LINCOLN COLLEGE

STUDENT CONDUCT PROCEDURE

for

HIGHER EDUCATION

POLICY CQ/PR/17

SPONSOR

Director - Performance and Standards

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EQUALITY AND DIVERSITY STATEMENT

Lincoln College strives to treat all its members and visitors fairly and aims to eliminate all forms of unlawful discrimination, specifically across all protected characteristics. We will work towards a fair and just organisation and promote inclusion for all those impacted by Lincoln College and the wider community.

STUDENT CONDUCT PROCEDURE

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LINCOLN COLLEGE

Members of college staff, including those in student services can help students in interpreting the following procedure to ensure full understanding.

STUDENT CONDUCT PROCEDURE

1 PURPOSE

The purpose of the procedure is to promote and maintain high standards of conduct in personal behaviour, attendance and progress amongst students and to ensure fair treatment for all students in relation to disciplinary action.

2 AIMS

2.1 The procedure aims to prepare students for the world of work and to realise what acceptable standards and code of conduct will be expected of them in a working environment.

2.2 The procedure also aims to give a clear structure that supports staff and students in upholding high standards of student conduct, whilst at college.

3 DEFINITIONS

3.1 Throughout this procedure the following terms are defined as:

3.1.1 Student

A student is considered by the college to be a person who has enrolled on a course or programme of study, irrespective of any defining characteristic (for example, age or length of study) and is registered as 'continuing' on ProSolution. This includes Higher Apprentices.

3.1.2 Student Conduct Sanction:

Following investigation and discussion, a student may be issued with one of the following student conduct sanctions:

Level 1	–	Official Caution
Level 2	–	Final Warning
Level 3	–	Exclusion from the college

Preceding a Level 1 sanction, students will have been identified as a cause for concern and restorative actions defined by college staff (see section 5).

3.1.3 Student Conduct Review Meeting

A Student Conduct Review Meeting will consider issues of conduct, which may include the standard of student's work and

their progress, personal behaviour and attendance. The meeting will provide students with an opportunity to share with staff any issues or mitigating circumstances that have affected their performance.

Should a student be issued with a Student Conduct Sanction, the resulting GROWTH target(s)/action plan will be discussed, shared and then reviewed after an agreed and reasonable period of time at a Student Conduct Review Meeting.

The student will usually be given 3 working days' notice of a Student Conduct Review Meeting, unless a mutually acceptable time is agreed by the student and relevant college staff members.

3.1.4 Strategic Safeguarding Panel

Cases of Serious Misconduct will be considered by the Strategic Safeguarding Panel.

4 GENERAL PRINCIPLES

4.1 The procedure has been approved by the Learning Standards Quality Committee.

4.2 The procedure applies to all students of Lincoln College.

4.3 Every effort should and will be made to avoid the use of student conduct sanctions where alternatives are appropriate. However, where support has been provided and not worked, the college can progress to apply conduct sanctions to make restorative change in a student's behaviour.

4.4 The need to implement the conduct procedure should be a rare occurrence in the college and the formal procedure should not be used in circumstances where relatively minor problems can be resolved by informal communications with the individual(s) concerned.

4.5 There should be a clear distinction between the implementation of the formal procedure and routine intervention by a Curriculum Lead (or their nominee), following reports of unacceptable student conduct. It is acceptable for an Assistant Principal (or their nominee) to remove a student from the learning environment for reasons of safety (of that individual or others) or to allow for a 'cooling off' period. In both cases, the removal is temporary and the student will be instructed to return to college on the next working day unless the Serious Misconduct procedure is invoked. Such removal will not necessarily constitute a suspension and the student concerned will not automatically become subject to the formal procedure although this option can be considered in these circumstances.

4.6 The conduct procedure relates to any conduct that is contrary to the maintenance of good order, discipline or safety within any areas of the college's business. It also relates to standards of work and absence.

4.7 Any allegation of unacceptable student conduct is to be dealt with as a matter of urgency, with no disciplinary action taken until the case has been fully investigated and all involved parties have been spoken to.

