



Student Regulations

Guidance for Students

Academic Session 2026-2027

The College reserves the right to amend these regulations as required

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Introduction: College Behaviours and Expectations

At CRC, we celebrate positive behaviours and have high expectations of students, staff and visitors to the college. These behaviours and expectations are designed to help everyone enjoy an outstanding experience at college and to support preparation and progression to employment, further or higher education, training, and adult life.

Those who do not demonstrate the college's values and expected behaviours, may be subject to the disciplinary procedures outlined in these regulations.

College Values and Behaviours

The following values, which were developed in consultation with students and staff underpin the way we conduct ourselves in seeking to achieve our vision and mission:

#WeAreCRC

Welcoming
Empowering
Aspirational
Resilient
Excellent
Courageous
Respectful
Collaborative

VALUE: WELCOMING – WE ARE FRIENDLY AND OPEN TO EVERYONE

Students are expected to:

- Be polite to visitors, fellow students and staff
- Always maintain a high level of personal behaviour
- Contribute to maintaining our college so it looks and feels welcoming

VALUE: EMPOWERING – WE WORK TO UNLOCK THE POTENTIAL IN EVERYONE

Students are expected to:

- Set stretching yet achievable targets
- Seek support where needed
- Be ready to learn
- Meet deadlines

VALUE: ASPIRATIONAL – WE BELIEVE THAT, WITH HARD WORK AND SUPPORT, EVERYONE CAN ACHIEVE ANYTHING

Students are expected to:

- Have a high expectation of themselves and others
- Work to exceed targets
- Seek information to plan a great career
- Get involved in the life of the College

VALUE: RESILIENT – WE SUPPORT EVERYONE TO OVERCOME HURDLES AND TO TURN CHALLENGES INTO OPPORTUNITIES

Students are expected to:

- Never give up
- Ask for help when they need it
- Bounce back
- Seek support to develop their skills and for anything interfering with their learning or personal welfare

VALUE: EXCELLENT – WE SET HIGH STANDARDS, AND SUPPORT AND CHALLENGE EVERYONE TO ACHIEVE THEM

Students are expected to:

- Attend regularly and punctually
- Participate in providing feedback to help the College improve
- Escalate issues until they are resolved
- Always try their best in everything they do

VALUE: COURAGEOUS – WE ENCOURAGE EVERYONE TO STEP OUTSIDE THEIR COMFORT ZONE, TO SEEK BETTER RESULTS

Students are expected to:

- Participate in giving feedback
- Try new things in enrichment
- Challenge inappropriate behaviours
- Ask for help

VALUE: RESPECTFUL – WE RECOGNISE THAT EVERYONE IS DIFFERENT AND IS A VALUED INDIVIDUAL

Students are expected to:

- Treat all fellow students, staff and customers with care and consideration
- Be on time
- Treat the environment with respect
- Always wear an ID badge

VALUE: COLLABORATIVE – WE WORK TOGETHER TO SHARE IDEAS AND RESOURCES

Students are expected to:

- Be positive about working together to learn
- Engage in activities inside and outside the College or workplace to enhance breadth of learning and contribution to the community
- Develop employability skills

In addition, Cambridge Regional College specifically requires students to:

- Always wear college lanyards and ID badges so they are clearly visible while on college premises (unless a tutor or lecturer advises otherwise due to health and safety considerations).
- Always follow all college health and safety guidance.
- Only eat or drink (except water) in designated areas, not in classrooms or learning spaces.
- Only smoke or vape in the designated smoking shelters or offsite, not elsewhere on campus.
- Help keep the college and local community safe, clean, and healthy—don't litter and always use the correct bins for recycling.
- Do not sit on corridor floors or block hallways.
- Dress appropriately for the course you are studying and the college environment.
- Never bring, use, or offer controlled drugs or alcohol on college premises.
- Do not come to college under the influence of, or smell of, drugs or alcohol.
- Never bring, use, or offer illegal substances, controlled drugs, or drug paraphernalia (such as grinders or bongs) on campus.
- Do not bring unauthorised animals or pets onto college property.
- Do not record, create, share, or distribute images, audio, or video on any electronic device (including phones) while on college premises, on transport, work placements, or trips if it could offend others, bring the college into disrepute, or be considered a crime.
- Do not bring or use skateboards, roller skates, rollerblades, electric scooters, or similar equipment on campus.
- Do not bring any knives, weapons, or anything that could be used to cause injury onto college grounds.
- Only park your car, motorcycle, or bicycle in the spaces provided and follow all parking rules.
- Drive safely and in accordance with the driving laws on and around college property.
- Always observe the speed limits when driving on and around college property.
- Follow the bus terms and conditions and college values when using any college bus and other forms of public transport
- Always show respect to residents and businesses near the college.
- Never initiate, commit or threaten violence against anyone in the college community.
- Never record and/or distribute images or videos of other students acting inappropriately on and around college property.
- Do not use offensive or aggressive language, including swearing, on campus or when representing the college offsite.
- Never discriminate against, harass, or victimise anyone at college.

This is not an exhaustive list.

Everyone must follow these behaviours whether on college premises, on trips, work experience, industry placement, or residential activities, travelling to and from college, or representing the college at any event. In addition, there are specific requirements for particular resources or locations within the college, such as when working in practical areas, using the internet or other software, or accessing the Learning Resource Centre.

Students are expected to sign to confirm agreement with the college behaviours and expectations as part of enrolment.

PART 1

Student Behaviour & Disciplinary Procedures

Introduction

Initial concerns regarding behaviour and conduct will be challenged by the member of staff that witnesses the behaviour be it in the classroom setting or wider college environment.

All college staff have the right and responsibility to challenge concerns regarding behaviour and conduct.

The formal disciplinary procedure is to be used when behaviour cannot be dealt with through everyday classroom management, or when behaviour remains unsatisfactory following informal warnings.

The procedure supports staff to deal with inappropriate/unacceptable behaviour through the use of disciplinary action.

Where concerns arise regarding a student's behaviour, attendance, conduct or engagement, and there is reason to believe these concerns may be linked to additional support needs, a Learning Support and Intervention Meeting may be arranged at any stage of the disciplinary process. The purpose of the meeting is to identify barriers to successful engagement, agree appropriate support arrangements and, wherever possible, address concerns before formal disciplinary action becomes necessary.

Disciplinary Offences

Inappropriate/unacceptable behaviour is classified as misconduct, serious misconduct or gross misconduct, depending on the seriousness of the offence.

The nature, seriousness and circumstances surrounding the offence or alleged offence influence the decision as to which stage of the disciplinary procedure should be applied, and/or whether suspension is necessary.

