



HARTPURY

FE Student Non Academic Behaviour Management Policy

APPROVAL & REVIEW CYCLE		
Policy Owner/Reviewer	Chief People Officer	August 2025
Approved By	Exec	September 2025
Interim-Review	No	-
Next Review Date		August 2026

INTRODUCTION

Hartpury College recognises that it has a legal and moral duty to provide a safe and secure environment for its students, staff and visitors. Mutual respect and tolerance should be encouraged and supported amongst the whole College community. We believe that establishing high expectations within which students can thrive requires effective management of behaviour in a consistent, fair and supportive manner.

PURPOSE

To ensure that the Student Non-Academic Behaviour Management Policy and Code of Conduct (including the Residential Rules, Regulations and Accommodation Licence, Residential Code of Conduct as appropriate) are embraced by all staff / students and that it is delivered in a fair, consistent and structured manner.

Hartpury uses a restorative approach, giving students the life skills to independently take responsibility for their behaviour and make more informed choices in the future. The Non-Academic Behaviour Management policy encourages students to think about how their behaviour affects others, both peers and staff.

This policy will enable Hartpury College to build a positive, consistent and safe environment in which behaviour is well managed and in which individual needs are identified and addressed. Hartpury will establish a culture of respect and safety setting clear boundaries, providing excellent well-being support and highly effective early restorative interventions. The policy is clear in its recognition of the need to disapprove of, formally record and in certain circumstances reprimand unacceptable conduct and behaviour which disrupts or poses a risk of harm to others

When the whole college works together to improve behaviour, students become more engaged, staff feel better supported, and less time is spent dealing with incidents. This creates the right conditions for a positive learning experience and a safe, enjoyable residential life.

Hartpury recognises and celebrates the achievements of its students to create an environment that encourages and rewards success. Our approach is based on strong evidence which shows that the encouragement and reinforcement of positive actions is more effective in changing and improving behaviour than focussing on unacceptable actions and trying to minimise them through use of sanctions.

SCOPE

1. This policy applies to all further education (FE) students who are studying at Hartpury College.
2. This policy does not apply to behaviours relating primarily to academic performance or conduct which are subject to the Academic Behaviour Management Policy for College students.
3. This policy applies to student behaviour away from Hartpury premises and in the student's own time if the reputation of Hartpury is compromised and / or if the behaviour has a negative impact on Hartpury activity or other students, including the use of social media and other online platforms.

4. This policy is designed to support the way in which all members of the Hartpury community can work together to create an environment where everyone feels respected, valued and safe.

This policy is designed to:

1. **Create a safe, respectful community** where everyone feels valued.
2. **Promote consistent standards of behaviour**, challenging poor behaviour and reinforcing positive conduct.
3. **Support staff, students, and families** through clear, fair, and transparent expectations.
4. **Foster personal growth and wellbeing**, encouraging resilience, responsibility, and respect for diversity and the law.
5. **Build a positive culture** that enables effective learning and contribution to both Hartpury and the wider community.

FITNESS TO STUDY and Reside Process

Hartpury appreciates that in certain circumstances staff may have concerns about a student's ability to manage the course/residence and college requirements due to significant health, wellbeing or behavioural concerns. This procedure aims to ensure that decisions about a student's ability to study/reside are made through a supportive process, after appropriate consultation and in the best interests of the student. This procedure is intended to be used where students are unable to succeed despite reasonable adjustments and support measures.

RESTORATIVE PRACTICE APPROACH

The purpose of behaviour modification is to support positive change by addressing inappropriate behaviours through restorative practice. Restorative approaches allow those involved in an incident—students, staff, and any affected parties—to communicate, understand the impact of the behaviour, and agree on a way forward.

If an incident occurs on campus, staff are expected to identify and respond to any immediate support needs and record the matter on *MyConcern*. Discipline should be seen as a chance to teach and guide, helping students recognise the reasons behind their behaviour and supporting them to make constructive changes. This may include clear guidance on expected behaviours, alongside referrals to internal services such as wellbeing, safeguarding, or restorative practice workshops.

Where further help is needed, students may be referred for additional support with issues such as anger management, personal difficulties, anxiety, or low self-esteem. In some cases, external agencies working in partnership with Hartpury may be better placed to provide this support.

RESPONSIBILITIES

1. The Head of Safeguarding, Wellbeing and Health and Chief People Officer are responsible for the operation of this policy.

2. The Head of Safeguarding, Wellbeing and Health or their nominee has a formal role in the operation of this policy.
3. Hartpury staff may investigate and report on incidents to the Head of Safeguarding, Wellbeing and Health/ Chief People Officer.

