



Student Code of Conduct and Disciplinary Procedure

How we expect you to behave on and off campus, including our position on alcohol and drugs, and what happens if the rules are broken.

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This policy at a glance

This document sets the standard of behaviour that SLP College expects of every student and applies to you throughout your time with us, regardless of which programme you are on. Where a concern arises about your conduct, the College follows a fair process: it looks into what happened, decides on the balance of probabilities, and gives you a right to appeal.

A serious matter taken through to a decision on appeal normally takes about three months. Depending on what is found, the College may apply a sanction ranging from an informal warning up to exclusion, and a serious sanction can only be decided at a formal hearing, never by one person alone. If you remain unhappy once the College's internal process is finished, and you are on a higher education programme, you can ask the Office of the Independent Adjudicator for Higher Education (OIA) to review the case. If you are a diploma student, you can complain to the Department for Education about how a matter affecting your Dance and Drama Award was handled. If you are unsure what to do at any point, contact the Head of Operations or speak to your tutor.

Who this applies to

Every student enrolled at SLP College, whether you are on a higher education programme validated by the University of Chichester or a diploma programme awarded by Trinity College London and funded through the Dance and Drama Awards (DaDA). It also applies to a former student where a concern is brought within the time limit at 3.2.

It does not apply to academic misconduct, bullying and harassment, a complaint about the College, conduct driven by health or wellbeing, a grievance about a member of staff, or conduct by a Chichester employee or a student registered directly with Chichester. Section 1.6 tells you where each of these goes instead.

1. Introduction

1.1 Purpose of this document

SLP College is a professional training environment. This document sets the standard of behaviour the College expects of every student and outlines the fair process the College follows when that standard is not met.

1.2 Who this document applies to

This document applies whether you are on a higher education degree programme validated by the University of Chichester, or on a diploma programme awarded by Trinity College London and funded through the Dance and Drama Awards (DaDA). The standard of behaviour is the same for all students.

1.3 When and where it applies

This document applies to your behaviour:

- On College premises, including studios, rehearsal and performance spaces, and social areas.
- During College activities away from our premises, for example, performances, trips, events, or industry opportunities that the College arranges or endorses.
- Online, including email, learning platforms, Microsoft Teams, group chats, and social media.

For online behaviour and behaviour away from our premises, this document applies where your behaviour has a genuine connection to the College or to the profession you are training for. That includes behaviour that affects a member of the College community, creates a risk of harm, damages the College's reputation, or brings the profession you are training for into disrepute. Whether there is a genuine connection will usually turn on whether you can reasonably be identified as an SLP College student.

If you are on a programme validated by the University of Chichester, section 1.5 sets out how this document also relates to the University.

1.4 How this document works alongside other rules and policies

The Code of Conduct (section 2) sets the standard. It is not the full disciplinary process. Where a concern arises about your conduct, the College will respond in a way that is fair, proportionate and focused on resolving matters early where it can. Some matters are dealt with informally. More serious concerns, or repeated breaches, are dealt with under the Disciplinary Procedure (section 3).

You should read this document alongside the College's other policies and procedures, and alongside the agreement you signed when you enrolled. This document is part of that agreement.

The policies most likely to be relevant are: the Attendance and Engagement Policy (POL-039), the Safeguarding Policy (POL-052), the Acceptable Use of IT Policy (POL-087), the Reasonable Adjustments Policy (POL-049), and the Student and Applicant Privacy Notice (POL-082). Others are named in the sections that follow.

The College may update this document from time to time. Where a change is significant, the College will tell current students and explain what has changed. How the College does this is set out in section 4.3 (Ownership, approval and review).

1.5 If you are a University of Chichester student

If you are on a higher education programme validated by the University of Chichester, this document applies to you in full, and it also applies where your behaviour has a genuine connection to the University, to its students or staff, including behaviour that brings the University into disrepute.

The College is responsible for managing student discipline for its own students under its agreement with the University. You are separately bound by the University's own Student Contract, which sets out what the University itself can do, including its own disciplinary powers over students who accept that contract.

Where this document and a University of Chichester regulation that applies to your programme both cover the same academic matter, the College will follow the University's regulation.

Where a matter could fall under both this document and the University's own process, for example, because it touches both your conduct at the College and your standing with the University, the College will tell you which process is being used and why. You can find the University's policies, including the Student Contract, on its website under [Policies and Statements >](#).

1.6 What is out of scope, and where it goes instead

This document deals with non-academic conduct. Some matters are dealt with under other policies:

- Academic misconduct such as plagiarism, collusion, or cheating is dealt with under the Academic Integrity and Misconduct Policy (POL-019), within the Academic Regulations (POL-101). If you are a University of Chichester student, the University runs the formal process for academic misconduct on your programme.
- **Bullying, harassment, sexual misconduct, and discrimination** are dealt with under the Bullying, Harassment and Sexual Misconduct Policy (POL-058). This document sets the standard

of respect the College expects; POL-058 outlines how the College investigates and responds when that standard is violated in these specific ways.

- A complaint, meaning a concern you want to raise about the College, is dealt with under the Student Complaints Procedure (POL-034). This document concerns the College's response to your conduct, which is a separate matter. A complaint and a disciplinary matter can run concurrently, for example, when you are subject to a disciplinary process and also want to raise a concern about how it is being handled.
- Conduct driven by health or wellbeing may be dealt with under the Fitness to Study Policy (POL-048) rather than as misconduct. Where your behaviour appears to be caused by a health or wellbeing issue, the College may move the matter to that process, which looks at whether you can study safely and what would help you keep training, rather than being at fault or blamed. If you are a University of Chichester student, the University runs its own Support to Study process alongside this one. That process is the University's own; you can find it on the University's website under Policies and Statements.

Separately, where a concern is about the safety or welfare of a student, the College follows the Safeguarding Policy (POL-052): the concern is passed to the Designated Safeguarding Lead, takes priority over this document, and can run alongside anything here.

