



TyneCoastCollege

Positive Behaviour Policy and Procedures

For all young people, adults and apprenticeships (including Marine)

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or other languages. Please contact Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version Number:	Date Reviewed:	Next Review Date:	Revised by:
SMT, Executive Group	V18	June 2026	July 2029	Principal - STC

Review: 3 years

POLICY NUMBER 62

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1. Purpose, principles and aims

The College is committed to providing a safe, inclusive and supportive learning environment where all learners are treated with dignity, fairness and respect.

This Policy sets out the standards of behaviour expected of learners through the Code of Conduct and explains the behaviour procedures to be followed where these standards are not met.

Tyne Coast College encourages all students to achieve and maintain appropriate standards of conduct. The purpose of this Policy and associated procedures is to motivate students to behave appropriately and protect students' learning opportunities from disruption caused by others or their own misconduct. The College aims to be a supportive learning environment for all students and one which is safe and free from bullying, harassment and offensive behaviour. This procedure is designed to ensure that all students receive every possible assistance and support to continue and achieve their course.

The College aims to:

- Promote positive behaviour and engagement
- Address concerns proportionately and consistently
- Use behaviour processes as a supportive and corrective measure, not solely punitive
- Ensure decisions are made with due regard to safeguarding, Special Educational Needs and Disabilities (SEND), Social Emotional and Mental Health (SEMH), wellbeing and Equality Act duties

We will consider any request for this policy to be made available in an alternative format or language. Please contact: Director of Student Services, Inclusion and Safeguarding.

We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

2. Scope

This Policy and associated procedures apply to all learners, wherever they are undertaking activities connected to their programme of study.

It applies to:

- Academic and behavioural misconduct
- Attendance and punctuality concerns
- Conduct on and off campus where linked to the learner's role as a student

Partners / Subcontractors/ employers / sponsors:

Where learners are studying with a partner organisation, that partner's own behaviour policy will apply where one exists and has been approved through due diligence. Where no such policy exists, this College Policy will be applied.

Student behaviour for partners: Subcontractors/employers / partners and sponsors will follow their own behaviour policy and are checked during due diligence. If partners do not have their own behaviour policy, the learner will follow this behaviour policy.

3. Legal and regulatory framework

This Policy operates within the requirements of the following legislation:

- Equality Act 2010
- Special Educational Needs and Disability Act
- Data Protection Act 2018
- Human Rights Act 1998

Where a learner has a disability, mental health condition or behavioural difficulty, reasonable adjustments will be made. Each case will be considered individually to ensure fair and lawful application of the procedure.

Legal references retained from the original Code of Conduct section

Data Protection Act 2018; Human Rights Act 1998; Special Educational Needs and Disability Discrimination Act 2001; The Equality Act 2010.

4. The Code of Conduct

Students are advised of what is expected of them through the Code of Conduct, found in the Student Handbooks, and should seek help from their personal tutor if they are in any doubt about its application.

The Code of Conduct works within the requirement of The Equality Act 2010. Where students have a disability, including mental health issues or behavioural difficulties, reasonable adjustments will be made to ensure they are not discriminated against. Assessment will be made of the extent and reasonableness of the adjustments in any relevant behaviour case.

5. Before using the behaviour procedure: Fitness to Study

Consider before behaviour action

Prior to behaviour please consider if The Fitness to Study Policy may be a suitable alternative. This can be used for instances where the health and/or wellbeing of a student deteriorates to a point where it raises questions about their fitness and suitability to continue with their studies. For further advice please contact the relevant SEND advisor/Progression Mentor.

6. Parent(s), carer(s) and employer engagement

If students are under 18, or under 25 if they have an Educational Health Care Plan (EHCP), parents, carers, guardians and/or employers will be informed and invited to accompany the student to meetings from Stage 3.

7. Recording requirements

Mandatory recording requirement

All stages MUST be logged onto ProMonitor by the designated lead at each point using the behaviour tab in the learner meetings section on ProMonitor, or logged on Aptem for Apprentices.

