

BEHAVIOUR POLICY

CATEGORY	Education
POLICY OWNER	Vice Principal - Student Life
DATE & VERSION	12/09/23
APPROVED BY	Principal
REVIEW FREQUENCY	Annual

Contents

SECTION	CONTENT	PAGE NUMBER
1	Policy Purpose	3
2	Policy Statement	3
3	Policy Implementation <ol style="list-style-type: none"> 1. Positive Behaviours 2. Education and support to students 3. Unacceptable Behaviours 4. Reporting and recording incidents 5. Disciplinary procedure 6. Sanctions 7. Safehaven Policy 8. Student Disciplinary Board 9. Drug Testing 10. Use of CCTV 11. Levels of Concern 12. Right to Appeal a Permanent Exclusion 	3 3 4 5 5 5 6 6 7 7 7 7
4	Related Information <ol style="list-style-type: none"> 1. Other Relevant Policies 2. Welsh Government Guidance 	8 8 8
5	Policy Measurement and Reporting <ol style="list-style-type: none"> 1. Review 2. Agreement with the Policy 	8 8 8
6	Appendices <ol style="list-style-type: none"> 1. The UWC Common Code of Conduct 2. Unacceptable Behaviours 3. Disciplinary procedure 4. Concern Levels 5. The Appeal Process 	10 11 15 17 22

1. Policy Purpose

UWC Atlantic is committed to providing a safe and positive learning environment where students, teachers, college staff and volunteers are treated with respect and dignity. The objective of this Behaviour Policy is to regulate expectations regarding behaviour, disciplinary responsibility, disciplinary measures and procedures.

2. Policy Statement

These policies apply to all students of UWC Atlantic while on college property, at official college functions, as well as in the broader local community or college trips. Students must be aware that they represent the college while in public. The policy equally applies to behaviour online.

3. Policy Implementation

3.1 Positive Behaviours

UWC Atlantic expects all students to participate with enthusiasm, integrity, energy and determination in all aspects of the college programme, and to dedicate themselves to the aims of the United World Colleges. Our students should exercise respectful citizenship during their time at UWC Atlantic, contributing to creating a positive culture and environment on our campus.

Expectations

The expectation of the UWC Atlantic community is that the UWC Common Code of Conduct will be followed both in action and spirit. The UWC Common Code of Conduct is a set of values and guidelines that recognise that all UWC students should have a safe, fulfilling and culturally sensitive experience. It is rooted in the UWC mission and values: international and intercultural understanding, celebration of difference, personal responsibility and integrity, mutual responsibility and respect, compassion and service, respect for the environment, a sense of idealism, personal challenge, action and personal example. The UWC Common Code of Conduct can be found in **Appendix 1**.

We expect our students to:

- Regularly attend all their classes and co-curricular sessions
- Attend events organised on a college-wide basis, eg. assemblies, town halls, conferences, study trips, etc.
- Treat all members of our community with respect
- Be honest and demonstrate high levels of personal responsibility

Behaviour Policy	Version 4	Page 3 of 24
------------------	-----------	--------------

- Demonstrate compassion and acceptance of differences
- Create an environment where everyone feels safe and accepted
- Adhere to the Behaviour Policy throughout the school year
- Demonstrate effort in all academic subjects and co-curricular areas

Rewarding positive behaviours

The college rewards the positive behaviours at the end of each school year. The record of such accomplishments is kept by the Vice Principal, Student Life and is shared with the Heads of Year. A letter recognising such positive behaviours is sent to the student, their parents/guardians, and National Committee where applicable.

These are the categories of behaviour rewarded:

- Exemplary behaviour by having no breaches of the Behaviour Policy throughout the academic year
- Excellent attendance to all classes and co-curricular activities by attaining an attendance record of 97% or greater over the academic year
- Outstanding effort in all academic subjects and co-curricular areas by achieving 'above expectations' effort grade

3.2 Education and support to students

Through the college's Relationship and Sexuality Education (RSE) programme students receive training and support to develop their skills in time management, organisation, coping with stress, online behaviour, substance misuse, bullying, relationships and identity, sexual health, wellbeing, safeguarding, peer pressure, empowerment, safety and respect. The programme is organised through a combination of workshops, tutorials and house meetings, all within the college's timetable and led by staff or invited specialists. The programme is led by the college's counsellors and Heads of Year under the guidance of the Vice Principal, Student Life. The aim of the programme is to educate students about acceptable behaviours and to help them make good and healthy choices for themselves and those around them.