1.7 Key terms used in this document

- **Working day** means any day that is not a Saturday, a Sunday, a bank holiday in England, or a day the College is closed to students and staff, including the Christmas and summer closure periods. Where a deadline in this document is expressed in calendar days or months, it says so.
- **Misconduct** is behaviour that breaches this Code or the College's other rules and policies. Depending on how serious it is, its impact, the risk it creates and whether it is repeated, misconduct may be dealt with informally or formally.
- **Precautionary measures** are temporary steps the College may take to protect people, manage a risk or safeguard the learning environment. At the same time, a concern is looked into, for example, asking a student not to attend classes for a short period. A precautionary measure is not a punishment and does not mean the College has decided that anything has happened.
- **Safety stand-down** is a temporary step taken to remove a student from physical training activity, such as lifts, partnering, or stage combat, because of an immediate safety risk. Like a precautionary measure, it is not a punishment and does not mean the College has decided that anything has happened. Section 2.1 explains when to use it.
- **Exclusion** means permanently ending a student's enrolment at the College for disciplinary reasons. It is the most serious sanction and is used only in the most serious cases.
- **Former student** means someone who was enrolled at the College and whose enrolment has since ended, whether by completing their programme, withdrawing, or otherwise leaving.
- **Parent or guardian** means a person with parental responsibility for a student who is under 18.
- **Guarantor** means the person who agreed, when the student enrolled, to act as guarantor for the student's charges to the College, as set out in the Higher Education Student Agreement (POL-031A) or the Diploma Student Agreement (POL-031B). For a student under 18, this is usually a parent or guardian. This guarantee is scoped to the student's charges and does not extend to the cost of damage under this document unless the relevant Student Agreement says otherwise.

- **Appropriate adult** means an adult who supports a student under 18 during a meeting or interview in the disciplinary process, so that the student is not on their own. This may be a parent or guardian, or another suitable adult who is not involved in the matter.

1.8 Getting this document in another format

If you need this document in another format, for example, large print or a different file type, or you would like help understanding it, email the Head of Operations at students@slpcollege.co.uk or telephone the College on 0113 286 8136. We will provide a large print version, a different file type, or plain text within 5 working days. For a specialist format such as audio, braille, or Easy Read, we will agree a timescale with you and confirm it in writing.

2. Code of Conduct

2.1 The standards we expect

SLP College is a professional training environment. We learn by doing, in studios, rehearsals, performances, and shared spaces. That only works when everyone can work safely, feel respected, and stay focused on the work.

The standards below apply to every student. They are the baseline for how we treat one another and how we behave as people training for a profession. They apply to all students in the same way, whichever programme you are on.

Respect, dignity and inclusion

You must treat other students, staff, visiting professionals, and members of the public with respect at all times. You must:

- Use respectful language and behaviour, even when you disagree.
- Listen properly and give others space to contribute.
- Be mindful that people have different backgrounds, identities and experiences.
- Not behave in a way that is intimidating or humiliating, or that undermines someone else's learning.

Bullying, harassment, sexual misconduct, and discrimination have no place at the College. This standard sets the expectation; where behaviour of this kind arises, the College deals with it under the Bullying, Harassment and Sexual Misconduct Policy (POL-058), and may also use the Safeguarding Policy (POL-052) and the Disciplinary Procedure (section 3) of this document.

Professional behaviour in training

You are training for a profession, and we expect you to behave in ways that support learning and reflect professional practice in the performing arts. You must:

- Arrive on time, prepared and ready to work.
- Take responsibility for your own learning and for the effect of your behaviour on others.
- Follow reasonable instructions from staff, including visiting professionals.
- Engage constructively with feedback, direction and assessment.
- Communicate professionally and respectfully, including when the work is demanding or under pressure.

You must also follow the Attendance and Engagement Policy (POL-039), which sets out what the College expects on attendance and engagement, and what happens if you do not meet it.

Safe practice, boundaries and consent

Much of the training at the College involves physical work, movement, touch, and emotionally demanding creative practice. Safety and consent are not negotiable. You must:

- Follow health and safety instructions, risk controls and studio rules.
- Use equipment properly, and report hazards, injuries or damage straight away.
- Work in a way that does not put you or anyone else at risk.
- Respect other people's boundaries and personal space.
- Only take part in touch, partnering, lifts, or intimacy work where consent is clear and ongoing.
- Stop straight away if someone withdraws consent or asks you to stop.

If you are not sure what safe practice looks like in a session, pause and check with a member of staff before you carry on.

Alcohol and substance misuse

Because so much of the training is physical and safety-critical, being impaired at the College puts you and others at real risk. You must not:

- Attend any class, rehearsal, performance, or other College activity while impaired by alcohol or drugs.
- Possess, use, supply, or promote illegal drugs on College premises or at any College activity.

Asking for help is not misconduct, but it does not cancel what has happened. If you are worried about your own drug or alcohol use, or someone else's, speak to a member of staff, and we will help you find support. Coming forward counts in your favour when the College decides what to do next, and may mean a matter is dealt with under the Fitness to Study Policy (POL-048) rather than as misconduct, where it is genuinely a health matter. But using or possessing drugs at the College remains a breach of this Code even where you disclose it yourself, and the College will still act.

Supplying drugs, offering to supply them, or being involved in producing them is always dealt with under this Code, whether or not you disclosed it yourself. Section 3.8.2 sets out when the College reports a matter to the police.

We cannot always keep what you tell us completely private, for example, where there is a risk to someone's safety or a safeguarding concern, and in those cases, we will tell you what we need to do and why. Where conduct linked to alcohol or drugs creates a safety risk, seriously disrupts training, or involves supplying illegal drugs, the College deals with it under the Disciplinary Procedure (section 3), and may involve the police or other agencies where the law has been broken, as set out at 3.8.2.

The Code's alcohol standards also apply at College events, and no student under 18 is sold or supplied alcohol at a College event.

Safety stand-down

Where a student discloses recent drug or alcohol use or appears to staff to be impaired, any member of teaching staff can immediately stand that student down from lifts, partnering, stage combat, and other physical work as a safety measure. This is not a sanction or a finding that you have done anything wrong; it is a safety decision, taken separately from any disciplinary matter, and it does not affect the outcome of any disciplinary matter.

The College will give you the reasons for a safety stand-down in writing within 2 working days.

The Vice Principal reviews a safety stand-down within 5 working days of its imposition and at least once a week for as long as it continues. Each review considers whether the safety risk still requires the stand-down, and its effect on your assessments and performance opportunities.

You can ask the Head of Operations to review a safety stand-down at any time, including on the grounds that it should not have been imposed at all. Ask in writing, saying why, by email to the Head of Operations at students@slpcollege.co.uk. You will receive a decision within 5 working days of your request.

The Vice Principal decides when you return to physical work, following a fitness-to-train assessment. That assessment looks at whether you can safely take part in physical training. It draws on what staff have seen, your own account, and medical or occupational health advice where the College considers it necessary. The College will tell you what it needs from you and by when.

