

Author | Becky Flower
Contributors | Becky Flower
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RICHARD HUISH BEHAVIOUR POLICY

CONTENTS

1. Introduction	2
2. Interventions.....	2
3. Serious Breaches of Behaviour Procedure	3
4. Investigation.....	3
5. Potential Outcomes	3
6. Right of Appeal.....	4

1. Introduction

We aim to provide an excellent, studious and positive atmosphere for students to study in, including within our boarding accommodation. For a student to learn effectively and to feel safe, they need to behave appropriately and avoid disturbing other students.

The educational welfare of all students is our collective priority, to ensure their academic success. All students should feel safe, supported and able to complete their College studies. They should also know that any transgression or threat to this will be dealt with directly by the College.

Our college values place students at the centre of all that we do, aiming to create a culture that cares for the individual and treats everyone with respect. Our expectations regarding behaviour are therefore that everyone behaves with care, concern and respect for others and their property.

A high standard of student behaviour is expected in the following settings/situations:

- [a] the physical environment of Richard Huish College, including Oak House;
- [b] student interactions with staff and fellow students;
- [c] student interactions off-site, online, in hosted, in work placements or work experience.
- [d] in any other capacity whereby a student is representing Richard Huish College.

Students are asked to read and sign a Student Code of Conduct (Appendix A) that outlines our values and expectations to them. In addition, students in the Boarding House have an additional set of rules that are highlighted in their induction, handbook and in their Terms and Conditions.

We take any behaviour that contravenes our values and/or Code of Conduct seriously and breaches of these expectations will be dealt with using the procedures outlined in this policy.

2. Interventions

Academic – Academic and Pastoral

Student's attendance and academic performance is monitored regularly through our Academic and Pastoral systems (Appendix B). Parents/carers can expect to be kept updated on support plans and any contracts put in place to address poor attendance or performance.

Behaviour

For low level behaviour incidents, a comment will be logged on the Student Hub and parents informed where appropriate. In some cases, where a student continually exhibits low level inappropriate behaviour this may be escalated to a meeting with a senior member of staff.

In more serious cases (e.g. being under the influence of drugs or alcohol, violent behaviour, persistent parking violations, vandalism, peer on peer abuse, including on-line) it would be referred to the Serious Breaches of Behaviour Procedure (Appendix C)

3. Serious Breaches of Behaviour Procedure.

The immediate priority in all incidents is the safety and well-being of students and staff.

In the event of a serious breach of behaviour staff must inform the Duty Manager

The Duty Manager will then assess the incident and decide on the following:

- Do any student or staff member require medical attention.
- Do any student or staff member require any support from the Well-Being team or HR
- Are the college SEND team required to be involved due to any specific student needs.
- Does the incident need to be referred to the Senior Behaviour Panel (SBP) (Appendix C)

The Senior Behaviour Panel will meet the day of the incident to discuss the incident and evidence. The student may be asked to remain away from the college site whilst the incident is investigated and a decision is made. This process will be communicated to the student and parents/carers by a member of the panel. They will also be provided with a copy of the Behaviour Policy and made aware of the processes, possible outcomes and their right to appeal.

Whilst the investigation is going on registers will be marked accordingly with a Q. The teachers/tutor of the student will be notified, and work will be sent home. This will not impact negatively on the student's attendance.

The Senior Behaviour Panel will allocate the investigation to a senior member of the board or senior team.

4. Investigation

- Take a statement from the students(s) involved
- Take a statement from staff(s) involved
- Liaise with any external agencies, where appropriate

5. Potential outcomes

If there is clear evidence of a student seriously breaching our behaviour expectations regarding incidents of bullying, harassment, discrimination, violence, weapons, drugs or alcohol whilst at college or during a college-related activity, these are the potential outcomes:

- Student may return to college studies, with conditions imposed.