The college recognises that students may make mistakes and prefers to take a restorative practice approach where applicable, resolving conflicts and behavioural issues through dialogue and mediation. Students are encouraged to reflect on concerns and incidents that have taken place. They are supported in learning from the follow up process, consequences and sanctions.

Tutors, House Mentors, the Student Support Team and the Wellbeing Centre provide additional support to students.

Behaviour Policy	Version 4	Page 4 of 24
------------------	-----------	--------------

If a student presents a pattern of behaviour that requires attention, the Vice Principal Student Life creates an Individual Behaviour Plan (IBP) in cooperation with the student. The IBP then becomes part of the wider Welfare Plan for the student and is reviewed at regular and agreed intervals. The IBP is uploaded on the college's relevant database (iSAMS or MyConcern depending on the case) and is shared with the student's teachers and parents/guardians as appropriate.

3.3 Unacceptable behaviours

Examples of unacceptable behaviours can be found in **Appendix 2**. The list is not exhaustive.

3.4 Reporting and recording incidents

UWC Atlantic uses iSAMS – a school management information system – to record breaches of the Behaviour Policy. Each student has a record in the Rewards and Conduct section. Records are shared with relevant members of staff on a need to know basis, and students are able to see their own record or report. The Vice Principal, Student Life and the Heads of Years keep a record of all sanctions and decide on the level of disciplinary action in line with this policy. An overall record of the serious breaches of the Behaviour Policy and their consequences is kept on iSAMS. The Vice Principal, Student Life will review this record on a monthly basis.

All incidents must be reported in a timely manner by staff. Where an incident is Safeguarding related this should also be reported to the DSP directly and/or by recording on MyConcern as soon as practically possible in accordance with our Safeguarding and Respectful Community Policy so that it can be addressed promptly and reported as necessary within the statutory time frames.

All staff members are expected to respond consistently to inappropriate behaviour by students. Students can report inappropriate behaviour of other students to any staff member.

3.5 Disciplinary procedure

Any breach of the Behaviour Policy will result in a disciplinary action. The procedure for this and a flow chart outlining the process can be found in **Appendix 3**.

3.6 Sanctions

Where necessary, breaches of the Behaviour Policy will result in applying sanctions. A list of possible sanctions can be found below:

- Verbal warning

Behaviour Policy	Version 4	Page 5 of 24
------------------	-----------	--------------

- Issuing a letter to the student, their parents/guardians and National Committee where applicable
- Loss of privileges like attending students' social events
- Loss of privilege to leave campus for a limited period of time, including school trips
- Internal suspension – the student is not allowed to leave campus for the duration of maximum three weeks. The student needs to follow all classes and activities and needs to check in at the reception at regular time intervals. The student may be assigned to compulsory study sessions.
- Fixed-term exclusion – the student needs to leave campus for a period of time. This action may be decided in cases of gross misconduct. The maximum time that a student may be suspended in one year is 45 days. According to government guidance, access to learning will be provided to the student during that time. UWC Atlantic is obliged to report external fixed-term exclusions to US universities.
- Permanent Exclusion - the student is asked to leave the college permanently. The Principal of UWC Atlantic makes a decision on permanent exclusion.

There may be exceptional circumstances when the Principal needs to remove a student from campus. An example is where a student is accused of committing a serious criminal offence and an investigation needs to take place. Where there is an investigation and a student is asked to remain at home, this can be done 'without prejudice'. This is a neutral act and means there is no assumption the student is at fault. This is sometimes necessary to ensure any safety risk is removed from the rest of the student body during an investigation.

3.7 **Safehaven Policy**

Taking the safety and health of our students first, in situations when there is a danger of serious harm while in breach of the Behaviour Policy, students can seek help for themselves or their peers from an adult without the fear of disciplinary repercussions by referring to the Safehaven Policy. No further disciplinary actions apply when Safehaven is called. There are exceptions that should be noted. The Safehaven Policy cannot be granted to the alleged perpetrator in cases of peer on peer abuse or physical violence.

When Safehaven is called and it applies, the student in question meets the Vice Principal, Student Life who is also the Designated Safeguarding Person to agree on any necessary support that the college can provide. Students may still be required to engage with a restorative and/or educational intervention to support their learning. The tutor always accompanies the student for this meeting. The minutes of the meeting are uploaded on MyConcern.

