

CRC Bible School
CHRISTIAN REVIVAL CHURCH (LONDON)
The incorporated charity 'Revival Church Europe'
(Company number 5328511, Registered Charity number 1107956)

Student Disciplinary Procedure and Code of Conduct

Purpose

At CRC Bible School we are committed to providing a learning environment in which you can fulfil your potential and participate freely in School activities.

Principles

This student disciplinary procedure is designed to:

- ensure procedural fairness
- encourage all students to meet the standards of behaviour required by the School
- ensure consistent and just treatment for all
- ensure that the facts are established and the matter is investigated fully before disciplinary action is taken
- ensure that students know what is expected of them
- ensure that students are given access to a fair hearing

Each case is investigated on its own merits, and decisions are normally based on the balance of probability that an incident did or did not take place.

The procedure applies to all individuals enrolled as a student of the School.

You have the right to be accompanied by a supporter. Your supporter would normally not be a student on the same course as you. It is your responsibility to contact your supporter. The role of the supporter is to provide moral support and ensure you have understood the process and any questions being asked. It is not the role of the supporter to speak on your behalf. The procedure does not allow for legal representation on behalf of the student in disciplinary interviews.

Equality and Diversity Statement

CRC Bible School is committed to the advancement and promotion of equality and diversity in line with our statement of faith. We aim to provide a learning environment that values individuals equally regardless of disability, age, race, gender (sex), religion and belief, sexual orientation, gender reassignment, pregnancy and maternity, as long as it this learning environment is not contrary to our statement of faith

Code of Conduct for Students

The Code of Conduct explains how we expect you to behave whilst on School premises or taking part in School activities. We also reserve the right to investigate incidents that occur off-site if they are between two (or more) students, or student(s) and staff.

The Code of Conduct lists the School's general expectations in terms of:

- your behaviour
- your attendance and punctuality
- your work/study performance

If you do not follow the Code of Conduct, disciplinary action may be taken.

This Code of Conduct is designed to encourage all students to meet the standards of behaviour, attendance and work performance expected by CRC Bible School. Whilst it is not possible, or desirable to lay down an exhaustive set of standards, detailed below are general standards which, if broken, could result in disciplinary action being taken.

All students at CRC Bible School are required to:

- treat everyone with respect, and make sure that their behaviour does not discriminate against anyone or make any other person feel uncomfortable albeit in line with the statement of faith.
- respect the rights and interests of other School students, staff and visitors
- attend all required activities regularly and punctually
- explain to their tutor or lecturer any reason for non-attendance
- take personal responsibility for their own learning and make active use of the learning resources and support services provided
- work hard and complete all work within specified deadlines
- take an active part in reviewing their progress with their tutor
- seek help from their tutor or relevant student services if they need it
- act safely so that they do not put themselves or others at risk and observe all health and safety rules of the School
- act with consideration for the School environment and other School users,
- pay all fees and other costs for which they are liable, or seek advice from us if in financial difficulty.

Students at CRC Bible School must not:

- behave in a disruptive, aggressive, intimidating, bullying, indecent or unruly manner
- disrupt or interfere with the education or learning of fellow students
- display or circulate any material which is designed to cause offence or distress to others
- misuse School property and equipment, including IT or health and safety equipment
- smoke anywhere other than in designated smoking areas (if these are assigned and available), in accordance with the School's smoke-free policy
- consume, possess or supply toxic, dangerous or controlled substances
- make or send annoying, obscene, malicious or indecent telephone calls, letters, or SMS messages, text messages or emails, or place malicious or offensive materials on any electronic or social media
- cause malicious damage to, or theft of, the property of other students, staff or visitors of the School
- use foul or abusive language
- gain unauthorised access to, or make modifications to, School files or computer material
- enter any part of the School to which the student is not entitled access
- carry any weapon or any other object with the intention or purpose of use in a threatening way
- falsify School documents
- submit materials or work for assessment which have not been made or authorised by the individual, or which have been copied from other students or sources without acknowledging or referencing those sources (plagiarism)
- take part in any illegal activity
- behave in any way which adversely affects the reputation of the School.

Gross misconduct

Gross misconduct is generally seen as serious misconduct where the School considers that it is not possible to continue to allow you to study at School or be on School premises.

If proven, it would normally result in your exclusion from the School.

While it is not possible to compile a comprehensive list of offences that can be termed gross misconduct, please see the following examples.

- Theft or unauthorised possession of any property or facilities belonging to the School or any member of staff or student
- Serious damage deliberately sustained to the property of the School, students, staff or members of the public
- Deliberate falsification of School documentation, records and course work
- Serious negligence that causes unacceptable loss, damage or injury
- Violent, dangerous or intimidatory conduct including carrying or use of weapons
- Deliberate violation of the School's rules and procedures concerning health and safety
- Incapacity owing to the consumption of alcohol or misuse of drugs (Any prescribed medical treatment or condition will be taken into account when determining what action is appropriate).
- Serious misuse of School property or equipment, including use of photocopiers, phones, faxes and other IT equipment for personal purposes without prior agreement.
- In line with our statement of faith, harassment, victimisation or discrimination against another student or staff member on any grounds, including age, disability, ethnic origin, gender, sexual orientation, marital status, religion or belief will not be tolerated.
- A criminal offence which may adversely affect the School's reputation or the student's suitability to continue on the course, e.g. the supply or purchase of illegal substances
- Repeated breaches of the Code of Conduct.