IMPLEMENTATION OF THE POLICY

Non-Academic Behaviour Management Levels

- Behaviour management levels are cumulative within an academic year, except where a student has attended an outcome meeting.
- A student may remain at the same level for repeated or similar incidents, taking into account the nature of the behaviour and the time already spent at that level.
- Once an outcome level has been reached, the student will normally remain at that level for the following academic year unless otherwise agreed by the Chief People Officer.
- All matters will be managed by an appointed member of Hartpury staff and recorded as part of this process.
- All incidents will be logged on *MyConcern* to create a clear chronology of behaviour levels, with a summary of the case and outcomes recorded.
- Where a concern results in a formal level (Level 1 – Level 5) being applied, a summary of the meeting and agreed outcomes will also be entered on *Staff Advantage*. This will automatically generate an email notification to the student, their tutor, and, where the student is under 18, their registered parent/carer.

COOLING OFF PERIOD / STUDENT TO RETURN HOME

1. Where it is deemed to be an emergency, the Deputy Designated Safeguarding Lead (DDSL) may send a student home for up to 72 hours pending referral of the matter to the DSL for consideration. The 72-hour period may be extended after consideration by the DSL, to give the student time to reflect on their behaviour and conduct and potentially de-escalate the situation. The parent/carer of an under 18 student will be notified of the cooling off period and will be required to complete the normal parental absence sign out process and make arrangements for the student to return home. During this period the student will receive academic support via their tutor.
2. In the case of serious incidents / safeguarding concerns, the DSL (or in their absence their nominee) may send a student home for an extended period to reflect, pending further enquiries, this could be up to 10 working days. However, this period may be extended in serious and complex cases. If the student is under 18, the parent/carer will be notified of the cooling off period and will be required to complete the normal parental absence sign out process and make arrangements for the student to return home. During this period the student will receive academic support via their tutor.
3. The notification of a student being sent home will be communicated by a delegated member of staff at the time of the notification of the incident and must be confirmed in writing within 2 working days of the student returning home.

POLICE INVESTIGATION AND HIGH-RISK BEHAVIOURS

1. If a student is being investigated by the police for a crime, which is assessed by the safeguarding committee to have a high potential impact on students or staff safety at Hartpury, the student may be asked to return home indefinitely, without prejudice. Examples of such high-risk crimes would include any safeguarding matters involving abuse or criminal behaviour targeting children or vulnerable adults, sexual assaults and rape, crimes of violence. This list is not intended to be exhaustive, and the decision should be taken by assessing the potential risk to those in the Hartpury environment. The decision to send a student home beyond the cooling off period should be taken in consultation with the Deputy Principal and Chief People Officer. Wellbeing support will be offered to the student with regular contact with relevant Hartpury staff.
2. The decision for a student to return home is to protect the student and others and will be reviewed once the outcome of the police investigation is known. Wherever possible, the student should be enabled to complete their programme of study (study at home, planned tutorial meetings, etc.). This will not always be possible, dependant on length of time or the nature of program. If this is likely to prevent the student from completing the programme, then the student should be withdrawn with a guarantee that they may re-enrol at the start of the next academic year if the charges are unfounded.

Students with Additional Needs or Vulnerabilities

Where a student has been identified as having additional needs or vulnerabilities—such as being a safeguarded student (including those with a social worker), a Looked After Child or Care Leaver, a Young Carer, or a student with identified needs including an EHCP—the relevant teams must be informed of all behavioural concerns and disciplinary matters. This includes the Safeguarding and Wellbeing Team and the Aspire Learning Support Team.

All information sharing will be carried out in line with GDPR and the Data Protection Act 2018, ensuring that personal data is processed lawfully, fairly, and securely, and only shared with those who have a legitimate need to know.

OUTCOME MEETING

1. The student and parents/carers (if student Under 18) will be notified of the date of the meeting as soon as possible. The meeting will be chaired by a member of the Senior Management Team (Deputy Principal/Chief People Officer). The letter convening the hearing will indicate the nature of the alleged misconduct and will also advise the student of their right to be accompanied at the outcome meeting by an advocate, who must be a member of staff, or relative.
2. Students with Special Educational Needs (SEND) can request that an advocate from the Aspire Team (Learning Support) attend their meeting to provide appropriate support where required.
3. Meeting outcomes could include but are not limited to:
 - Adjourn meeting for a period to gather further evidence
 - No further action as there is no case to answer
 - Student will re-sign and revalidate their Code of Conduct
 - Potential for a reduced evening registration period for a given time
 - Loss of privilege to attend any residential overnight trip
 - Loss of privilege to attend any student events including the Summer Ball
 - Exclude the student from accommodation (for a fixed or permanent period)
 - Administer a formal warning as to the consequences of any further breach Hartpurv Code of Conduct, Residential Rules and Regulations
4. On conclusion of the outcome meeting, the student and parent/carer (if under 18) will receive details of the meeting outcome together with a set of the meeting notes. If the student/parent/carer feel there are omissions or inaccuracies in the meeting notes, they have 5 working days to submit any proposed changes to the meeting Chairperson (Deputy Principal/Chief People Officer) for consideration.
5. All staff must be aware of the nature of this procedure and the need to keep accurate detailed notes on any interview or incident.