If it is suspected that a student has an undeclared criminal conviction or the alleged incident has been reported to the police, the Safeguarding Team must be informed to ensure that a multi-agency approach is used to support the student.

The Safeguarding Team will either report the alleged incident to the police or seek advice and guidance from external parties prior to the implementation of this procedure.

Where a student is suspected of involvement in an alleged criminal offence or activity, they will not normally be informed of the allegation, suspended or interviewed until advice has been sought from the Police to ensure any action taken does not hinder any investigation.

Suspension

Suspension does not imply guilt of an act or behaviour but allows time for the allegations to be investigated before any disciplinary meetings take place. Whilst suspensions should be as short as possible, they must allow time for a full and proper investigation of the incident. Where suspensions following an incident involving more than one student from the same or different departments, timelines will be consistent for all, and disciplinary meetings will, as far as is practically possible, occur on the same day.

Suspension is appropriate when, following an alleged act of misconduct, serious misconduct or gross misconduct, it causes concern if a student was to remain on site because the health and well-being of the student, other students, staff and/or visitors could be at risk.

When suspensions occur a member of staff will:

- ✓ Ensure the parents/carers of students under 18 are informed of the suspension (tutor) and those over 18 with consent to share information with parents (tutor); where the student is an apprentice ensure the employer is informed (assessor / coach).
- ✓ Ensure that for pre-16 students the school is also informed (Head of 14-16).
- ✓ Ensure the relevant staff in the college are informed of the suspension.
- ✓ Managers will inform the relevant staff that a suspension has taken place so all registers can be marked appropriately (A).
- ✓ Take the Student ID card from the student for the period of the suspension (Assistant Head / Head of Department / Apprenticeship and Adult Learning Manager (AALM)).
- ✓ Inform the student (and parent if under 18 years old or over 18 with consent to share) in writing of the reason(s) for suspension.
- ✓ Provide the student with short-term targets and college work to complete from home for the duration of the suspension to ensure that they do not fall behind and are able to continue with their studies in the event of their return to the College course (tutor).
- ✓ Update the student status on EBS Student Portal (Assistant Head / Head of Department / Apprenticeship and Adult Learning Manager (AALM)).

Where a student is involved in a police investigation, the College will assess whether it is safe for the student to continue attending and whether their presence ensures the wellbeing of staff and other students. During the investigation, students may be suspended, and where appropriate, parents or carers will be informed. The suspension will be reviewed every five weeks by a panel led by the safeguarding team, and students will be provided with work to continue their studies during this period. Any Assistant Head, Head of Department, member of the College Management Group, or Student Liaison Officer may issue a suspension. Whoever issues the suspension will ensure that all relevant college staff are notified so appropriate steps can be taken quickly.

The college will also work with relevant staff, pastoral and learning mentors, social workers, educational psychologists, or the safer schools' team to identify any support, SEND and/or health needs the student may have during this time. There will be a clear support plan in place to help reintegration into college once the investigation concludes.

Investigations

Prior to the formal disciplinary stages, a record of the incident will be logged on EBS Student Portal.

At this stage no formal disciplinary action is taken but comments will be taken into account if there are future issues which warrant formal disciplinary action.

When formal disciplinary action is deemed appropriate, investigations will be undertaken where required.

In some cases, a member of staff may have collected all relevant information relating to the alleged misconduct but deem no further independent investigation is required. In other cases of alleged misconduct, the circumstances will need to be further investigated. If appropriate, student(s) may be suspended in accordance with the suspension procedure.

In cases of alleged misconduct or unacceptable performance requiring further investigation, this will be undertaken to establish the facts. Other evidence can include a discussion with the student, obtaining statements from witnesses, obtaining CCTV footage, and collecting any other documented information.

If the investigation and evidence provide a satisfactory explanation of the conduct in question, the relevant member of staff will inform the student that no further action will be taken and if the student is suspended, they should return to college on the next day they would be due to attend. The member of staff is required to update EBS accordingly.

If the explanation and evidence do not provide a satisfactory explanation of the conduct in question, the relevant member of staff will arrange a disciplinary meeting.

If a reported incident to be investigated includes an allegation against a member of staff as well as a student, then the College may be required to undertake and conclude both investigations prior to a final outcome being determined and communicated. Although investigations would normally be undertaken as soon as possible, delays may be caused by external agencies undertaking their own investigations which may in turn delay internal proceedings. The College will endeavour to inform all parties if an investigation and therefore an outcome decision is likely to be delayed.

Student Disciplinary Procedures and Appeals

1. Most minor rule breaks in college will be handled informally by staff. The main purpose of these informal warnings is to let the student know that their behaviour is not acceptable in the college community because it might negatively affect them or others. In these situations, personal tutors will support the student with an action plan and record the details on EBS Student Portal so all teaching staff are aware of any actions taken. However, if the behaviour is more serious or does not improve after informal warnings or support meetings, the student will need to explain their behaviour. If the explanation is not satisfactory, the college will start formal disciplinary action using the process described below.
2. Students have the right to appeal against any disciplinary decision if they believe that they have not been treated fairly or this process has not been followed correctly. The staff member hearing their appeal will not be any member of staff involved in the original disciplinary judgement.

Disciplinary Procedure

Positive Behaviour and Restorative Practice

CRC is committed to promoting positive behaviour and maintaining a safe and respectful learning environment. Where appropriate, the College will use restorative approaches to help students understand the impact of their behaviour, repair harm caused to others and rebuild professional relationships.

Restorative approaches may include:

- Reflective discussions.
- Written reflections or apologies.
- Restorative meetings.
- Reparation activities.
- Community contribution activities.
- Reintegration meetings following disciplinary sanctions.

Participation in restorative activities does not remove the consequences of misconduct. However, genuine engagement, acceptance of responsibility, evidence of remorse and positive steps to repair harm may be taken into account when determining outcomes and future support.

Successful restorative practice may, where appropriate, result in the reduction of a disciplinary stage or earlier removal of a warning.

This procedure is guided by the following principles:

- The college is committed to handling disciplinary matters fairly and consistently.
- No disciplinary action will be taken until incidents are properly investigated, ensuring all relevant facts are considered. However, students may be temporarily suspended from college activities during an investigation. Such suspensions are not considered formal disciplinary sanctions.
- At every stage, students will receive clear details about any complaint made against them and have the chance to present their side before a decision is reached.
- The disciplinary process can begin at any stage, depending on the seriousness of the alleged misconduct.