3.8 **Student Disciplinary Board**

Behaviour Policy	Version 4	Page 6 of 24
------------------	-----------	--------------

The Student Disciplinary Board consists of seven students and they may be invited to attend hearings in cases of serious misconduct. Their presence assists in the transparency of the process. The student in question can also opt not to have the Student Disciplinary Board present. The Principal reserves the right to decide in which cases and when to call a meeting of the Student Disciplinary Board. All Student Disciplinary Board members sign an oath of confidentiality. The Student Disciplinary Board will not attend any disciplinary hearings in cases including an ongoing Police investigation.

All judgements and outcomes will be determined by the Principal.

3.9 Drug testing

The Substance Misuse Policy allows for the college to carry out drug testing in cases where a student is known or strongly suspected of using drugs. The Principal may also require the student to be drug tested periodically as a condition of remaining at the college.

3.10 Use of CCTV

The college uses CCTV cameras around the campus for the safety of students as well as for monitoring antisocial behaviour. The CCTV recordings may be used as evidence in an investigation process. Students are not allowed to leave their houses after agreed times in the evening and before agreed times in the morning, therefore it is the college's duty of care to record and follow up on any observed transgression through the CCTV system. More information may be found in the CCTV Code of Practice.

3.11 Levels of concern

The approach to breaches of the Behaviour Policy depends on the severity of the breach. The student may be placed on a disciplinary level of concern as described in **Appendix 4** as a consequence of their actions. In internal records, a distinction will be made between disciplinary levels for attendance and those for behaviour.

3.12 Right to Appeal a Permanent Exclusion

A student and their parents/guardians have a right to appeal a permanent exclusion on the grounds of due process/procedures not being followed. The appeal process is managed by the Board of Governors and is detailed in **Appendix 5**. The grounds for appeal should be set out in writing as detailed in and by the date stated in the expulsion letter. Students are not permitted to attend the college or access college IT systems during the appeal process. Parents/guardians will be required to keep the college informed about the student's whereabouts during the appeal process.

4. Related Information

4.1 Other relevant policies

All statutory policies can be found [here](#). Staff and students can find all other policies on **Every**; parents/guardians may request a copy if required.

- Safeguarding and Respectful Community Policy
- Anti-Bullying Policy
- Attendance Policy
- Academic Integrity Policy
- Substance Misuse Policy
- Drug Testing Policy
- Safehaven Policy
- Digital Safety Policy
- ICT Acceptable Use Policy
- CCTV Code of Practice
- Complaints Policy
- Search and Confiscation Policy

4.2 Welsh Government Guidance

Any response to significant concerns/incidents and any decision to permanently exclude a student (permanent exclusion) is taken in accordance with the [Welsh Government's Guidance Document 171/2015, Exclusions from Schools and Pupil Referral Units](#).

This policy meets the requirements of the [Education \(Pupil Registration\) \(Wales\) Regulations 2010](#).

5. Policy Measurement and Reporting *(include the Board oversight committee for this policy and any key performance indicators which are used to demonstrate whether the policy is achieving its purpose)*

5.1 Review

The Behaviour Policy is reviewed annually by the Education Committee of the Board and the Vice Principal Student Life, as part of the overall policy review cycle and as part of the whole College development plan. Part of this review process will consider to what extent the policy is being used as an active working document.

The policy is communicated to the school community electronically on **Every** and is available on the UWCA website.

5.2 Agreement with the Policy

Behaviour Policy	Version 4	Page 8 of 24
------------------	-----------	--------------

All students and parents are required to read the Behaviour Policy and agree with it in writing as part of the enrollment process.

Appendix 1 - The UWC Common Code of Conduct

(Approved by UWC International Board in July 2019)

Pursuing the UWC mission – to make education a force to unite people, nations, and cultures for peace and a sustainable future – requires a commitment to the following values:

international and intercultural understanding, celebration of difference, personal responsibility and integrity, mutual responsibility and respect, compassion and service, respect for the environment, a sense of idealism, personal challenge, action and personal example.

At the heart of the UWC ethos is respect for self and others in all our actions and words in all circumstances, including online. This means that we must think about the common good and be able to rise above our individual desires and needs in order to create fully integrated communities. In short, our ideals require good heartedness from all members of the UWC community and a recognition that cultural norms are diverse.

