

Student Conduct/Disciplinary Policy

Document Code	TA-SCD-08: Student Conduct/Disciplinary Policy
Principal Contact	
Date Effective from	03.08.2025
Review Date	Every 3 years or earlier when required
Version	V1.0 2025
External Reference Points	• Education Act 1994 • OfS Condition E6: Protection from harassment and misconduct. • UK Quality Code 2024 Principle 10: Supporting student potential. • Equality Act 2010. • Human Rights Act 1998. • OIA Good Practice Framework for Complaints and Appeals. • Universities UK Guidance on Handling Misconduct.
Summary/Description	
This Student Conduct/Disciplinary Policy establishes Trafalgar Academy's framework for managing non-academic misconduct, ensuring compliance with UK higher education standards and legal requirements. It outlines expected behaviours, procedures for investigation and resolution, sanctions, and appeals, with an emphasis on fairness and support. The policy aims to foster a positive environment, deter misconduct, and protect student welfare, supported by monitoring and reviews to enhance effectiveness.	

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1. Policy Statement

1.1 Trafalgar Academy is committed to maintaining a respectful, safe, and inclusive community where all students can learn and thrive, in accordance with the principles of natural justice and relevant UK legislation. We expect students to uphold high standards of conduct, promoting mutual respect and responsibility. This policy affirms our dedication to addressing misconduct fairly, proportionately, and transparently, with a focus on education, rehabilitation where appropriate, and protection of the community, ensuring procedures are impartial and support continuous improvement in student behaviour. This policy addresses non-academic misconduct to maintain a safe, respectful environment, applicable to all enrolled students, including those on placements, online programmes, or academy-related activities. It complements the Academic Malpractice Policy for academic issues and covers behaviours on or off campus that impact the academy community. As a franchisee partner, it aligns with partner university standards and excludes fitness to study matters (see Fitness to Study Policy).

2. Aims and Objectives

2.1 To promote positive behaviour and resolve misconduct fairly. Objectives include clear conduct expectations, timely investigations, proportionate sanctions, support for affected parties, compliance with legal duties, and analysis of trends to improve the student experience.

3. Principles

3.1 The following principles guide our approach to student conduct and discipline, drawing from best practices in UK higher education:

- **3.2 Fairness and Natural Justice:** Procedures are impartial, transparent, and allow students the right to be heard, with decisions based on evidence.
- **3.3 Proportionality:** Sanctions match the severity of misconduct, considering intent, impact, and mitigating factors.
- **3.4 Education and Rehabilitation:** We prioritise learning from mistakes, offering support to prevent recurrence where possible.
- **3.5 Prevention:** We promote awareness of expectations to reduce incidents through education and guidance.
- **3.6 Community Protection:** Actions safeguard the wellbeing and rights of all academy members.
- **3.7 Consistency:** Application is uniform, with flexibility for individual circumstances.
- **3.8 Confidentiality:** Information is handled sensitively, shared only as necessary.
- **3.9 Continuous Improvement:** We review cases to refine policies and support systems.

4. Definitions

- **4.1 Misconduct:** Any breach of the Student Code of Conduct, including harassment, bullying, theft, damage to property, disruptive behaviour, substance misuse, or actions harming the academy's reputation.
- **4.2 Minor Misconduct:** Low-level issues with minimal impact, e.g., minor disruptions.
- **4.3 Major Misconduct:** Serious breaches with significant impact, e.g., assault or discrimination.
- **4.4 Student Code of Conduct:** A document outlining expected behaviours, provided at enrolment.
- **4.5 Sanction:** Penalties such as warnings, suspensions, or expulsion.

- **4.6 Natural Justice:** Principles ensuring fairness, including the right to know allegations, respond, and appeal.
- **4.7 Interim Measures:** Temporary actions like restrictions during investigations.

5. Procedures

5.1 Student Code of Conduct: Issued at induction, covering respect, integrity, and compliance; students acknowledge receipt.

5.2 Reporting: Misconduct reported to the Disciplinary Officer via confidential form; anonymous where possible.

5.3 Initial Assessment: Officer reviews within 5 working days to determine if minor (informal) or major (formal); no case if insufficient evidence.

5.4 Informal Resolution: For minor issues, discussion with student and agreed actions (e.g., apology, training) within 10 working days.

5.5 Formal Investigation: For major cases, notify student in writing; independent investigator gathers evidence, interviews witnesses; student submits response and attends hearing with companion (not legal representative) within 20 working days. Panel (including student representative) decides based on balance of probabilities.

5.6 Sanctions: Proportionate, e.g., warning/reprimand for minor, suspension/expulsion for major; consider history and mitigations. Appeals: Via Complaints and Appeals Policy within 10 working days on grounds of procedure, new evidence, or disproportionate sanction.

5.7 Interim Measures: Applied if risk (e.g., no-contact orders); reviewed regularly.

5.8 Support: Offer counselling or advice during process; confidentiality maintained except for safety/legal needs.

5.9 Hearing Template: Standard agenda with evidence presentation.

5.10 Sanction Guidelines: Matrix for consistency.

5.11 Examples: Disruptive behaviour in a lecture leads to informal warning and behaviour contract; harassment complaint results in formal hearing, suspension, and mandatory training; theft on campus triggers expulsion and police referral if criminal.

6. Responsibilities

6.1 Students: Adhere to the Code of Conduct, report misconduct, and cooperate with investigations.

6.2 Disciplinary Officer: Assess reports, investigate impartially, and recommend outcomes.

6.3 Leadership: Ensure resources, train staff, and oversee policy application.

6.4 Staff/Tutors: Report concerns, support processes, and promote positive conduct.

6.5 Panel Members: Make evidence-based decisions free from bias.

6.6 Students' Union: Provide advice and representation.

7. Monitoring and Review

7.1 Annual report on cases to the Governing Body, including numbers, outcomes, trends, and demographic impacts; student surveys on conduct awareness. Metrics include resolution times, recurrence rates, and satisfaction with processes (target: 90% positive). Policy reviewed every three years or post-significant cases/legislative changes, with input from students and staff via consultations.

8.Related Documents

- Student Code of Conduct
- Academic Malpractice Policy
- Complaints and Appeals Policy
- Safeguarding and Prevent Policy
- Equality, Diversity and Inclusion Policy
- Fitness to Study Policy
- Student Support Policy
- Health and Safety Policy