4.8 Written records are to be maintained at each stage of the proceedings.

4.9 Where relevant, student services should be included at each stage of the conduct process and the appropriate member of staff contacted as follows:

Student:	**Student Services Contact:**
has an Educational Health and Care Plan (EHCP)	assessmentofficer@lincolncollegege.ac.uk
is a looked after child (LAC) / is a care leaver	safeguarding@lincolncollege.ac.uk
has a diagnosed mental health condition	studentservices@lincolncollege.ac.uk

4.10 Where a student is studying at the college via a training provider, or employer, then all copies of correspondence, originating from the college will be sent to the training provider or employer.

4.11 To ensure that students receive the most appropriate support and guidance, this conduct procedure should be used in conjunction with the college's:

- Mental Health and Disability Policy
- Safeguarding Policy and Procedures
- Fitness to Practise Policy
- Academic Misconduct and Maladministration Policy (HE)

5 PROCEDURE FOR UNACCPETABLE PROFESSIONAL CONDUCT IN PERSONAL BEHAVIOUR, PROGRESS AND ATTENDANCE

5.1 A flow chart for the procedure in dealing with unacceptable personal behaviour, professional conduct and attendance is provided as Appendix 1.

5.2 The Student Conduct Procedure had four clear phases, which incrementally increase the accountability of students and the necessity to improve their behaviour.

Cause for Concern

5.3 Where a member of staff feels that a student's behaviour, progress or attendance is below the standard expected by the college, the member of staff should attempt to address this informally via classroom management techniques and restorative conversations with the student. Should these actions not sufficiently alter the student's behaviour, progress or attendance, staff should contact the student's personal tutor/APC raise a Cause for Concern and discuss the matter. Reference should be made about these

concerns on ProMonitor/SmartAssessor. Requests for conduct sanctions to be applied to students must be avoided; instead the student's actions and impact of those actions be reported to the personal tutor/APC.

5.4 The personal tutor/APC will informally meet with the student to discuss the concerns about their behaviour, progress or attendance, and agree what actions the student is required to take. These actions should be captured as routine GROWTH targets on ProMonitor/SmartAssessor.

Level 1 – Official Caution

5.5 If, following informal engagements with their personal tutor/APC, the student's behaviour, progress or attendance has not improved in line with the expectations of their GROWTH targets, they will be formally invited to a Student Conduct Review Meeting with the associated course coordinator. The student should be given three working days' notice of this meeting taking place or be at a time mutually agreed by both the student and the course coordinator. This meeting should, normally, also involve other relevant members of staff (for example, Student Services).

5.6 If the Student Conduct Review Meeting finds that a student's behaviour, progress or attendance has not improved in line with the expectations of their GROWTH targets and no sufficient mitigation has been presented by the student, then the student will be issued with an **Official Caution** and set further/new GROWTH targets.

5.7 The Official Caution will:

- Be discussed with the student in person, usually, with the course coordinator at the Student Conduct Review Meeting, so they are clear on why they are being issued with the Official Caution. A record will be placed on ProMonitor/SmartAssessor. If the student chooses not to attend the Student Conduct Review Meeting, the meeting will go ahead without them being present.

- Be summarised in writing, recording the reason for the sanction, the improvements required (copy of GROWTH targets) and the time limit within which such improvement must be achieved.

- Be uploaded to the student's ProMonitor/SmartAssessor record.

- Advise the student that it is the first of the two formal stages of the conduct procedure prior to exclusion and that they have a right to appeal the sanction (see section 7).

- Be removed from the student's ProMonitor/SmartAssessor record after 6 months, subject to the student's behaviour, progress or attendance meeting the GROWTH targets set by the course coordinator.

Level 2 - Final Warning

5.8 If the student's behaviour, progress or attendance does not improve in line with the expectations of the GROWTH targets set in the Official Caution, they will be formally invited to a Student Conduct Review Meeting with, usually, the relevant Curriculum Lead. The student should be given three working days' notice of this meeting taking place or be at a time mutually agreed by both the student and the Curriculum Lead. This meeting should, normally, also involve other relevant members of staff (for example the personal tutor/APC, Student Services) and parents/carers.

5.9 If the Student Conduct Review Meeting finds that a student's behaviour, progress or attendance has not improved in line with the expectations of their GROWTH targets set in the Official Caution and no sufficient mitigation has been presented by the student, then the student will be issued with a **Final Warning** and set further/new GROWTH targets.