The common Code of Conduct is required to make expectations clear. Students who accept a position at a UWC school or college commit to the pursuit of a healthy lifestyle, one that avoids potential harm to self and to others. Therefore, the following are not acceptable:

- Consumption, possession and/or distribution of drugs for recreational or other non-medically prescribed purposes
- Consumption, possession and/or distribution of tobacco, vaping and other related products
- Consumption, possession and/or distribution of alcohol on school/college property and school/college sponsored activities
- Sexual activity in student rooms and any other shared or public spaces
- Violence of any kind including hazing, bullying, harassment or any other form of abuse
- Assault, including but not limited to verbal, physical and sexual
- Stealing or “borrowing without permission”

Each school or college will have clear expectations regarding:

- Attendance (at all classes and activities)
- Academic integrity
- Respect for curfew and/or quiet times
- Alcohol ‘off campus’

Individual UWC schools and colleges may have additional standards on these issues that reflect the laws, cultural norms and circumstances of the country in which they are located. The expectation is that the UWC Common Code of Conduct will be followed both in action and spirit. Those who breach the Code may lose the right to remain in their UWC school or college.

Behaviour Policy	Version 4	Page 10 of 24
------------------	-----------	---------------

Appendix 2 - Unacceptable behaviours

The section has examples of unacceptable behaviours. The list is not exhaustive.

1. **Being late for check in; not respecting house and college residential rules**

Students are expected to be in their houses every night for check in by their house-mentors or tutors. All students are expected to be on time for check in. In order to support healthy sleeping habits, students must not visit another dorm after 21:30 and before 07.00 the following morning. Students are expected to stay in their houses after check in until 06.00 the following morning.

Restrictions regarding guest access to dormitories is important to ensure that all students have a quiet, private space in which to rest. Students should not access dormitory corridors other than their own after 21:30 except to access facilities which do NOT exist on their own corridor.

2. **Attendance**

Students play an active role in all aspects of UWC Atlantic life. Full attendance at and engagement in academic sessions; service, physical and creative activity sessions; tutor group and house meetings; town halls and assemblies, conferences and project week is essential and expected. Students are asked to demonstrate the same commitment to learning both inside and outside the classroom. Please refer to the Attendance Policy.

3. **Not fulfilling residential duties**

As in every household, all students are asked to perform duties according to the displayed schedule. Respecting the schedule helps create a comfortable and respectful atmosphere in student accommodation.

4. **Disruptive behaviour in class or co-curricular sessions**

UWC Atlantic expects students to behave respectfully by arriving to classes and co-curricular sessions on time, using appropriate language when communicating with staff members and peers, engaging positively in the learning process, and using technology and devices for learning purposes only.

5. **Damaging and/or disrespecting college's property**

The heart of UWC Atlantic is St Donat's Castle, a listed monument and part of Welsh national heritage including its surrounding buildings and gardens. As a community, we are expected to treat such historical wealth with care and respect. Any other part of our campus, including student houses and dorms, and common property must be treated responsibly. The cost for any damage to the

college's property will be deducted from a student's deposit money as outlined in the Student Handbook. The same applies to our neighbours and their property.

6. Damaging UWC Atlantic's reputation

All members of the community represent the college in the broader local community and online. The ethos and the values of the college should be reflected in behaviour outside the college's premises as well as in any online representation of the college.

7. Violation of the IT Acceptable Use and Digital Safety Policies

All students are expected to comply with the legal GDPR regulations. Students should be mindful of the content they post online as well as of the concept of active consent when posting information, pictures and videos of other students or staff members.

8. Failing to respect health and safety regulations

UWC Atlantic has a duty of care for all students and therefore has regulations in place to ensure their health and safety. Some examples of the violations of such rules are: leaving campus during the night or when not allowed to; accessing areas which are out of bounds for students for health and safety reasons; using equipment, machines and hazardous substances without permission or adult supervision; making fire on the college's property without risk assessment or permission. This list is not exhaustive.

9. Theft

UWC Atlantic aims to create an atmosphere in which all members of the community feel they can trust others and that their property is safe at all times. Stealing or "borrowing without asking" is against our values and will not be tolerated. Moreover, whether it happens on the school grounds or in the local community, stealing is a criminal offence, and the Police will be informed.

10. Possession, consumption or distribution of tobacco, vaping or other related products on campus

The overall health, safety and wellbeing of students is of the highest priority for the college.

Smoking is not permitted anywhere on campus. Smoking and/or usage of any nicotine-based products may cause addiction and serious health problems for both active and passive users. Support is available for students through the Wellbeing Centre and the NHS.