Examples of possible conditions:

- restorative meeting.
- Apology letter.
- Fix or replace anything damaged at their own expense.
- Accessing support agencies (internal or external)
- Behaviour contract
- Risk assessment for when they are on site

- A suspension,
This would be for a fixed term period and any time taken off whilst the investigation was being undertaken would be taken into account to minimise disruption to learning.

- Permanent withdrawal from college.

In the case of a panel's decision to permanently withdraw the students place at college this will be communicated to the Principal, (or Vice Principal Student Experience in their absence) who will make the final decision.

The Senior Behaviour Panel will also ensure that following a serious incident panel a reflection meeting will take place and a written incident report will be produced to ensure that the process has been clearly followed looking at any lessons learnt, feedback and any possible changes in practice if necessary.

This may involve work with external agencies, education-based reflection and restorative justice if appropriate.


6. Right of Appeal

In writing to the Clerk of the Governing body within 5 workings days where a Governor panel would be convened to hear the appeal.

Appendices

- A. Student Code of Conduct (2 pages)**
- B. Academic and Pastoral Flowchart**
- C. Serious Breaches of Behaviour Procedure (2 pages)**

A. Student Code of Conduct Page 1



STUDENT CODE OF CONDUCT

Richard Huish is a caring learning community which respects the right of each individual student to have a safe, enjoyable, and successful learning experience. As members of the College community, all students are asked to abide by our code of conduct as outlined below in line with our Huish Values.

Educational Excellence/Adding Value

- ▶ Participate actively and to the best of your ability in lessons and during your time at college.
- ▶ Attend punctually all required activities including lessons, tutorials, EnRICH, study skills sessions and academic tutoring.
- ▶ Complete assignments to the best of your ability and ensure that they are submitted, either online or in person, by the stated deadlines.
- ▶ Do not cause a distraction to others or disrupt the teaching and learning.
- ▶ Be available for college activities during the College day (9.00am – 4.40pm); personal appointments should be made outside these times, as should any paid work.
- ▶ Take any personal and family holidays outside college term times.
- ▶ Log on each day to your College IT account to read emails, check Teams messages and access important information.
- ▶ Use all college devices appropriately and for learning purposes.

Culture that cares/Students at the centre of everything we do

- ▶ Students treat all staff, visitors, and members of the local community with respect and in an appropriate and courteous manner.
- ▶ When using social media students behave in a courteous and honest way, respecting the privacy and feelings of others; and avoiding the use of names, contact details or images of other students or members of staff without permission.
- ▶ Dress in a manner which is appropriate for a college environment.
- ▶ Only use language in written and verbal communications that is polite and respectful.

Honesty and Integrity

- ▶ Students must not enter the college site or participate in activities under the influence of alcohol or drugs.
- ▶ No student visitors can be invited onto the College premises.
- ▶ Do not have in your possession: Weapons/Alcohol/Controlled (illegal) substances or misuse/supply prescribed drugs.
- ▶ Do not try to gain an advantage in your work by copying, plagiarising or cheating.

Working Collaboratively

- ▶ Students must comply with the college risk assessments, health and safety policy and fire evacuation procedures.
- ▶ ID cards must be carried by students at all times.
- ▶ Students must not access the College during holiday periods, unless under the supervision of a member of staff.

Environmental impact

- ▶ Students must respect the specified use and layout of spaces within the college, whether these be study or social spaces.
- ▶ No food or drink (other than bottled water) must be taken into lessons.
- ▶ Do not chew gum or drop litter around the college site.
- ▶ Smoking is not permitted anywhere on the College site, (vaping is permitted in the designated area).

A. Student Code of Conduct Page 2

ATTENDANCE & PUNCTUALITY

- Be respectful, professional and mature, behaving in a way that promotes a cooperative, positive and productive learning environment.
- Participate in all learning activities and complete at least 12 hours independent study, outside lessons, each week.
- Have full attendance; we expect above 90 per cent. If absent, make sure you (or a parent/carer) contacts the attendance team and follows procedures to authorise all absences. Do not take holidays in term time.
- Sign out at reception if you have to leave college during your timetabled day and will miss lessons as a result of illness or other emergency.
- Report to reception if a member of staff does not arrive at a scheduled lesson after 10 minutes and you have not received instructions from elsewhere.
- Be punctual for all classes, including tutorial, bringing essential equipment with you, and completing the required independent study.

