

## Brooklands College Performance and Conduct Policy Overview

### Introduction

Brooklands College is committed to providing a fair and supportive environment for all learners. We believe that everyone should be able to grow and succeed, and we are inspired to motivate and raise aspirations. We care about our students and want them to feel safe and supported, and we collaborate with each other to create a positive learning environment.

### Performance and Conduct Procedure

The College has a four-stage process for dealing with performance and conduct issues. The stages are:

Stage	Causes	Outcome and Actions
Cause for Concern	Minor misconduct	Cause for concern issued and recorded on ProMonitor
Support/Intervention	Persistent minor misconduct	Early support/intervention instigated by staff member, with relevant stakeholders
Stage 1	Continued persistent misconduct	Verbal warning issued
Stage 2	Persistent Stage 1 behaviour	Written warning issued and action plan created
Stage 3	Persistent Stage 2 behaviour or gross misconduct	Final written warning issued and action plan created
Stage 4	Persistent Stage 3 behaviour or gross misconduct	Hearing held to discuss suitability of learner continuing at College

### What is considered misconduct?

Misconduct is any behaviour that is harmful to others, discriminatory, or disruptive to the learning environment. Examples of misconduct include:

- Bullying or harassment
- Discrimination or hate speech
- Theft or damage to property
- Drug or alcohol use
- Violence or threats of violence
- Disruptive behaviour in class or in the college community

(Please see the full policy for a more comprehensive list)

### What happens if I am accused of misconduct?

If you are accused of misconduct, you will be given a fair opportunity to explain your side of the story. You will also have the right to have a support person with you at any meetings or hearings.

The College will investigate the allegations and take appropriate action. This may include issuing a warning, suspending you, or excluding you from the College.

### **What if I disagree with the outcome?**

If you disagree with the outcome of the investigation, you have the right to appeal. The appeal will be heard by a panel of independent people.

### **How can I prevent misconduct?**

There are many things you can do to prevent misconduct. Here are a few tips:

- Be respectful of others.
- Be aware of your surroundings and the impact your behaviour may have on others.
- Report any incidents of misconduct to a staff member immediately.
- Seek help if you are struggling with behaviour that could lead to misconduct.

**For more information and detail regarding the policy and procedures please review this on the StudentNet or the College website.**