

KSVN Student Code of Conduct & Disciplinary Procedure Policy

KSVN is a team made up of the Centre staff, employers, Clinical Coaches and students. Everyone is expected to behave in a sensible, considerate and well-behaved manner. Every student must meet their responsibilities as set out in this Code of Conduct. This policy intends to help provide a well-ordered & safe environment for all and to ensure that student discipline is applied in a consistent & equitable way and refers to elements of the KSVN Student Code of Conduct & Disciplinary Policy, RCVS Code of Professional Conduct, RCVS Fitness to Practice Policy, KSVN Fitness to Practice Policy and VN Standards.

Introduction

This policy covers all students and sets out the expectations for behaviour and attitude when attending the Centre as part of their learning programme. The “Student Contract”, read & signed at Induction by all students also includes Code of Conduct information.

Centre staff must apply the relevant procedure for any level of misconduct and are required to be consistent in the application of these procedures. KSVN management monitor the application of this policy to ensure it is consistently applied and undertake update reviews at least annually.

KSVN reserve the right to recover costs of any damage to KSVN property that occur as a result of student misconduct.

Student Code of Conduct – students will be expected to:

Attendance & Punctuality

Attend all lessons, be punctual and arrive prepared and ready to study. No holidays to be booked in term time. Non-essential appointments must not be booked on a College day.

Learning

Participate fully in lessons and apply themselves to their studies both at home and at the Centre. Produce work to the best of their ability and that is genuinely entirely their own (unless referenced), including complying with exam policy. Engage in lessons with positive attitude and co-operate fully with staff & fellow students.

Behaviour

Wear their student ID at all times on site, with personal possessions stored away from general thoroughfares and mobile phones turned off or in airplane mode, unless used in a classroom activity with the tutor’s permission. Students must not disrupt the learning of others and all behaviours that have a negative impact on the classroom environment and atmosphere, including surreptitious or passive-aggressive suggestion will not be tolerated.

No items identifiable as an offensive weapon to be brought on the premises. The dress code is casual with no offensive logos or print, offensive language & aggressive behaviour is not tolerated.

Effective from September 2021 – September 2022

Students are expected to be respectful & kind to others – KSVN have a Zero Tolerance policy on bullying or harassment. Disciplinary procedures will be enforced.

Consideration for others

Help maintain a civilised, clean and orderly Centre, operating equipment with care so that it remains functional for all. They must not drop litter and must tidy up after themselves in rest areas. Smoking is not permitted on the premises.

Please leave the premises quietly, with due consideration for others and being aware of the risk from traffic.

Please review the Policies and Procedures section of the website for further details.

Disciplinary Procedure for students.

The Code of Conduct is expected to be observed by all students – where this does not happen it may be necessary to employ the Disciplinary Procedure. The stage of the disciplinary procedure that may be first engaged in, depends on the seriousness of the incident and does not therefore have to commence at the lowest level.

There are many KSVN rules, procedures and policies put in place to keep everyone safe in the Centre and students are empowered to recognise these and make informed choices based on these however if these are breached, disciplinary proceedings will be used to safeguard all.

Examples of misconduct / behaviours leading to disciplinary procedure implementation

Bullying or harassment of others in the Centre or during the College day (off premises)

Disorderly/disruptive behaviour, violent or offensive behaviour/language to others

Disruptive or disrespectful behaviour towards others, including tutors

Deliberate damage to KSVN property or any other criminal offences

Misuse of drugs or alcohol on Centre premises

Failure to submit /attend assessments or failing to meet training deadlines

Cheating in exams or plagiarism

Booking holiday or non-essential/urgent appointment in term time

Poor attendance or punctuality

Conduct bringing KSVN in to disrepute

Contravening Health & Safety regulations including tampering with equipment

Failing to provide essential communications to KSVN team e.g. re absences, change of contact details, responding to messages