8. Behaviour stages and process areas

The process is organised below into clear stage areas. Each stage includes the purpose, responsible person, process steps, recording requirements and appeal position.

Stage	Process area	Typical use	Overseen by	Appeal
1	Verbal Warning / Cause for Concern	Informal academic or behavioural concerns; first stage response.	Any member of staff	No
2	Formal Warning	Formal warning and learner contract; parent/carer/employer contact where applicable.	Any member of staff	No
3	Formal Parental/Employer Meeting	Formal meeting with manager involvement where earlier stages have not provided the agreed outcome.	Deputy Head / Quality Co-Ordinator / Curriculum Manager and tutor	No
4	Behaviour Panel and Suspension	Panel hearing, possible suspension or exclusion, or other outcomes.	Head of Department	Yes

8.1 Stage 1: Verbal Warning / Cause for Concern

Overview	Overseen by	Appeal
Informally address academic or behavioural concerns that give cause for concern, including academic issues identified through the Plagiarism Policy.	Any member of staff	No

There is no fixed timeframe for instigating behaviour action; professional judgement will be applied based on the reasonable opportunities given to the student to improve.

- Stage 1 may be actioned by any member of academic or support staff.
- The concern must be recorded on ProMonitor (or Aptem for apprentices) and the personal tutor tagged as appropriate.
- An informal meeting will be held with the student to discuss the concern, agree targets for improvement, and set expectations to be monitored by curriculum staff.
- A verbal warning may be issued at this stage without a formal investigation.

Where a verbal warning is issued, the learner will be informed of the following:

- The reason for the warning.
- Provided the understanding that this is the first stage of the Student Discipline procedure.
- The action or improvement which is required.

Stage 1 process

Actioned by any member of support or academic member of staff.

The member of staff will then record the Stage 1 on ProMonitor (see Appendix C for instructions of use) and take appropriate action (logged on Aptem for Apprentices).

The member/s of staff providing the concern is to add notes in the learner comments and add the personal tutor and any other relevant teams.

8.2 Stage 2: Formal Warning

Overview	Overseen by	Appeal
Formal meeting to discuss the concern and reach the appropriate outcome.	Any member of staff	No

The staff member issuing Stage 2 will formally meet with the student to discuss the concern and reach the appropriate outcome:

- A learning contract is created for a fixed period of 2 weeks (extended if needed) and states the required improvement/s, timescales and monitoring activity. This will be agreed with the student and confirmed in the face-to-face meeting.
- Recommendation for re-submission of work or re-assessment under controlled conditions (the logistics will be discussed in the meeting).
- The learner contract must be used.

The learner contract will be reviewed in 2 weeks. If this has not been met the following will happen:

- The required improvement is not achieved within the timescale set.
- Further misconduct takes place during the period of a verbal warning; this may involve a repetition of conduct which was the subject of a previous warning.
- The seriousness of the misconduct merits the warning regardless of whether it has issued any previous warnings.
- Non-attendance at Stage 2 would progress the concern to Stage 3.

All such matters will be confirmed to the student/parent/carer/employer by phone or email to include:

- The reason for the warning.
- If appropriate, the timescale for implementing any such action.
- The consequences for the student of not implementing required action or of further misconduct.

Stage 2 process

Formal meeting between any member of staff and learner.

A warning is to be given to the learner .

The staff member will then record the Stage 2 on ProMonitor (logged on Aptem for Apprentices).

The member of staff providing the concern is to add notes in the learner comments and add the personal tutor and any other relevant teams.

8.3 Stage 3: Formal Parental/Employer Meeting with Deputy Head / Quality Co-Ordinator / Curriculum Managers

Overview	Overseen by	Appeal
Formal meeting with parents/guardians and employers where previous stages have not	Deputy Head / Quality Co-Ordinator / Curriculum Manager and the tutor providing Stage 3	No

provided the agreed outcome.		
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This stage is overseen by the Deputy/QC/Head in the curriculum area, who will lead the meeting and be accompanied by the tutor and any other member of staff that needs to be present, such as a SEND advisor or safeguarding team.