Please note that all email communication to students will be sent to their Hartpurv email account.

APPEALS

1. The student may appeal against the decision of the outcome meeting only if the outcome is permanent exclusion from Hartpurv residence. There is no right of appeal for any other decision made. Any appeal must be made in writing to the PA to the Vice Chancellor, Principal & CEO within seven days of the decision being communicated to the student formally in writing. The letter of appeal must give the grounds of appeal. Appeals will normally be considered based on procedural irregularity, excessive nature of any element of the decision or new evidence.
2. The appeal will be responded to by the Vice Chancellor, Principal & CEO whereby normal practice is for a written response to the appellant. The Vice Chancellor, Principal & CEO

can if deemed necessary, involve two members of the Senior Management Team not already involved in the case to respond to the appeal. Where the Vice Chancellor, Principal & CEO has been involved earlier in the individual student's case or is not available then the appeal will be responded to by members of the Senior Management Team not already involved in the case. At the discretion of the Vice Chancellor, Principal & CEO, an Appeals Panel may be convened to hear the appeal to which the student will be invited; this will be instead of a written response to the appeal. In this case, the student has a right to be accompanied at the appeal hearing by a staff advocate, or relative but not by a legal or professional adviser unless Hartpury otherwise agrees, having been given notice before the day of the hearing. A legal or other professional adviser will be allowed if Hartpury intends to have an external adviser present.

3. The Appeal will be responded to within 21 working days of receipt of the Notice of Appeal.
4. The Vice-Chancellor, Principal & CEO will consider any written evidence and submissions which have been circulated as part of his response.
5. The decision of the Vice Chancellor, Principal & CEO will be confirmed in writing and will be final and binding on both parties.
6. Where an appeal against a meeting decision is lodged, this removes the right to lodge a Formal Complaint if the complaint relates to the issue/incident.

FINANCE

A student who has been excluded will still be liable for any debt owed to Hartpury.

SERVICE OF DOCUMENTS

All documents will be delivered by email as standard practice and sent to a student's Hartpury email address and when required sent to a parent/carers (for students under 18) this will be sent to the email address held on our Student Record System confirmed at the point of enrolment. In the event that hard copies are requested as an alternative, these will be sent to the registered address on our Student Record System. A document which is sent by First Class post will be considered to be served on the second day after it has been posted.

MONITORING AND IMPACT MEASUREMENT

Monitoring at Department and Course level will focus on maintaining and improving the following:

- Retention rates
- Attendance rates
- Achievement of 'Monitored' students
- PEP Meetings for LAC
- Student Surveys and Feedback
- A positive impact on behaviour management data
- Progression internally and externally

This policy will be subject to a review cycle to assess the overall performance of the policy and its effectiveness in managing behaviour by the Safeguarding Team. This will also be supported by the feedback from other stakeholders and college members as appropriate to review the effectiveness and implementation process of the policy and procedure as required.

DOCUMENTS ASSOCIATED WITH THIS POLICY

1. Student Code of Conduct/Residential Code of Conduct
2. Student Bullying and Harassment policy
3. Fitness to Study and Reside Procedure
4. Child Protection and Safeguarding Policy
5. IT Acceptable Use Policy
6. Student Social Media Policy
7. Offensive Weapons Policy
8. Confiscation Procedure
9. Harm Reduction Policy
10. Residential Regulations
11. Accommodation Licence
12. Sexual Misconduct Policy

FREEDOM OF SPEECH

As part of this policy, Hartpury reaffirms its commitment to the principles of freedom of speech and academic freedom, in accordance with the Higher Education (Freedom of Speech) Act 2023 and guidance from the Office for Students (OfS). Hartpury will take all reasonably practicable steps to secure the right to express lawful views and engage in open debate without fear of censorship or institutional discipline for staff, students, and visiting speakers. In addition, this policy prohibits the use of non-disclosure agreements (NDAs) in any situation that would prevent staff from speaking out about misconduct, harassment, or other matters of public interest.

EQUALITY, DIVERSITY AND INCLUSION

As with all Hartpury policies and procedures, due care has been taken to ensure that this policy is appropriate to all members of staff and students regardless of their age, disability, ethnicity, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and transgender status.

The policy will be applied fairly and consistently whilst upholding Hartpury's commitment to providing equality to all. If any employee or student feels that this or any other policy does not meet this aim, please contact the HR Department (staff) or an academic tutor (student).

