

# FE Positive Behaviour Strategy & Policy

| BACKGROUND INFORMATION           |  |
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| Document Purpose                 | To inform and guide staff and students in expected standards of behaviour and associated process.                            |
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## 1. Purpose

The aim of this policy is to establish the expectations of Confetti students and to support staff when challenged by unacceptable behaviours. The policy defines the expectations we have of our students' behaviour and associated consequences should a student's behaviour fall below those expectations.

We ensure that discipline is consistent across Confetti, so that boundaries and sanctions are clear to all and are applied fairly, proportionately and without discrimination, considering Special Educational Needs and Disabilities (SEND), as well as any additional challenges that some vulnerable students may face. In such cases, support staff are integral to supporting students in maintaining standards of studentship. Some situations may also require multi-agency support which goes beyond the student's educational needs.

We recognise our legal duties under the Equality Act 2010 in respect of students with SEND. While all students identified with SEND are covered under this behaviour policy, we recognise that these students often require support which is different from that required by their peers. Advice will be sought from external agencies, where necessary, to assist with putting in place appropriate support strategies. These will be monitored and reviewed regularly. Members of the ALS team will support students on their caseload who are subject to disciplinary proceedings.

## 2. Positive Principles to Learning

### 2.1 - Principles and Approach

At Confetti, we are committed to nurturing a supportive environment which promotes the wellbeing of staff and students. It is the responsibility of Confetti to provide a safe and secure environment for students to develop their studentship.

As part of the Confetti pledge, our expectations are encapsulated by the Confetti 4 Rules which refer to our shared expectations regarding the studentship demonstrated by all our students.

- Be Here
- On Time
- Stay on Track
- Be Professional

Students are expected to act professionally while on the college premises and during any off-site activities as trips or enrichment projects.

## 3 - Student Expectations

To support student's progress into employment, but also to adhere with the Confetti 4 Rules, the following are a list of qualities and behaviours we expect from our students:

- To attend all lessons;
- To be punctual for all lessons and arranged activities;
- To submit all work by the assessment submissions deadlines;
- To be considerate, respectful and compassionate to the needs of themselves, fellow students, staff and visitors;
- To respect Confetti property and that of others. These could include IT, studios, classrooms / teaching spaces and personal belongings;
- To use Confetti property for approved purposes;
- To act professionally when representing Confetti;
- To conduct themselves appropriately in all forms of communication, including social media and online / virtual learning environments;
- To comply with reasonable requests or instructions from members of Confetti staff;
- To adhere to safety instructions from staff;
- To visibly wear Confetti student cards at all times for identification purposes, using the lanyards provided.
- To dress appropriately for a professional setting in the creative industry;
- To inform Confetti of any criminal proceedings or convictions that they are involved in whilst a student;

Failure to comply with the above expectations could result in further action being taken.

## 4 - Parental Support

We will invite parents and carers to attend meetings with staff to discuss behaviour issues and to support contracts to encourage sustained, positive behaviours. In addition to this, parents and carers will have the opportunity to speak to group tutors at parent's evening. For students over the age of 18, parents/carers will only be contacted with the consent of the student and where it is appropriate to do so. On rare occasions, there may be the need to contact parents without consent if there is a significant concern relating to the wellbeing of the student or others.

We work with parents and carers to understand the needs of the student and any specific behaviours. We believe that, in conjunction with behaviour boundaries and sanctions, effective support systems, recognition of good behaviour is an important part of building an effective learning community. The College will provide regular reports to parents and carers via the electronic student management system and at parent/carer events.

We encourage parents and carers to communicate with the College if they have a concern about the student's behaviour.

## 5 – Staff Expectations

All staff are expected to lead from example with their professional conduct and they are to remind students and define clear expectations throughout the year. This will be done during induction activities, classroom ground rules, tutorials and within normal lessons. **All staff members** are responsible for acknowledging, addressing and reporting issues.

Course Leaders have overarching responsibility for student behaviour on their course. Members of the Senior Management team will provide support and intervention where previous collaboration with parents, carers and student support are yet to yield positive results.

Tutors are responsible for managing behaviour in the classroom, but in the absence all Confetti ICT staff provide a supportive presence as the adult in the room. Meaning the challenging of any students who do not act respectfully and do not behave appropriately inside or outside of sessions.

Group tutors and Course Leaders are responsible for contacting parents by phone initially and by email where appropriate to arrange meetings and notify parents, carers and support staff.