If you have anything on you

A member of staff may ask you to hand over anything you are carrying, or to open a bag or locker, but only with your agreement. The College does not carry out physical searches. Refusing is not itself a breach of this Code, but the College will consider your refusal alongside everything else it knows when it decides what to do. Where the concern is serious, the College may call the police, who do have the power to search.

What happens to anything handed over

Where a member of staff is given drugs, whether by a student or found on College premises, they are handed to the police and not destroyed, with a record kept of when, from whom, and to which officer they were given.

Digital conduct and social media

The same standards apply online as in person. Your behaviour online must not harm others or undermine the learning environment. You must:

- Communicate respectfully in email, on the virtual learning environment, in group chats and on social media.
- Not post, share or forward content that bullies, harasses, humiliates or targets other people.
- Respect privacy and confidentiality, especially in creative and rehearsal settings.
- Not record, photograph or share anything from classes, rehearsals or performances without permission, and, where it involves other people, without their consent.
- Use social media responsibly where you can be identified as an SLP College student.

Further details on using the College's systems and accounts are set out in the Acceptable Use of IT Policy (POL-087).

Looking after our spaces, resources and reputation

You are expected to treat the College's spaces and resources with care and to behave responsibly when you are representing the College. You must:

- Look after studios, classrooms, communal areas, and equipment.
- Keep shared areas safe, clean and usable for other people.
- Not damage, steal or misuse property.
- Behave appropriately during performances, events, placements and other opportunities connected to the College.

2.2 Behaviour that breaches this Code (examples)

The following are examples of behaviour that breaches this Code. A single example may breach more than one standard. The list is not exhaustive, and behaviour not listed here can still be misconduct. When deciding how to respond, the College will consider the seriousness of the behaviour, its impact, the context, and any relevant previous concerns. The process the College follows is set out in the Disciplinary Procedure (section 3). Where an example below concerns bullying, harassment, sexual misconduct, or discrimination, the College sets the standard here but deals with the matter under the Bullying, Harassment and Sexual Misconduct Policy (POL-058), as explained in the Introduction.

Harmful behaviour towards others

Examples of harmful behaviour towards others include:

- Bullying, intimidation, coercion, or persistently undermining another person.
- Harassment, including unwanted sexual behaviour, sexual comments, sexualised jokes, or unwanted physical contact.
- Discrimination or victimisation connected to a protected characteristic, for example, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy or maternity, marriage or civil partnership, or age.
- Threats, aggression, violence, or attempted violence.
- Stalking, controlling behaviour, or repeated unwanted contact, in person or online.
- Retaliation against someone because they raised a concern, reported misconduct, or supported someone else to do so.

Disruption and conduct that undermines learning

Examples of disruption and conduct that undermine learning include:

- Persistently disrupting classes, rehearsals, performances, assessments or learning spaces;
- Refusing to follow reasonable instructions from staff, including visiting professionals.
- Behaving in a way that stops others from learning, rehearsing or performing safely.
- Creating an unsafe environment by ignoring studio rules, health and safety controls, or agreed working practices.

Dishonesty, breach of trust, and misuse of position

Examples of dishonesty, breach of trust, and misuse of position include:

- Giving the College false, misleading or incomplete information, for example, about your identity, attendance, documents, fees, qualifications, or mitigating circumstances.
- Impersonation, or forging or altering College documents or records.
- Interfering with an investigation or process, for example, pressuring others not to report, trying to influence witnesses, or hiding evidence.
- Sharing private information about other people without their consent, including images, videos or personal data.
- Misusing College systems, accounts, ID cards, access rights or learning platforms.

Damage, theft, and misuse of property or facilities

Examples of damage, theft, and misuse of property or facilities include:

- Deliberate, reckless or repeated damage to College property, facilities or equipment.
- Theft, attempted theft, or knowingly handling stolen property.
- Misusing studios, rehearsal spaces, technical equipment, costumes, props, instruments or other resources.
- Getting into restricted areas, equipment or systems without permission.

Unsafe, illegal or prohibited behaviour

Examples of unsafe, illegal or prohibited behaviour include:

- Behaviour that creates a serious health and safety risk, for example, unsafe lifts, reckless physical practice, or refusing to follow safety controls.
- Being impaired by alcohol or drugs in a way that creates risk or seriously disrupts learning, rehearsals or performances.
- Possessing, supplying, or promoting illegal drugs on College premises or at a College activity.
- Possessing a weapon, or any item meant to cause harm.
- Serious misuse of online platforms or IT systems, including threats, harassment or unlawful activity.

Where a matter may involve a criminal offence, the College may involve the police or other agencies, and may take immediate steps to protect students, staff, and the wider community. How this works alongside a disciplinary process is set out at 3.8.

2.3 Support comes first

Training for a career in the performing arts is demanding, and students go through difficult times. When a concern about conduct arises, the College first considers whether support, rather than discipline, is the appropriate response. Asking for help early is part of professional work, and we would always rather you tell us you are struggling than wait until things get worse.

Support does not remove your responsibility for your behaviour, nor does it stop the College from acting where necessary. But where your health, wellbeing, disability or personal circumstances are relevant, the College will take that into account fairly, and may put support in place alongside any process under the Disciplinary Procedure (section 3). If you have a disability or a long-term health condition, tell us so we can discuss reasonable adjustments in your training and any disciplinary process. This is covered in the Reasonable Adjustments Policy (POL-049).

Some concerns are better dealt with outside the disciplinary route:

- Where your behaviour appears to be caused by a health or wellbeing issue, the College may deal with the matter under the Fitness to Study Policy (POL-048) instead of as misconduct. That process looks at whether you can study safely and what would help you keep training, and is designed to protect your wellbeing.
- Where there is a concern about the welfare or safety of a student, the College may use the Safeguarding Policy (POL-052), which can run alongside any other process.
- Where the real question is about your suitability for the profession you are training for, rather than a one-off breach of this Code, the matter is dealt with as set out at 3.8.1.

Choosing which route fits is a decision for the College, based on what will best protect the student and anyone affected. Where a support route is the right one, the College will explain that to you.

2.4 How to raise a concern or report misconduct

If something is worrying you, tell us as soon as you can. Raising a concern early usually makes it easier to sort out.

You can raise a concern about conduct with any member of staff you feel comfortable talking to. That might be your tutor, a member of staff in the main office, or a senior member of staff where that feels more appropriate. If you are not sure who to speak to, start with your tutor or the main office, and they will help you find the right person. The full list of contacts is in section 4.1 (Who to contact) at the end of this document.

If someone is in immediate danger, call 999.

Where a concern is about the safety or welfare of a student, or the risk of harm to anyone, the College deals with it under the Safeguarding Policy (POL-052). It will pass it to the Designated Safeguarding Lead without delay. A safeguarding response can run alongside any part of this document.