Disciplinary route

1. Personal tutor witnesses an incident or receives a verbal report of an incident from a member of staff or other student.
2. The Personal tutor records incident details in writing with the reporting person or receives a written statement. This must include full details of the issue and be dated & signed by those contributing. The Personal Tutor may need meet the witnesses to gather full information, including the person accused.
3. The Personal tutor then reports the details to the Directors for review as a team.
4. The team will then discuss the details and decide upon an outcome based on the principles seen here & applied to the individuals concerned (mitigating circumstances). If the incident involves bullying or harassment the event must be recorded in the student ILP and subsequent KSVN Team meeting minutes. If the incident involves Peer on Peer abuse, the DSL must be informed and the event recorded in the student ILP and subsequent KSVN Team Meeting minutes.
5. Once a decision has been made, this is recorded and a SMART Action Plan created. (see section below). Plans are recorded on Student Behaviour Record & in the student's personal file.
6. The Personal tutor presents findings and the Action Plan to the student responsible for the incident, no later than 10 days after the review. This may take the form of a warning or guidance & support actions, depending on the outcome decision. The student is informed that the employer will be made aware of the incident (in most cases).
7. If applicable, present an overview of the outcome to any victim with clear direction about moving forward.
8. Inform the employer of findings and any Action Points.
9. Follow up on Action Points and monitor outcome / review progress.

Stages.

These do NOT have to be followed in order. Students may also review information in the Complaints and Appeals Policy. If the student fails to meet the action plan, the disciplinary action will progress to the next appropriate stage.

Case dismissed

In the event of insufficient evidence to reach a conclusive decision or that the evidence was detailed and did not lead to blame, the event will be deemed unsupported and no further action will be taken.

Stage 1 Verbal warning

A verbal warning is applied in a meeting with the student & Personal tutor, within ten days of the review of events. The tutor makes the student aware of the implications of a Disciplinary Stage (kept on student records, stages are cumulative and ultimately can lead to dismissal from the course) & sets action plans that are discussed and agreed with the student & recorded on paper for both to sign & date. A paper

Effective from September 2021 – September 2022

copy is given to the student and a scanned copy attached to the student's ILP and filed in student electronic files.

The student will be informed that the employer will be notified of the incident and outcome. If appropriate the victim may be given an overview of the outcome or provided with action plans of their own.

The Directors are updated of outcome via email or team meeting, whichever is closest by date. They continue to monitor the progress & effectiveness of the plan for a sensible period of time.

Stage 2: First written warning

Each of the steps apply, as for a verbal warning, with the addition of the student being offered to bring a parent/carer or guardian with them. The tutor is accompanied by the Head of Curriculum for this level meeting. The student is made aware of the implications of a Disciplinary Stage (kept on student records & stages are cumulative and ultimately can lead to dismissal from the course).

Stage 3: Second written warning

This stage follows the format of the verbal warning meeting with the addition of the student being offered to bring a parent/carer or guardian with them and/or their employer. The tutor is accompanied by the Head of Curriculum and Head of Centre. The student is made aware of the implications of a Disciplinary Stage (kept on student records, stages are cumulative and ultimately can lead to dismissal from the course).

The student is made aware that if there is no improvement following on from Stage 3 (Second written warning), the next stage is the Final Stage whereby the student may be excluded from the course and Centre.

Stage 4 Final Interview

This stage follows the format of the verbal warning meeting with the addition of the student being offered to bring a parent/care or guardian with them and/or their employer. The tutor is accompanied by the Head of Curriculum and Head of Centre and an external educational consultant may also be present (at the discretion of the Head of Centre, with reasons either way, recorded).

The student is made aware of the implications of a Disciplinary Stage (kept on student records & stages are cumulative and likely to result dismissal from the course). The outcome of Stage 4 Final Interview may be withdrawal/exclusion from the course / Centre.

The decision of the Head of Centre is final. The student may engage the Appeals and Complaints Policy at any time however any appeal against disciplinary proceedings as a result of a drug related incident will only appeal against the process not the outcome as KSVN have a zero tolerance policy towards drugs and the student will remain excluded no matter the outcome of an appeal.

Effective from September 2021 – September 2022

When a student is excluded they must be accompanied by a member of staff at all times until they have left the premises. Confirmation of the exclusion will be made in writing to the student, parent/care or guardian and the employer.

Action plan

This is part of the disciplinary process and intended to support the student and help them succeed and achieve their end goals. The objective is to outline a clear plan of how the student can improve their behaviour and return to successful training. The Action Plan will have SMART targets and progress against it will be monitored. Aspects of the action plan may be prepared in advance by the tutor.

Specific. Measurable. Achievable. Relevant. Time limited.

Details are recorded on the Student Behaviour Record document, as well as saved to the student's file.