- Students have the right to appeal any formal disciplinary action taken against them.
- If a disciplinary case reaches the serious or gross misconduct stage, students have the right to be accompanied by another person during the formal interview and any subsequent appeal.
- Prior to any warning meeting the Chair will take time to look at previous comments on EBS Student Portal in order to gauge the general behaviours and commitment to the college and to learning displayed.

Misconduct

It is not possible to provide a comprehensive definition of what constitutes misconduct. Examples of academic or professional misconduct leading to a stage 1 warning and action plan would include, but are not limited to:

- unauthorised absence
- poor punctuality or attendance
- failure to meet set deadlines
- refusal to comply with instructions given by a member of staff
- failure to display a student ID card on college premises
- dropping litter
- smoking/vaping outside of designated areas
- rowdy or inconsiderate behaviour
- a breach of the Student Behaviours and Expectations as set out on page 7
- repeated classroom disruption which impacts on the learning environment for others
- repeated requirement for a temp ID badge
- not returning a temp ID badge
- failure to adhere to professional standards in salons, workshops or other practical learning spaces

Where a student is alleged to have committed an act of misconduct, they will be invited to attend a Misconduct Meeting with their tutor, lecturer, assessor or coach to consider the circumstances, any support required and whether formal disciplinary action is appropriate.

At this meeting, it will be determined whether the student will receive a Stage 1 Warning and Action Plan to address the concerns identified, or whether no formal disciplinary action is required. Where no disciplinary action is taken, the student may be referred to additional support either within the department or through student support services.

If a Stage 1 Warning and Action Plan are issued, the tutor will explain why the student's behaviour or performance has not met the standards expected by the College. The student will be informed of the improvements required and clear SMART targets will be agreed to support progress. The tutor will add this to EBS. A review date will be arranged to consider progress against the agreed targets.

At the review meeting, the tutor will determine whether:

- The Action Plan should continue;
- Further disciplinary action is required; or
- The warning can be removed.

Where the student is under 18 years of age, or over 18 with appropriate consent in place, the student's parent or guardian will be informed of the warning by the Personal Tutor. Where the student is an apprentice, the employer will also be informed by the Assessor.

If a student fails to attend a disciplinary meeting without good reason, the meeting will be rearranged at a time convenient to College staff. If the student fails to attend the rearranged meeting, a decision may be made in their absence based upon the available evidence and the outcome will be recorded on EBS Student Portal.

Right to Appeal

A student wishing to appeal a Stage 1 Warning must submit their appeal in writing to the relevant Assistant Head (or equivalent) or Apprenticeship & Adult Learning Manager (AALM) within five working days of receiving written confirmation of the warning.

The student will be invited to an appeal interview within 15 working days of the appeal being received and will be notified of the outcome in writing within five working days of the interview.

Appeals must be submitted directly by the student who is subject to the disciplinary sanction. Appeals submitted by third parties will not normally be accepted. However, parents, carers, guardians or other supporters may assist the student in preparing appeal documentation.

Serious Misconduct

Where a student is alleged to have committed an act of serious misconduct, or has failed to meet the conditions or targets associated with a Stage 1 Warning, they will be invited to attend a Serious Misconduct Meeting with the Assistant Head (or equivalent) or Apprenticeship & Adult Learning Manager (AALM).

Where the student is under 18 years of age, or over 18 with appropriate consent in place, their parent or guardian will also be invited. Where the student is an apprentice, their employer will be invited to participate in the meeting.

At the meeting, it will be determined whether:

- A Stage 2 Warning and Action Plan should be issued; or
- No formal disciplinary action is required.

Where no disciplinary action is taken, the student may still be referred to additional support either within the department or through student support services.

If a Stage 2 Warning and Action Plan are issued, the student will be informed of the reasons for the warning, the standards expected by the College and the improvements required. Clear and achievable SMART targets will be agreed and added to EBS, to support the required improvement in behaviour, conduct or performance.

A review date will be arranged to consider progress against the agreed targets. At the review meeting, the tutor will determine whether:

- The current Action Plan should continue;
- Further disciplinary action is required;
- The warning should be reduced to a Stage 1 Warning; or
- The warning can be removed.

Where the student is under 18 years of age, or over 18 with appropriate consent in place, written confirmation of the warning will be provided to the parent or guardian. Where the student is an apprentice, the employer will also receive written confirmation.

Meetings may be held face-to-face or remotely using Microsoft Teams. Where parents, guardians or employers are unable to attend in person, they may participate virtually.

If a student fails to attend a Disciplinary Meeting without a valid reason, the meeting will be rearranged at a time convenient to College staff. If the student fails to attend the rearranged meeting, the College may consider the available evidence and make a decision in the student's absence. Written confirmation of the outcome will then be issued.

Where a student who is a Child in Care (CIC) or who has an Education, Health and Care Plan (EHCP), the CIC Co-ordinator or the EHCP Team will be informed where there is a risk that the educational placement may break down. An emergency review meeting will be requested with the relevant Local Authority where appropriate. An agreed support and action plan will be developed with the student, parent/carer or next of kin, the Local Authority and any relevant professionals to ensure continuity of learning and, where necessary, a transition plan. The purpose of this process is to support the student to remain in education, employment or training wherever possible. For all students with SEND these processes contained in the student regulations will be followed and language adapted in meetings and correspondence to ensure understanding by the student.

Right to appeal

A student wishing to appeal a Stage 2 Warning and Action Plan must submit their appeal in writing to the relevant Head of Department (or equivalent) within five working days of receiving written confirmation of the warning.

The student will be invited to an appeal interview within 15 working days of the appeal being received and will be notified of the outcome in writing within five working days of the interview.

Appeals must be submitted directly by the student who is subject to the disciplinary sanction. Appeals submitted by third parties will not normally be accepted. However, parents, carers, guardians or other supporters may assist the student in preparing appeal documentation.

Gross Misconduct

As with cases of misconduct and serious misconduct, it is not possible to provide a comprehensive definition of what constitutes gross misconduct. Examples of gross misconduct include, but are not limited to:

- Violence or threats of violence, including any intention to harm, maim or kill others.
- Conduct or language which breaches College policies relating to equality, diversity, safeguarding or professional conduct.
- Discrimination.
- Harassment or victimisation of another member of the College community, including sexual harassment, sexual violence, and child-on-child abuse.
- Possession or misuse of alcohol on College premises, or attending College under the influence of alcohol.