The Final Warning will:

- Be discussed with the student in person, usually, by the Curriculum Lead at the Student Conduct Review Meeting, so they are clear on why they are being issued with the Final Warning. If the student chooses not to attend the Student Conduct Review Meeting, the meeting will go ahead without them being present.

- Be summarised in writing, recording the reason for the sanction, the improvements required (copy of GROWTH targets) and the time limit within which such improvement must be achieved.

- Be uploaded to the student's ProMonitor/SmartAssessor record.

- Advise the student that it is the second of the two formal stages of the conduct procedure prior to exclusion and that they have a right to appeal the sanction (see section 7).

- Be removed from the student's ProMonitor/SmartAssessor record after 12 months, subject to the student's behaviour, progress or attendance meeting the GROWTH targets set by the Curriculum Lead.

Level 3 – Exclusion

5.9 If the student's behaviour, progress or attendance does not improve in line with the expectations of the GROWTH targets set in the Final Warning, they will be formally invited to a Student Conduct Review Meeting with, usually, the relevant Assistant Principal. The student should be given three working days' notice of this meeting taking place or be at a time mutually agreed by both the student and the Curriculum Lead. This meeting should, normally, also involve other relevant members of staff (for example the personal tutor/APC, Curriculum Lead Student Services) and parents/carers.

5.9 If the Student Conduct Review Meeting finds that a student's behaviour, progress or attendance has not improved in line with the expectations of their GROWTH targets set in the Final Caution and no sufficient mitigation has

been presented by the student, then the student will be issued with a **Notice of Exclusion**.

The Notice of Exclusion will:

- Be discussed with the student in person, usually, by the Assistant Principal at the Student Conduct Review Meeting, so they are clear on why they are being Excluded. If the student chooses not to attend the Student Conduct Review Meeting, the meeting will go ahead without them being present.

- Be confirmed in writing, will specify the reasons for the Exclusion and the date until which the proposed exclusion will be effective. Advise that it is the final stage of the formal conduct procedure and that they have a right to appeal (see section 7).

- Be uploaded to the student's ProMonitor/SmartAssessor record.

6 FORMAL PROCEDURE FOR SERIOUS MISCONDUCT

6.1 The following actions are examples which are normally regarded as serious misconduct:

- Actual or threatened violence, or behaviour which provokes violence on or towards a student, member of staff or visitor
- Bringing illegal substances onto college premises
- Bringing a bladed item or weapon onto college premises
- Behaviour which could or does result in harm to others
- Intentionally damaging or destroying property, materials or resources
- Photographing/videoing of staff, students and/or visitors to Lincoln College without their express permission
- Taking of a person's or the college's property without permission
- Behaviour which infringes the college Equality and Diversity Policy
- Behaviour that contravenes fundamental British values
- Continual refusal to carry out reasonable instructions or to comply with college rules
- Behaviour considered to be damaging to the college's reputation, occurring either on or off college premises

The above examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under this procedure.

6.2 Any allegation of serious misconduct is to be immediately reported to the Assistant Principal, or in their absence the Head of Student Services, who will make a judgement as to whether it meets the threshold for serious misconduct. If it does, it will be passed to an Investigating Officer to enquire into the facts of the case as soon as is reasonably practicable. Guidance for the taking of statements is provided in appendix 5. The Investigating Officer will not subsequently be either wholly or partly responsible for determining the disciplinary sanction.

6.3 In cases of serious misconduct, the Assistant Principal, Head of Student Services or their nominee, may suspend a student pending investigation. Suspension should be a neutral act and does not preclude guilt. Where a student is suspended, they can request a meeting with the Assistant Principal to explain the reasoning for the suspension and talk through the process. This meeting should be made available at the earliest possible opportunity.

6.4 If the allegation involves a criminal offence (e.g. theft; assault; harassment, including racist or homophobic abuse; sexual assault) the Assistant Principal will instruct the member of staff reporting the incident to advise the complainant of their right to contact the police. Where the initial evidence appears credible and suggests that an allegation is accurate, the accused student will immediately be sent home in a safe and, if necessary, supported manner. Student Services will be engaged to contact the Police. A Student Conduct Review Meeting will be held with the associated Curriculum Lead at the earliest opportunity to decide upon further action/suspension.

