

Student Behaviour Intervention Meeting Agendas and Guidance

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Key Points to remember

Remember to:

- Make sure that the letter only includes the details of the student it is intended for. Check the ILP for GDPR breaches (no other students names on)
- Check ILP comments / information to be sent out (free from SPaG mistakes, correct details, information)
- Ensure that a member of the safeguarding team is present for all meetings that are due to use of drugs, sexual violence / harassment, alcohol
- Ensure the meeting is logged on the ILP meeting and the student attended box has been ticked if they attend and targets have been agreed to has also been ticked.

Level 1 - Minor Breach Meeting Agenda

Purpose:

Minor breaches and agree an action plan to prevent escalation.

Notice Period:

No advance notice required.

Attendees:

- Academic Tutor / Lecturer or relevant staff
- Accommodation Officer (if applicable)
- Student

Agenda Items:

1. Welcome & introductions
2. Process for the meeting & possible outcomes (follow list below for process from point 3)
3. Check if the student requires any reasonable adjustments for the meeting
4. Confirm that recording of the meeting is not allowed, and phones are to be turned off and in view
5. Explain that case workers and parents/ carers can support student if required
6. Summary of Concern (IO)

7. Student Response (student)
8. Discussion & Support (Tutor)
9. Explain Outcomes
10. Agree Action Plan
11. Appeal Process Explained
12. Close & Next Steps

Possible Outcomes:

- No case to answer - allegation dismissed
- Level 1 written warning letter and action plan targets

Outputs:

- Minutes logged on ILP meeting
- Formal action plan on ILP
- Outcome letter within 5 working days and logged on ProMonitor

Level 2 - Major Breach Meeting Agenda

Purpose:

Address repeated or serious breaches, or failed to meet level 1 action plan; set formal targets.

Notice Period:

5 working days' notice; invite parent/carer if under 18 or EHCP; student may bring supporter (legal representation is not permitted).

Attendees:

- Curriculum Manager (Chair & panel member)
- Panel member (panel member & uninvolved staff)
- Investigating Officer (IO)
- Student (+ parent/carer/supporter if applicable)

Agenda Items:

13. Welcome & introductions
14. Process for the meeting & possible outcomes (follow list below for process from point 3)
15. Check if the student requires any reasonable adjustments for the meeting

16. Confirm that recording of the meeting is not allowed, and phones are to be turned off and in view
17. Explain that case workers and parents/ carers can support student if required
18. Summary of Concern (IO)
19. Questions from the panel to IO
20. Student Response
21. Questions from the panel to student
22. Discussion of Support (if relevant)
23. Appeal Process Explained
12. Confirm possible outcomes, Close & Next Steps (Panel to meet to confirm outcome and actions)

Possible Outcomes:

- No case to answer
- Level 1 breach found and upheld
- Level 2 breach upheld (written warning & action plan)

Outputs:

- Minutes logged on ILP meeting
- Formal action plan on ILP
- Outcome letter within 5 working days and logged on ProMonitor

Level 3 - Gross Breach Meeting Agenda

Purpose:

Address most serious or persistent breaches; consider withdrawal or final warning.

Notice Period:

5 working days' notice; invite parent/carer if under 18 or EHCP; student may bring supporter (legal representation is not permitted).

Attendees:

- Senior Manager or nominated representative (Chair & panel member)
- Wider Management Team member (panel member & uninvolved)
- Investigating Officer (IO)
- Safeguarding representative (if applicable)

- Student (+ parent/carer/supporter if applicable)

Agenda Items:

24. Welcome & introductions
25. Process for the meeting & possible outcomes (follow list below for process from point 3)
26. Check if the student requires any reasonable adjustments for the meeting
27. Confirm that recording of the meeting is not allowed, and phones are to be turned off and in view
28. Explain that case workers and parents/ carers can support student if required
29. Summary of Concern (IO)
30. Questions from the panel to IO (panel)
31. Student Response (Student)
32. Questions from the panel to student (panel)
33. Discussion of Support (if relevant) (Chair)
34. Appeal Process Explained (Chair)
35. Confirm possible outcomes, Close & Next Steps (Panel to meet to confirm outcome and actions) (Chair)

Possible Outcomes:

- No case to answer
- Level 2 breach found and upheld
- Level 3 breach upheld: Level 3 written warning, Final written warning, Withdrawal from college/accommodation

Outputs:

- Minutes logged on ILP meeting
- Formal action plan on ILP
- Outcome letter within 5 working days and logged on ProMonitor

Pre-Meeting Checklist

- Confirm reasonable adjustments (communication support, accessibility, remote attendance)
- Ensure evidence is uploaded to ILP
- Prepare trauma-informed environment
- Notify safeguarding team if concerns arise

Suspensions

External exam: Where a student is suspended and has an external exam due to take place before the student behaviour intervention meeting, the member of staff who has suspended the student must convene a panel to determine if the student is to be allowed to sit their exam still. The panel must consist of the Senior Manager (AP /HoD), Safeguarding and Welfare, Exams Manager, and where relevant Security Manager.

- If the panel will decide if the student is allowed to sit their exam, the conditions to be put in place and agree how this will be communicated to the student and parent / carer (if aged under 18 or has an EHCP).
- If the decision of the panel is that the student is not allowed to sit their exam at the college the Senior Manager (AP /HoD) is responsible for informing the student and parent / carer (if aged under 18 or has an EHCP).

Where a student has had their intervention meeting and the outcome is withdrawal, the curriculum team need to let exams know so they can withdraw the student from their exam.

Internal exam: Where a student is suspended and they are to sit an internal exam, the student will not be allowed to come in to sit the exam. If the outcome of the hearing is the student remains in college, the curriculum team must arrange for the student to sit their assessment / exam at another time.

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