

STUDENT BEHAVIOUR AND CONDUCT POLICY

2025/26

Date of Issue:	November 2025
Approved by:	Senior Leadership Team
Review Date:	August 2026
SLT Lead:	Vice Principal
Available on:	College website/Intranet

1. INTRODUCTION

- 1.1. At Waltham Forest College, we are committed to fostering a safe, respectful, and inclusive learning environment where every student can thrive. This commitment reflects our core values of integrity, inclusivity, and excellence, ensuring that all members of our community feel valued, supported, and empowered to succeed.
- 1.2. This policy sets out the College's expectations for student behaviour and conduct. It applies to all students, regardless of their programme, level, or mode of study, and extends to all college-related activities. This includes conduct on campus, online, and at external venues, such as employer premises for work experience or industry placements, as well as during college trips, visits, and events.

2. PURPOSE AND SCOPE

- 2.1. The purpose of this policy is to:
 - Safeguard the safety, well-being, and dignity of all students, staff, and visitors
 - Foster positive behaviour and respectful relationships that reflect the College's values of **Integrity, Inclusion, and Excellence**
 - Promote high standards of academic performance, personal conduct, and professional behaviour
 - Encourage consistent attendance and punctuality, supporting engagement and success
 - Ensure compliance with academic expectations, institutional regulations, and codes of conduct
- 2.2. This policy applies to all students enrolled at Waltham Forest College, regardless of their programme type, level, or mode of study (including full-time, part-time, online, or off-site). It extends to all activities associated with the College, including on-campus conduct, online interactions, external events, work placements, trips, and visits.
- 2.3. The College holds a separate policy on Sexual Harassment and Peer on Peer Abuse this can be located in the College website.

3. BEHAVIOURAL EXPECTATIONS

- 3.1. All students are expected to:
 - Take responsibility for their actions and recognise the impact of their behaviour on others and the wider College community
 - Uphold and actively contribute to the College's high standards of behaviour and conduct
 - Respect the rights, dignity, and diversity of others, helping to create an environment built on mutual respect, inclusivity, and kindness
 - Comply fully with all College policies and procedures, including those relating to attendance, academic integrity, digital conduct, and personal behaviour
 - Seek support or report concerns regarding the behaviour or well-being of peers to an appropriate member of college staff, ensuring the safety and welfare of all

4. INSTITUTIONAL RESPONSIBILITIES

4.1. The College is committed to:

- Upholding and modelling high standards of conduct across all areas of college life, ensuring that students, staff, and visitors contribute to a safe, respectful, and inclusive environment
- Clearly communicating behavioural expectations at every stage of the learner journey, including Information, Advice and Guidance (IAG), enrolment, induction, and throughout the programme of study, so that all students understand their responsibilities and the College's shared values
- Providing clear guidance and support to students to help them meet behavioural expectations
- Ensuring that all students are informed of the behavioural standards and expectations through comprehensive communication during the admission, enrolment, and induction processes, and during their programme

5. RESPONSE TO BEHAVIOURAL ISSUES

- 5.1. The College reserves the right to address any behaviour that is inconsistent with this policy, or the College's values. While the College seeks to resolve concerns informally and constructively wherever possible, it will take appropriate and proportionate action to address any behaviour that compromises the safety, well-being, learning experience, or academic integrity of the College community.
- 5.2. In cases of gross misconduct, the college may apply formal sanctions, which may include suspension or immediate permanent exclusion. Such decisions will be made following a fair and transparent process, considering the individual circumstances, the evidence available, and the College's commitment to equity, inclusion, and due process.
- 5.3. A decision to immediately exclude a student can be made if substantiated evidence is available at the time of the offence. This decision will be reached by the Deputy Principal/Vice Principal, and the outcome of the decision must be thoroughly documented, and the student's parent/carer must be informed of the decision, ideally by phone.

6. SUPPORT FOR STUDENTS WITH ADDITIONAL NEEDS AND/OR PROFESSIONALS

- 6.1. The College provides equitable support to students with learning difficulties, disabilities, or additional needs, ensuring that all learners have fair access to education and are supported to meet behavioral expectations.
- 6.2. In any disciplinary context, special consideration will be given to students identified with an Education Health and Care Plan (EHCP). Support teams and professionals will be involved in all appropriate stages of the process to ensure that decisions are informed, fair, and supportive. Every effort will be made to collaborate and share information with professionals linked to the student, where appropriate and in line with data protection and confidentiality requirements. The College will through our best endeavours review all reasonable adjustments. These will be discussed and agreed to help students meet the College's behavioural and conduct expectations. Where challenges persist despite these adjustments, targeted monitoring and intervention may be implemented to provide additional support and guidance.

7. COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

- 7.1. The College is committed to ensuring that all disciplinary actions and decisions are conducted in a manner that is fair, transparent, and equitable, and that they remain free from discrimination, bias, or prejudice.
- 7.2. This policy will be implemented with respect for the diverse needs, identities, and backgrounds of all students, reflecting the College's ongoing commitment to equality, diversity, and inclusion across every aspect of its practice.
- 7.3. The College recognises that some students may face additional barriers to their learning and well-being. Where such barriers are identified, reasonable adaptations to this policy may be made on a case-by-case basis to ensure fairness, inclusion, and support for individual circumstances. Any adaptations will be considered and approved by the Vice Principal (or designated senior leader) to ensure consistency and alignment with the College's commitment to equality, safeguarding, and positive behaviour for learning.

8. APPEALS PROCESS

- 8.1. If a student wishes to appeal the outcome of a Stage 3 Gross Misconduct meeting, they need to write to the Deputy Principal of Curriculum and Quality addressed to the Executive Coordinator within 10 days of the date of their outcome letter using the email Quality@waltham.ac.uk

The appeal must:

- Clearly outline the reasons for the appeal
- Provide any new and relevant evidence that supports the appeal against the original decision

- 8.2. Appeals that do not clearly state the grounds or fail to provide new evidence may be denied and concluded without a meeting. The College will communicate the decision in writing, ensuring the process remains fair, transparent, and timely.
- 8.3. Appeals will be considered, and a response will be provided within 14 working days (not including College holidays).
- 8.4. If a parent/carer or student feels that the College has not implemented the Student Behaviour Policy correctly then they have a right of appeal to:
 - The Education and Skills Funding Agency or any other relevant organisation in order to make a complaint about the college. A copy of the Department for Education policy is available at:
<https://www.gov.uk/government/organisations/education-and-skills-funding-agency/about/complaints-procedure>
 - Adult learners should appeal to the GLA via their website: [Guidance for learner complaints | London City Hall](https://www.london.gov.uk/complaints)
 - Students on Higher Education courses can refer their complaint to the Office of the Independent Adjudicator at: <http://www.oiahe.org.uk/>

9 DOCUMENTATION

9.1 All communications, actions, and decisions relating to student behaviour and conduct will be accurately recorded in the student's file. This ensures transparency, accountability, and consistency in the application of this policy, and provides a clear audit trail for reference by college staff, students, and relevant stakeholders.

APPENDIX A: DISCIPLINARY PROCESS OVERVIEW

	Stage 1: Minor Misconduct:	Stage 2: Major Misconduct:	Stage 3: Gross Misconduct:
Chaired by	Tutor/Progress Coach	Deputy Head or Department Head	Assistant Principal or SLT
Definition	A minor incident or series of minor incidents which constitutes a warning	A major incident or any act which may have an adverse effect on the work of the College or on any other students.	Any act which may have reputational damage to the organisation or any other students/student body.
Examples of misconduct	<ul style="list-style-type: none"> • Disruption to any class or any other College activity whether or not involving staff or other students • Undue noise or unruly behaviour • Unauthorised use of mobile phones and technology • Failure to comply with a reasonable instruction • Persistent lateness or poor attendance • Refusal to wear the College lanyard around the neck or produce/handover their college ID when requested by a member of staff • Minor infringement of college IT Policy • Offensive or inappropriate language/views • Failure to adhere to homework/assignment/coursework schedules • Failure to respond to direct requests from any member of staff • Contravening the 'ready to learn' standards • Failure to follow college protocols and guidelines or any relatively minor breach of obligations set out in the student Code of Conduct, Equal Opportunities, Health and Safety, and Safeguarding policies or other regulations of the College. 	<ul style="list-style-type: none"> • Repetition of minor misconduct. • Any behaviour which could bring the College into disrepute • Academic misconduct as defined in relevant examination regulations and associated quality policies such as plagiarism, malpractice or collusion • Offensive language or behaviour directed towards others (learners, staff or visitors) • Any use of racist, homophobic, transphobic or threatening language • Any unauthorised use or interference with College equipment • Any inappropriate downloading from the internet, • unauthorised or inappropriate use of digital devices, or breach of e-safety • Non-attendance or poor behaviour at Work or Industry Placement. • Fraudulent claim for bursary funding • Behaviour that causes significant disruption to the learning of others • Behaviour that compromises or harms the reputation of the student body including behaviour on all platforms of social media platforms • Complete disregard and failure to follow college protocols and guidelines or any relatively major breach of obligations set out in the student Code of Conduct, Equal Opportunities, Health and Safety, and Safeguarding policies or other regulations of the College. 	<ul style="list-style-type: none"> • Re-occurrence of a major misconduct • Any forms of bullying, cyber bullying, intimidation, taunting, verbal abuse or the use of any violence/ threat of violence towards any College stakeholders of the College • Theft or deliberate damage of college, public or employer property • Interference with any hardware, software or data belonging to or used by the College • Drunkenness or the use, possession or intent to supply any illegal drugs • Possession of a knife or offensive weapon whilst on college premises or outside the college community or whilst engaged in any activity associated with the College. • Involvement and engaging in anti-social behaviour or taking part in activities that brings the College into disrepute, on the way to or from college, or near the College premises • Involvement in criminal activities, undeclared unspent conviction or pending court cases which is likely to bring the College into disrepute or limit career progression • Accessing, downloading or sending pornographic, extremist, or racist / offensive material via internet or digital devices. This includes any offline content. • Smoking, vaping or using e-cigarettes within the College grounds • Malicious activation of the fire alarm system

