GREENE'S COLLEGE OXFORD

Policy for Disciplinary Procedures

This policy was adopted in August 2026.

This policy is due to be reviewed in August 2027.

The person responsible for the implementation of this policy is the College Principal.

It is the responsibility of the College's Governing Body to ensure that this policy is reviewed and updated annually.

The aim this code of behaviour and policy for disciplinary procedures is to provide a framework for reasonable and responsible behaviour by all concerned including staff, tutors, parents and students alike; and to ensure that every reasonable effort is made to accommodate the individuality of

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each student while acknowledging the right of each student to education in a relatively disruption-free environment.

Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour at Greene's. The code offers a framework within which positive techniques of motivation and encouragement are applied by our tutors and staff and, should it be required, a policy for applying sanctions, clearly outlining what action should be taken in cases of a) misbehaviour or misconduct, b) serious misbehaviour or serious misconduct or c) gross misbehaviour or gross misconduct.

Greene's places greater emphasis on rewards rather than on sanctions in the belief that this will, in the long run, give the best results.

Greene's recognises the variety of differences that exist between students and the need to seek to accommodate these differences.

It is agreed that a high standard of behaviour requires a strong sense of community within the college and a high level of co-operation among staff, and among staff, students, tutors and parents.

This code of behaviour and policy for disciplinary procedures is referenced in the Greene's General Terms & Conditions and is stated in terms of what may reasonably be expected of students and the course of action taken by staff in the case that the code is breached. All efforts are made to avoid any misconduct, which may arise from a lack of proper care or attention to the requirements of each student.

The overall responsibility for discipline within the college rests with the College Principal.

Each tutor and member of staff has responsibility for the maintenance of discipline within his or her tutorial, group or seminar while also sharing a common responsibility for good order within the college premises. A student will be referred to the College Principal for serious breaches of discipline and for repeated incidents of minor misbehaviour. For the purposes of this code, we consider three levels of increasing seriousness: (a) misbehaviour or misconduct, (b) serious misbehaviour or serious misconduct, (c) gross misbehaviour or gross misconduct.

Supervisory staff at Greene's shall ensure a written record is made of all instances of serious misbehaviour as well as a record of improvements in behaviour of disruptive students. Before resorting to serious sanctions (e.g. suspension) the matter will be discussed between Greene's and parents or guardians. Parents will be involved where applicable and their active co-operation sought at an early stage, rather than as a last resort.

Students and parents can be assured of a fair hearing and informed of their right of appeal.

The following strategies may be used to show disapproval of unacceptable behaviour:

(a) reasoning with the student
(b) reprimand (including advice on how to improve)
(c) temporary separation from peers, friends or others
(d) loss of privileges
(e) referral to the College Principal
(f) communication with parents
(g) suspension (temporary).

Communication with parents or guardians will be verbal or by e-mail, depending on the circumstances. If practical, the parents or guardians concerned will be invited to come to the college to discuss their child's case. For gross misbehaviour, or repeated instances of serious misbehaviour, suspension or expulsion will be considered. Disruptive behaviour, aggressive, threatening or violent conduct towards any member of staff, tutors, students, parents or visitors to Greene's, will all be regarded as serious or gross misbehaviour. Dishonesty or deceit in connection with either internal or public examinations will also be considered as serious or gross misconduct.

The College may find itself obliged to permanently exclude a student or to require them to be removed immediately and without prior warning where it is believed that the student's continued presence in College may present a risk to others and/or bring the College into disrepute. Examples of conduct that could lead to permanent exclusion include the following:

- serious instances of bullying (including cyber-bullying and any other form of abuse using digital media, prejudice-based and discriminatory bullying)
- inappropriate, abusive or dangerous conduct towards other students or members of staff
- being in possession of illegal substances on site, supplying, using or acting as a conduit for illegal substances
- damage to property
- inappropriate sexual behaviour
- racist or any other kind of abuse
- theft
- abuse of alcohol, drugs or other illegal substances
- persistent disruptive or anti-social behaviour

Please note that this is not intended to be an exhaustive list and that there may be other situations where exclusion is considered to be the appropriate sanction

Where there are instances of serious misbehaviour, the parents or guardians will be invited to attend at the college to meet the College Principal. If Greene's does not receive an undertaking that the student will behave in an acceptable manner in the future, the student may have to be suspended.

In the case of gross misbehaviour, the College Principal is empowered to sanction an immediate suspension. Expulsion will be considered after every effort at rehabilitation has failed and every other sanction exhausted or thought to be impractical.

Where students present with mental, psychological or emotional issues, they will be referred for psychological assessment without delay. Help will be sought from health and care support services.

In the belief that the College can be most effective if there are good relationships between all members of the college community, principally students, staff, parents and tutors, every effort will be made to ensure that individuals are kept well informed and that the College provides a welcoming and caring atmosphere.

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