## 5.1 - Staff Behaviour Structure

When instances have been raised the cases will be reviewed in the following structure.

- Group Tutor – Initial contact with the learner and parents
- Course Leader
- FE Manager (Senior Manager)
- Positive Behaviour Management Lead – Matt Gallagher
- Head of Further Education – Nathan Simpson

## 6 - Misconduct

Misconduct means inappropriate and unacceptable behaviour which breaches the Purpose of this policy. Some examples of behaviours which are unacceptable to the College are given below for guidance purposes. It is important to understand that even minor breaches of the code of conduct may be treated as serious misconduct if they are persistent or repeated.

The following examples of misconduct are regarded as unacceptable and are likely to result in disciplinary action and possible exclusion.

### 6.1 – Unacceptable Behaviour

**The following (non-exhaustive) list gives examples of Unacceptable Behaviour:**

- Unprofessional conduct including disruptive behaviour or conflict with others;
- Prejudice or discriminatory language or behaviours towards other students or staff – including social media, please see 6.5;
- Plagiarism, collusion or cheating, including the use of generative AI, e.g. Chat GPT or Gemini;
- Conduct which is intended or is likely to disrupt teaching, learning, examinations, recreational activities or any other activities undertaken by or within Confetti;
- Conduct which adversely affects or puts at risk the safety, welfare or wellbeing of others;
- Unauthorised use of recording technology – such as recording staff members without prior consent. For example on a phone or camera;
- Deliberate damage to Confetti property including equipment, furniture, classrooms or the property of others;
- Harassment or intimidating behaviour;

- Engagement in initiation, hazing or similar events/ceremonies;
- Anti-social behaviour while in class or on Confetti premises, including causing excessive noise;
- Behave in an unacceptable way during any internal Confetti process, including in relation to this policy, including bringing a complaint designed to harass or which is motivated by malice or which is seeking an unreasonable outcome; communicating with Confetti staff in an inappropriate manner; submitting inaccurate or false information; or a persistent refusal to accept a decision once a procedure has been exhausted;
- Submitting false claims against other members of the Confetti community in order to actively discredit an individual.

## 6.2 - Gross Misconduct

**The following (non-exhaustive) list gives examples of Gross Misconduct:**

- Alleged or committed criminal offences;
- Behaviour of a threatening, abusive, hostile, intimidatory or discriminatory nature, including domestic violence and abuse, bullying, assault, antisemitism, sexism, misogyny/misandry, transphobia, homophobia, sexual misconduct, racism and other associated hate incidents;
- Peer on peer abuse including online abuse;
- Possessing, supplying or dealing in illegal substances;
- Possession of offensive weapons, including 'training' or replica weapons airguns, BB guns or anything that can be used as a weapon or cause harm;
- Behaviour which poses a serious risk to the safety or welfare of others;
- Causing reputational damage or bringing Confetti, NTU or other associated organisations into disrepute.
- Organisation or participation in initiation ceremonies;
- Non-accidental damage to property, whether owned by Confetti or otherwise;
- False pretences or impersonation of others;
- Falsification of documents to gain an academic advantage, for example false evidence provided for to gain an assignment extension
- Falsification or misuse of records including certificates;
- Conduct which, by whatever means, seriously disrupts or prejudices the work or activities of Confetti and its community;
- Conduct which could bring the Confetti into serious disrepute;
- Repeated breaches of this Code, the Student Charter or other Confetti regulations;
- Failure or refusal to comply with a penalty previously issued for a breach of the Code

## 6.3 - Sexual Misconduct

**The following are considered as examples of sexual misconduct (this is not an exhaustive list):**

- Sexual intercourse or engaging in a sexual act without consent;
- Attempting to engage in sexual intercourse or other sexual act without consent;
- Sexual violence, rape or sexual assault;
- Stalking;

- Sharing or distributing private sexual and / or pornographic materials of another person without consent through any medium (for example: images, video, voice recordings, text message, letters, emails, etc);
- Intimidation, or promising resources or benefits in return for sexual favours;
- Kissing without consent;
- Touching inappropriately without consent;
- Inappropriately showing sexual organs to another person;
- Making unwanted remarks of a sexual nature.

## 6.4 - Drugs

Confetti will not tolerate drug use of any sort on Confetti property or during off-site activities. College takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or is harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

**Prescription drugs:** carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

**Non-prescription drugs:** some over-the-counter drugs can be harmful if misused. Students should not carry these in college.

