Student Inclusion and Disciplinary Flowchart Covid-19 Addendum 2019/20

Concern about progress, attendance or behaviour. If student is a Care Leaver/LAC or there is a safeguarding/wellbeing concern inform Safeguarding Co-ordinator or ALS Co-ordinator if receives ALS. If concern/incident involves bullying or harassment inform manager and duty safeguarding officer. Where student is invited onsite to complete work or receive face to face support immediate action should be taken where social distancing and college processes are not followed. Additional guidance regarding Covid-19 highlighted in red.

Staff member communicates with student to agree an action plan.

Action plan is agreed as complete.

Conditions of action plan are not met.

Informal Stage – informal verbal warning by teacher/SAM. Record on ProMonitor comments (college)/Dashboard (L6FC).

Includes first reminder to student not following Covid-19 safety rules, where behaviour is not misconduct.

Conditions of action plan or **immediate verbal instruction** are not met.

*Student can appeal at any stage of the process. Appeals will be heard by CM/ Deputy DoF for informal and stage 1; AP/DoF for Stage 2; DP/Principal (L6FC) for stage 3.

Formal Stage 1 – Formal verbal warning by teacher/SAM.

Onsite: Student does not follow guidance after immediate verbal instruction. Staff member informs student that a continuation will result in a request to leave site. Follow below.

Off-site behaviour concern follows below.

Staff member informs parent/ carer (16/17yrs or student has additional needs).

Inclusion action plan is agreed and risk-rating changed to amber by manager. Manager to ensure update of ProMonitor meetings (college)/Dashboard (L6FC) including any documentation.

Outcome is confirmed to student and parent/carer in writing to include a copy of the action plan by Chair of meeting.

Follow up within agreed timescale.

Conditions of action plan are not met follow formal stage 2.

Serious Misconduct (e.g. Bullying, spitting)

Gross Misconduct (e.g. Possession of prohibited substances

If required, cooling period or suspension pending investigation will be agreed with student and parent/carer (16/17yrs or student has additional needs) with self-study tasks set by teacher. **Spitting would require immediate suspension.**

Formal Stage 2 – Written warning by CM/ Deputy DoF in agreement with AP/DoF.

Formal meeting takes place with CM, teacher and parent/carer (16/17yrs or student has additional needs).

Inclusion action plan is agreed and risk-rating changed to red by Chair.

Chair to ensure update of ProMonitor meetings (college)/Dashboard (L6FC) including any documentation.

Support for restorative action, IAG or other advice available from Student Services.

Outcome is confirmed to student and parent/carer to in writing include a copy of the action plan by Chair of meeting.

Follow up within agreed timescale.

Conditions of action plan are not met follow formal stage 3.

Formal Stage 3 – Final written warning by AP/ DoF (L6FC) or AP Student Wellbeing and Support. Written warning can be bypassed if incident warrants immediate exclusion.

Formal meeting takes place with AP/DoF, teacher and parent/carer (16/17yrs or student has additional needs) chaired by AP.

Inclusion action plan is agreed and risk-rating changed to red by Chair.

Chair to ensure update of ProMonitor meetings (college)/Dashboard (L6FC) including any documentation.

Support for restorative action, IAG or other advice available from Student Services.

Outcome is confirmed to student and parent/carer in writing to include a copy of the action plan by Chair of meeting

Conditions of action plan are not met.

Exclusion to be considered in agreement with DP/ Principal (L6FC).

Exclusion is agreed.

Exclusion is confirmed to student and parent/carer in writing to include a copy of the action plan by Chair of meeting.

Student wishes to appeal *

Student lodges appeal to be received by DP/Principal (L6FC) within 7 working days.

Receipt to be acknowledged in writing within 5 working days and meeting to be scheduled within 21 working days

Meeting takes place chaired by DP/Principal and outcome is recorded on ProMonitor meetings (college)/Dashboard (L6FC) including any documentation.

Key: LAC – Looked After Child
CM – Curriculum Manager
DoF – Director of Faculty
AP – Assistant Principal
DP –Deputy Principal
SAM – Student Achievement Mentor

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