



## Student Behaviour Policy

The College believes that students, tutors and staff of the College, visitors and members of the community have the right to be treated with respect and dignity. The College has a firm commitment to equality of opportunity and as such will not tolerate harassment and bullying by students or any anti-social or criminal behaviour which can damage and disrupt the lives of other students, staff or other members of the community or bring the College into disrepute. We value our excellent reputation and encourage all members of the College community to promote this.

All students are expected to behave in a courteous and respectful manner to fellow students, staff and members of the outside community, in line with our anti-bullying policy.

Students and tutors are expected to:

- Arrive on time for tutorials, meetings and exams
- Refrain from using mobile telephones or other electronic devices for whatever purposes during tutorials and areas where use could be disruptive e.g. Study Room
- Refrain from talking loudly in corridors or near work areas
- Refrain from using offensive language
- Uphold the aims and ethos of the College

This list is not exhaustive.

The College recognises that with all students, the use of positive discipline may enable the College to manage the student's behaviour more effectively and improve their educational outcomes better than negative sanctions. In line with the positive ethos of the College, good behaviour is rewarded by recognition and positive comment wherever appropriate and negative comment is, as far as possible, avoided.

### **Breaches**

The following forms of behaviour are classified as being serious breaches of the College's Behaviour Policy and could lead to expulsion:

- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco (see the College's policies on drugs and alcohol below)
- theft, blackmail, physical violence, intimidation, racism or persistent bullying
- misconduct of a sexual nature; supply or possession of pornography/obscene material
- possession or use of unauthorised firearms or other weapons
- vandalism or computer hacking
- persistent attitudes or behaviour which are inconsistent with the College's ethos
- other serious misconduct which affects the welfare of a member or members of the College community or which brings the College into disrepute (single or repeated episodes) on or off College premises

This list is not exhaustive.

The College will always act to protect the rights of students; therefore, any behaviour that falls into the aforementioned categories will be dealt with by the Academic Principal in an extremely serious manner.



## **Additional Rules**

Students are encouraged to speak English while in College to create an inclusive atmosphere.

Smoking is not permitted anywhere inside the College and is strictly prohibited for students under the age of 18. Students who wish to smoke must do so off-site, i.e. beyond the car park barrier

The College facilities must be respected and used according to their designated purposes.

Mobile phones and portable music devices must be switched fully off and stowed away at all times during tutorials, and may only be used (with reasonable conduct) in the College common room. Students should be aware that inappropriate use of these devices will result in their confiscation.

Eating and drinking during lesson time is prohibited except with the consent of the classroom tutor.

Students, whose behaviour is considered inappropriate, may be asked to leave the area and may be reported to the Director of Studies, Academic Principal or COO. A record of any such incident will be noted in the student's file. Appropriate follow-up action will be taken depending on the circumstances of the incident. A most serious incident may lead to the student or tutor being asked to leave the College .

## **Alcohol, Tobacco and Other Drugs**

Students, staff and tutors are expected to comply with current legislation concerning alcohol, tobacco and drugs. Prohibited items, as defined in Section 2 of the Misuse of Drugs Act 1971 are not tolerated on the College premises. Any complaint or report of involvement with drugs and substances either on or off College premises will be followed up and investigated.

Any member of the College suspected of involvement with drugs and substances may be suspended.

Anyone supplying prohibited items must expect to be expelled immediately. Where he or she is about to sit public exams, the College will seek to assure the completion of the examination but is under no obligation to do so.

Anyone possessing or using prohibited items must expect to be expelled but in exceptional cases, a supportive régime may be offered as an alternative to expulsion. The College is under no obligation to provide such a régime.

Students are not permitted to possess or drink alcohol on the College premises at any time. Bringing alcohol onto College premises or being in unsupervised possession of alcohol or obtaining or supplying alcohol to another, or being impaired by alcohol while on College premises or in the care of the College is not tolerated.

Smoking is not permitted anywhere on the College site.

Bringing the College into disrepute for any reason associated with drugs, alcohol or tobacco, whether or not the student is in the care of the College at the time. Action will be taken when the welfare of any member of the College community or the reputation of the College is affected.



## Sanctions

The College has a range of responses for dealing with any disciplinary concerns related to student behaviour or academic performance; all infractions of the College's Behaviour Policy are dealt with based upon their nature and severity. Sanctions may include:

- the student being spoken to by the tutor
- asking the student to leave the tutorial
- asking the student to leave the premises for a certain period of time
- sending the student to see the Personal Tutor, Director of Studies, Academic Principal or Chief Operating Officer
- contacting the parent or guardian
- meeting with parent or guardian
- additional supervised study
- suspension from the College
- expulsion from the College

The Academic Principal may prescribe and authorise the use of such other sanctions so as to comply with good education practice and tend to promote observance of the College's expectations of behaviour.

## Expulsion, Removal and Review Policy

A student may be expelled, suspended or required to leave if his or her actions place the welfare of others at significant risk. Periods of suspension will be at the discretion of the Director of Studies or Academic Principal. A student may be expelled immediately if he or she commits a serious breach of the College's expectations of behaviour. Details of the reasons for expulsion will be outlined in writing to the parent or guardian of the relevant student.

A student is liable to expulsion for a grave breach of College discipline, for example, a serious criminal offence or some wilful act calculated to cause serious damage to the College, its community or any of its members.

Formal expulsion implies that a student's name will be expunged from the roll of the College and reference to the facts and circumstances may be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be payable.

The Academic Principal is required to act fairly and in accordance with the principles of natural justice and not to expel a pupil other than in grave circumstances.

For a serious breach of discipline falling short of one for which expulsion is necessary, but such that the pupil cannot expect to remain a member of the College community, the student may be "*required to leave*" permanently. Subject to payment of all outstanding fees the student will be given reasonable assistance in making a fresh start at another College. A student for whom the College has arranged accommodation may be required to leave the accommodation without necessarily being required to leave the College.

A student may be placed under suspension while a complaint is investigated or as a sanction in its own right.

## Use of Restraint

It is most unusual for restraint to be used at Oxford International College and this is avoided as far as possible except in very extreme circumstances. Any use of restraint by staff will be reasonable, proportionate and lawful. Restraint will be used only when immediately and absolutely necessary and



for the minimum time necessary to prevent a student from doing or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others

### **Records**

Where restraint is used by staff, this is recorded in writing.

Use of sanctions is recorded in the student's file.