11. Possession, consumption or distribution of alcohol on college's property; being under the influence of alcohol

Behaviour Policy	Version 4	Page 12 of 24
------------------	-----------	---------------

The overall health, safety and wellbeing of students is of the highest priority for the college. The use of alcohol, particular in youth, is harmful to their brain development and only causes damage to their overall health. In addition, the consumption of alcohol impairs judgement and can lead to risky behaviour. As a result, the college treats the possession, consumption and distribution of alcohol with concern.

Students who are 18 or over are granted the privilege to consume beer, cider and wine in moderation in pubs, restaurants and other licensed establishments. However, the college does not tolerate:

- The consumption or possession of alcohol on school property.
- The consumption or possession of alcohol other than beer, cider or wine at licensed establishments.
- Students being under the influence of alcohol or intoxicated.

Students who consume beer, cider and wine in moderation in licensed establishments should not pressurise other students, either directly or indirectly, to drink alcohol. Students under 18 are prohibited to drink alcohol under the UK Law, unless accompanied by a responsible adult. The college determines that only a student's parent or listed guardian can serve as a responsible adult. Therefore, no student is allowed to provide alcohol to any other student who is under the age of 18 under any circumstances. Students should not bring or store alcohol on campus. In addition, the possession/display of empty alcohol containers for decoration or as trophies/memories is against the ethos and values of the college. Any empty containers will be treated as evidence of consumption. More information on alcohol related issues may be found in the Substance Misuse Policy.

12. Possession, consumption, or distribution of drugs prohibited in accordance with UK Law

The overall health, safety and wellbeing of students is of the highest priority for the college. The misuse of both legal and prohibited drugs can cause addiction, damage to brain development and harm to overall health. The college treats the possession, consumption or distribution of drugs with the highest of concern.

A student found possessing or consuming Class A drugs, or distributing any drug will be permanently excluded from the college. Sharing drugs with others is considered to be dealing under UK law. All efforts will be made to care for the health and safety of a student as they transition from the college.

A student found possessing or consuming Class B or Class C drugs will be suspended from school for a period of time. The student's Welfare Plan will be reviewed and additional support will be included. More detailed information can be found in the Substance Misuse Policy.

Behaviour Policy	Version 4	Page 13 of 24
------------------	-----------	---------------

13. Bullying including racial slurs, hazing, verbal insults and cyberbullying

Bullying is against UWC values and the ethos of the college. We live in an international and culturally diverse community, where respect for differences is celebrated and encouraged. Our students and staff learn from each other and are open to different opinions, lifestyles, and perspectives. By accepting a place at UWC Atlantic, students agree to embrace the culture of respectful communication and behaviour. The college provides guidance and education on what is and what is not bullying behaviour and aims to resolve any reported cases by applying a restorative practice approach in the first instance. More details can be found in the college's Anti Bullying Policy.

14. Physical violence

Physical violence will not be tolerated at the college. All students are expected to resolve conflicts in a constructive way through dialogue or mediation. Acts of physical violence may be reported to the police and other authorities.

15. Sexual activity in student rooms and any other shared or public spaces

The college provides education and guidance on healthy relationships, sexual health, respect and safeguarding to all students through the RSE programme. In line with our Safeguarding and Respectful Community Policy, sexual intercourse of any kind is not allowed on college property. All students must be mindful of public spaces being used by other members of the community. Exposing someone to witnessing a sexual act will be treated as a breach of the Behaviour Policy.

16. Sexual Harassment

Sexual harassment, such as in person and online sexual comments, jokes and sexting, is a form of abuse that causes harm and has no place in the community. As part of the college's RSE programme, emphasis is placed on peer on peer abuse, types of sexual harassment, gender roles in society and healthy relationships.

17. Sexual assault

UWC Atlantic is dedicated to ensuring the safeguarding of all members of our community. The college does not tolerate sexual assault. Through the RSE programme, the college provides education to all students on matters of healthy relationships, consent, sexual harassment and sexual assault. More information can be found in the Safeguarding and the Respectful Community Policy.

Appendix 3 - Disciplinary procedure

Any breach of the Behaviour Policy will result in a disciplinary action. A flow chart outlining the process can be found below.

Step 1: Following the record of an incident, the Head of Year and the Vice Principal, Student Life check the existing disciplinary record of the student and decide on the level of further disciplinary action. In cases of gross misconduct, the Vice Principal, Student Life and the Principal decide on the appropriate escalation level.

Step 2: The Head of Year and the Vice Principal, Student Life decide if there is a need to conduct an investigation (concern level 3, 4 and 5). The aim of the investigation is to gather evidence.

