



CLC Student Conduct Policy

Context

This Policy sets out the standards of conduct that we require of our students and the College's approach to dealing with allegations of student misconduct.

City of London College (CLC) is a relatively small institution with individuals studying and working closely together as part of the College community. In order for such a community to function effectively, and to seek to ensure that all its members (students and staff alike) enjoy an environment conducive to teaching, learning, research and a positive experience, students are required to meet certain standards of conduct.

1. Student Standards of Conduct:

All CLC students are required at all times (not just during term time and including whilst on College activities such as placements and field trips) and both while on and off College premises, including College-managed accommodation, to behave as responsible members of the College community, and to represent and uphold the good name of the College. They are expected to familiarise themselves with and act according to the following standards:

- safely, and with regard for the safety of others;
- with civility, consideration and respect for others in the College and the local community; and
- in accordance with all College policies, rules and regulations, and all applicable laws.

2. CLC has a zero tolerance approach to violence and harassment in all its forms. Misconduct includes but is not limited to:

- bullying, harassment or discrimination against another person, including the use of discriminatory language;
- physical, written, or verbal abuse or intimidation against another person, including in communications via social media;
- sexual harassment, violence or abuse;
- any act which brings or threatens to bring the College's reputation into disrepute;
- disruption of or improper interference with the academic, administrative, sporting, social or other activities of the College;
- damage to or theft of property from the College or members of staff or students;
- vexatious, reckless or malicious allegations against other students, staff or members of the public;

- persistent failure to respond to or comply with formal disciplinary sanctions imposed under the

3. Disciplinary Procedures or other College policies and procedures;

- criminal or other activities that have a bearing on the student's participation in the College or provide a risk to other students, staff or other users of the College's services;
- misuse of alcohol, drugs and legal highs;
- unacceptable behaviour or actions as set out in other policies, procedures and regulations of the College including but not limited to those listed in paragraph 5 below.

4. The College will seek to promote and facilitate good student conduct through education, support and positive encouragement, however where these approaches or other informal action are not sufficient we will institute formal disciplinary action. Once formal disciplinary action has been instituted, a case will be concluded even if the alleged perpetrator is no longer a student of the College.

5. Alleged failures by students to comply with the standards of conduct may result in the College taking action under the Student Disciplinary Procedures and/or such other College procedures as it considers reasonable and appropriate. These include:

- Professional Suitability and Professional Conduct Policy.
- Fitness to Study.
- Student Drug and Alcohol Policy.
- College Academic Regulations and Procedures.
- Disclosure and Barring Checks Policy and Procedure.
- Freedom of Speech Policy. • Health and Safety Policies.
- Bullying and Harassment Policy.
- Hate incident reporting.
- IT Acceptable Use Policy.
- Rules for students in College accommodation.
- Library Rules.
- Social media guidance.

The College CEO will determine the appropriate procedure to be followed in any matter.

6. The College has a three-stage process for dealing with alleged student misconduct as follows.

7. Level One Disciplinary Action (Initial Formal Interventions).

Level 1 normally involves intervention by staff at an early stage when an incident occurs or issue arises which is relatively contained and minor, with the aim of addressing it as quickly and as close to the source as possible. Possible sanctions include:

- verbal or written warnings;
- requirement for a formal apology;
- reparation to the College or individual in respect of loss caused by the misconduct;
- seizure and retention for a period of time, or confiscation without compensation, of items, for the purpose of maintaining the safety and wellbeing of others;

- removal of access to a service provided by the College or to the use of specified facilities for a given period of no longer than one week.

8. Level Two Disciplinary Action (Formal Review)

Level 2 is for cases where action at Level 1 has failed to resolve matters, persistent offenders or behaviour which is too serious to be dealt with at Level 1. Level 2 will be managed by Student and Partnership Services and sanctions that can be imposed by the Director of Student Engagement and Success in addition to those available at Level 1, would include financial penalties of up to £200.

9. Level Three Disciplinary Action (Formal Disciplinary Hearing)

A matter that cannot be concluded appropriately at Level 2 or a matter concerning an allegation of gross misconduct will be dealt with at a disciplinary hearing by a disciplinary panel chaired by a senior member of the College normally nominated by the Director of Student Engagement and Success. Sanctions that can be imposed at this stage, in addition to those available at Level 1 and 2, include suspension, exclusion and expulsion from the College.

10. Temporary suspension or exclusion

Temporary suspension of a student from their studies and/or related activities such as placements, or temporary exclusion from College premises, and/or College-managed accommodation, as a means of mitigating risk, is possible at any stage of the Disciplinary Procedures. This is not a disciplinary penalty, but is available as a neutral act to mitigate risk.

11. The College is committed to conducting all levels and stages of its disciplinary procedures fairly, consistently, transparently and proportionately. Support and guidance is available to students who are involved at any stage of the procedures from the Student Welfare Officer.

12. Other related and relevant policies include:

- CLC Charter
- Complaints Procedures
- Equality and Diversity Policy
- Student Alcohol and Drugs Policy

Policy Review

This policy will be reviewed on an annual basis, or if there is a change in legal or other business or academic related requirement.

<i>Review date</i>	<i>Description</i>	<i>Reviewer</i>
October 2024	Student Conduct Policy	Academic Director

Document history:

<i>Version date</i>	<i>Description</i>	<i>Author</i>
28/11/2016	Policy approved and accepted by Academic Board	Task and Completion Committee
28/11/2017	Student Conduct Policy	Academic Director
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28/11/2021	Student Conduct Policy	Academic Director
30/11/2022	Student Conduct Policy	Academic Director
30/10/ 2023	Student Conduct Policy	Academic Director

APPENDIX 1 - Student Policy Team Data Privacy Summary

The Student Policy Team needs to collect, share, store and use data on students and others so we can identify, investigate and manage cases that fall under our policies. Due to the nature of our policies, the data is held and used under the agreement signed by students at registration. A lot of the data we'll store will be personal sensitive data. We will always treat personal data with care.

Sharing Inside CLC

We need to talk to and share data with other individuals and teams within CLC in order to effectively manage cases, but will do so sensitively. In general, we share information only on a need to know basis. We will provide staff in CLC services and departments with the factual information they need to do their jobs, and we'll ask for information from other CLC services for a specific purpose.

Sharing Outside CLC

We will not normally give information to third parties who ask for it, except with express permission, or when we are legally allowed to do so. (Third parties include GPs, parents, placement providers, the Police, Students' Union advisers, friends, and landlords). If a student's conduct may be in breach of the criminal law, the College may refer this to the Police.

If we judge there's an immediate threat to a person's vital interests, we will provide relevant information to a student's emergency contact, the police, or another external agency.

There may be times when we might decide that it is appropriate to discuss professional suitability matters and their outcomes with third parties or refer matters to them. These third parties may include professional, statutory or regulatory bodies or placement providers, and agencies such as social services, the Disclosure and Barring Service, or the NHS Counter Fraud Service. If it is not clear whether we should share information, we will normally be guided by what will benefit the

student, or by our legal or statutory obligations.