The Deputy/QC/Head in the curriculum area will contact the learner, parents/carers and/or employers where necessary via phone call to arrange the meeting.

At this stage, the Deputy/QC/Head in the curriculum area engages with parents/guardians and employers as the previous stages have not provided the agreed outcome.

The formal parental and employer meeting is put in place with managers to seek further support from all parties to prioritise actions to be taken. This is to hopefully prevent a final behaviour panel and/or suspension. If the parent/employer does not decide to attend the meeting, it will still need to be recorded and completed. During this meeting, an action plan or new action plan in some cases will be set with clear expectations and deadlines. The learner may be accompanied if they require additional support. If the learner fails to attend their Stage 3, this may progress to a Stage 4.

Stage 3 process

Learner, parents/guardians and employers are to be invited into the college to discuss the matter further and set a clear action plan with deadlines.

This meeting will take place with the Deputy/QC/Head in the curriculum area and subject tutor (logged on Aptem for Apprentices).

Any additional information observed by staff needs to be recorded on the learner comments tab.

A letter sent out by central admin to confirm the time/date and reason for the Stage 3 meeting. This is followed through by the Deputy/QC/Head in the curriculum area to ensure actions have been completed and logged onto ProMonitor.

8.4 Stage 4: Behaviour Panel and Suspension

Overview	Overseen by	Appeal
Formal panel hearing and, where appropriate, suspension pending investigation. Suspension is not an assumption of guilt.	Head of Department	Yes. In writing to the Principal within 5 days of the suspension letter.

The College may suspend a student where:

- The required improvement is not achieved within the timescale stated in Stage 3.
- Further misconduct takes place after a Stage 3 has been provided.
- It is believed that they have committed an act which warrants suspension.

This stage is managed by the student's Curriculum Head of Department .

The decision to suspend a learner can be made by the Head of Department or a Safeguarding Lead or a member of the Senior Management team. If the learner is suspended, the Head of Department must contact a

Safeguarding Lead for guidance to ensure due diligence regarding the learner's circumstances. Safeguarding will then inform the Principalship of the decision to suspend.

If suspended, the Head of Department confiscates the lanyard. If the learner is under the age of 18 (or up to 25 and with an EHCP), the HOD must inform the next of kin during suspension to safeguard the learner and college. The learner must not attend or visit the college until the face-to-face Stage 4 meeting after being suspended. However, to prevent missed learning, any suspended learner must be allocated relevant work where possible to be completed while under suspension. The Head of Department must ensure work is provided.

Important suspension note

Please re-iterate to all those involved that suspension is not an assumption of guilt. It is to allow the college to carry out a fact-finding exercise and allow an impartial investigation to be conducted efficiently and effectively.

Persistent non-attendance cases at Stage 4

In some Stage 4 cases, particularly those relating to persistent nonattendance where attendance has not improved despite previous interventions, suspension may not be considered appropriate. In these circumstances, a formal behaviour hearing will still take place. An Investigating Officer may not be required where no allegation of misconduct is being contested; however, a standard Stage 4 investigation template (or blank record) must be completed during the meeting to ensure accurate notetaking and evidence of discussions and decisions.

These cases must include representation from Student Services and must be preceded by a discussion with the learner and parent(s)/carer(s)/home (where applicable) to ensure all avenues have been explored regarding the reasons for nonattendance, including safeguarding, SEND, SEMH, medical or wellbeing factors.

Stage 4 preparation and hearing arrangements

The HOD will submit a Stage 4 behaviour hearing application via the Microsoft form, and a Student Services Manager, Investigating Officer (where applicable) and Second Panel member will be appointed by Student Services. The investigating officer will complete and submit the investigation pack template 72 hours prior to the behaviour hearing.