Step 3: In cases where an investigation needs to be conducted, a disciplinary hearing will be organised. The student in question meets with the relevant staff member (could be the Head of Year or the Vice Principal, Student Life depending on the level of concern) conducting the investigation, accompanied by their tutor. Another staff member may be invited at the student's request. The student, as well as any other person involved in the incident, will be asked to prepare a written statement prior to the hearing. If the student is already at concern level 3 or 4 (see tables below), the staff member (Head of Year or Vice Principal, Student Life) conducting the investigation will share findings with those who will decide on the outcomes. Please refer to the concern level tables below (level 3,4 or 5).

Step 4: Based on the findings of the investigation and the hearing, a decision is made by the relevant staff member or the staff disciplinary panel as per tables below.

Step 5: The student then attends a disciplinary meeting where the sanctions are communicated. The student's tutor is also present at the meeting. If there is no investigation taking place, Step 5 follows immediately after Step 2.

All behaviour related meetings are supportive in nature. The tutor of the student (or the Head of Year in the tutor's absence) is always present at all meetings. The tutor and house mentors are also persons to support the student through conversations and guidance to learn from their mistakes. Any disciplinary hearing and/or meeting has to be recorded in iSAMS. Written communication to the student, their parents/guardians, and the National Committee where appropriate follows, preferably within 24 hours after the meeting.

The college believes that all students can learn from their mistakes and improve their behaviour. As such, the disciplinary level of each student will be reviewed every three months of the academic year (holidays are excluded). In cases when a student demonstrates positive behaviours and does not commit further breaches of the Behaviour Policy in the three months following a behaviour

Behaviour Policy	Version 4	Page 15 of 24
------------------	-----------	---------------

incident (excluding college holidays), the student’s disciplinary level can be lowered by one level. In order to determine this, the student has to send a written request to the Head of Year asking for the review to take place. In addition to the request, a recommendation by one member of staff (tutor or house mentor or teacher) has to be submitted, supporting the review.

Flow chart of the Disciplinary Procedure



Appendix 4 - Concern Levels

Concern level 1

<p>This level of escalation applies to an isolated incident which does not put the individual or members of the college community at risk. The list of examples is not exhaustive.</p>		
Examples	Procedure steps	Sanctions
<ul style="list-style-type: none"> *Being late for check-in in the first instance *Having unexcused absences *Being out of a student house after check-in in the first instance *Being late to return to campus *Failing to fulfil residential duties *Not respecting house rules or quiet time (<i>a more serious breach of house rules may be considered at a higher level depending on the behaviour</i>) *Use of inappropriate language 	<p>A level 1 breach will result in a conversation with the tutor or another member of staff and will be recorded on iSAMS.</p> <p>Where applicable, a restorative practice approach will be applied.</p>	<p>Verbal warning</p>

Concern level 2

<p>This level of concern applies to persistent patterns of inappropriate behaviour(s), failure to meet expectations identified in previous warnings or/and major violations of college’s expectations. The list of examples is not exhaustive.</p>		
Examples	Procedure steps	Sanctions (all apply)

<ul style="list-style-type: none"> *Repeated instances of Level 1 breaches *Accumulating 10 unexcused absences *Consumption or possession of tobacco, vaping or other related products at first instance *Possession of alcohol on /college property and college sponsored activities *Sexual activity in student rooms and any other shared or public spaces *Small damage of school property *Disrespectful behaviour towards a staff member 	<p>Step 1: Investigation and disciplinary hearing if applicable. If there is no need for investigation, a disciplinary meeting happens straight away.</p> <p>Step 2: Disciplinary meeting.</p> <p>Where applicable, a restorative practice approach will be applied without sanctions at the discretion of the Head of Year. The record of the process will be uploaded on iSAMS.</p> <p>The student is required to write a reflective statement which will be uploaded on iSAMS.</p> <p>In cases of substance misuse (tobacco or alcohol) the existing Welfare Plan will be updated to help the student to address the issue.</p>	<p>Letter to the student, their parents/guardians. The National Committee may be informed if applicable.</p> <p>Loss of privileges such as attending students' social events</p>
---	--	--

