

LCCA Student Code of Conduct and Disciplinary Policy and Procedures 2023-25

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1. Overview

- 1.1 LCCA encourages and promotes a safe and engaging learning environment that includes a community of respect, trust, and respectful behaviour. LCCA’s code of conduct has been written to support this ethos and promote an understanding in the required academic conduct.
- 1.2 LCCA recognises that students attend college to gain qualifications that will help them enhance their life experiences and options. To ensure that all students can benefit while studying with us, it is important that everyone behaves in a way to promote a safe and welcome learning environment.
- 1.3 All students are expected to be familiar with the code of conduct. The code of conduct is underpinned by other college policies including the Disciplinary Procedures, Academic Misconduct Policies and the Anti-bullying and Harassment Policy.
- 1.4 This policy is regularly reviewed and replaces the Student Code of Conduct and Disciplinary Policy and Procedure that expired in June 2023.

2. Scope

- 2.1 The code of conduct applies to all students enrolled at the college and is effective from the date the student accepts an offer of a place on their chosen course.
- 2.2 The policy will remain in force for the duration of a student’s course, or while the students are taking part in any in associated programmes or events on behalf of LCCA.

3. Definition of Non-Academic Misconduct

3.1 At LCCA, misconduct is defined as the misuse or interference with the proper functions, services, or activities of the college, or to those who study or work at LCCA, or action that may otherwise damage the college.

3.2 Non-Academic Misconduct can include, but is not limited to:

- Disruption of or improper interference with the academic, administrative, social, or other activities of the College, whether on the premises or elsewhere.
- Obstruction of, or improper interference with the functions, duties or activities of any student, member of staff or employee of the College or any visitor to the college.
- Violent, indecent, disorderly, threatening, or offensive behaviour or language whilst engaged in any activity or on the College premises.
- Fraud, deceit, deception, or dishonesty in relation to other students, members of staff, submitted work or the College.
- Engagement in vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. [Prevent Duty linked to Section 29 of the Counter-Terrorism & Security Act 2015].
- Posting offensive, inflammatory, or defamatory statements about individual staff or students on to social media sites and online communications.
- Action likely to cause injury or risk health and safety on our premises.
- Contravention of College policies and procedures.
- Examination offences which constitute academic irregularities (as referred by the Academic Misconduct process).
- Damage to, misappropriation or defacement of LCCA's property or that of other members of the College staff or students.
- Misuse or unauthorised use of the College premises or items of property, including computer misuse.
- Conduct which constitutes a criminal offence by law.
- Behaviour that may bring LCCA or its name into disrepute.

4. Student Code of Conduct

4.1 The Student Code of Conduct sets out expectations as to what constitutes appropriate behaviour for students enrolled at LCCA. It is important that all students understand that by enrolling for a course, they are agreeing to comply with the Code of Conduct.

4.2 Student behavioural expectations:

- All students are expected to be considerate to the needs of other students, staff, and any visitors to the College.
- All students are expected not to engage in any form of misconduct, which is intended or likely to disrupt teaching, learning, study, meetings, examinations, administration, or other activities undertaken by or within the College. This also applies to activities held by LCCA outside its premises.

- All students must comply with and respect the academic rules of programmes including those relating to intellectual property, completion of assignments and attendance.
- All students are expected to respect the property of the College and not use it for any unapproved purposes.
- All students are expected to use social media responsibly. Any use of social media to make statements which could reasonably be considered offensive, discriminatory, defamatory, or personally damaging will be investigated and the author subject to the College's disciplinary procedures. Further, legal action may also be taken, if required.

4.3 General Behaviour in College, Students are required to:

- Engage with induction and ensure they are familiar with the college's rules and regulations, and familiarise themselves with their course documentation and requirements, including deadlines and mandatory assignment expectations.
- Treat members of the College's diverse community and the College environment with respect and consideration.
- Work hard to achieve their targets for aspiration, attitude, attendance and achievement, attend, on time, all timetabled classes, activities, and individual/group tutorials/learning support.
- Be equipped for all lessons with relevant materials and stationery, meet deadlines set for handing in work.
- Actively engage with any work experience opportunity within their programme, respect the rights of others to freedom of belief or religion, orientation or practices, and freedom of speech, utilise online and media sites responsibly.
- Report any absence on MyPage on the day of absence, and report unsafe, discriminatory, or bullying behaviour.
- Wear and always make visible their College ID badge whilst on Campus.

