

A GUIDE TO POSITIVE INTERVENTION & DISCIPLINARY PROCEDURE FOR FURTHER EDUCATION (FE) STUDENTS

We are pleased that you have chosen to be part of the South Devon College community and will do everything we can to ensure that the time spent with us is a happy one. We are aware that sometimes things can go wrong and that additional support is needed, and this is where Positive Intervention (PI) comes in.

What is Positive Intervention?

Positive Intervention is a team of people within the college that offers emotional and pastoral support to help learners achieve their potential, stay on course and develop personal and social skills in preparation for employment or further education. We work hard to support personal welfare and wellbeing, and can put you in contact with other supporting agencies if needed.

Further examples of the support we offer include guidance on housing issues, anxiety & depression, sexual health and keeping safe online.

All contact with the Positive Intervention team is kept confidential unless there are safeguarding concerns, but we will keep you informed every step of the way.

All PI team members are designated safeguarding workers.

Disciplinary Procedures:

When following the disciplinary procedure, our prime concern at all times is student welfare and achievement.

Pastoral referrals are usually made for people who may be struggling in some areas at home or college and need someone to talk to for a little bit of extra support. You can be referred by a tutor or drop into the office on level 3, room 3.131 (opposite Helpzone) and speak to someone or arrange a meeting.

Attendance:

- **Amber Alert Attendance** referrals are the lowest level of disciplinary for attendance and this is usually used when your attendance is starting to slip or you are regularly turning up late for lessons. Your personal tutor will arrange to meet you and you may set targets or sign a contract.
- **Stage 1 Attendance** disciplinary referrals are raised if you fail to improve on previous targets and this is more serious than an amber alert. Again, you will meet with your personal tutor and set targets and you may be asked to sign an acceptable attendance contract. If you fail to improve after the stage 1 meeting it is more serious and you will then be escalated to a stage 2.
- **Stage 2 Attendance** disciplinary referrals are raised when you continuously fail to improve, despite earlier intervention by your college tutor and this is dealt with by a member of the College Leadership Team (usually your section head or Head of Tutorial & Learner Progress). You will set targets and may be asked to sign an acceptable attendance contract.
- **Stage 3 Attendance** disciplinary referrals are the last stage of the College Disciplinary Procedure and are extremely serious. You will initially attend a meeting with a member of the College Leadership Team and they will further explain the process to you (this can be done face to face or over the phone). You will then be invited to a panel meeting with a Senior Leadership Team Member, (Assistant

Principal), a College Leadership Team member (Section Head) and/or another appropriate person. If you are under 18 your parent/guardian will be invited to attend also. The meeting will give you a chance to present your case to the panel and you are invited to bring a companion to this meeting. The outcome of this meeting is decided by the panel after reviewing the evidence presented by staff members and hearing your version of events. You will either be invited to return to College with a final warning or alternative course arrangements will be made if deemed appropriate.

Following the stage 3 disciplinary, any further breach of South Devon College's Positive Intervention & Disciplinary Procedure or the conditions of your reinstatement will result in exclusion.

Behaviour:

- **Amber Alert Behaviour** referrals are the lowest level of disciplinary for behaviour and this is usually used if you have broken College rules in a minor way and could be anything from using inappropriate language to not submitting work on time. Your personal tutor will arrange to meet you and you may set targets or sign a contract.
- **Stage 1 Behaviour** disciplinary referrals are raised if your conduct fails to improve or if you have behaved in a way that means you should be referred straight to a stage 1. Again you will meet with your Personal Tutor. This is more serious than an amber alert and you will set targets and may be asked to sign an acceptable behaviour contract. If you fail to improve after the stage 1 meeting or it is more serious, you will then be escalated to a stage 2.
- **Stage 2 Behaviour** disciplinary referrals are raised if you continue to break College rules or you have behaved in a way that means you should be referred straight to a Stage 2 disciplinary. You will meet with a member of the College Leadership Team (usually your section head or Head of Tutorial & Learner Progress) who will work with you so that you can address the issues. You will set targets and may be asked to sign an acceptable behaviour contract.
- **Stage 3 Behaviour** disciplinary referrals are the last stage of the College Disciplinary Procedure and are extremely serious. This can be issued due to an escalation of behaviours or due to an act of gross misconduct. You will initially attend a meeting with a member of the College Leadership Team and they will further explain the process to you (this can be done face to face or over the phone). If deemed necessary, you may be suspended pending the investigation into the allegations against you. You will then be invited to a panel meeting with a Senior Leadership Team Member, (Assistant Principal), a College Leadership Team member (Section Head) and/or another appropriate person. If you are under 18 your parent/guardian will be invited to attend also. The meeting will give you a chance to present your case to the panel and you are invited to bring a companion to this meeting. The outcome of this meeting is decided by the panel after reviewing the evidence presented by staff members and hearing your version of events. You will either be invited to return to College with a final warning or alternatively they may consider that your conduct is so serious that they are required to exclude you from the College.

Following the stage 3 disciplinary, if you are reinstated, any further breach of South Devon College's Positive Intervention & Disciplinary Procedure or the conditions of your reinstatement will result in exclusion.

Appeals:

You have the right to appeal any decision made as part of the disciplinary process. If you wish to do this, talk to your personal tutor who can explain the process further.

Further PI Support Services:

Counselling Service

The college provides a counselling service. Checkpoint supports our service, and is available to all students aged 16+. Any learner can access this service and you can do so via a referral form within the Positive Intervention office. This is a confidential service.

Sexual Health

The C Card service is available to all students in the Positive Intervention office on a drop in and/or appointment basis. Learners can register to access condoms; ask for chlamydia testing or advice and guidance on sexual health including building positive relationships.

Young Adult Carers

Caring can start at any age, so there are separate services for carers aged under 25. Torbay Young Adult Carers (TYAC) seek to establish whether there is an impact on younger family members when they support people with care and support needs. TYAC will work with those aged between 16-25 to help them to cope better with their caring role. Every other Wednesday there is a 'drop in' session 10.00am to 2.00pm in Helpzone.

Students In Care & Care Leavers

At South Devon College we understand that as a young person in care or leaving care you may be in need of additional support to help you achieve and realise your education and career goals. At South Devon College you are able to get support with finding the right course for you, finding employment to support your studies, researching your future career and help with financial welfare whilst at college.

Helpzone

Visit Helpzone if you want information on Courses and Careers. You can access impartial information, advice and guidance to help you choose the right course, whether you're a school leaver, studying with us already or thinking about university or future employment. Helpzone can support you with Finance, Travel and Housing - drop in to find out more.