- Possession or misuse of drugs or other illegal substances or attending College under the influence of drugs or other illegal substances.
- Possession of drug paraphernalia, including grinders.
- Theft.
- Possession or use of an offensive weapon, or any article made, adapted or intended to cause injury.
- Wilful damage to College property.
- Wilful damage to the property of another member of the College community.
- Making or sharing inappropriate images, including sharing via electronic devices.
- Sharing images or recordings of a member of the College community without their consent.
- Upskirting or downblousing.
- Any activity linked to initiation/hazing type violence or rituals.
- Any criminal activity.
- Refusal to leave a lesson when instructed to do so by a member of staff, resulting in the lesson being terminated or evacuated.
- Knowingly inviting or assisting non-students to gain unauthorised access to College premises.
- Failure to meet targets set as part of a Stage 2 Warning action plan.

This list is not exhaustive.

Acts of gross misconduct, particularly those involving violence or threats of violence, sexual harassment, sexual violence, possession or supply of drugs, or possession of an offensive weapon will normally result in permanent exclusion, unless significant mitigating circumstances are present.

Any student who receives a permanent exclusion will not normally be permitted to enrol on any future course at Cambridge Regional College.

Additional Notes

Note: Any student who causes damage to College property, or the property of another member of the College community, may be required to reimburse the cost of repair or replacement.

Note: Any incident involving violence, sexual harassment, serious discriminatory behaviour or speech, or child-on-child abuse must be recorded on MyConcern and appropriately followed up once an outcome has been determined. Incidents involving bullying and/or sexual harassment must be recorded against both the victim(s) and the perpetrator(s), appropriately categorised and linked.

Note: The College does not tolerate discrimination, harassment or victimisation. The Equality Act 2010 places a Public Sector Equality Duty on the College and supports its commitment to taking robust action where members of the College community are subjected to discriminatory behaviour.

Students who are found to have deliberately behaved in a manner intended to cause offence relating to a person's disability, race, sex, age, religion or belief, sexual orientation or gender reassignment will normally be dealt with as follows:

- **First incident:** Treated as gross misconduct and dealt with under these Student Regulations. Where a decision is taken not to exclude, any Stage 3 Warning issued will remain on the student's record for the duration of their studies at the College.
- **Second incident:** Permanent exclusion.

NB: Any decision not to exclude a student whose gross misconduct relates to violence, sexual harassment, serious discriminatory behaviour or speech, or child-on-child abuse must be approved by either the Principal or the Assistant Principal for SEND and Designated Safeguarding Lead.

Any allegation of sexual violence must be referred immediately to the Safeguarding Team. No further action should be taken by the curriculum team until advice has been provided by safeguarding staff.

Gross Misconduct Meeting

Where a student is alleged to have committed an act of gross misconduct or has failed to meet the conditions attached to a Stage 2 or Stage 3 Warning, they will normally be required to attend a Gross Misconduct Meeting.

The student may be suspended pending investigation and/or the outcome of the disciplinary process.

The meeting will normally be attended by:

- The relevant Head of Department (or equivalent), who will chair the meeting.
- An independent College manager.
- A member of staff presenting details of the incident, where appropriate.
- The student's Personal Tutor, Assessor or Coach, where appropriate.
- The student.
- Where the student is under 18, or over 18 with appropriate consent, a parent, guardian or nominated supporter.
- Where the student is an apprentice, the employer may also attend.

Meetings will normally take place via Microsoft Teams. Where a face-to-face meeting is held, parents, guardians or employers may attend virtually if they are unable to attend in person.

The student will be given an opportunity to provide evidence or information in mitigation prior to the meeting. Where an investigation has taken place, all evidence must be reviewed by the Chair before the meeting.

After considering all available evidence, the student's explanation, any mitigation presented and any safeguarding considerations, the Chair will determine an outcome.

Possible Outcomes

Stage 3 Warning and Action Plan

The student may receive a Stage 3 Warning and Action Plan.

The student will be informed of:

- The reason for the warning.
- Any sanctions being applied.
- The consequences of further misconduct.
- The targets and expectations required for improvement.

SMART targets and a review date will be agreed and added to EBS Following review, the warning may remain in place, be reduced to Stage 2 where significant improvement has been demonstrated, or progress to a further disciplinary stage.

Stage 4 Fixed-Term Exclusion with Reintegration

Where gross misconduct has occurred, but the College is satisfied that:

- The student has accepted responsibility for their actions;
- Genuine remorse has been demonstrated;
- The student has engaged positively with the disciplinary process;
- Appropriate restorative actions have been undertaken where applicable; and
- The student does not present an ongoing risk to others;

the College may impose a fixed-term exclusion followed by a formal reintegration process. Prior to returning to College, the student must attend a Reintegration Meeting with their Head of Department (or equivalent). Conditions for return, behavioural expectations, support arrangements and any ongoing restorative actions will be agreed during this meeting.

A Stage 3 Warning will normally remain in place following reintegration.

Stage 4 Academic Year Fixed-Term Exclusion

The student may be excluded for a minimum period of one academic year.

This decision must be authorised by an Assistant Principal.

Following the exclusion period, the student may be considered for re-enrolment subject to:

- Satisfactory engagement during the exclusion period.
- Completion of any conditions imposed by the College.
- Attendance at a re-enrolment interview with a member of the Senior Management Team.

Stage 4 Permanent Exclusion

The student may be permanently excluded from the College.

Permanent exclusion will normally be considered where the misconduct involves:

- Violence or serious threats of violence.
- Sexual violence and sexual harassment.
- Serious physical assault and harm.
- Possession of an offensive weapon.
- Supply of drugs or illegal substances.
- Serious discriminatory abuse.
- Behaviour presenting a serious safeguarding risk to others.

A permanently excluded student will not normally be permitted to enrol on any future College course.

No Disciplinary Action

Where the evidence does not support disciplinary action, no sanction will be imposed.

Where appropriate, the student may still be referred to additional support services, safeguarding services or departmental intervention programmes.

The outcome of the meeting may not be provided during the meeting itself. The student will normally receive written confirmation within five working days. Planned college holidays are not classed as working days. Meetings should be arranged so this does not disrupt the outcome being provided in a timely manner. Where appropriate, parents, guardians and employers will also be informed.

Any decision to exclude a student, whether temporarily or permanently, must be authorised by an Assistant Principal.

Where the gross misconduct relates to violence, sexual harassment, serious discriminatory behaviour or speech, or child-on-child abuse, any decision **not** to exclude must be approved by either the Principal or the Assistant Principal for SEND and Designated Safeguarding Lead.

If a student fails to attend a disciplinary meeting without good reason, the meeting may be rearranged once. If the student fails to attend the rearranged meeting, a decision may be taken in their absence based upon the available evidence.