**Medication:** Confetti acknowledges that it may be necessary for some students to take medication while at Confetti. Where appropriate, parents and carers should make the Confetti aware of this in writing as soon as their dependent starts taking the medication.

**Alcohol:** consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded regardless of their age.

All of these rules also apply when travelling to and from college or when engaged in learning activities away from college premises e.g. 'Do It for Real' events

## 6.5 - Social Media

Students who use social media software on Confetti computers must be aware that their activity is being monitored. If students engage with inappropriate, discriminatory or abusive behaviour when using our IT systems, this is likely to result in disciplinary action. This will include the use of emails, Microsoft Teams, Moodle and any other virtual learning environment (VLE).

Students who use their personal devices or social media accounts to send inappropriate images or messages may also be subject to disciplinary proceedings or police action. This list is not exhaustive but does include:

- Facebook
- Instagram
- X (Formally known as Twitter)
- Microsoft Teams

- Reddit
- Discord
- Snapchat

This does include where students are onsite or offsite.

## 6.6 - Incidents outside of Confetti

Any incidents which take place outside of the Confetti premises including using personal social media that affect Confetti learners will be handled and dealt with internally in line with this policy. Should Confetti staff be aware of any concerning misconduct taking place outside of Confetti, we may advise victims to contact the police, refer such incidents to the Safeguarding Team which may also involve contacting the Police.

## 7 – Positive Behaviour Framework

Where students fail to meet expectations or are in breach of the college code of conduct then action will be taken. If the student is under 18, parents or carer will be involved in the disciplinary process, informed of any warnings and will be invited to all disciplinary meetings after Stage 1. Should students be in receipt of support from Student Services, they will also be involved within the process which may include being present within a disciplinary meeting. Some students who have significant support needs may require student to advocate on their behalf. Where this is the case, a Student Services team member may be able to do so with permission from the student.

Should a student fail to attend the meeting, a decision relating to the incident, or the proposed sanction can be made in the student's absence.

A contract is used as a way of presenting and delivering the process in a clear and measurable way. There are three formal warnings before a student may be excluded. The stages of the disciplinary framework are as follows:

### 7.1 - Informal Warnings on Day-to-Day Behaviour

Personal Tutors will monitor student progress and contact students to address any minor issues on a daily basis, if applicable this should be noted on FileMaker to track if the issues persist. Should there be instances of [Unacceptable Behaviour](#) the team must adhere to the following process:

### 7.2 - Disciplinary Stages

#### Stage 1: Initial Concern

The Personal Tutor will request a disciplinary via the FileMaker disciplinary button. They will discuss their concerns with the student which will be recorded in the Disciplinary section once the Course Leader has approved within a student's monitoring record. Targets for improvement will be negotiated and shared with parents (if the student is under 18) and nominated support staff. Cause for concern will also be used to promote positive changes towards behaviour and reengage learners who may need guidance with targets to improve.

If there is no improvement:



### Stage 2: First Formal Warning

The Course Leader will arrange to meet with the student, parent / carer and Student Services staff (where applicable). The meeting will be held in person. During the meeting, targets for improvement will be negotiated including measurable criteria to fulfil. Please note that failure to invite parents / carers where students are under 18 will not satisfy completion of this stage and is unlikely to progress to stage 3. Should this occur, course leaders will be instructed to re-issue the stage 2 with involvement with parents.

If there is no improvement:

### Stage 3: Second Formal Warning

A stage 3 will be set up by a member of the Senior Management Team (SMT), a FE Manager, the course leader is to arrange a meeting with the student, parents / carers, FE Manager and ALS staff (where applicable). The meeting will be led by a FE Manager and review previous performance and new targets will be negotiated. Failure to meet targets within a stage 3 will result in a temporary suspension from some or all sessions depending on the nature of the issue. The students will receive a new contract containing further targets to improve.

If there is no improvement:

### Stage 4: Final Formal Warning

The student, parent / carer and a member of the Student Services team (where applicable) will be required to attend a formal meeting with a FE Manager and potentially the Head of Further Education. A final contract will be drawn up by Positive Behaviour Lead (Matt Gallagher) with specific targets to improve within an appropriate timescale. Failure to meet targets set out during this stage is likely to result in suspension.

### Suspension

Should a student be suspended because of an instance of Gross Misconduct or persistent failure to meet agreed disciplinary targets, they will not be permitted to enter the building until a panel has met to discuss the case including any further investigation. The student will be invited to attend a Suspension Review meeting within 5 – 10 working days from the date of the incident or previous disciplinary meeting.