4.4 Behaviour in lectures and seminars, Students are always expected to:

- Act in a respectful and appropriate manner in class.
- Arrive in time for the start of a lecture as late arrival is extremely disruptive to other students, if arriving late, enter quietly so as not to disturb other students. Students who arrive more than 20 minutes after the start of a class may be excluded and only admitted at an appropriate break and will be marked as absent.
- Not disrupt a lecture or interfere with other students' ability to benefit from it.
- Not use mobile phones to take or make calls, send or receive text messages, or to record or send images during lectures. Special permission may be requested in exceptional circumstances.
- Not consume food or drink in class other than bottled water.
- Ensure that permission has been sought and agreed in writing to record lectures.

5. Student Disciplinary Procedure

- 5.1 Where a student is found to be in breach of the Code of Conduct the Student Disciplinary procedure will be instigated. Any student or member of staff who recognises misconduct who recognises that a breach has been made can notify either, their tutor or member of

teaching staff, the Course Director, Dean of School or Head of Service as soon as possible after the incident.

- 5.2 The person(s) recording the incident must complete the Behaviour Incident Form (Form 1) and email to the Quality Team within 48 hours of the incident being recorded. The form should be emailed to quality@lcca.org.uk.

Informal Resolution – Minor Offences

- 5.3 The Course Director, or an appointed member of staff is initially responsible for ensuring that students understand and follow the code of conduct. Tutors are encouraged to support students who may be experiencing difficulties which could lead to a breach in the code of conduct, and students are advised to discuss any issues with their tutor or with Student Support.

Examples of types of offences can be found in Appendix 1.

Procedure

- 5.4 Where a minor offence is committed, disciplinary offences will be considered by the Course Director, or an authorised member of Senior Staff with support from the Quality Team.
- 5.5 The student who has an allegation of an offence will be invited for a meeting with the Course Director and a Lecturer or learning Mentor to discuss the allegation. Students will be given 5 working days' notice of the meeting. They can either choose to attend the meeting in person or virtually or provide a statement and this must be confirmed in advance of the meeting.
- 5.6 The meeting will discuss the alleged misconduct and inform the determination of one of the below actions:
- A verbal warning (not recorded on the Student's file)
 - A formal written warning (recorded on the Student's file)
 - A fine for each breach of discipline. The amount of the fine will be determined by the Course Director and the Deputy Managing Director.
 - Requirement that the student pay the cost of the damage caused in relation to loss of or damage to the College's property, or any additional expense incurred by the College or parties involved because of the student's action.
- 5.7 The student will be informed of the outcome in writing from the Quality Team within 10 working days of the meeting.
- 5.8 Where a student fails to comply with the disciplinary penalty set by the Course Director or authorised staff member, or where any identified behaviour continues to contravene the code of conduct, action may be taken for a serious disciplinary offense.
- 5.9 Where a student is unhappy with the outcome or penalty, they can appeal the decision within 10 working days to the college by emailing quality@lcca.org.uk. The appeal should detail the rationale for the appeal and include any supporting evidence. The appeal will be considered by the Head of Quality and the relevant Dean, and a response will be provided to the student with an outcome within 10 working days.

Formal Resolution – Serious Offences

- 5.10 Serious offences are considered by the Dean of School or an authorised Senior member of staff. Repeated minor offences can be considered a serious offence, along with incidents that have been deemed a serious breach of the code of conduct.
- 5.11 Where a serious offence is alleged to have been committed by a student, and the Dean of School (or nominee) believes that there is a *prima facie* case to be answered, and the offence is serious enough to warrant possible exclusion. The Dean can suspend the student prior to the hearing taking place.
- 5.12 Once an offence has been reported, a hearing will be scheduled within 10 working days by the Quality Team. The panel will consist of the Dean of School, a senior member of academic or administrative staff not known to the student and the Quality Officer who will act as Secretary.
- 5.13 The student will be contacted in writing, outlining the details of the allegation, and inviting them to respond in 5 working days with any evidence including the details of any witnesses or questions they may feel are relevant. The student will be required to attend the meeting in person or virtually. The student cannot provide a statement in lieu of being absent. In these cases, the meeting will be postponed with evidence to support the non-attendance.
- 5.14 The hearing will be held in private, and the student will be provided with all evidence, and can make a statement in response to the evidence. Where the student fails to attend the hearing or provide sufficient justification for his/her absence, the hearing will proceed in the student's absence.
- 5.15 At the conclusion of the meeting, the panel will confirm the outcome, and a decision will be provided to the student within 5 working days of the hearing.
- 5.16 The panel can make one of the following decisions:
- A requirement for a verbal or written apology to any affected person,
 - A formal written warning (recorded on the student's file for such period as is determined by the Head of School or authorised senior member of staff),
 - A fine for each breach of discipline. The amount of the fine will be determined by the Head of School or authorised senior member of staff,
 - Requirement that the student pay the cost of the damage caused in relation to loss of or damage to College property, or any additional expense incurred by the College or parties involved as a result of the student's action,
 - Suspension or exclusion from specified facilities within the College,
 - Any other resolution by the College that may be reasonable in the circumstances of the offence committed leading to a serious disciplinary action by LCCA,
 - Suspension or exclusion (permanent or temporary) of the student from the College.
- 5.17 The College are not obliged to keep the proceedings of a disciplinary panel confidential from the Police or other relevant external authorities where there is evidence of a

criminal offence having been committed including a possible offence under the College's Prevent Duty under the Counter-Terrorism and Security Act 2015.