APPENDIX B: STUDENT CODE OF CONDUCT

STUDENT CONTRACT 2025/26

BE READY - BE RESPECTFUL - BE SAFE

BE READY

- I will have 100% attendance for all my lessons. This includes my main vocational programme, English and maths, tutorials, work experience and enrichment activities
- I will arrive on time for all my lessons – if you are not 5 minutes early, then you are late!
- I will bring the correct equipment so that I am ready to learn. This includes the appropriate Personal Protective Equipment (PPE), Pens, note pads and uniform related to my course
- I will wear appropriate and sensible clothing that is appropriate for college. I understand that means NO hoods, and balaclavas whilst on campus. I will ensure that such items are removed upon entering college premises
- I will report all absences to my tutor, in advance
- I will attend planned work/industry placements, always show professionalism, and respect the employer's environment

BE RESPECTFUL

- I will respect all members of #TeamForest, including other learners, staff, and visitors to the College
- I will commit to following instructions and take responsibility for my own actions both inside and outside the College
- I will take pride in the College environment and appropriately use the College services offered to me and do my part to keep the campus clean that helps promote a clean and sustainable College
- I will be an active citizen, aware that my actions outside the College represents the College
- I will uphold and support the College's values – INTEGRITY, INCLUSION, AND EXCELLENCE

BE SAFE

- I will wear my college ID card and lanyard around my neck whilst on campus at all times, and present this to any staff when requested
- I will adhere to all health and safety rules, guidance and follow set instructions related to my personal safety and the safety of those around me
- If I feel unsafe, I will report these concerns to a member of staff or contact the BeSafe Team
- I will follow the College's IT Acceptable Use Policy

ZERO TOLERANCE

I understand that Waltham Forest College maintains a **zero-tolerance** approach to certain behaviours and actions. If I engage in any of the following activities, my place at the college and my future progression opportunities will be immediately jeopardised:

- **Smoking or Vaping:** Smoking or vaping anywhere on the College grounds
- **Health and Safety Violations:** Breaching or completely disregarding the College's health and safety measures
- **Anti-Social Behaviour:** Participating in any form of anti-social behaviour on campus or within the surrounding communities, and specifically avoid congregating in Spruce Hill and/or Hollingbury Court
- **Criminal Activity:** Being involved in any criminal activity, filming incidents or other actions that bring Waltham Forest College into disrepute
- **Substance Misuse:** Engaging in substance misuse, being under the influence, in possession of, or intending to supply illicit drugs or legal highs on campus or within our communities
- **Weapons:** Found in possession of an offensive weapon, knife, blade, or corrosive substance on campus or within the surrounding communities
- **Extremism:** Being involved in any form of extremism, whether violent or non-violent, including activities related to terrorism or actions that endanger others under the Terrorism Act 2000
- **Violence** – Causing, starting or being involved in any form of violence, under the category of both physical (fighting) and emotional abuse

I understand that being part of #TeamForest is my choice and by adhering to these commitments, I understand that I am contributing to a positive and effective learning environment at Waltham Forest College.

Full Name	
Student Signature	
Date	