Concern level 3

<p>This level of concern applies to repeated patterns of inappropriate behaviours listed in level 1 or/and 2 or an incident which puts the individual or members of the college community at risk. The list of examples is not exhaustive.</p>		
Examples	Procedure	Sanctions (all apply)
<ul style="list-style-type: none"> *Repeated instances of Level 1 and Level 2 breaches *Consumption or being under the influence of alcohol on 	<p>Step 1: Investigation and disciplinary hearing if needed. If there is no need for investigation, a disciplinary meeting happens straight away.</p>	<p>Letter to the student, their parents/guardians. National Committee will be informed if applicable.</p>

<p>college property and college sponsored activities</p> <p>*Bullying</p> <p>*Sexual harassment</p> <p>*Violation of procedural health and safety regulations</p> <p>*Bringing the college into disrepute (risk of minor reputational damage)</p> <p>*Non-compliance with the ICT Acceptable Use and Digital Safety Policies</p>	<p>Step 2: Disciplinary meeting.</p> <p>Where applicable, a restorative practice approach will be applied without sanctions at the discretion of the Head of Year. The record of the process will be uploaded on iSAMS.</p> <p>The student is required to write a reflective statement which will be uploaded on iSAMS.</p> <p>In cases of substance misuse the existing Welfare Plan will be updated to help the student to address the issue.</p>	<p>Loss of privileges like attending students' social events.</p> <p>Loss of privilege of leaving campus for an agreed period of time.</p>
--	---	--

Concern level 4

<p>This level of concern applies to persistent patterns of inappropriate behaviour(s), failure to meet expectations in previous written warnings and/or a gross violation of college expectations. Incidents will be reported to external agencies (e.g. relevant local authorities, police) in accordance with the law and the expectations of authorities. The list of examples is not exhaustive.</p>		
Examples	Procedure steps	Sanctions (all apply)
<p>*Repeated instances of Level 1, 2 and 3 breaches</p> <p>*Theft</p> <p>*Major damage to the school property</p>	<p>Step 1: The parents/guardians of the student will be informed about the breach and the expected disciplinary process in advance.</p> <p>Step 2: An investigation and disciplinary hearing is led by the</p>	<p>Letter to the student, their parents/guardians. National Committee will be informed if applicable. The letter will outline conditions for the student to stay enrolled at UWC Atlantic.</p>

<p>*Bringing the college into disrepute (risk of significant reputational damage)</p> <p>*Physical violence</p> <p>*Gross violation of health and safety regulations</p> <p>*Sexual harassment</p> <p>*Possession, use, or being under the influence of drugs prohibited in accordance with UK Law. (Includes the deliberate inhalation of solvents).</p>	<p>Head of Year. The Student Disciplinary Board may attend.</p> <p>Step 3: Based on the findings of the investigation and the hearing, a decision is made by the staff disciplinary panel, which includes the Vice Principal, Student Life and one more Leadership Team member.</p> <p>Step 4: A disciplinary meeting takes place in order to communicate the decision.</p> <p>Step 5: Counsellors will be informed to support the student.</p> <p>The student is required to write a reflective statement which will be uploaded on iSAMS.</p> <p>In cases of substance misuse the existing Welfare Plan will be updated and a specific Individual Behaviour Plan (IBP) will be added to the Welfare Plan. This is to support the student.</p>	<p>Loss of privileges like attending students' social events.</p> <p>Internal suspension or</p> <p>Fixed-term exclusion - in cases involving physical violence and use of illegal substances</p>
---	---	--

Concern level 5

<p>This level of concern applies to gross violations of the college's expectations or persistent misbehaviour including non-compliance with the conditions given at concern level 4. Incidents will be reported to external agencies (e.g. relevant local authorities, police) in accordance with the law and the expectations of authorities. The list of examples is not exhaustive.</p>		
<p>Examples</p>	<p>Procedure</p>	<p>Sanctions</p>

<p>*Persistent patterns of misbehaviour</p> <p>*Consumption and possession of A class drugs</p> <p>*Dealing of drugs</p> <p>*Sexual harassment</p> <p>*Sexual assault</p>	<p>Step 1: The parents/guardians of the student will be informed about the breach and the expected disciplinary process in advance.</p> <p>Step 2: The Chair of the Education, Safeguarding and Wellbeing Committee is notified.</p> <p>Step 3: An investigation is led by the Vice Principal Student Life and the Head of Year.</p> <p>Step 4: The hearing is led by the Principal. The Student Disciplinary Board may attend.</p> <p>Step 5: Based on the findings of the investigation and the hearing, a decision is made by the staff disciplinary panel that consists of the Principal and one more Leadership Team member.</p> <p>Step 6: A disciplinary meeting takes place in order to communicate the decision.</p> <p>Step 7: Counsellors will be informed to support the student.</p>	<p>Fixed-term exclusion</p> <p>or</p> <p>Permanent exclusion</p>
---	---	--

Please note that sexual harassment may lead to disciplinary consequences at levels 3, 4, and 5

Appendix 5 - The Appeal Process

A student and their parents/guardians have a right to appeal a permanent exclusion on the grounds of due process/procedures not being followed.