Where a student who is a Child in Care (CIC) or who has an Education, Health and Care Plan (EHCP), the CIC Co-ordinator or the EHCP Team will be informed where there is a risk that the educational placement may break down. An emergency review meeting will be requested with the relevant Local Authority where appropriate. An agreed support and action plan will be developed with the student, parent/carer or next of kin, the Local Authority and any relevant professionals to ensure continuity of learning and, where necessary, a transition plan. The purpose of this process is to support the student to remain in education, employment or training wherever possible. For all students with SEND these processes contained in the student regulations will be followed and language adapted in meetings and correspondence to ensure understanding by the student.

Right to appeal against a stage 3 warning

A student wishing to appeal a Stage 3 Warning and Action Plan must submit their appeal in writing to the relevant Assistant Principal within five working days of receiving written confirmation of the warning.

The student will be invited to an appeal interview within 15 working days of the appeal being received and will be notified of the outcome in writing within five working days of the interview.

Appeals must be submitted directly by the student who is subject to the disciplinary sanction. Appeals submitted by third parties will not normally be accepted. However, parents, carers, guardians or other supporters may assist the student in preparing appeal documentation.

Right to appeal against a stage 4 temporary or permanent exclusion

A student wishing to appeal a Stage 4 fixed-term or permanent exclusion must submit their appeal in writing to a Deputy Principal within five working days of receiving written notification of the decision. The appeal must clearly state the grounds upon which it is being made.

The appeal will be heard by a Deputy Principal, a member of the Senior Management Team, or their nominee. The student will be notified of the outcome in writing within five working days of the appeal hearing.

Appeals must be submitted directly by the student who is subject to the disciplinary sanction. Appeals submitted by third parties will not normally be accepted. However, parents, carers, guardians or other supporters may assist the student in preparing appeal documentation.

Appeal hearings

Where an appeal is submitted, the hearing will normally be arranged within 15 working days of receipt of the appeal.

The student will receive written confirmation of the final decision within five working days of the hearing.

The student may be accompanied by a friend, relative or other supporter at the appeal hearing. Legal representation is not normally expected. Where a student wishes to be legally represented, they must notify the Chair in writing in advance of the hearing and provide the reasons for the request. In such circumstances, the College reserves the right to arrange its own legal representation and may postpone the hearing if necessary to facilitate this.

Where a student does not submit an appeal within the specified timescale, the original decision will be regarded as final.

If a student fails to attend an appeal hearing without good reason, the appeal may be considered in their absence and a decision reached based on the available evidence.

General supporting information

Authority levels indicate the minimum level of authority required to undertake disciplinary actions under these Student Regulations.

Records of all disciplinary actions will be maintained on EBS Student Portal.

Where a student is aged 18 or over, communication relating to disciplinary meetings, disciplinary outcomes and appeals will normally be sent only to the student. Information will also be shared with parents, guardians or other nominated individuals where appropriate consent has been provided and recorded on EBS Student Portal.

Where a student is under 18 years of age, communication relating to disciplinary meetings, disciplinary outcomes and appeals will normally be sent to both the student and their parent or guardian.

Where a student under the age of 18 has requested that information is not shared with a parent or guardian, a balance test will be undertaken by the Head of Department (or equivalent) or Apprenticeship & Adult Manager, in consultation with the Safeguarding Manager, to determine whether withholding information may place the student's welfare at risk. Given that disciplinary proceedings may result in the breakdown of an educational placement, parents or guardians will normally be informed and invited to attend relevant meetings.

Where a student is an apprentice, communication relating to disciplinary meetings, disciplinary outcomes and appeals will also be shared with the employer.

Formal Reporting Arrangements for Student Disciplinary Procedure

**EHCP students to be notified to EHCP team that placement is in danger of breaking down. Emergency EHCP meeting to be requested with Local Authority.*

Meeting	Possible outcomes	Meeting held by:	Appeal to:	Appeal heard by:
Support / Intervention meeting To address concerns or low-level poor behaviours where there may be support required in order to resolve the issues or discussion to understand barriers.	- Support from the Hub, personal support team, study support team, tutor, lecturers, outside services. - Actions to address behaviours and ongoing monitoring of the situation	Tutor/Lecturer Assessor/Trainer	No appeal at this meeting	N/A
Misconduct meeting Failure to adhere to actions or conditions set out in an intervention meeting or occurrences of misconduct	- Stage 1 warning & action plan - Action plan - No disciplinary action	Tutor/Lecturer Assessor/Trainer	Appeal in writing to the Assistant Head (or equivalent)/Apprenticeship and Adult Learning Manager within 5 working days of the original warning	Assistant Head (or equivalent)/ Apprenticeship and Adult Learning Manager
Serious misconduct meeting Failure to adhere to conditions of action plan set at misconduct meeting, incidents of a more serious nature or repeated misconduct	- Stage 2 warning & action plan* - Action plan - No disciplinary action	Assistant Head (or equivalent) WBL Manager	Appeal in writing to the Head of Department (or equivalent) within 5 working days of the original warning	Head of Department (or equivalent)
Gross misconduct meeting Failure to adhere to conditions of action plan set at a serious misconduct meeting or an instance of gross misconduct (student may be suspended pending investigation)	- Stage 3 warning & action plan* - Stage 4 fixed term exclusion with reintegration - Stage 4 Academic year fixed term exclusion - Stage 4 permanent exclusion* - Action plan - No disciplinary action	Head of Department (or equivalent) and an independent college manager.	For a Stage 3 Warning appeal in writing to the relevant Assistant Principal within 5 working days of the original decision. For an exclusion appeal in writing to the Deputy Principal Curriculum Development within 5 working days of the original decision	Appeals Panel - For Stage 3 Warnings, minimum level of authority is an Assistant Principal Appeals Panel - For Exclusions, appeals will be heard by a Vice or Deputy Principal

- Any decision to exclude must be agreed by an Assistant Principal prior to exclusion.
- Any decision not to exclude a student whose gross misconduct relates to an act of violence, sexual harassment or serious act(s) of discriminatory behaviour or speech, or child on child abuse must be sanctioned by either the Principal or the Assistant Principal for SEND & Designated Safeguarding Lead.
- Any alleged act of sexual violence must be reported immediately to safeguarding and no further action taken by the vocational team until advised.

Suspensions	Decision and action to suspend:	Reported to:
Suspension pending investigation: Following an allegation of serious or gross misconduct (including allegations by the police) which requires further investigation over a period of time to confirm relevant facts	• Assistant Head where deputising for a Head of Department (e.g. when on a different site) • Head of Department • Apprenticeship and Adult Learning Manager (or equivalent) • Assistant Principal • CMG Member • Safeguarding Manager • Student Liaison Officer • Senior Management Team	• Head of Department (or equivalent) • Curriculum Staff • Apprenticeship and Adult Learning Manager • Assistant Head (or equivalent) • Student Liaison Coordinator • Student Support and Safeguarding Manager • Team leader / manager for reception services

PART 2

Academic Performance and Appeals

Enrolment

By enrolling at this college, students agree to follow all college regulations, including those designed to keep students, staff, and visitors safe. Students commit to behaving in a manner that supports the College's reputation, complies with these Student Regulations and recognises the authority of the College Corporation and Principal in matters relating to College life.