Some concerns are dealt with under a different policy, as explained in the Introduction (section 1.6): bullying, harassment, sexual misconduct, or discrimination go to the Bullying, Harassment and Sexual Misconduct Policy (POL-058); academic matters go to the Academic Integrity and Misconduct Policy (POL-019), within the Academic Regulations (POL-101); and a complaint about the College goes to the Student Complaints Procedure (POL-034).

If you are not sure which of these fits, raise it anyway. The College will make sure it reaches the right route, and you do not need to work that out yourself.

The College will handle what you report sensitively, and will share information only with those who need to know, in line with data protection law and the Student and Applicant Privacy Notice (POL-082). We cannot always keep a report completely private, for example, where there is a risk to someone's safety, a safeguarding concern, or a need to be fair to the person the report is about. Where that applies, we will tell you what we need to do and why.

2.5 Raising a concern in good faith

If you raise a concern honestly, based on what you believe to be true, you will not be disadvantaged for doing so, even if the concern is not upheld. Treating someone badly because they have raised a concern, reported misconduct, or supported someone else to do so is itself a breach of this Code, as set out in 2.2, and the College will deal with it under the Disciplinary Procedure (section 3).

3. Disciplinary procedure

3.1 How the procedure works

The Disciplinary Procedure sets out how the College responds when a student's conduct may have breached the Code of Conduct (section 2). It applies to every student, regardless of which programme you are on. If you are a University of Chichester student, this procedure governs non-academic conduct at the College, as explained in the Introduction.

The principles we follow

The College follows four principles throughout this procedure:

- **Fair:** You will be told what the concern is, given a proper chance to put your side, and given a decision made by someone acting impartially. Where the procedure gives you a right, for example, to be accompanied or to appeal, the College will make sure you know about it.
- **Proportionate:** The College's response will match how serious the matter is. Most concerns are minor and are dealt with quickly and informally. The formal stages and more serious sanctions are used only where warranted.
- **Confidential:** The College will handle information about a disciplinary matter sensitively and share it only with those who need to know, in line with data protection law and the Student and Applicant Privacy Notice (POL-082). The College cannot always keep a matter completely private, for example, where there is a risk to someone's safety, a safeguarding concern, or a need to be fair to another person involved.
- **Workable for a student under 18:** Every stage of this procedure is designed to work for a student who is under 18, with the additional protections set out below.

The College aims to deal with matters within a reasonable time. A serious matter taken through to appeal normally takes about three months from the start of the investigation to the appeal decision, and a further 28 days for the Completion of Procedures letter described at 3.7. The College will tell you the timescale it expects at each stage, and let you know if it needs to change.

Wherever it can, the College will complete its internal process, including any appeal, within 90 calendar days of the start of the investigation. Where it cannot, it will tell you and explain why.

Resolving matters informally

Many concerns are best addressed informally, through a conversation, a reminder of expectations, or a simple agreement on what will change. Where a matter is minor, and it is appropriate and proportionate to do so, the College will deal with it informally rather than starting a formal process.

Informal resolution is not always the right route. Where a matter is serious, involves a risk to others, or is part of a repeated pattern, the College may begin the formal procedure straight away. Informal resolution is not a required first step before the College can act formally.

Reasonable adjustments in the procedure

If you have a disability or a long-term health condition, tell us, so we can make reasonable adjustments to how this procedure works for you. This might mean giving you information in a different format, allowing extra time, changing how or where a meeting is held, or arranging additional support. Adjustments ensure you can take part fairly; they do not change the standard of behaviour expected or the outcome supported by the evidence. This is covered in the Reasonable Adjustments Policy (POL-049).

If you are under 18

Some students are under 18, and this procedure includes extra protections for them. These protections apply from the moment a concern is raised, at every stage from initial assessment through to any appeal:

- **Your parent or guardian will be told:** Where a concern about a student under 18 enters this procedure, the College will normally tell that student's parent or guardian, and keep them informed as the matter goes on. The College may not do so where telling them would put the student at risk, in which case it will follow the Safeguarding Policy (POL-052).
- **You can be accompanied:** A student under 18 has the right to be accompanied at any meeting or interview by a parent or guardian, or by another appropriate adult who is not involved in the matter.

- **You will not be interviewed on your own:** The College will not interview a student under 18 about a disciplinary matter without an appropriate adult present.
- **Your welfare comes first:** The College will check on the welfare of a student under 18 throughout the process, and will make sure the process does not cause avoidable distress.
- **Safeguarding takes over where needed:** Where a disciplinary matter involves a safeguarding concern, the College will hand the matter to the Safeguarding Policy (POL-052) and the Designated Safeguarding Lead, and the safeguarding response takes priority.

Where you were under 18 when the concern was raised, these protections continue to the end of the matter, including any appeal, even if you turn 18 partway through. Once you are 18, you can ask the College to stop any of them, and it will. This matters most when telling your parent or guardian, and you may not want to continue doing so once you are an adult.

The terms *parent or guardian*, *guarantor* and *appropriate adult* are explained in the Introduction. Where a student under 18 has a guarantor who is not their parent or guardian, the College will decide who to involve based on what best protects the student.

3.2 Raising and assessing a concern

How a matter enters the procedure

A disciplinary matter can enter this procedure in more than one way. A student, member of staff, visiting professional, or member of the public may report a concern, as set out in 2.4. A concern may also come to light through the College's own observation, for example, something seen in a class or rehearsal, or through another process such as attendance monitoring or a safeguarding referral.

However, if a matter arises, the College will note what has been raised and when, so there is a clear record from the start, and will normally acknowledge it within 5 working days.

If the concern is about a former student

This procedure can apply to a concern raised after a student has left the College, whether they completed their programme, withdrew, or otherwise stopped being enrolled. The College can bring a matter under this section within 12 months of whichever is later: the date the student left, or the date the matter came to light, where the College could not reasonably have known about it earlier, for example, because of a delayed disclosure.

Where the College takes a matter forward under this section, it follows the same procedure as for an enrolled student, adapted so that any step that depends on continuing enrolment, for example, a precautionary measure affecting attendance, does not apply. A sanction available only against an enrolled student, such as suspension or exclusion, cannot be imposed on a former student; the College may still record a finding, and section 3.6 (Sanctions) sets out the sanctions that remain available to the College.