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter, holds the Student Minds University Mental Health accreditation and has signed the AoC Mental Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

HARTPURY COLLEGE
Non-Academic Behaviour Management via Restorative Practice
2025/2026

Level	Compromising own/others safety, safeguarding & wellbeing - this list is not exhaustive	Showing disrespect for others via our actions - - this list is not exhaustive
Cause for Concern Meeting with Residential Support Officer	<ul style="list-style-type: none"> • Vaping or smoking in a non-designated area • Engaging in prohibited activities in a non-designated area (e.g ball games) • Not following residential registration • Leaving bedroom doors unlocked • Possession, or use of prohibited electrical items • Not carrying student, I.D card 	<ul style="list-style-type: none"> • Non-targetted offensive language or gestures. • Disrespectful behaviour in Halls • Littering on campus • Untidy or unkempt room/common room • Failure to attend or send apologies to Hall briefings or residential life workshops/events
Level 1 Meeting with Senior Residential Support Officer or nominee	<ul style="list-style-type: none"> • Any repeat of behaviours following a cause for concern/verbal warning above. • Misuse of student ID cards • Minor breach of Hartpury's acceptable use of IT Policy • Improper use of external and internal doors • Compromising own/others safety, safeguarding & wellbeing (low risk) 	<ul style="list-style-type: none"> • Any repeat of behaviours following a cause for concern/verbal warning above. • Behaviours that may harm relationships and create a negative environment, whether in personal, professional, or social settings or spaces. • Showing disrespect for other via our actions (low risk)
	<ul style="list-style-type: none"> • Any repeat of behaviours at Level 1 above • Careless driving on campus resulting in an incident 	<ul style="list-style-type: none"> • Any repeat of behaviours at Level 1 above • Reckless damage to Hartpury property (including that which breaches health & safety requirements)

<p>Level 2</p> <p>Meeting with Assistant Head of Residential Life or nominee</p>	<ul style="list-style-type: none"> • Visitors and overnight guests in accommodation (Hartpury college student) • Not exiting a building in the event of a fire alarm • Possession of alcohol • Visiting pubs, bars and clubs (under 18's) • Compromising own/others safety, safeguarding & wellbeing (medium risk) 	<ul style="list-style-type: none"> • Reckless damage to personal property or belongings • Showing disrespect for other via our actions (medium risk)
<p>Level 3</p> <p>Meeting with Deputy Designated Safeguarding Lead or nominee</p>	<ul style="list-style-type: none"> • Any repeated behaviours at Level 2 above • Dangerous driving • Possession/use of fake I.D documents • Tampering with fire, CCTV, doors or other safety equipment • Visitor/overnight guest (non-student) • Suspected use of, or being under the influence of alcohol – under 18's (excluding incapable or disorderly) • Suspected use of, or being under the influence of drugs (excluding incapable or disorderly) • Compromising own/others safety, safeguarding & wellbeing (high Risk) 	<ul style="list-style-type: none"> • Any repeat of behaviours at Level 2 above • Infringement of Hartpury's Bullying and Harassment Policy • Sexting • Intentional damage to Hartpury property or personal belongings • Initiations • Theft on campus • Showing disrespect for other via our actions (high Risk)
<p>Level 4</p> <p>Meeting with Head of Safeguarding or nominee</p>	<ul style="list-style-type: none"> • Any repeat of behaviours at level 3 above • Drunk and incapable (this would also apply to drugs) • Driving without a valid driving licence/Insurance • Possession of drugs (with no intent to supply) • False allegations against Staff • Indecent exposure • Possession of illegal weapons (whether made, adapted or intended) • Serious breach of Hartpury's acceptable use of IT Policy. 	<ul style="list-style-type: none"> • Any repeat of behaviours at level 3 above • Coercive, controlling or threatening behaviour that has a negative impact on others • Violent or Threatening behaviour – verbal • Infringement of Hartpury Equality and Diversity Policy
<p>Level 5</p>	<ul style="list-style-type: none"> • Any repeat of behaviours at level 4 above • Drink or drug driving (including operating machinery or riding) 	<ul style="list-style-type: none"> • Any repeat of behaviours at level 4 above • Any criminal activity which may bring Hartpury into disrepute • Drunk and disorderly (this would also apply to drugs)

<p>Outcome meeting with Deputy Principal Resources and Deputy Principal Further Education</p>	<ul style="list-style-type: none"> • Harassment and Stalking including revenge porn • Animal abuse • Possession of drugs (with intent to supply) • Violent or threatening behaviour – physical • Any behaviour that poses a risk of serious injury, or to the life of others. 	<ul style="list-style-type: none"> • Sexual violence and misconduct
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- **Hartpury may inform the Police of any students engaging in illegal behaviour**
- **In line with Hartpury's Non-academic Behaviour Management policy, students may be subject to any appropriate and proportionate sanctions.**
- **Hartpury may remove a student's residential licence for serious and high-level non-academic behaviour management reasons**
- **Hartpury will consider any mitigating circumstances when considering any behaviour management at any level.**