The Suspension Review meeting will include a panel consisting of a member of Senior Management, Student Services staff (where applicable) and the Course Leader. The decision will be made as to whether the student is permanently excluded or conditions for their return. This is typically communicated during the meeting or within 24 hours.

Where students are involved in criminal activities or are suspected of having broken the law, the police may be involved within the disciplinary process.

**Note that it is possible to skip some of the stages outlined above, depending on the severity of the situation.**

**There may be occasions where a stage may be repeated or extended to encourage sustained, positive behaviour, particularly where escalation is inappropriate.**

From Stage 1, students will receive written correspondence outlining the position within the behaviour framework.

In more serious cases, there may be the need to investigate a case to determine facts and obtain further evidence such as statements and CCTV footage. If the offence is deemed serious enough, then action to suspend or exclude may be taken immediately.

Students have the right to invite an impartial friend or relative to support them in any disciplinary meetings arranged. If they are under 18, parents / carers will be informed and invited to disciplinary meetings. Confetti reserves the right not to engage with the student's supporter if, in the view of panel members, they do not behave in an acceptable manner or respect the nature of the role.

### 7.3 - Penalties for Gross Misconduct

Upon deciding whether to impose a penalty or sanction, and the nature of such penalty or sanction, the Disciplinary Panel will consider the seriousness of the offence, any mitigating factors, any record of previous misconduct, the impact upon the victim and the wider Confetti community and shall be mindful of the need for fairness and proportionality.

The sanctions and penalties which may be imposed in respect of Gross Misconduct may include one or more of:

- A requirement that the Student makes a formal apology reflecting on their actions to those affected by their misconduct
- A written warning which will remain on the Student's file until the end of the academic year
- A requirement to meet in full or part the cost of making good any damage caused by or as a result of the misconduct
- Suspension from specified academic, extra-curricular or other privileges
- Complete suspension from studies and exclusion from Confetti premises or any part of them for a fixed period
- Termination of all studies and formal expulsion from Confetti on a permanent basis
- Students will be escorted offsite; this can be done by any member of staff.
- Any other outcome as deemed reasonable by the Disciplinary Panel

## 8 - Support and Advice

Students who are subject to the disciplinary procedure are welcome to contact the Student Services Team during the process. The team can support students or signpost to alternative services. In some cases, it may be appropriate for students to meet with a member of the Student Services Team, during a period of suspension. If this is the case, the student can attend by appointment only.

The Student Services Team can also accompany students into a disciplinary meeting. Where this is the case, the student is expected to speak on their own behalf. The role of the Student Services Team member would be to support in the negotiation of targets or to signpost to appropriate external services.

## 9 - Governance

All discipline is reviewed, between levels and serious cases are reviewed in FE Managers, Engagement meetings weekly. Final exclusion will be done with a panel and final decision with Head of FE.

## 10 - Appeals

Students have the right to appeal any stage of the disciplinary process.

Appeals might include cases of written or verbal warnings, suspension or exclusion. In all cases, for an appeal to be recognised, it must be made in writing and within ten working days of official letter or email communication:

Should the students wish to do so, they should email [disciplinaryappeals@confetti.ac.uk](mailto:disciplinaryappeals@confetti.ac.uk)

Alternatively, please write to:

Disciplinary Appeals  
Confetti ICT  
Convent Street  
Nottingham  
NG1 3LL

Should the student wish to contest a disciplinary decision, the decision or the penalty imposed by either the Investigating Officer, Head of Further Education or the Disciplinary Panel, they are entitled to submit an Appeal on any of the following grounds:

- That there was a material failure by the Confetti to follow the procedures specified in this policy including that the level of sanction or penalty imposed is disproportionate; or
- Significant new or additional evidence is available that was not available during the investigation or disciplinary meeting (evidence to be submitted along with the appeal).

The Appeal Panel will consider whether the appeal has been made on one or more of the permitted grounds and within the prescribed timeframe and if so, whether the evidence or arguments put forward by the student have sufficient merit to justify invoking the formal Appeal procedure. In all cases, the Appeals Panel will consist of different membership from the Disciplinary Panel.

The student will receive a response within 10 working days from receipt. During this time, the appeals panel may wish to invite the student for a follow-up meeting or may request additional information. Please note that any suspension / exclusion will be upheld pending the outcome of the appeal.