Initial assessment

Once a concern is raised, the Vice Principal carries out an initial assessment within 5 working days, or, where appropriate, asks a relevant Head (the Head responsible for the area the matter concerns) to do so. Where the Vice Principal is conflicted under the standard set out at 3.5, the Head of Operations carries out the initial assessment instead. The purpose of the assessment is to decide what kind of matter this is and how it should be handled. It is not a finding that misconduct has happened.

The initial assessment will consider:

- What is alleged to have happened, and how serious it appears to be.

- Whether anyone is at risk, and whether any immediate step is needed to protect people while the matter is looked into (see 3.4).
- Confirming whether the student concerned is under 18, since the protections in 3.1 apply from the moment a concern is raised, not from this assessment.
- Whether this procedure is the right route at all, or whether the matter belongs somewhere else.

Routing the matter

The initial assessment decides where the matter goes. It may be:

- Dealt with informally under this procedure, where it is minor and it is appropriate and proportionate to do so (see 3.1).
- Taken into the formal procedure under this document, where it is more serious, involves risk, is part of a repeated pattern, or cannot fairly be resolved informally.
- Routed to a different process, where the matter is not really about non-academic conduct.

Where the matter belongs to a different process, the College will route it accordingly:

- A safeguarding concern, or any risk of harm to a student, goes to the Safeguarding Policy (POL-052) and the Designated Safeguarding Lead, and takes priority over this procedure.
- Conduct that appears to be driven by a health or wellbeing issue may be dealt with under the Fitness to Study Policy (POL-048), as set out in 2.3.
- A question about a student's suitability for the profession they are training for is dealt with as set out at 3.8.
- Bullying, harassment, sexual misconduct, or discrimination is dealt with under the Bullying, Harassment and Sexual Misconduct Policy (POL-058).
- Academic misconduct is dealt with under the Academic Integrity and Misconduct Policy (POL-019), within the Academic Regulations (POL-101).

A single incident can raise more than one of these at once. Where it does, the College will decide which process should lead, and may run more than one process at the same time, where that is fair and necessary. Where a safeguarding concern is involved, the safeguarding response always takes priority.

The College will inform the student of what is happening within 5 working days of the initial assessment, including the route the matter is taking and what will happen next. The College need not do so where telling the student would prejudice a safeguarding response or an investigation, and where it relies on that, it records the reason. Where the student is under 18, the College will also tell their parent or guardian, as set out in 3.1.4.

3.3 Investigation

Where a matter is taken into the formal procedure, the College will normally investigate before making any decision. The point of an investigation is to establish what happened, fairly and with an open mind. It is not there to build a case against the student.

Who investigates

The Vice Principal appoints someone to investigate who has not already been involved in the matter. Where no one within the College is free of involvement, the Vice Principal appoints someone from outside the College to investigate instead. The investigator gathers and weighs the evidence and sets out what

they find. They do not decide the outcome or the sanction; that is done separately, as set out in 3.5, so that the person who investigates is not also the person who decides.

The scale of an investigation will match the matter at hand. A straightforward concern may need only a short enquiry; a serious or contested matter may need more. The College will keep the investigation proportionate to the allegations.

How an investigation is carried out

In carrying out an investigation, the College will:

- Tell the student, in writing, what concern is being looked into, in enough detail for them to understand it and respond.
- Give the student a fair chance to give their account and to provide any evidence or names of witnesses.
- Speak to relevant witnesses and gather relevant documents or other evidence.
- Keep an open mind, and look for evidence that points away from misconduct as well as towards it.
- Handle information sensitively and share it only with those who need to know, in line with the confidentiality principle in 3.1 and the Student and Applicant Privacy Notice (POL-082).

Where the student is under 18, the protections in 3.1 apply throughout the investigation, including the right to be accompanied and not to be interviewed without an appropriate adult present.

Timing

The College will investigate without unnecessary delay, and will normally aim to complete an investigation within 20 working days. Some matters take longer than others, for example, when there are several witnesses, when a matter is complex, or when a safeguarding or criminal process is running alongside. The College will tell the student how long it expects the investigation to take, and will let them know if that changes.

Outcome of the investigation

At the end of the investigation, the investigator produces a short written summary of what they looked into, the evidence they considered, and what they found. This goes to the person deciding the matter under 3.5. The College will normally share the findings with the student, unless there is a safeguarding or legal reason not to, and will explain what happens next.

An investigation does not always lead to formal action. Where the evidence does not support taking the matter further, the College may close it, deal with it informally, or route it to a more appropriate process under 3.2.4.

3.4 Precautionary measures

Sometimes the College needs to take a temporary measure to manage a risk while a matter is being investigated. These are precautionary measures. They can be taken at any point once a concern has arisen, including before or during an investigation.

A precautionary measure is not a punishment

A precautionary measure is not a sanction and does not mean the College has decided that a student has done anything wrong. It is a neutral step to protect people or the process while the facts are established. It has no bearing on the outcome, and being subject to one is not a finding of misconduct.

When the College may take one

The College may take a precautionary measure where it is reasonably necessary to manage one or more of the following:

- A risk to the safety or wellbeing of the student, another student, staff, or anyone else.
- A risk to the integrity of an investigation, for example, a risk that evidence could be interfered with or witnesses pressured.
- A serious risk of disruption to teaching, training or College operations.

A precautionary measure will be the least restrictive step that manages the risk. Depending on the situation, it may include adjusting timetables, groupings, or access to particular spaces, setting clear contact boundaries between people, or asking a student not to attend some or all classes, the site, or College activities while the matter is looked into. When deciding on a precautionary measure, the College will consider its effect on the student's assessments and performance opportunities, as well as the least restrictive step duty in this section.

Who authorises a precautionary measure, and for how long

A precautionary measure is authorised by the Principal, or by the Vice Principal or Head of Operations in the Principal's absence.

An initial precautionary measure lasts up to 14 calendar days. Where the matter is still being looked into at the end of that period, the Principal may, on a recorded reason, decide to continue it until a formal hearing under 3.5; this continuation power is not available for a matter decided by one person under 3.5. Where a police investigation or prosecution is running alongside the matter, the measure may continue for as long as that does, reviewed at least once a month, and the College will explain to the student how that review works.

Where a matter is being decided by one person under 3.5, the precautionary measure ends after the initial 14 calendar days and cannot be continued. Where the risk still needs to be managed beyond that point, the matter is not a minor one: it goes to a formal hearing under 3.5, where the power to continue the measure is available.

Wherever a precautionary measure is in place, the College will give priority to completing the investigation and deciding the matter.