PARTICIPATION & COMMUNICATION

- Make sure that the work you submit for assessments is your own. Complete work to the best of your ability and meet all deadlines. Seek help when you need it and take up the support offered.
- Avoid working for more than ten hours a week in any part-time job during term time, as it could impact on your learning.
- Check your college email regularly. Take responsibility for keeping up-to-date with all college communication, including Huish, Student Bulletin and Team.
- Take opportunities to contribute to the learner voice process, student union and wider college enrichment, clubs and societies. Participate in trips and visits, where possible.
- Take pride in the college and surrounding local environment: keep all areas clean, tidy and free from litter. Do not eat or drink (except bottled water) in any classrooms or in the library. Seek permission from a member of staff before distributing any flyers or posters.
- Pay all fees and charges promptly, or seek bursary or financial support from Student Services. Respect the property of the college, its staff, other students and visitors.
- Be polite and respectful in all interactions and be aware of the way in which your behaviour and communication impacts on the reputation of the college.

SAFETY & SECURITY

- Carry your ID badge at all times while at college and show it if asked by any member of staff. Do not allow anyone else to use your ID card: if lost or stolen, report this to reception and get a replacement.
- Ensure all visitors have signed in at reception, and do not socialise on site with people who are not Huish students. Inform a member of staff immediately if non-students are on the premises.
- Report inappropriate or unsafe behaviour, including bullying and harassment, both on and off-line. Avoid using inappropriate language which may offend others.
- Take responsibility for your use of IT and only use mobile phones, ear buds and other devices in lessons and tutorials as instructed by staff. You must make sure that such usage is safe, responsible and legal, taking note of the college's "IT Acceptable Use" policy.
- Treat college as a place of work. You must not consume or be under the influence of alcohol or drugs whilst on site or be in possession of any alcohol, drugs, illegal/psychoactive substances or offensive weapons.
- Follow all other Huish policies and procedures, as published on the main college website and always follow instructions from a member of staff in relation to Health & Safety and site security procedures.

COLLEGE CONTRACT

- As a Huish student I understand my responsibilities as a member of the college community and a partner in the learning process.
- I agree to uphold the values outlined in the college contract and to meet all commitments within the student code of conduct.
- I am aware that I am expected to maintain these positive standards of behaviour throughout my time at college, and that failure to do so is likely to result in disciplinary procedures, including being asked to leave.