Breaking this agreement will result in actions as outlined in the student regulations.

Please note that attending a particular college is not a guaranteed right. Enrolment may be refused if applicants:

- Do not meet the required academic standards
- Have previously been permanently excluded
- The College reasonably believes it cannot safely or appropriately support the applicant alongside other students and staff.
- Other circumstances make it necessary

Sometimes, a place may be offered under certain conditions. If those conditions are not met the place can be withdrawn. Applicants may appeal a decision regarding their application or place. The appeal will be reviewed by a senior member of staff who will consider all relevant circumstances, including any risks to health and safety and any potential impact on the College community.

Enrolment is usually for one academic year, unless the course ends sooner or is discontinued—or if a student is excluded under the student regulations. Fees paid at enrolment are generally non-refundable unless the college cancels the course. Refund requests must be made in writing to the Director of Finance explaining the reasons a refund is being sought.

For applicants moving to the next year of a course enrolment will be automatic as long as all outstanding fees have been paid and students have met the academic criteria (including overall attendance requirements) and have not been subject to sanctions under the student regulations.

Appeals to the refusal of an enrolment should be made in writing to a Deputy Principal at the College.

Attendance and Punctuality

1. Personal tutors will initially address attendance concerns through support, guidance and learning support and intervention meetings. Where attendance does not improve, the Student Regulations may be applied.
2. It is expected that students will attend all planned learning sessions including English and maths lessons, workshops, work placement, industry placement, vocational practical lessons, independent learning and tutorials. An absence from any class for a specific reason may be authorised if approval for the absence is sought and approved in advance with the appropriate subject tutor(s). Examples of where an absence may be authorised include childcare, caring for others, a religious holiday, a funeral, a driving test or a specialist medical appointment. It is expected that holidays, routine medical appointments, part-time work activities,

driving lessons and other pre-planned events will be arranged so as not to require an absence from a session.

3. All students are expected to report absences as soon as possible to the Curriculum Administration Office (01223 418551) The absence will be recorded on EBS Student Portal with the Note Type 'Absence Line' made for the attention of 'Everyone except managers'.
4. Students expecting prolonged absence should contact their personal tutor to discuss the possibility of an alternative study arrangement or where necessary initiate the mitigating circumstances procedure.
5. In the case of unplanned absences, such as illness or failure in domestic arrangements, it is expected that the Curriculum Administration Office should be informed as soon as possible by telephone giving reasons for the absence. In the case of prolonged absence, students will be expected to provide a medical certificate to maintain "enrolled" status at the College. Absence due to illness will not normally count towards attendance targets unless specifically authorised by the College in exceptional circumstances.
6. Unauthorised and unaccounted for absence will result in a phone call to the student and/or next of kin (where appropriate) by the tutor or the centralised attendance monitoring team.
7. Students may be asked to attend a learning support and intervention meeting by their personal tutor to put in place an action plan to provide a support system to address attendance or behaviour concerns. During the meeting targets will be agreed with a further review meeting scheduled to take place within two weeks of the initial meeting to review progress and any adjustments to the planned support
8. If students are absent from all classes for a continuous period of four weeks during term time and have not sought or been granted authorisation for such prolonged absence, they will be regarded as having terminated their enrolment at the College. This will be confirmed in writing. Unauthorised absence will normally result in contact from the College and may lead to a Learning Support and Intervention Meeting. Continued attendance concerns may result in disciplinary action under the Student Regulations
9. Failure to improve attendance following initial disciplinary action will lead to progressive stages of the disciplinary procedures being initiated, up to and including exclusion from the college.
10. The college expects students to arrive promptly for the planned start of any timetabled class. Students who are late to class disrupt teaching and learning activities and disadvantage their own progress and potential achievement.
11. In normal circumstances a student will be marked as late on the register. The lecturer will then put a note on EBS Student Portal using the note type 'Punctuality', made for the attention of the tutor. The tutor will then follow up as per the student regulations.
12. Failure to improve punctuality to classes following initial disciplinary action will lead to progressive stages of the disciplinary procedures being initiated, up to and including student exclusion from the college.

Additional Procedures for Apprentices

1. Where an apprentice is absent from college the lecturer will place a note on EBS Student Portal under 'Attendance' for the attention of the tutor (if assigned one) and the assessor. The assessor will contact the employer. A misconduct meeting will then be arranged by the assessor/coach and appropriate lecturing staff.

2. Employers will be informed of any warnings issued to apprentices and will be invited to serious and gross misconduct meetings.

Additional Procedures for Overseas Students

1. The College has a duty to report to the UKVI:-
 - Students who fail to enrol on their course.
 - Students who are absent for more than 10 consecutive sessions of their course of study.
 - Students who discontinue their studies.
 - Any student absence record which is not consistent with a full-time study of 15 hours/week.
 - Any change in students' circumstances deemed relevant within the UKVI regulations.
2. All students are required to provide changes to their personal details to the College so that the College MIS system can be updated. This will ensure college staff can contact them to clarify all periods of non-attendance that may affect their permission to study in the UK.
3. Unless the student immediately contacts the College to provide evidence to support their absence, they will be reported to the UKVI as having left their course of study, and that they are no longer sponsored by the College.

Submission of work and academic misconduct

- You are expected to complete all academic requirements for your course. This means submitting your work, including essays, assignments, and projects, on time, and taking part in all required activities such as field trips, visits, work experience, industry placements, or any other educational activities that are essential for your progression.
- If you fall behind with your coursework, you may first be referred to the study support team for an assessment to see if you need any extra help. If you do not take up this support, or if concerns about your progress continue, disciplinary action may be taken.
- It is important that all coursework you submit is your own work. If you use help from sources other than those allowed by your lecturer, you must acknowledge this on your work. This includes copying someone else's work, images or ideas and claiming them as your own—this is plagiarism. Plagiarism is dishonest and unacceptable and includes using information from AI without proper referencing the internet, or any data stored on hard drives or USB devices that belongs to someone else. Plagiarism and misuse of AI is considered serious misconduct and will be dealt with according to the student regulations.
- The use of artificial intelligence (AI) tools is only permitted where expressly authorised by the lecturer or awarding organisation. Students must declare any permitted use of AI tools in accordance with College and awarding organisation requirements. Unauthorised use of AI-generated content may be treated as academic misconduct.
- Letting another student copy your work is considered collusion to gain unfair academic advantage and is not acceptable. Trying to obtain an unfair academic advantage in any way, such as making up experimental or research results, is also serious misconduct and will not be tolerated.