The learner may be accompanied by parent(s), carer(s), or employer.

The panel will consist of the relevant HOD (chair), a manager, a student services lead to ensure the process is impartial and the investigating officer (where applicable) to provide the factual evidence (not to provide an opinion). The second panel member is responsible for taking notes.

The hearing may take place in the student's absence if they fail or decline to attend without good reason.

Stage 4 hearing outcomes

The Hearing can have one of six outcomes:

- No case to answer and continue the course with no conditions.
- To continue the course for a trial period with agreed actions to be monitored and reviewed by the HOD.
- To transfer to an alternative course with or without a trial period, with the addition of a verbal or written warning where the panel believe the act committed warrants this.
- Exclusion from the course for the remainder of the academic year. The return of a learner onto their course, or future course, will be assessed on an individual basis following exclusion.

- Permanent exclusion.
- Student may be considered for Fitness to Study.

Stage 4 timescales and outcome recording

The face-to-face meeting will take place within 10 working days from being suspended unless serious evidence presented will delay matters (e.g., police involvement). If this is the case, the learner will still be informed of the time and date the meeting takes place (this does not include weekends and college holiday times). The learner must NOT return to the college until the face-to-face meeting.

The outcome and any agreed actions of the hearing will be communicated in writing by the HOD to the student, their parent(s), carer(s) and employers (if the student is under 18 or under 25 if they have an EHCP). The student will be advised of their right to appeal against any decision.

The Student Services rep is responsible for updating EBS with outcome of meeting, while the HOD will update ProMonitor with any agreed actions and outcomes within 24 hours of investigation with the report being fully completed with notes and actions. In addition, if the learner is permanently excluded, the HOD will request MIS to place a flag on EBS to alert enrolment staff not to enrol the learner and who to contact in the event of this happening. If the student has a learner or HE loan, MIS will need to be informed. Where apprentices or sponsored students are expelled, the employer is notified.

In the event of the full panel recommending the exclusion as an outcome of the investigation, the Principal must authorise after receiving the report documents. No action can be taken until approval has been authorised by the Principal.

Stage 4 process

- Student Services will allocate panel members, investigating officers and Student Services representatives.
- Managers, Safeguarding Leads and Senior Managers have the authority to suspend a learner. Prior to any suspension being actioned, the manager must contact a Safeguarding Lead for guidance to ensure due diligence regarding the learner's circumstances.
- The Safeguarding Lead will notify the Principalship of the decision to suspend. HOD to complete Stage 4 on ProMonitor. Any additional information observed by staff needs to be recorded on learner comments tab (see Appendix A).
- HOD to provide all relevant information via Microsoft Form in Student Behaviour and Investigations Teams Channel (please see Appendix D).
- HOD to arrange central admin team to send suspension letter and arrange hearing time and date. The learner is not to contact or attend the college until the face-to-face meeting.
- The panel should consist of the relevant HODs, another HOD or Deputy, a manager from student services and investigating officer.
- HOD will then record the Stage 4 outcome on ProMonitor (see Appendix C).
- The investigating officer will complete the investigation pack 72 hours prior to the meeting and share with the student and parents/guardians 48 hours prior to the meeting.
- The HOD will lead and chair the meeting.
- Outcomes and notes are to be updated in the investigation report by the second panel member (see Appendix D).

In the event of exclusion as an outcome of the investigation, the Principal must authorise. Central Admin team will upload letter onto ProMonitor.

9. Appeals

There is the right of appeal against Stage 4. There shall be no right of appeal for any stages of the process other than Stage 4. Students have the right to use the College Complaints Procedure at Stages 1–3 if they feel they have been unfairly treated.

Any student who wishes to appeal should do so in writing, setting out the reasons for the appeal. This should be submitted within 5 working days of the panel letter and addressed to the Principal.

HE students can also complain to the Office of the Independent Adjudicator regarding behaviour matters.