Composition of the Appeal Panel

- The appeal panel should consist of a minimum of 3 governors or co-opted Board Committee members.
- The Chair of the appeal panel will be a member of the Board of Governors appointed by the Chair of the Board of Governors.
- To assist with panel arrangements the Board of Governors will periodically appoint a number of governors or co-opted Board Committee members to be called upon to act as members of the appeal panel. Wherever possible those governors would be members of the Education, Safeguarding and Wellbeing or HR committees and receive relevant training.

Combined Appeals

If two or more appeals are submitted for the same student case, the panel has the discretion to combine the appeals, or refuse any request for combination. The panel may decide to combine the hearings if it considers that it is expedient to do so, and in such cases the panel should check that no party objects to this approach. The panel must be aware of any potential conflicts of interests between the parties involved.

Timing of the Appeal

- The Principal's permanent exclusion letter will set out the deadline for lodging an appeal.
- The appeal panel should meet to consider an appeal no later than the 15th college teaching day after the day on which the appeal is received. Wherever possible two alternative dates/times will be offered. In exceptional circumstances, the panel has the discretion to extend the date of the appeal hearing.
- The college will have a period of 5 teaching days to provide all relevant information which will enable the circulation to all parties ahead of the appeal.

In Advance of the Appeal Panel

- The appeal panel should be scheduled in a suitable private venue. Mindful of the appeal parties, and the wider college community, appeal hearings should not be held at UWC Atlantic.

- The student and their parents/guardians/other representative are entitled to attend the hearing, but may choose to provide a written submission only.
- In addition, the student may request to bring friends/other representatives to the appeal meeting. This should be agreed with the panel in advance, having regard to a reasonable limit on numbers attending the meeting. To maintain appropriate independence and confidentiality, where requests are made for other UWC Atlantic students to attend the meeting, all arrangements should be made directly with them by the student submitting the appeal.
- Witnesses may be invited to join the appeal meeting by the panel, for questioning as deemed necessary to clarify any points relating to the case.
- Should any party attending the meeting foresee any additional support may be required e.g. translation or access needs, these should be submitted to the Clerk to the Board of Governors as soon as possible, and no later than 5 teaching days before the meeting.

The panel will endeavour to meet all reasonable requests.

- The Clerk to the Board of Governors should circulate all written evidence to all parties 5 working days before the panel, unless there are exceptional circumstances e.g. the appeal date moved forward at student/parent request. The Clerk must give all parties details of those attending the meeting, and their role, and notify them of the order of the hearing.

Conduct of the Appeal Hearing

- It is for the appeal panel to determine the conduct of the proceedings bearing in mind the need to enable all parties to present their case effectively. Following introductions and an explanation of how the panel proposes to conduct the hearing, the Chair of the panel will invite each party to state their case, usually with the Principal first stating the case for permanent exclusion, and then other parties stating the case for appeal.
- There will be an opportunity for questions by the other parties after each presentation. Panel members may ask questions to clarify an issue or elicit more information. Once both parties have stated their case, any other attendees at the meeting will be asked if they have any further comment to make.
- At the end of the meeting, the Chair of the panel will advise all parties regarding the time-scale for a decision to be reached. Unless further information is required, it is expected the decision would be communicated in writing (by email with original letter posted) by the end of the second working day after the closure of the appeal meeting.

Communicating the Decision

- The Clerk to the Board of Governors must advise all parties of the panel decision by the end of the second working day after the hearing. If both parents/guardians and student appealed, a decision letter should be issued to each party.
- It is the responsibility of the parent to ensure that appropriate support and guidance is offered to the student on receipt of the decision letter.
- Should the panel uphold the decision to permanently exclude, in certain circumstances they may choose to offer voluntary withdrawal rather than permanent exclusion. If applicable, this should be included within the decision letter and give a clear deadline for the submission of the withdrawal using the college 'Notification of Withdrawal Form' (normally the end of the second working day after issue of the decision letter). If a voluntary withdrawal has not been submitted by this deadline, the student will be permanently excluded.