6.5 It should be noted that, under usual circumstances, no college investigation can take place where there is an ongoing police investigation and that the college process will begin once the Police investigation is concluded. However, in exceptional circumstances and acting the best interests of the student, the college may, with the permission of the Police, undertake a serious misconduct investigation prior to the conclusion of the Police investigation.

It should be noted that the college investigation will evaluate and conclude if a breach of college has occurred; whereas, a Police investigation will assess if criminal activity has taken place. As such, it is possible that the outcomes of the college and Police investigations, and any related sanctions, may differ.

6.6 Students will be given every opportunity to participate in serious misconduct investigations and make statements stating their view of events. Should a student not wish or refuses to engage in the process, the college will continue without the student's participation and make clear to the student that any decision will be made based on the evidence available to the college.

6.7 The Investigating Officer will present initial findings back to the Assistant Principal, who will decide whether the matter will be addressed through academic conduct sanction or passed to the Strategic Safeguarding Panel to review independently, based on:

- does the alleged serious conduct compromise the safety and/or well-being of themselves of others (for example, bringing illegal substances onto college property)
- does the alleged serious misconduct targeted at an individual (for example, targeted theft or damaging of property)

The Assistant Principal will also review any suspension in place at this time.

6.8 If it is decided that the case will be heard through Strategic Safeguarding, the Investigating Officer will ensure the Safeguarding administration team confirm the process to the student in writing.

6.9 The Strategic Safeguarding Panel will be chaired by the Safeguarding Lead and Equality and Diversity Officer or their nominee and be attended by the Investigating Officer who will set out the findings of the investigation including any explanation or account from the student subject to the investigation.

6.10 The student will be supported by the College's Student Services team to provide the necessary evidence for consideration by the panel if required and can be accompanied by a parent or other suitable person at any meeting with the Investigating Officer.

6.11 The Strategic Safeguarding Panel will have the right to impose a period of suspension, issue a disciplinary sanction, issue an additional sanction such as a requirement to attend training for example or exclude the student from the College. The decision of the Strategic Safeguarding Panel will be made in writing to the student within five working days of the panel decision being made.

6.12 The Student will have the right to appeal (section 7).

6.13 A flow chart of the serious misconduct procedure is provided as Appendix 2.

7 RIGHT TO APPEAL

7.1 The student will have the right to appeal level 1 and 2 sanctions. Appeals must be made to the relevant Assistant Principal, in writing, stating the grounds for the appeal and be received within 10 working days of the sanction being issued. The decision of the Assistant Principal will be final.

7.2 Appeals should be made using the Appeal Request Form (see appendix 3). The support of Student Services can be made available to a student wishing to make an appeal.

7.3 The Assistant Principal shall consider the students' appeal and will, usually, communicate their decision to the student within 10 working days of receipt of the appeal.

7.4 Appeals against exclusions and sanctions decided by the Strategic Safeguarding Panel must be made, in writing, to the Lincoln College Appeals Panel. All appeals must be received within 10 working days of receipt of the written confirmation of the Strategic Safeguarding Panel decision and follow the procedure noted in the College Appeals Panel Policy and Procedure (Policy CQ/PO/26), which can be obtained by contacting quality@lincolncollege.ac.uk.

8 ADMINISTRATION

8.1 Administration related to the Student Conduct Procedure, including Serious Misconduct, lies within the responsibility of the relevant academic area, with the exception of cases referred to the Strategic Safeguarding Panel.

Correspondence related to student conduct meetings, notification of sanction etc. will be the responsibility of the Student Experience and Compliance Team.

The suspension of a student is normally a decision made the Assistant Principal for the academic area of that student. The Student Experience and Compliance Team will be responsible for writing to the student and advising them of the suspension.

The recording of the outcome of any student conduct meeting on ProMonitor/SmartAssessor and elsewhere will be the responsibility of the academic member of staff dealing with the matter, in the relevant academic area for that student.

8.2 Cases of serious misconduct which have been referred to the Strategic Safeguarding Panel, will be administered by the administration area within Student Services, other than the initial suspension of a student.

Any decision made by the Investigating Officer or the Strategic Safeguarding Panel will be advised to the student in writing by Student Services administration team.