Written reasons and review

The College will provide the student with the reasons for the precautionary measure in writing within 2 working days, unless there is a safeguarding reason to delay, and will explain how long it is expected to last and how it can be reviewed. The written reasons will name the person the student can ask to review the measure, so that the student always has a name to write to, including where someone from outside the College has been appointed under 3.5. The College will keep a record of those reasons and the risk they were managing, so the decision can be explained if it is later questioned or reviewed.

A precautionary measure will last no longer than necessary and will be kept under review throughout. It will be lifted or changed as soon as the risk that justified it has passed or been reduced.

Challenging a precautionary measure

You can ask for a precautionary measure to be reviewed at any time, including on the grounds that it should not have been imposed at all and is no longer necessary.

Ask the person named below, who did not authorise the measure. Ask in writing, saying why; section 4.1 has the contact details.

- Where the Principal and CEO authorised it, ask the Head of Operations.
- Where the Vice Principal authorised it, ask the Principal, or the Head of Operations, where the Principal is unavailable or conflicted.
- Where the Head of Operations authorised it, ask the Principal or the Vice Principal where the Principal is unavailable or conflicted

You will receive a decision within 5 working days of your request.

Precautionary measures affecting a student under 18

Where a precautionary measure affects a student under 18, the protections in 3.1 apply. The College will tell the student's parent or guardian and keep the student's welfare under review.

Where a precautionary measure would ask a student under 18 not to attend, the College will consider the student's welfare and ability to continue learning before making a decision. It will keep both under review for as long as the measure lasts and will make arrangements to ensure the student is not left without support or a reasonable way to continue learning.

Where a safeguarding concern is involved, the College will follow the Safeguarding Policy (POL-052).

3.5 Deciding the matter

Once a matter has been looked into, someone must decide what, if anything, has happened and what should follow. How that decision is made depends on the seriousness of the matter.

The standard the College applies

The College decides a disciplinary matter on the balance of probabilities. This means the College decides whether, on the evidence, it is more likely than not that the conduct happened. This is the standard used in this kind of process. It is not the higher criminal standard of being sure beyond a reasonable doubt.

It is for the College to show that the conduct happened. You do not have to prove that it did not.

The person who decides is not the person who investigated

Whoever decides a matter will not be someone who investigated it or took an earlier step in the same case, so that the decision is made with a fresh and impartial view.

This is the single standard the College applies at every stage of this procedure. Someone is treated as conflicted where they were directly involved in the conduct or events concerned, have taken an earlier step in the same case, for example by carrying out the initial assessment or authorising a precautionary measure, have previously investigated or decided a complaint, appeal or disciplinary matter involving the same student, have previously been the subject of a formal complaint from that student, have a close personal connection to the student or to anyone else involved, or have a personal interest in the outcome.

In the rare case where the College cannot find a suitable person internally who is free of these conflicts, it will appoint someone from outside the College to investigate or to decide.

Minor matters

Most matters are minor and are decided without a formal hearing. The Vice Principal, a relevant Head or the Head of Operations, someone who did not carry out the initial assessment or investigate the matter, will consider the evidence, give the student a chance to respond, and decide the matter. Where the outcome is a minor sanction, it is dealt with as set out in 3.6.

3.5.4 Serious matters: the formal hearing

Where a matter is serious, or could lead to a serious sanction, including suspension for a fixed period or exclusion, it is decided at a formal hearing rather than by a single person.

The hearing is decided by a panel of three: a chair, one further member, and a member of teaching staff. The chair is the Principal, Vice Principal, Head of Academic Studies, or Head of Operations, whichever is not in conflict with the standard at 3.5. The further member is another senior member of staff or another member of teaching staff. No member of the panel may be conflicted under the standard at 3.5, and the member of teaching staff must not teach you on your programme.

- The panel decides by majority. Where the panel is evenly divided, the chair's view prevails.
- The College will tell you who all three members are when it gives you notice of the hearing under Annex A, and you can object to any of them under 3.5.
- Where a panel of three free of conflict cannot be put together, the College will appoint someone from outside the College to chair the hearing or to sit as a member.
- Suspension for a fixed period as a sanction and exclusion can only be decided at a formal hearing. No single member of staff, acting alone, can suspend or exclude a student as a sanction.

Telling you who is deciding, and your right to object

Before your matter is decided, the College will tell you who is deciding it, whether that is the person named at 3.5 or every member of the panel described at 3.5. If you believe that person, or any member of the panel, is conflicted under the standard at 3.5, or has some other reason not to hear your case fairly, tell the person who appointed them as soon as you can, and they will decide whether someone else should hear the matter instead.

Your rights at a formal hearing

Where a matter goes to a formal hearing, you have the right to advance notice of the case against you, to see the papers in advance, to attend and put your side, to be accompanied, to call witnesses and have witnesses called on your behalf, and to receive the decision and the reasons for it in writing. Annex A sets out how each of these works in practice, including the notice period and what happens if you do not attend.

After the decision

The College will tell the student the outcome and the reasons in writing, normally within 5 working days of the decision being made. Where the student is under 18, the College will also tell their parent or guardian. The decision will explain any sanction (see 3.6) and the student's right to appeal (see 3.7).

3.6 Sanctions

Where the College decides that a student has breached the Code, it may apply a sanction. The sanction is chosen to fit the matter, not to make an example of the student.

The range of sanctions

The College may apply one or more of the following. The list runs from the least to the most serious, and it is not exhaustive:

- An informal warning.
- A written warning, kept on file for a stated period.

- Conditions or undertakings the student agrees to meet, for example, about future behaviour;
- Required actions, for example, a written apology or completing a specified activity;
- Restrictions, for example, on access to particular spaces, activities or events for a period.
- Suspension from the programme for a fixed period.
- Exclusion, meaning the permanent end of the student's enrolment.

A sanction may be combined with support offered under 2.3, and applying a sanction does not stop the College from putting support in place.

Where the matter concerns a former student under 3.2, the College may record a finding, issue a written warning kept on file, and restrict access to College premises, activities, and events, including productions and alumni events. Conditions, undertakings, and required actions apply only where the former student agrees to them. Suspension and exclusion are not available against a former student.

Choosing a proportionate sanction

The College will choose the least serious sanction that properly meets the matter. In deciding, it will consider how serious the conduct was, the harm or risk it caused, whether it was deliberate, whether it has happened before, the student's response, and any mitigating circumstances, including any relevant health, wellbeing or disability factors. Where a health or disability factor is relevant, the College will consider whether the matter is better dealt with as support or under the Fitness to Study Policy (POL-048), as set out in 2.3, rather than as misconduct.