SIGNED: _____

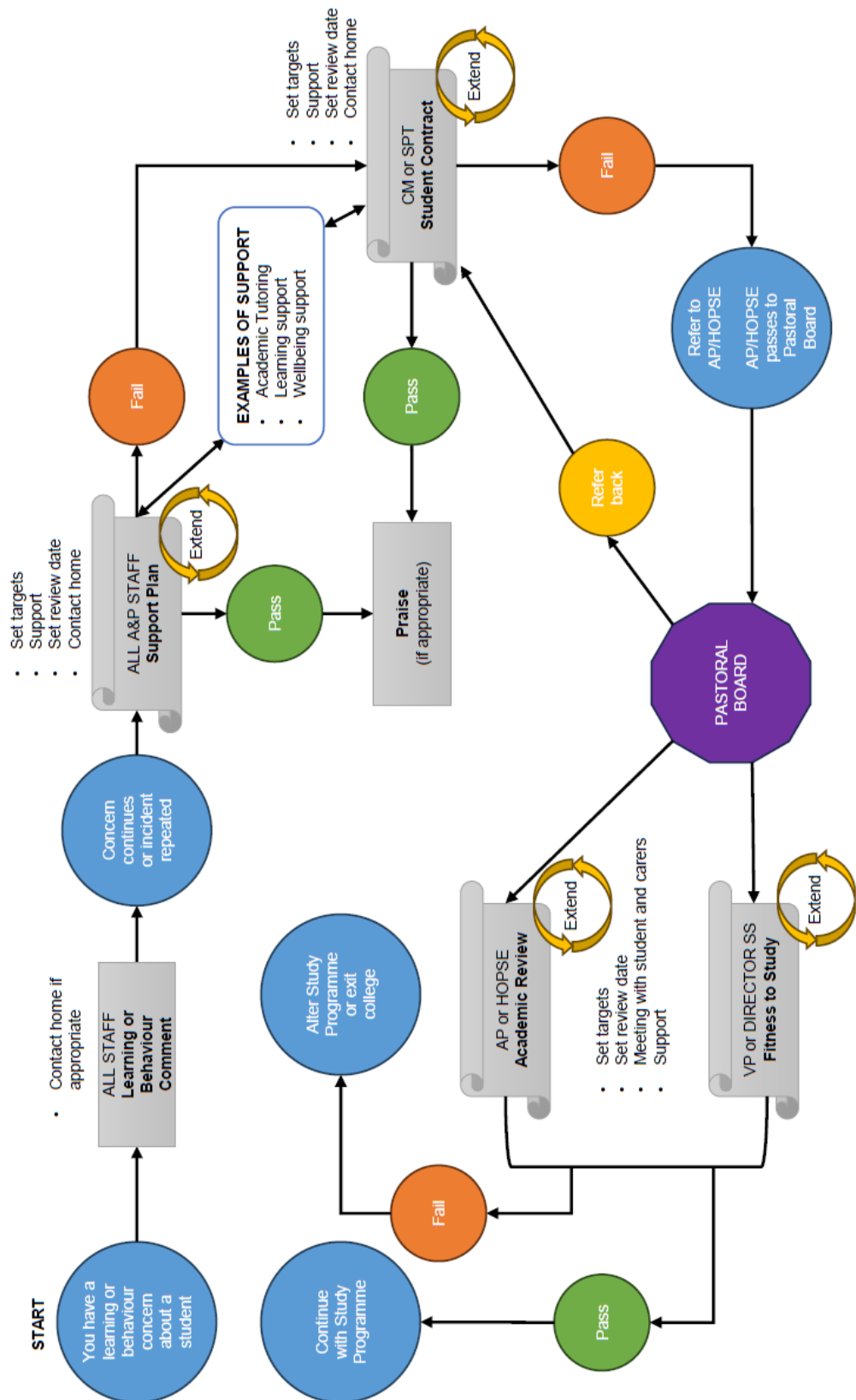
DATE: _____

PLEASE EMAIL THIS FORM TO THE FOLLOWING ADDRESS: codeofconduct@richuish.ac.uk

B. Academic and Pastoral Flowchart



Academic & Pastoral Flowchart



C. Serious Breaches of Behaviour Procedure Page 1

Serious Breaches of Behaviour Procedure

Procedure to follow in the case of a suspected breach of the Student Code of Conduct and or College Values as referred to in the Behaviour Policy.