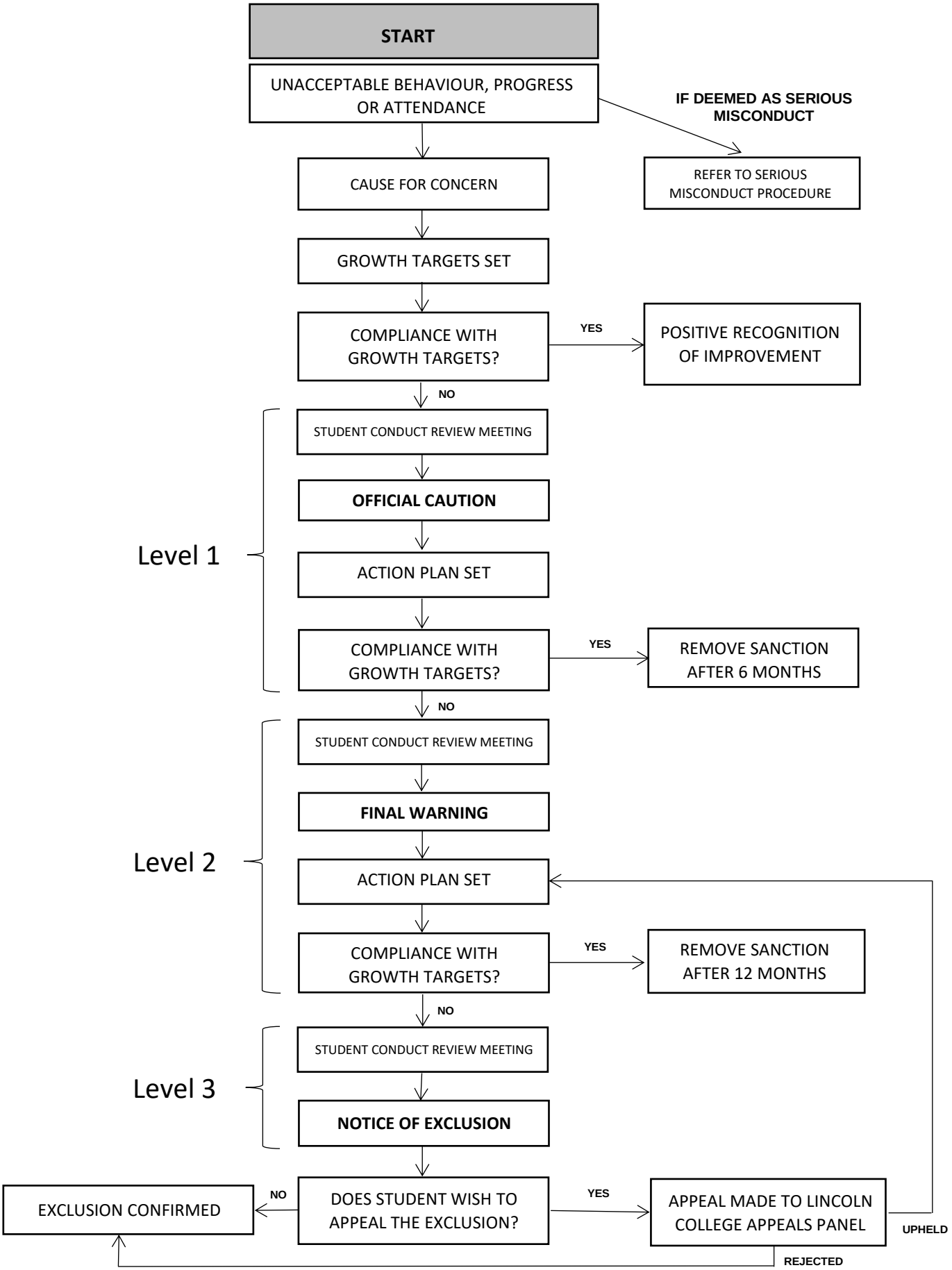
Student Services will update ProMonitor/SmartAssessor with the outcome of any Strategic Safeguarding Panel meeting if relevant.

9 ANNUAL REVIEW OF THE STUDENT CONDUCT PROCEDURE

The Strategic Safeguarding Panel and the Learning Standards Quality Committee will review the Student Conduct Procedure on an annual basis and make recommendations for its development.