Liability for damage

Where a student damages College property, this is dealt with separately from the sanction for the underlying conduct. The student is responsible for the actual, evidenced cost of repair or replacement, not a punitive amount, and the College will provide a breakdown of the cost. This is a debt owed by the student to the College, not a disciplinary sanction, and does not affect the student's enrolment or academic progress. It is not automatically covered by a guarantee given at enrolment unless the guarantee says otherwise. If the student is under 18, the College seeks payment from a parent or guardian who has agreed to be responsible for it. A student who disagrees with the amount can query it with the Head of Operations, and the College will explain how the cost was calculated.

Suspension and exclusion

Suspension for a fixed period and exclusion are the most serious sanctions and are used only where the matter is serious enough to warrant them. This suspension is a sanction imposed after a decision has been made, and is different from a precautionary measure under 3.4, which is a neutral step taken while a matter is still being looked into. As set out in 3.5, both can only be decided at a formal hearing, and no single member of staff acting alone can impose either. Where the student is under 18, the protections in 3.1 apply, including notifying the parent or guardian and, where a suspension or exclusion affects a student under 18, ensuring their welfare and continued learning are considered.

Fee and funding consequences of a sanction

A sanction may have a consequence for your tuition fees or, if you are a diploma student, your Dance and Drama Award. Any fee or funding consequence is addressed under the Tuition Fee, Refund and Cancellation Policy (POL-033) and is not decided under this document; this section outlines what to expect.

If you are a University of Chichester student, your tuition is paid to and refunded by the University, so any fee effect follows the University's arrangements as set out in POL-033.

If you are a diploma student, the College charges your tuition directly, so it handles any fee adjustments under POL-033. Your Dance and Drama Award is conditional on you meeting the standards this document sets, including behaviour. The College does not withdraw your Award as a sanction under this document: a matter serious enough to justify withdrawing it is a matter that ends your place at the College under this document, and your Award ends with it.

A suspension for a fixed period does not end your enrolment. Your Award continues during it, and the College continues to pay your living-cost instalments.

Where your place ends partway through a year, the living-cost instalments the College has paid you may include an amount you were not entitled to. The College will recover that amount from you as a debt owed to the College, in the same way as the damage cost at 3.6: at the actual amount overpaid, not as a sanction, and it does not affect your assessment results, your certification, or a reference. Where you are under 18, the College seeks that amount from a parent or guardian who has agreed to be responsible for it. You can appeal the decision that ends your place, and any resulting funding consequence, together under 3.7.

In both cases, a fee or funding consequence follows POL-033 or the process described above and is not itself used as a sanction.

Records of a disciplinary matter

The College keeps a record of a disciplinary matter, covering the concern, the investigation, the decision, any sanction, and any appeal. These records are kept securely and shared only with those who need to see them, and are kept for 6 years from the date the matter is closed, in line with the College's standard retention period for case records of this kind.

Some of this information is special category data under data protection law, for example, health information involving Fitness to Study. Data protection law allows information of this kind to be used only in specific circumstances, and each of the following is one of them. Where a disciplinary record does no more than document a routine matter, the College keeps that information because it may need it to establish, exercise or defend a legal claim. Where a matter involves an allegation that a student has committed an unlawful act, such as assault or harassment, the College also uses the information to prevent or detect such an act. Where a disciplinary matter leads to an actual safeguarding referral, the College uses the information to protect someone from harm, and it does so only for that step, not for the disciplinary record as a whole. Where a student under 18's information is shared with a parent or guardian, or where a matter implicates a member of staff, the relevant basis is set out in the Student and Applicant Privacy Notice (POL-082) and the Data Protection Policy (POL-081), which also sets out your rights over your own information.

3.7 Appeals

If you are unhappy with a formal disciplinary decision or the sanction imposed, you can appeal.

Grounds for appeal

An appeal is a review of the decision on one or more of the grounds below, rather than a chance to have the whole matter heard again from the start:

- The procedure was not followed properly, and this affected the decision or the sanction.
- Bias, or a reasonable perception of bias, during the procedure.
- The decision was not reasonable on the evidence.
- The sanction is disproportionate to the matter.

- New evidence is available that you could not reasonably have provided earlier, and that could have affected the outcome.

How and when to appeal

You must appeal in writing, setting out your grounds, within 14 calendar days of receiving the decision. The College may accept a late appeal where there is a good reason for the delay. If you need help putting an appeal in writing or in another format, tell us, and we will help. If you are under 18, your parent or guardian may appeal on your behalf or support you to do so.

Making an appeal does not usually pause a sanction, but the College may pause all or part of a sanction while an appeal is considered, depending on the circumstances.

Who hears the appeal

The appeal is heard by a panel of three members of the Senior Leadership Team, none of whom is conflicted under the standard at 3.5.2. The Senior Leadership Team is the College's senior management group. The Principal normally chairs the panel.

Where the Principal is conflicted under that standard, the Head of Operations chairs the appeal instead. Where the Head of Operations is also conflicted, the Vice Principal chairs it. If the Vice Principal is also conflicted, the Head of Academic Studies chairs it.

Where the Principal is conflicted, and no internal chair from this fallback chain is free of conflict, the chair may co-opt one person, independent of the College, onto the panel, drawn from a standing list agreed in advance. Where an independent member needs to be arranged, the appeal timescale below may be extended; the College will give the student the new date.

You will be told who is hearing your appeal, and you have the same right to object to any member of the panel as at 3.5.

The panel may confirm the original decision, reduce or otherwise modify the sanction, or send the matter back for further review. They will not increase the sanction. You will be given the outcome of the appeal, and the reasons, in writing, normally within 15 working days of the appeal being received.

Reopening a closed matter

This is different from an appeal. Where significant new evidence comes to light after a matter has been closed, including a matter that was closed with no finding against the student, the College may reopen it. This power is used only where the new evidence could genuinely have changed the outcome, not to revisit a decision the College has reconsidered. When the College reopens a matter, it will explain to the student why it is reopening.

After the internal process

Once the College's internal process, including any appeal, is complete, the College issues a Completion of Procedures letter within 28 calendar days, confirming that the process is complete and telling you how to take your case further.

If you are on a higher education programme validated by the University of Chichester, you can ask the Office of the Independent Adjudicator (OIA) to review the case. You must ask the OIA to review your case within 12 months of the date of the Completion of Procedures letter; the OIA has no discretion to extend this time limit, so if you are thinking about asking the OIA to look at your case, do not wait until close to the deadline. The Completion of Procedures letter will tell you how to apply to the OIA and by when. The OIA is at <https://www.oiahe.org.uk>.