- 5.18 Where a student is unhappy with the outcome or penalty, they can appeal the decision within 10 working days to the college by emailing quality@lcca.org.uk. The appeal should detail the rationale for the appeal and include any supporting evidence or mitigation.
- 5.19 A meeting to discuss the appeal may be arranged if it is felt to be necessary by the Head of Quality within 10 working days and the outcome will be provided to the student within 5 working days of this date. During any appeal for an outcome that has resulted in the exclusion of the student involved, their suspension from the College will be enforced so that they will not be allowed to access the campus or any College facilities or staff.

6. Prevent

- 6.1 In line with the Governments Prevent Duty, introduced by the Counter-Terrorism and Security Act 2015, the College has a clear duty to take disciplinary action against any form of suspected extremism. The Prevent Duty places responsibility on Higher Education Institutions to prevent students becoming involved in extremism and also to challenge extremist ideas where they are used to legitimise terrorism.
- 6.2 In response to the statutory requirement, the College has developed robust procedures for dealing with extremism. Any student found engaging with extremist organisations or trying to expose others to extremist views will be suspended pending further investigation into allegations which would be treated as an alleged serious offence. To do this the College must ensure it has robust policies, procedures, or arrangements in place to mitigate the risks that people might be drawn into terrorism. Incidents may be reported to the police and local authority representatives.

Appendix 1 - Example Scenarios

Offence	Type	Example Behaviours	Example Sanctions
Physical Misconduct	Minor Offence	<ul style="list-style-type: none"> - Pushing - Shoving 	<ul style="list-style-type: none"> - Letter of Apology - University Service - Written Caution
	Serious Offence	<ul style="list-style-type: none"> - Biting - Kicking - Pulling Hair - Punching - Restraining someone inappropriately - Slapping 	<ul style="list-style-type: none"> - Expulsion - Suspension/Exclusion
Sexual Misconduct	Minor Offence	<ul style="list-style-type: none"> - Inappropriate touching through clothes without consent - Kissing without consent - Making unwanted sexual remarks - Repeatedly following another person¹ 	<ul style="list-style-type: none"> - Acceptable Behaviour Contract - Letter of Apology - Written Caution
	Serious Offence	<ul style="list-style-type: none"> - Attempting to, or engaging in, a sexual act without consent - Inappropriately showing sexual organs to another person - Taking and/or sharing private sexual materials of another person without consent 	<ul style="list-style-type: none"> - Acceptable Behaviour Contract - Expulsion - Suspension/Exclusion
Abusive Behaviour	Minor Offence	<ul style="list-style-type: none"> - Excessive noise nuisance or anti-social behaviour, which significantly and adversely affects students or staff over a prolonged period - Repeatedly contacting another person against their wishes - Use of inappropriate language 	<ul style="list-style-type: none"> - Acceptable Behaviour Contract - Letter of Apology - Written Caution
	Serious Offence	<ul style="list-style-type: none"> - Acting in an intimidating and hostile manner - Any behaviour which could constitute discrimination on the grounds of sex, sexual orientation, gender, gender re-assignment, race, religion or belief, disability, or age, including racist, sexist, homophobic, transphobic or disablist behaviour - Distribution or production of inappropriate literature 	<ul style="list-style-type: none"> - Acceptable Behaviour Contract - Expulsion - Suspension/Exclusion

¹ This allegation may be dealt with as a minor offence in the first instance, to ensure that the student has been informed that the behaviour is unacceptable. Should the behaviour continue, the case may be reclassified.