10. Related Policies and Procedures

- Safeguarding Policy
- Student Attendance Policy
- Equality, Diversity and Inclusion Policy
- Admissions Policy
- Anti-bullying Policy
- Health and Safety Policy
- Complaints Policy
- Fitness to Study Policy
- Stop and Search Process
- Plagiarism Policy
- Missing in Education Process
- Acceptable use of Information Technology
- Lanyard Process
- Prevention of Bullying & Harassment Policy

Appendix A - Types of Misconduct and Suggested Actions

Breaches of the Code of Conduct may be Minor, Serious or Gross. The lists are not exhaustive, and professional judgement will need to be made concerning action taken appropriate to the circumstances.

Minor Breach = Stage 1 Verbal Warning

- Punctuality
- Attendance at College or work placement
- Lack of application to studies
- Failure to adhere to homework/assignment/coursework schedules
- Smoking / vaping outside of the designated smoking areas
- Misuse of student bursary support including petty cash claims and fraudulent applications for support.
- Disruptive behaviour inside or outside of the class, this includes actions in the wider community during college hours
- Offensive language or behaviour
- Unruly behaviour inside or outside of the class
- Unduly noisy outside of class
- Failure to comply with a reasonable instruction from a member of staff
- Refusal to produce College ID or identify oneself when asked by a member of staff.
- Lanyard expectations

- Failure to complete assignments

Serious Breach = Stage 2 and 3 Warning and Learner contract

- Smoking / vaping within college premises/vehicles
- Causes for Concern in Stage 1 that have escalated further or have been repeated one or more times
- Failure to attend college attendance expectation and drops below 85% (this is done on an individual basis)
- Taunting, verbal abuse, defamation of character in contravention to the college Anti-Bullying Policy
- Defamation of character
- Acting in an unsafe manner
- Failure to comply with the College's Health & Safety Policy
- Disruption to the work or recreation of others within the college environment
- Malicious activation of the fire alarm system
- Fraudulent claim for funding
- Re-occurrence of a minor breach previously dealt with
- Suspicions of being under the influence of drugs or alcohol on college premises
- Any misconduct which misuses cameras, mobile phone cameras or videos where consent to take pictures has not been obtained
- Truancy

Gross Breach = Stage 4 Suspension

- Theft of personal or College property
- Failure to meet the demands of the Learner Contract
- Non-attendance
- Arson
- Violence or threats of violence
- Incapability through alcohol, drugs or other substances (or suspicion of)
- Deliberate damage to college property
- Accessing, downloading or sending pornographic/offensive materials via internet or mobile technology
- Possession of a knife or other weapon, which is not justified in its use as part of the student's work or religious beliefs
- Possession or supplying of non-prescribed drugs (including alcohol if under 18), association with dealing or handling non-prescribed drugs in college or associated premises e.g. accommodation, work placements, educational visits etc
- Criminal activities affecting the college, its students, staff or visitors
- Interference with hardware, software or data belonging to or used by the college
- Re-occurrence of a serious breach previously dealt with by issuing a Notice of Formal Written Warning
- Occurrences of harassment/bullying/intimidation substantiated under the College's Antibullying Policy, including cyber bullying
- Occurrence of Verbal/Physical/Online Sexual abuse or Sexual Harassment
- Likely to cause danger to self or others on college premises or on any external trip/activity

The Curriculum Head of Department will use their discretion when deciding which stage is most appropriate for the learner. The list is not exhaustive, and a professional judgement will be made concerning actions taken. This will be appropriate to the circumstances.

