodation Officer/Senior Accommodation Officer	<ul style="list-style-type: none"> • Third offence from those mentioned in Performance Alert • Second offence from those mentioned in Cause for Concern • Low Level disruptive behaviour • Anti-Social behaviour • Minor breach of Health & Safety i.e., removing window restrictors, blocking fire escape routes such as flat corridors, causing damage to property • Driving unsafely on site 	Level 1 Student Behaviour Intervention meeting – Action Plan will be set with targets that get reviewed.

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Level of Conduct	Student Behaviour Issues (example breaches, this list is not exhaustive)	Consequences
	<ul style="list-style-type: none"> • Concealing and lying to staff members 	Letter sent to parents. Sport Coaches notified.
<p>Level 2: Major Issued by Accommodation staff who will gather any evidence needed and investigate. Curriculum Managers will organise the hearing and lead</p>	<ul style="list-style-type: none"> • Failure to meet your targets set at Stage 1 hearing • Repeat of a Stage 1 breach • Health & safety breaches that impact the security and safety of you and others i.e., covering smoke detectors, emergency releasing of block doors, pedestrian gate • Overnight guests in your room • Leaving flat/site following an early check-in • Refusal to show ID or use own ID. • Misuse of College ID to include allowing entry/exit to The Gables to learners/visitors or any of its Accommodation Blocks including permitting unauthorised guests • Failure to implement actions following failure of second Room Inspection • Having a pet in your room • Filming of staff whilst they conduct their job • Behaviours that could damage the reputation of your sport or the College • Invasion of privacy i.e., entering other residents' room without permission, removing spy-holes 	<p>Level 2 Student Behaviour Intervention meeting – Accommodation team will investigate and notify parents, ILP comment recorded. Curriculum will set-up the hearing and invite parents to attend. Recorded on ILP until departure from College. Outcome will be sent to parents in writing. Action plan with specific targets will be set. Sport Coaches notified.</p>

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Level of Conduct	Student Behaviour Issues (example breaches, this list is not exhaustive)	Consequences
<p>Level 3: Gross Issued by Accommodation staff who will gather any evidence needed and investigate. Curriculum Managers will organise the hearing and lead</p>	<ul style="list-style-type: none"> • Persistent breach of Accommodation Rules noted above in Stage 2 major breach • Failure to abide by targets set for Level 2 student intervention • Serious or Persistent Bullying or Harassment, Verbal Abuse, Offensive or Disruptive Behaviour • Theft • Verbal abuse or discriminatory behaviour towards others, disrespectful attitude to staff • Violence, including sexual or threats of violence, including verbal threats and threats made by email, mobile phone or social networking sites and messaging apps. • Sharing images or videos of another without their knowledge or consent • Being under the influence of alcohol or illegal substances • In possession of alcohol or illegal substances • Supply of alcohol or illegal substances to other residents including prescription medication. • Carrying or use of an offensive weapon • Possession of item listed in the College ‘Stop & Search’ Policy including knives, weapons, stolen items, fireworks or pornographic images • Refusal to allow or to cooperate with a search request in accordance with the ‘Stop and Search’ Policy and procedure • Deliberate damage to College or another residents’ property • Breach of equality legislation • Reckless or dangerous driving at The Gables • Deliberately setting off fire alarms with no emergency present • Making a malicious allegation against a member of staff or learner 	<p>Level 3 Student Behaviour Intervention meeting – Accommodation team will investigate and notify parents, ILP comment recorded. A hearing will be set-up and invite parents to attend. Recorded on ILP until departure from College. Outcome will be sent to parents and student in writing. Action plan with specific targets will be set. Sport Coaches notified. Please refer to College Student Behaviour Intervention</p>

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Level of Conduct	Student Behaviour Issues (example breaches, this list is not exhaustive)	Consequences
	<ul style="list-style-type: none"> Smoking or vaping on site that is not the smoking area located behind the common room. 	<p>Policy and Procedure which sets out the different stages; Stage 3 Written Warning/Stage 3 Final Written Warning/Suspension.</p> <p>Students will automatically lose their place in accommodation if behaviour is repeated at a gross Level and if student cannot be safeguarded.</p>

11. Appendix 3 – Student Academies

11.1. Sports Academy specific behaviour

11.2. Sports academy specific SBP Level

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12. Change Log

Date	Version	Details of Change	Reviewer	Reviewer Title
20/10/25	1.1	6.9.1 amended to reflect who may chair Level 3 appeal hearings.	Lucy Howes	VP – Learner Services & Quality
09/03/26	1.2	<p>4.3.2 & 4.4.2 amended to state parents / carers are ‘strongly encouraged to attend’ from ‘required to attend’</p> <p>4.4.6 sentence added ‘A withdrawal requires approval from a College principal or Vice Principal.’</p> <p>5.3 amended from ‘The relevant the relevant Curriculum Senior Manager or nominated is responsible for making the decision whether to suspend a student’ to ‘The relevant the relevant Assistant Principal, Head of Department or Senior Manager or nominated is responsible for making the decision whether to suspend a student’</p> <p>5.6 paragraph added relating to exams taking place during a suspension.</p> <p>6.7-6.9 amended to improve clarity.</p> <p>6.9.1 amend to reflect WMT may attend Level 3 appeal hearings where needed. Other amendments made for clarity. Amend ‘Where a member of the Senior Leadership Team is unavailable, the Principal or Vice Principal will nominate a member of the Wider Management Team to attend the Panel’ to ‘Where a member of the Senior Leadership Team is unavailable, a member of the college’s Executive team will nominate a member of the Wider</p>	Lucy Howes	VP – Learner Services & Quality

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		<p>Management Team to attend the Panel'</p> <p>11. Added onto level 3 breach 'including AI-generated content' for breaches: Sending, accessing and/or downloading pornographic/offensive material via the internet/social media or other sources and Sharing images or videos of another person without their knowledge or consent, including AI-generated content.</p> <p>4.2.7, 4.3.7, 4.4.8 and new 6.6 - if student does not attend or only partially attends hearing, Panel can proceed in absence.</p>		
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