		<ul style="list-style-type: none"> - Organisation of, or participation in, 'initiation' ceremonies or similar events - Threats to hurt another person 	
Property Damage	Minor Offence	- Causing minor damage to property belonging to, or under the control of the College, or the property of any student, member of staff or visitor	<ul style="list-style-type: none"> - Acceptable Behaviour Contract - Letter of Apology - Requirement to pay for damage - Written Caution
	Serious Offence	- Causing significant damage to, or defacing, property belonging to or under the control of the College, or the property of any student, member of staff or visitor	<ul style="list-style-type: none"> - Acceptable Behaviour Contract - Expulsion - Requirement to pay for damage - Suspension/Exclusion
Unauthorised Use of Property	Minor Offence	- Misuse of College property (e.g. Macs or sewing machines)	<ul style="list-style-type: none"> - Acceptable Behaviour Contract - Letter of Apology - Requirement to pay for damage - Written Caution
	Serious Offence	<ul style="list-style-type: none"> - Failure to leave any premises of the College when reasonably required to do so - Misappropriation of any funds or assets of the College - Taking property belonging to the College, a member of staff, or another student without permission - Unauthorised entry onto or unauthorised use of the College premises - Unauthorised procurement of goods or services in the name of the College or its systems 	<ul style="list-style-type: none"> - Acceptable Behaviour Contract - Expulsion - Requirement to pay for damage/loss - Suspension/Exclusion
Health and/or Safety Concern	Minor Offence	- Act/omission that did cause, or could have caused, a health and safety concern on College premises (e.g. smoking cigarettes or vaping in non-designated areas)	<ul style="list-style-type: none"> - Acceptable Behaviour Contract - Letter of Apology - Requirement to pay for damage - Written Caution

	<p>Minor Offence</p> <p>Serious Offence</p>	<p>- Act/omission that did cause or could have caused serious harm on College premises, or at external College activities (e.g. possessing or supplying controlled drugs)</p>	<p>- Acceptable Behaviour Contract</p> <p>- Expulsion</p> <p>- Requirement to pay for damage/loss</p> <p>- Suspension/Exclusion</p>
<p>Reputational Damage</p>	<p>Minor Offence</p>	<p>- Behaviour which has damaged or could have damaged the reputation of the College</p> <p>- Excessive noise, nuisance or anti-social behaviour on the College's premises, which significantly or adversely affects the local community to the extent that it brings the institution into disrepute</p>	<p>- Acceptable Behaviour Contract</p> <p>- Letter of Apology</p> <p>- Written Caution</p>
	<p>Serious Offence</p>	<p>- Behaviour which has caused serious damage, or could have caused serious damage, to the reputation of the College</p>	<p>- Expulsion</p> <p>- Suspension/Exclusion</p>
<p>Operational Obstruction</p>	<p>Minor Offence</p>	<p>- Behaviour which is in breach of an Acceptable Behaviour Contract</p> <p>- Failure to comply with any reasonable request or instructions from any member of staff</p> <p>- Failure to produce appropriate identification within a reasonable period on reasonable request from any member of staff, including industry experience providers' staff</p> <p>- Improper interference with the activities of the College, including on the college premises or elsewhere</p> <p>- Improper interference with the functions, duties or activities or any student or employee of the College or any authorised visitor to the College</p>	<p>Acceptable Behaviour Contract</p> <p>- Letter of Apology</p> <p>- Written Caution</p>
	<p>Serious Offence</p>	<p>- Behaviour which constitutes a failure to comply with a previously imposed penalty or reasonable instruction under:</p> <p style="padding-left: 20px;">(i) this regulation; or,</p> <p style="padding-left: 20px;">(ii) any other College regulation, code, rule or policy</p> <p>- Bribery or attempted bribery</p> <p>- Conduct which:</p> <p style="padding-left: 20px;">(i) obstructs or attempts to obstruct the free movement of staff, students or visitors from any College premises, or</p> <p style="padding-left: 20px;">(ii) might prejudice the freedom of speech of any individual (taking account of the College's Freedom of Speech Policy)</p>	<p>- Acceptable Behaviour Contract</p> <p>- Expulsion</p> <p>- Suspension/Exclusion</p>

		<ul style="list-style-type: none">- Communication of information confidential to the College to anyone outside the College- Criminal activities, or other activities, that have a bearing on a student's participation in the College, or activities which provide a risk to other students, staff or users of college services- Failure to abide by the rules, policies, procedures, and requirements of associated industry experience placements- Failure to disclose criminal investigation whilst an applicant of the College, or whilst registered as a student	
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Form 1: Behaviour Incident Form

This form is to be completed by LCCA staff where a student / students have been involved in a possible disciplinary incident. Please review the Student Code of Conduct and Disciplinary Policy for further guidance.

Student Details (please complete a separate form for each student) :			
Surname		Forename	
Student Number			

Incident Details:			
Date incident took place		Location incident took place	
Please give details of incident – please give as much information as possible (continue on additional sheet if needed)			
Please give details of any action taken by yourself in regard to this incident			

FOR OFFICE USE ONLY	
Actions Taken:	

DECLARATION	
I confirm that the information provided on this form is true and correct.	
Name	
Signature	
Date	

Key Information

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