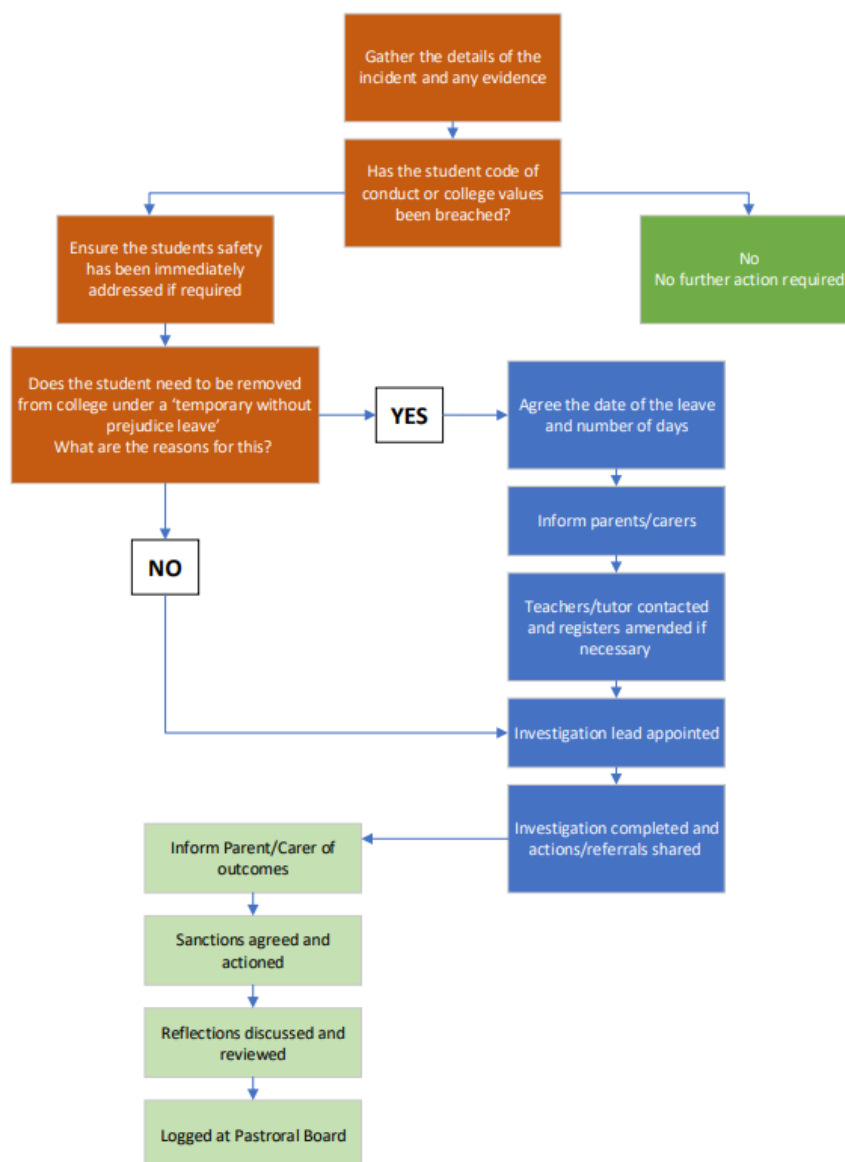
In the event of a serious breach of the code of conduct, either in the college, boarding house or online the Senior Behaviour Panel will be called by either the Duty Manager or the senior member of staff involved.

Members - must be 3 of the following:

- VP Student Experience
- Designated/Deputy Safeguarding Lead
- HOPSE
- Assistant Principal
- Director of Quality
- Potentially the Learning Support Manager /Boarding House Manager if appropriate

Those members not involved may be required if an appeal is submitted

BREACHES BEHAVIOUR FLOWCHART



C. Serious Breaches of Behaviour Procedure Page 2

Pastoral Panel for Serious Breaches of the Student Code of Conduct			
Student Name			
Date and location			
Details of the Incident and evidence			
Which aspect/s of the Code of Conduct have been breached?			
Staff involved			
Has the immediate safety of the student/s been addressed?			
Does the student need to be removed from college under a 'temporary without prejudice leave'?			
What are the reasons for this?			
Date of removal and number of days			
Have the parents/carers been contacted?			
Teachers/Tutor contacted			
Register Amended if necessary			
Investigation Lead			
Statements collected from: Student * *			
Investigation outcome by the panel.	Return to college, no further action required. Return to college studies, with conditions imposed. A suspension Permanent withdrawal from college.		
Further actions/referrals to external agencies			
Serious incident reflection/ written incident report completed.		Actions	