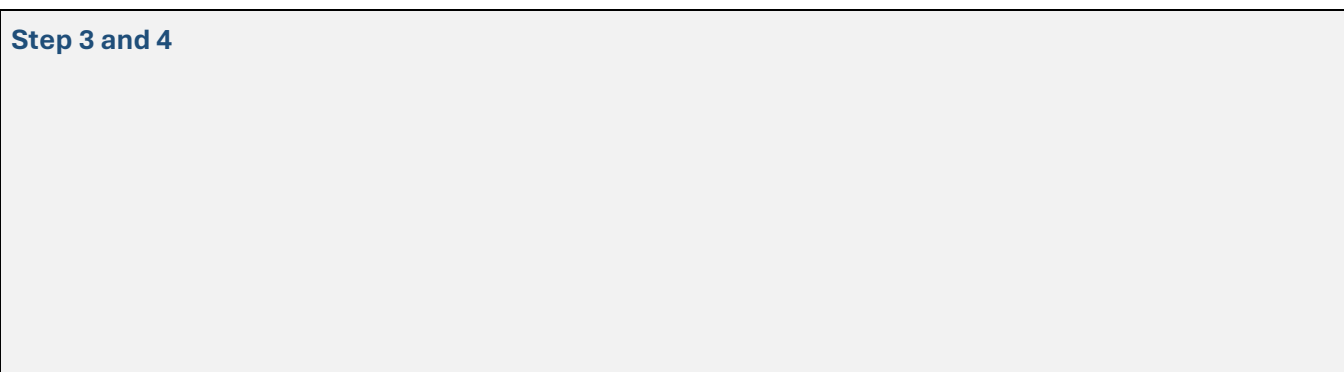
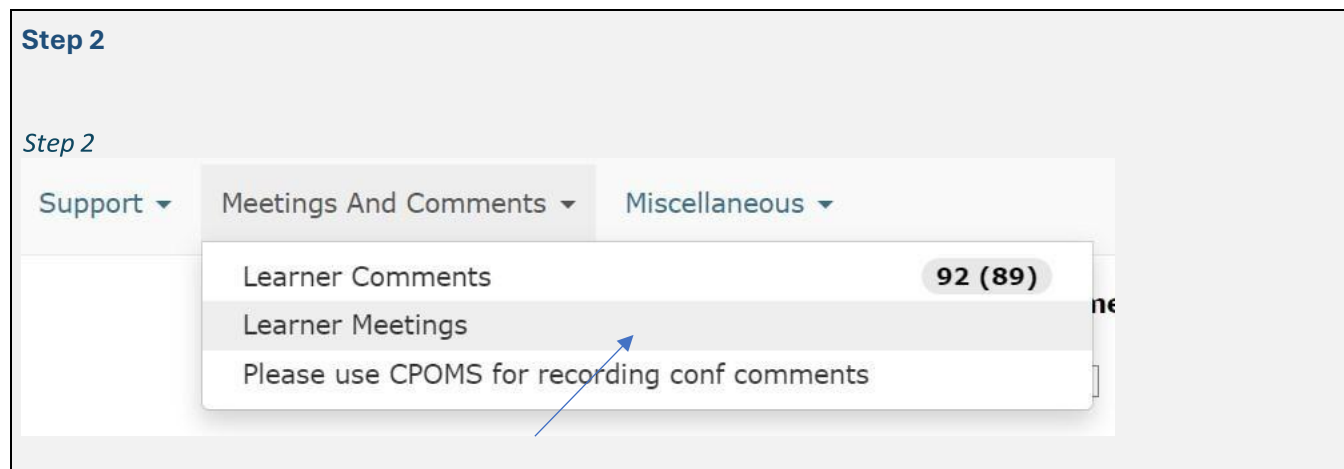
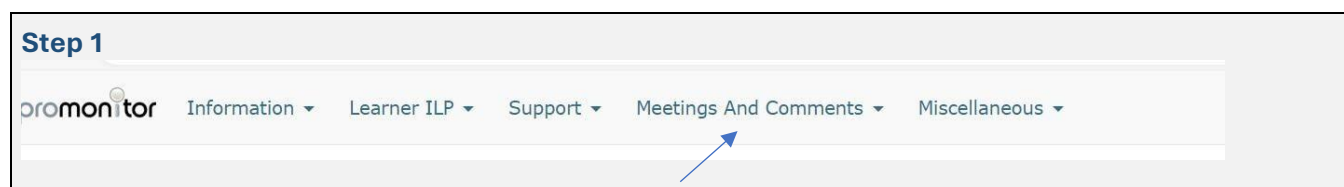
Appendix B - Overview of Teams Documents