- You must also comply fully with the rules of external validating and examining bodies.
- Using computer hardware and software to produce coursework and assignments is standard practice. However, when you use IT facilities at the college, you are responsible for following the college's 'Internet, Networking & Software Compliance' policy.

Academic Performance

1. The general academic performance of individual students will be reviewed on a regular basis. Where a student's academic performance consistently falls below the standards expected on the course, the Student Regulations may be applied.
2. Persistent or continued failure to meet the required standard will lead to progressive stages of the disciplinary procedures being initiated, up to and including exclusion from the college.
3. In the case of students sponsored by an employer, a copy of any warnings will be sent to the employer. In all cases, parents/carers (for under 18s and over 18s where consent is given), sponsors or employers will be kept informed of progress except where consent has been withdrawn in which case a balance test will be applied.
4. Where it emerges that students are unable to achieve the standards required by the chosen course, they may be advised to withdraw or transfer to a more suitable programme. Decisions of this nature will only be made after full discussion and consideration of all the options available. Advice and support will be available from the personal tutor, Careers Adviser, Assistant Head of Department, Head of Department or Assistant Principal.
5. In cases where students are not able to succeed on their chosen course and are unwilling to transfer to a more appropriate course or withdraw, the case will be heard via the student regulations. The chair of the meeting will investigate reasons why they have not taken the opportunity to either transfer or withdraw from the course as advised; and where continued enrolment on the course is likely to cause undue disruption to the work of other members of the group. In this case, the chair may decide that a student should be excluded from their course on academic grounds. Such a decision will not prevent subsequent re-enrolment on any other college course, provided that the course in question is one for which the student, in the opinion of the relevant academic staff, the student has the potential and commitment to achieve.

Academic Appeals Policy

1. Aim

- 1.1. Cambridge Regional College is committed to ensuring that when staff assess student work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification, college and awarding organisation rules.
- 1.2. The purpose of this policy is to provide an opportunity for students to appeal against outcomes of assessment for qualifications for which they are enrolled with the College and registered with an awarding organisation by CRC.
- 1.3. Where learners have complaints that do not directly relate to the assessment, they should utilise the Complaints Procedure (available on the College website).

2. Principles

- 2.1. Students may not appeal on the grounds of academic judgement (that is, disagreement with the academic decision of teachers, assessors or examiners).
- 2.2. Academic appeals are permitted only where the student believes one of the following circumstances have occurred:
 - a) Where there is evidence that the assessment was not conducted in accordance with the regulations of the College or with awarding organisation rules
 - b) Where there is evidence that assessment criteria relating to the specific assessment in question were incorrectly applied in arriving at the grade or mark awarded (only where an assessment has not been second marked or internally verified)
 - c) There has been a procedural irregularity in the assessment process or material administrative error
 - d) Where the learner believes that their performance was affected by mitigating circumstances beyond their control e.g. illness, for which evidence is provided and accepted as genuine and applicable. In this instance, the learner is advised to first use the Mitigating Circumstances Procedure before an appeal.
 - e) Where the student believes that their performance was affected by centre decisions relating to access arrangements and special consideration.
- 2.3. Should any of the above circumstances arise, formal appeals must be submitted in writing (or by suitable alternative means), with appropriate evidence to the Director of Quality (via QT@camre.ac.uk) within 10 working days of receipt of marked work and within 5 days of undertaking an examination.
- 2.4. To protect the interests of the students and the integrity of the qualification, the College will:
 - 2.4.1 Inform students about the academic appeals process at induction and publish it in our Student Handbook, on our website and outside the exams office
 - 2.4.2 Provide an opportunity to discuss assessment outcomes informally with the student and to confirm the assessment, internal and external quality assurance process, relevant awarding organisation guidelines and any other guidance which relates to the assessment (stage 1 – early resolution)
 - 2.4.3 If resolution is not reached the academic appeals process will move to the next stage and the College will convene an Academic Appeals Panel to hear the appeal. The panel will comprise of the Director of Quality, Head of Department, a lead internal verifier and/or an Assistant Head of Department and will sit within 10 working days of receipt of the appeal and will decide whether the processes used for the assessment conformed to the published requirements of the awarding organisation and/or Ofqual (stage 2 – formal).
 - 2.4.4 Inform the candidate in writing of the outcome of the appeal, including any relevant correspondence with the awarding organisation, and any changes made to college procedures.
 - 2.4.5 Provide the opportunity for the candidate to have the final decision reviewed. Students can request a review of the formal academic appeal process to ensure appropriate procedures were followed and that the decision was reasonable (stage 3 – review). This will be undertaken by an independent Director/Deputy Principal.
 - 2.4.6 Take appropriate action to protect the interests of other students and the integrity of the qualification if the outcome of any appeal warrants such action

- 2.4.7 Retain records of appeals in line with relevant awarding organisation guidance; all Academic Appeals and notes and outcomes of panel meetings will be kept by the Quality team for their records.
- 2.4.8 Monitor the content of appeals to inform quality improvement and ensure the appeals procedure is effective to enhance the student experience.
- 2.5 If the student is still dissatisfied with the outcome of the review, they should contact the awarding organisation. The student will be informed that they have completed CRC's procedure for academic appeals. If the appeal then still remains unresolved, the student can raise their appeal to the Office of Qualifications and Examinations Regulation (Ofqual) whose decision will be final.

Appeal Hearings

The normal procedure for a Disciplinary Panel or appeal hearing will be:

1. Attendees from the college will be introduced by the Chair.
2. The student will introduce any person brought as a supporter.
3. The member of staff presenting the case will present the evidence, which may include presenting documentary evidence or calling witnesses or evidence recorded on EBS Student Portal. The chair will be given the opportunity to question the staff member. The staff member will then leave the meeting.
4. The student or his/her supporter will present evidence in support of the student's position, which may include presenting documentary evidence or calling witnesses.
5. The Chair will be given the opportunity to question the student or his/her supporter.

The Chair will sum up the information

6. The Chair will adjourn the meeting and consider what action is appropriate. They will confirm that an outcome will be communicated in writing within five working days of the meeting.
7. The decision, confirmation of any action to be taken and details of the appeals procedure will be sent in writing to the student within five working days.