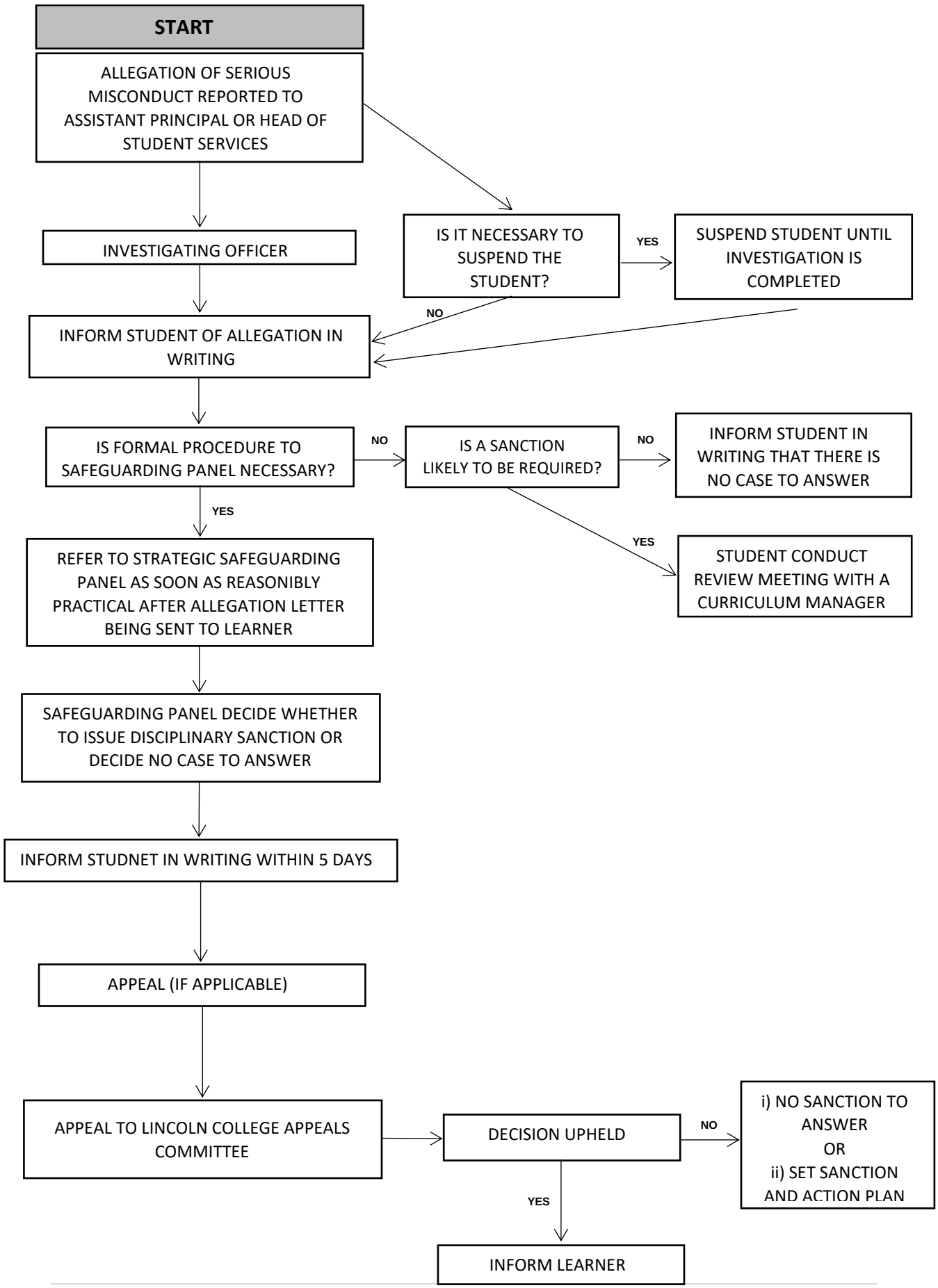
APPENDIX 1

PROCEDURE FOR UNACCPETABLE BEHAVIOUR, PROGRESS OR ATTENDANCE



APPENDIX 2

PROCEDURE FOR SERIOUS MISCONDUCT



APPENDIX 3

Appeal Request Form

Should you wish to appeal an exclusion or sanction, please complete the form below and email to quality@lincolncollege.ac.uk, including any other evidence you feel relevant. This should be within 10 working days of written confirmation of the sanction.