If you are a diploma student, you can complain to the Department for Education about how the College has handled a matter relating to your Dance and Drama Award, once the College's internal process, including any appeal, is exhausted. The Completion of Procedures letter will tell you how to make that complaint.

A serious matter taken through to appeal normally takes about three months from the start of the investigation to the appeal decision, with the Completion of Procedures letter following within a further 28 days. The College will tell you if a matter will take longer than that.

3.8 When conduct raises other questions

Some conduct raises questions that go beyond a single breach of the Code: a student's suitability for the profession they are training for, conduct that may also be a criminal offence, or a risk that a student is being drawn into extremism.

Your suitability for the profession you are training for

Training at the College is training for a profession. Occasionally, conduct raises a genuine question not just about a single incident, but about a student's suitability for the profession they are training for, for example, where behaviour would be a serious concern in a professional setting.

Where that question arises, the College considers it as part of this procedure, through the decision and sanction stages in 3.5 and 3.6, taking into account what the profession reasonably expects. A suitability concern is addressed in this document, and any decision that affects a student's place on their programme is made with the fair-process protections set out in the Disciplinary Procedure (section 3).

Criminal conduct and referral to the police

Some conduct may also be a criminal offence.

As a general rule, whether to report a matter to the police is a decision the College makes on a case-by-case basis, weighing the risk to people and the seriousness of the alleged conduct. Where the College decides to report a matter, it may do so even if the student does not agree.

Supplying drugs, offering to supply them, and being involved in producing them are always reported to the police. Where the College becomes aware that drugs are being produced, supplied, or offered for supply on its premises, it stops that activity as soon as it becomes aware of it.

A decision to report a matter to the police is authorised by the Principal or, in the Principal's absence, by the Vice Principal or the Head of Operations. That applies both where the College is deciding whether to report and where it always reports. Where someone is at risk, the College will act to protect them first.

The College can deal with conduct under this procedure even where the police are also involved, because a disciplinary matter and a criminal matter are separate things and the College's standard of proof is different from the criminal one, as explained in 3.5. The College may pause its own investigation where continuing could prejudice a police investigation, or where the police ask it to wait, and will resume once it can. The College may still take precautionary measures under 3.4 while any criminal proceedings are ongoing.

Where a concern moves into Prevent or safeguarding

Where conduct raises a concern that a student may be being drawn into terrorism or extremism, the College acts under its duty in the Prevent Duty Policy (POL-053) and, where relevant, the Safeguarding Policy (POL-052). A concern of this kind is treated first as a safeguarding and welfare matter, not simply as misconduct. A disciplinary matter may pause while a Prevent or safeguarding concern is considered, or run alongside it, and the safeguarding response takes priority.

4. Contacts, ownership and review

4.1 Who to contact

If you have a question about this document or want to request a review of a safety stand-down under 2.1 or a precautionary measure under 3.4, email the Head of Operations at students@slpcollege.co.uk.

To raise a concern or report misconduct, use the routes in 2.4. You can speak to your tutor, a member of staff in the main office, or a senior member of staff. Any concern about a student's safety or welfare should be directed to the Designated Safeguarding Lead, who can be reached at students@slpcollege.co.uk. If someone is in immediate danger, call 999.

You can also contact the College by telephone on 0113 286 8136, or by post at SLP College, 5 Chapel Lane, Garforth, LS25 1AG.

4.2 Related policies and procedures

This document should be read alongside the following, each of which is referred to at the relevant point above:

- Academic Integrity and Misconduct Policy (POL-019)
- Higher Education Student Agreement (POL-031A)
- Diploma Student Agreement (POL-031B)
- Tuition Fee, Refund and Cancellation Policy (POL-033)
- Student Complaints Procedure (POL-034)
- Attendance and Engagement Policy (POL-039)
- Fitness to Study Policy (POL-048)
- Reasonable Adjustments Policy (POL-049)
- Safeguarding Policy (POL-052)
- Prevent Duty Policy (POL-053)
- Bullying, Harassment and Sexual Misconduct Policy (POL-058)
- Data Protection Policy (POL-081)
- Student and Applicant Privacy Notice (POL-082)
- Acceptable Use of IT Policy (POL-087)
- Academic Regulations (POL-101)

These documents can be found on the SLP College website under [Policies and Procedures >](#).

Where a University of Chichester student is also bound by the University's regulations and Student Contract, those apply alongside this document, as explained in the Introduction.

4.3 Ownership, approval and review

This document is owned by the Head of Operations and approved by the Principal.

The College reviews it at least once a year, and sooner where a change in the law, in regulation, or in the College's practice makes that necessary. Where the College makes a significant change, it will tell current

students and explain what has changed. The current version is the one published on the College website and replaces all earlier versions.

This version applies as of the date it was approved. Where the conduct concerned happened before that date, the standards that applied at the time govern what was expected of you, and this procedure governs how the matter is handled now. Section 3.2 remains available for a concern about a former student, subject to that rule.

Annex A: The formal hearing, step by step

This annex sets out how a formal hearing under 3.5 works in practice. It applies wherever a matter is serious enough to be decided at a formal hearing rather than by a single person.

Notice and papers

The College will tell you, in writing and at least 5 working days before the hearing, what the concern is, what evidence there is, when and where the hearing will take place, and who the three panel members are. The College will give you the papers that the panel will see at the same time as the notice, so you have the same 5 working days to consider them.

Attendance and being accompanied

You may attend the hearing, put your side, and respond to the evidence.

You may be accompanied at the hearing. Your companion may be a fellow student, a family member, a member of staff who is not involved in the matter, or another person you choose, provided they are not a witness in the same matter. Your companion may speak on your behalf and take notes. Tell the College who is coming at least 2 working days before the hearing. You may not be represented by a lawyer or by a paid adviser.

If you are under 18, an appropriate adult must be present, as set out in 3.1.

The right to call witnesses

You may call witnesses to give evidence on your behalf, and you may ask the panel to hear from a witness the investigation has identified. The College will make reasonable arrangements for a witness to attend or to give evidence in another way, for example, in writing, where attending in person is not practical.

If you do not attend

If you do not attend a hearing without good reason, the College may decide the matter in your absence, based on the evidence available. Where you have a good reason for not attending, the College will normally rearrange the hearing.

Reasonable adjustments

The College will make reasonable adjustments so you can take part fairly, as set out in 3.1.

The decision

The panel will give you the decision, and the reasons for it, in writing, as set out in 3.5.

Change Log

Version	Date	Summary of change
1.0	28 August 2026	First issue