Child on Child Abuse including Harmful Sexual Behaviours

The college has a zero-tolerance approach to any form of abuse. Any inappropriate behaviours including sexual violence and sexual harassment between students will be challenged by staff and will never be passed off as "banter", "just having a laugh", "part of growing up" or "students being students."

Students should be aware that any form of abuse, sexual violence or sexual harassment both inside and outside of the college premises, including online, is unacceptable and will not be tolerated. These behaviours will result in disciplinary action being taken. All reports will be taken seriously and investigated by staff including personal tutors, managers and designated Safeguarding Officers.

When investigating any incidences, the college will consider the wishes of the victim in terms of how they want to proceed and will enable them to have as much input as is reasonably possible over decisions regarding how any investigation will be progressed and any support that they will be offered. This will however be balanced by the college's duty and responsibilities to protect other students.

Where child on child abuse is proven, students will face disciplinary action as outlined in this document and where appropriate the police will be advised. Referrals will also be made to other relevant agencies such as Social Care if appropriate.

Students are encouraged to come forward and report **any** inappropriate behaviour including:

- any form of bullying,
- abuse in intimate personal relationships,
- physical abuse,
- threatening or encouraging physical abuse,
- sexual violence, (see KCSIE, 2026, paragraph 526)
- threatening or encouraging sexual violence (see KCSIE, 2026, paragraph 539-540)
- any form of sexual harassment (see KCSIE, 2026 paragraph 536-538)
- consensual and non-consensual sharing of nudes and semi-nude images and or videos (see KCSIE, 2026, paragraph 527)
- upskirting (taking a picture under a person's clothing without their permission) or downblousing (taking a picture down someone's top without their permission) (see KCSIE, 2026, paragraph 537)
- initiation/hazing type violence and rituals - this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element (see KCSIE, 2026, paragraph 35)
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party (see KCSIE, 2026, paragraph 35)

Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment is not tolerated. Students should not accept this and are encouraged to report it.

The College has a dedicated and trained team of professionals who are able to support the victims of child-on-child abuse and help to keep them safe. Students requiring support should request a referral by their personal tutor or contact the HUB and speak to a student advice and safeguarding officer

The College recognises that the alleged perpetrator may also need support both during and after investigation. Appropriate support is available and will be offered.

Any decision not to exclude a student whose gross misconduct relates to an act of violence, sexual harassment or serious act(s) of discriminatory behaviour or speech or peer on peer abuse must be sanctioned by either the Principal or the Assistant Principal – SEND and Designated Safeguarding Lead.

Any alleged act of sexual violence must be reported immediately to safeguarding and no further action taken by the vocational team until advised.

Confiscation and Search

All students should be aware of the actions that can follow should there be an incident of poor or dangerous behaviour. Colleges have statutory powers which include:

- the legal right to confiscate inappropriate items from students such as drugs, alcohol, stolen items, any item which could be deemed able to cause harm, mobile phones and music players;
- the removal of offensive images of staff, students and other individuals stored on electronic recording devices;
- statutory powers to discipline students who behave inappropriately on the way to and from college, for instance when travelling on buses and trains;
- the right of all staff to use 'reasonable force' to prevent students from committing a crime or causing injury, damage, or disruption;

- a legal duty to make provision to tackle all forms of bullying.

Legislation in the Violent Crime Reduction Act 2006 allows the Principal, or those acting with his or her delegated authority, to search students if they suspect one of them is carrying an offensive weapon. At CRC, this delegated authority lies with the Safeguarding Manager or Student Liaison Officers, the College Management Team, Department Heads or Assistant Heads and Apprenticeship and Adult Learning Manager (AALM)s. As well as manual search, they are also entitled to use metal-detector arches and wands to carry out random, non-intrusive searches of students for weapons.

In addition, under the Violent Crimes Reduction Act, 2006, the Apprenticeships, Skills, Children and Learning Act, 2009 and the Education Act, 2011, the Safeguarding Manager and Student Liaison Officers have the delegated authority to restrain or use reasonable force to prevent or stop a potentially harmful/violent or dangerous act taking place where the well-being of students or another member of the college community is at risk.

Criminal Activity (whilst engaged in college activities)

The college reserves the right to report possible criminal activity to the Police and/or advise victims of their right to do so. Disciplinary action by the college may be deferred pending the outcome of criminal proceedings however disciplinary action by the College can be taken regardless of the outcome of any criminal investigation by the Police. In some cases the College may decide to suspend a student pending the outcome of proceedings.

Filtering and monitoring to help keep students safe online

The college is required under the DfE's statutory guidance, '***Keeping Children Safe in Education***' to keep students safe online whilst at college. This includes use of appropriate filters and monitoring systems to limit exposure to potential risks and inappropriate or harmful content while using the college's IT systems.

The college monitors search terms used on all devices linked to the college's WiFi system. The college uses artificial intelligence to check search terms and the content of every website a student attempts to visit against a detections library of trigger words. Should any of the trigger words be detected the college's safeguarding team will be notified and will follow up where appropriate.

The college monitors PCs and laptops in classrooms and workshops and allows the teacher to view and access student machines as well as share in real-time, for the purpose of teaching, class management and safeguarding. This includes PCs and laptops used for exams and controlled assessments, to ensure exam regulations have been followed.

Computer usage during lessons must be course related at all times.

E-Bullying

All areas of the college are covered by WiFi, and since most smartphones have internet access and can stream TV, you can go online or watch videos almost anywhere—even without supervision. With the rise of picture and video messaging, it's important to be thoughtful about the images you share. Once a photo or video is sent, it's easy for it to be forwarded to others, altered, or posted online, making it nearly impossible to remove.

You should also be careful about giving your mobile number or other contact details to people you don't know or trust, as this can put you at risk of cyber bullying or unwanted contact. This also applies to posting information on social networking sites like YouTube, Facebook, Snapchat, Twitter, Instagram, and others.

Never use electronic recording or photography equipment, whether at home or at college, to bully or harass staff or fellow students. Doing so can cause personal distress or

embarrassment and could damage the college's reputation. This includes things like online identity fraud—sometimes called “frapping”—where someone uses another person's login details to access their email or social media, and then sends cyberbullying messages. If you're involved in any of these activities, it will be treated as gross misconduct.

If you ever experience E-Bullying, tell a member of college staff right away so they can help investigate what happened. Take screenshots of texts or web pages, and make a note of the time, date, and website address to use as evidence during the investigation. All reports of E-Bullying will be taken seriously and investigated by staff such as your personal tutor, managers, and designated safeguarding officers. If a student is found to have engaged in E-Bullying, they will face disciplinary action as explained in this document.