Your name	
Student / student number	
Course of study	
Date of written confirmation of exclusion	
What are your reasons for appeal? (please tick the relevant box)	☐ I feel that insufficient consideration has been given, by the college, to the evidence related to this case ☐ I have not had the opportunity to put forward my case ☐ I believe college policy has not been adhered to ☐ New evidence/information has come to light regarding the case ☐ An excessive or disproportionate sanction has been applied to me
Please give further information explaining the reasons for your appeal	
Please state your preferred outcome of this appeal.	

APPENDIX 4

GUIDANCE FOR THE RECORDING OF STATEMENTS

This guidance is intended to support college staff who may need to record a statement from Students as part of an ongoing investigation. It is to be noted however that the principles outlined in this guidance may be applied in any situation that information needs to be obtained by college staff from those involved in an incident. This guidance is not intended to be used in situations that are subject to investigation by Police and/or Social Care e.g. criminal offences committed on college site or child protection investigations.

It is the intention of this guidance to assist college staff in obtaining and recording an accurate and truthful account of incidents that potentially breach the colleges' disciplinary policy and that occur under the jurisdiction of the college.

All parties involved should be able to give their own accounts of what has allegedly happened and thus facilitate a measured and considered response from college staff responsible for ensuring discipline at college.

As part of a thorough investigation of incidents, and in consideration of all the evidence, it should be a necessity that the alleged perpetrator and any witnesses give their version of events.

Any physical evidence associated with an alleged incident should, if possible, be retained. If this is not practicable then photographs along with a signed witness statement would be acceptable.

As outlined above, student and staff statements are expected to be used as an integral part of investigating incidents in college. Statements should ideally be of such a standard that they demonstrate the professionalism of the staff involved and as if they were to be used in any legal proceedings.

All written statements must be attributed, signed and dated.

TAKING STATEMENTS IN COLLEGE

It is vital that the perpetrator, victim and witnesses make their statements separately as it results in an objective investigation and the question of collusion is negated.

1. REFUSAL TO GIVE A STATEMENT

If the perpetrator refuses to give a statement then the college should document this and ensure that they have tried all means to obtain this information depending on the reason given for refusal. It is important for college staff to be able to make their decision in the full knowledge of any circumstances that the perpetrator may put forward in mitigation.

2. APPROPRIATE PERSON TO TAKE A STATEMENT

The member of staff taking the statement should always be neutral and not have been involved in the incident. It is also best practice that the statement taker and investigator of the case should not be a person involved in the ultimate decision making in relation to possible sanctions.

Students may, in some circumstances, only divulge information to persons with whom they feel at ease and in whom they can trust. The interviewer should have the skills to put the Student at their ease at the start of the interview. Consideration should be given to the environment in which a statement is taken.

Following these principles will ensure that fairness is seen to be done and no allegations of undue influence or pressure can be made by students/parents.

Best practice would suggest that an appropriate adult is also made available to support students particularly if they are distressed or vulnerable. This adult would be there to ensure good communication and the understanding of the process by the Student but not act as an advocate or interfere in the investigation.

In taking a statement from a student, consideration should be given to their age, aptitude and ability in terms of the process and the appropriate format chosen e.g. supporting students with special educational needs and disabilities.

Consideration should be given to Students for whom English is not their first language – such pupils may express their case more accurately in their first language through an interpreter.

3. SETTING THE GROUND RULES - WITNESS

It is important that the staff member taking the statement outlines the ground rules to ensure the student is aware of the procedure.

Witnesses should be informed of the time and place of the alleged incident but given no unnecessary details as their statement needs to reflect their recollection of what occurred.

Reassure the student that the investigation will be fully investigated in a fair manner and outline that this is their opportunity to ensure that their voice is heard.

Outline that everyone involved with the incident will be asked to give a statement including the alleged perpetrator/victim and all witnesses (both students and staff).

Outline how the statement is to be taken which should be in the form of a free account from the witness followed by clarification through questioning.

Outline that the student can take as long as necessary for the statement. There are no time restraints of having to return to class etc.

Outline the importance for honesty and that this statement will be used as part of the investigation. It should be made clear to the student that this is not a confidential experience and that the outcome may eventually be shared with others. If appropriate the student should be assured that personal information will be treated with sensitivity and not disclosed to anyone unnecessarily. If during the statement taking process, information is disclosed that raises a safeguarding concern then this should be referred to the appropriate agency.