Please use Microsoft Teams for additional resources and guidance including:

Resource / Guidance	Purpose
A Positive Behaviour Contract	A contract that is set up following disciplinarys to set out expectations for learner
Completed Stage 4 behaviour Investigation	Example for consistency and clarity on structure
Template letters for behaviour	Stage 3 and 4 and exclusion letters
Process Flows for Stage 4 behaviour	Process for instigating Stage 4 and steps to take to ensure panel and meeting is conducted appropriately
Stages of behaviour	Guidance on what constitutes as Stage 1, 2, 3 and 4
Fitness to Study Policy	Guidance to consider as alternative to behaviour

Appendix C - Logging behaviour on ProMonitor

The original appendix identifies the following ProMonitor logging steps. Screenshots/visual prompts from the source document should be retained or updated in the master template where available.



Step 3

Category:

Type:

Complete:

Hide Cancelled Meetings: ☐

Show meetings from other Academic Years: ☐

Hide pinned meetings: ☐

Manage All Meetings

Key:

Meeting Date	Pinned	Time	Type	Reviewed By	Status	Cor
11 Dec 2023			New Progress Review Meeting	David Cook		1
13 Oct 2023			New Progress Review Meeting	Paul Wastell		

Step 4

Add

Complete ☐

Pin Meeting: ☐

Meeting Date:

Duration (mins):

Time:

Location:

Meeting Category:

Meeting Type:

Reason for Meeting:

Include in Non-Timetabled EEP Hours: ☐

Save

Step 5

Add

Complete ☐

Pin Meeting: ☐

Meeting Date:

Duration (mins):

Time:

Location:

Meeting Category:

Meeting Type:

Reason for Meeting:

Include in Non-Timetabled EEP Hours: ☐

Save

Step 5

Add ✕

Complete ☐

Pin Meeting: ☐

Meeting Date: 12/01/2024

Duration (mins):

Time:

Location:

Meeting Category:

Disciplinary

Meeting Type:

-- Select a meeting type --

Reason for Meeting:

-- Select a meeting type --

Include in Non-Timetabled EEP Hours:

Disciplinary Meeting Stage 1
Disciplinary Meeting Stage 2
Disciplinary Meeting Stage 3
Disciplinary Meeting Stage 4

Save

Step 6

Add ✕

Complete ☐

Pin Meeting: ☐

Meeting Date: 12/01/2024

Duration (mins):

Time:

Location:

Meeting Category:

Disciplinary

Meeting Type:

Disciplinary Meeting Stage 1

Reason for Meeting:

-- Select a meeting reason --

Include in Non-Timetabled EEP Hours:

-- Select a meeting reason --

Regular Meeting
Attendance and Punctuality
Attitudes and Behaviours
Marine Deck Off Trainee Report
Marine Eng Off Trainee Report
Marine Deck Tutorial
Marine Deck End of Unit

Equality, Diversity Inclusion and Belonging Tick List

We as a college community are focused on ensuring that those minority groups within society who are more likely to experience discrimination and are protected by the Equality Act 2010 do not experience unfair discrimination, harassment or victimisation while working at, studying at or visiting Tyne Coast College.

The Tyne Coast College Positive Behaviour Policy and Procedure has been written and complies with the following **Protected Characteristics** (please tick all that apply):

Age	☒
Disability	☒
Gender reassignment	☒
Marriage or Civil Partnership (in employment only)	☒
Pregnancy and Maternity	☒
Race	☒
Religion or Belief	☒
Sex	☒
Sexual Orientation	☒

Full description of **Protected Characteristics** can be found in the Equality, Diversity, Inclusion and Belonging Policy

Name of Person responsible for Policy	Nicola Aris
Signed	
Date Reviewed	04/06.2026