Overview of Disciplinary Procedure

Criminal activity

The School reserves the right to report potentially criminal activity to the police, and/or to advise victims of such activity of their right to do so. If an incident is serious and of a criminal nature, we may defer disciplinary action pending the outcome of criminal proceedings. In exceptional circumstances we may also take the decision to suspend you until the outcome of the proceedings is known.

Disciplinary Procedure

Student may be suspended pending investigation in serious cases

Minor/first incidents may be dealt with at **informal stage**.

Formal stage

Alleged breach of Code of Conduct

Investigation

No case to answer or counselling/ support needed

Disciplinary action needed

From this point, disciplinary sanctions may be applied at any level, depending on the severity of the misconduct

Stage 1 Recorded oral warning

Disciplinary interview required for all actions from this stage onwards

Stage 2 First written warning

Stage 3 Final written warning

Stage 4 Exclusion

The following procedure will be used if you breach the Code of Conduct:

Informal stage

For non-serious or minor or first instances of misconduct, your personal tutor or other member of staff may deal with the incident by means of an informal verbal warning. In such instances you will be advised:

- of the School's Code of Conduct
- of the standards of behaviour expected
- that any further misconduct will be dealt with formally under the School's Disciplinary (Misconduct) Procedure.

Formal Stage

Investigation

A thorough investigation into the alleged misconduct will take place before a disciplinary interview is held or disciplinary action taken. This is likely to involve interviewing and gaining information from staff and students who were involved or witnessed the alleged misconduct. Such investigations will be recorded in writing.

Staff or students who were witnesses have the right to choose not to take part in the investigation. Students involved in the investigation may be accompanied at any investigation interview by a parent/carer or friend.

Outcome and action

The following outcomes of the disciplinary investigation are possible:

- no case to answer
- student offered counselling/support
- allegations appear to be substantiated and there is a case to answer

Where there is a case to answer, disciplinary action will be taken within the following disciplinary framework.

Disciplinary Framework

1. Recorded oral warning

In cases too serious for informal action, or where misconduct persists despite an informal warning, you may be given a recorded oral warning.

In such instances the member of staff will:

- Issue a copy of these Student Disciplinary (Misconduct) Procedures and Code of Conduct
- Hold a disciplinary interview with you
- If appropriate, issue you with an oral warning, recorded on a disciplinary record form and signed by you
- Retain a copy of the form on your file for up to 12 months
- Give you a copy of the form
- Send a copy of the form to the HR Manager and keep one in your student file
- Advise you that, if any further misconduct of any kind occurs, you will be disciplined further.

2. First written warning

If further misconduct occurs or if your behaviour does not improve after a recorded oral warning, a first written warning may be given. Alternatively if the misconduct is deemed more serious, we may proceed directly to the first written warning stage.

In such instances a member of the Senior Management Team will:

- Issue a copy of these Student Disciplinary Procedures and Code of Conduct
- Hold a disciplinary interview with you
- Confirm the outcome in writing within 5 working days of the disciplinary interview, sending a copy to your postal address.
- Record the action taken
- Retain a copy of the record on your file for up to 12 months
- Send a copy of the record to the HR Manager.

3. Final written warning

If further misconduct occurs following the previous warnings, a final written warning may be given. Alternatively, where serious misconduct has occurred, you may be given an immediate final written warning.

In such instances the steps detailed for 'first written warning' will be carried out.

Additionally you will be informed that further misconduct or failure to meet the conduct of behaviour and standards expected will result in your exclusion from School.

Details of recorded oral warnings and written warnings will remain on your file for up to 12 months from the date of the warning being issued. Failure to attend a disciplinary interview may result in a decision being made in your absence.

4. Exclusion from School

If your misconduct persists despite the final written warning, or in instances of gross misconduct, you will be excluded from School.

In such instances the steps detailed for 'written warnings' will be carried out and a disciplinary interview held.

If you are excluded from School you will receive a letter stating the reason for your exclusion and the conditions placed on your future return to School. If you breach the terms of the exclusion, for example by being on School premises without valid reason, your period of exclusion may be extended.

Suspension

In cases where the alleged misconduct is serious and/or it may be detrimental to the smooth running of the course and/or School for you to remain on site, suspension may need to be considered while the case is being investigated.

In such cases you will be informed of the reason for your suspension. This will be confirmed in writing, with a copy sent to your postal address.

The suspension is not a punishment but is to allow us to investigate the alleged misconduct fully. If two or more students are involved in the alleged offence and if suspension is considered, then normally all students will be suspended.

The period of suspension will be kept to a minimum, but will be no longer than four weeks (unless we are awaiting the outcome of criminal proceedings).

Appeals

Under the disciplinary framework, appeals are permitted at all stages except recorded oral warning. You must submit your appeal in writing, within 10 working days of receipt of the warning/exclusion letter. The letter will state to whom the appeal should be made.

The manager conducting the appeal will conduct an appeal interview with you and notify you of the decision in writing within 5 working days.

Records of disciplinary action

Details of written warnings, exclusions, suspensions and appeals will be notified in writing to the Administrative Co-ordinator and held on a central register. Your tutor will also keep a record on your file for up to 12 months from the date of the disciplinary action.