The witness should be informed that their statement may be used as part of the investigation and may contribute to other investigations undertaken by college staff.

The witness should be allowed to correct or add anything to ensure accuracy. To conclude the process both of you will sign it to show that you both agree that it is a true record of what the student has stated.

4. SETTING THE GROUND RULES - PERPETRATOR

The alleged perpetrator must be informed of the basis of the case against them and this should include a description of the alleged offending behaviour and the time and the place of the incident.

The above ground rules for taking statements from witnesses should also be outlined to the alleged perpetrator.

5. THE PRACTICALITIES OF STATEMENT TAKING

5.1 A statement should commence with identifying the witness and provide details of their status i.e. student studying……, occupation, position held, relationships and so on, as appropriate.

5.2 The statement should be in the first person and speech should be direct i.e. The student said “I hate the sight of you and I’ll smack you one if you speak to me again”

5.3 It is important that locations, damage to property and physical injuries etc. are fully described. If applicable, a person witnessing a physical injury, such as a lecturer or first aider, can make a statement testifying as to the injury and its description as well as the victim.

5.4 Hearsay evidence refers to information that a witness has heard but does not have first-hand knowledge of. It may be useful in eventually establishing facts but must always be treated with caution. As a general rule it is not usually admissible as evidence but if in doubt it should be recorded as this can be redacted later.

5.5 The use of jargon or slang should be avoided unless it relates to reporting direct speech. An example would be the use of the term “abusive” language. In this case the direct speech should be used. It is important that the witness’s words or phrases are used.

5.6 SURNAMES and PLACE NAMES should be in block capitals.

5.7 Exhibits produced in a statement MUST be allocated a unique reference number (URN) and clearly identifiable. Each item referred to must have its own URN.

The URN will be made up of the exhibitor's initials and a sequential number i.e. the third exhibit produced by Alexander Graham Bell would be identified as AGB/3.

The continuity of evidence is important and this should be reflected in witness statements.

A practical example of this could be where a student hands a member of staff a small amount of cannabis they saw another student drop. A statement would be recorded from this student setting out the circumstances. The small amount of cannabis would be given an exhibit URN. (The Student's initials and a sequential number i.e. LCS/1).

The statement should record that fact that they passed this item to a member of staff.

The member of staff taking possession of the cannabis would record a statement setting out that they received the small amount of cannabis from the Student and refer to it within their statement as exhibit LCS/1. In turn they should indicate what has happened to that exhibit i.e. placed in secure cupboard within Student Services.

In the example above a person recording a statement should be mindful that neither they, nor the student, can prove that the item is a "small amount of cannabis" and should describe that they believe it to be cannabis and not as a statement of fact.

5.8 Whenever identification is an issue (person, vehicle etc.) the content of the witness statement should address the issues outlined in R v TURNBULL. This was a stated case where the identity of a suspected burglar was called into question and the presiding judge gave directions in regards to the admissibility of identification evidence. These directions set out that consideration should be given to certain elements when identification was being made. These are set out in the pneumonic ADVOKATE

Amount of time observed – How long in view.
Distance – How far away.
Visibility – Clear unobstructed view, weather etc.
Observation impeded- Any obstacles in the way (tree, vehicles, buildings etc.)
Known or seen before or how often – Is the person known to the witness
Any special reason for remembering- Special identifying features
Time elapsed between observing and subsequent identification
Error – Discrepancy between description and actual appearance

6. ATTRIBUTING AND ANONIMISING STATEMENTS FOR USE IN EXCLUSIONS

If the college has a good reason for protecting the anonymity of a Student then the original statement should be available for decision makers to peruse to verify their integrity. In exclusion documentation a photocopy of the original statement may be used with the Students name deleted and supplemented with 'Student A', 'Student B' etc. as appropriate.

It is normal in the case of statements from students that exclusion panels rely on these written statements.

Format for taking written statement

RESTRICTED (when complete)

WITNESS STATEMENT			
Statement of:			
Age if under 18:	(if over 18 insert 'over 18')	School and role / occupation:	
This statement (consisting of page(s) each signed by me) is true to the best of my knowledge and belief Signature: (witness) Date			

Signature:		Signature witnessed by:	

RESTRICTED (when complete)