

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