

## Learner Disciplinary Procedure

### Purpose

Everyone should be able to learn in a positive environment. We want you to feel safe, respected and supported to achieve your full potential. Disciplinary Procedures aim to tackle anti-social behaviour before it becomes a serious concern. You need to know that if you do not meet behaviour expectations, action will be taken (which may include contacting your parent/care if you are 18 years of age or under your school/local authority if you are 14-16 years of age, have an EHCP or your employer if you are an apprentice).

**OMG will not tolerate anti-social behaviour and harassment. Examples of behaviour which may lead to disciplinary action are listed below. It is not a complete list, and there may be cases of other behaviour which may lead to disciplinary action.**

### Behaviour which could be treated as misconduct includes:

- Failure to participate in classes and engage in learning opportunities
- Failure to work towards the targets set by your tutor or submit work on time
- Failure to follow the reasonable instructions of a member of staff
- Dressing inappropriately or failing to wear the appropriate attire for the course
- Smoking or vaping on OMG premises in unauthorised areas
- Acting in a manner that disrupts the learning of others, including running, being loud in the building, playing music in the building
- Taking photos or videos of other students, staff or visitors or live streaming without their consent
- Disputes between students
- Causing minor damage to OMG or other property
- Littering
- Spitting
- Unauthorised use of the mobile phone in class
- Failure to remove hoods, caps and hats when asked
- Obstructing stairways
- Plagiarism (under exam conditions, this would be a serious matter)
- Behaving inappropriately at a College event/activity organised internally or externally towards others.

### Behaviour which could be treated as Serious Misconduct includes:

- Verbal assault, swearing and the use of abusive language
- Graffiti
- Theft
- Threat to others
- Breaking OMG's policies on the use of computers, emails, internet and social networking
- Serious damage to OMG property or the property of others
- Behaviour which could bring OMG into disrepute
- Cheating, plagiarism or copying of the work of other students
- Breaking conditions of a Stage 2 Learner contract
- Causing OMG actual or potential loss

- Using videos/pictures or material streamed live which was taken without consent to intentionally bully or harass others
- The distribution of material critical of OMG or any of its staff without good cause (including posts on social networking sites)
- Engagement in sexual activity at College

**Behaviour which could be treated as Gross Misconduct includes:**

- Dealing drugs or legal highs (including giving them to a friend)
- Having or using an offensive weapon
- Aggravated robbery
- Harmful sexual behaviour, including peer-on-peer abuse and assault
- Sexual harassment and upskirting
- Arson
- Engaging in or threatening terrorist activities
- Forgery, e.g. in order to obtain funds
- Breaking the conditions of Stage 3 or 4 Learner contract
- Accessing or viewing child pornography
- Bullying (physical and online), homophobic behaviour
- Gang-related violence

**Action can be taken upon the suspicion of any of the above activities.**

## Appendix A

The stages of the disciplinary procedure are as follows:

**Stage 1: Misconduct**  
**Managed by the classroom teacher**

Reminder of expectations  
Verbal response to misbehaviour and warning of further consequences  
Application of local interventions for misbehaviour and around support needs  
Written warning or Stage 1 Learner Contract  
If behaviour persists



**Stage 2: Misconduct**  
**Managed by Curriculum Manager**

Meeting with the Curriculum Manager  
Learner contract



**Stage 3: Serious Misconduct**  
**Managed by the Head of the Faculty**

Formal Disciplinary Hearing (with parent/carer/employer as required)  
Learner contract

**If the behaviour persists or is gross misconduct**



**Stage 4: Gross Misconduct**  
**Director**

Formal Disciplinary Hearing (with parent/carer/employer as required)  
Learner contract and/or Safeguarding Support Officer involvement or recommendation of  
permanent/fixed term exclusion