West Thames College London

Ofsted Outstanding Provider

Misconduct
Disciplinary Procedures

September 2026

The Misconduct Procedures

These procedures apply to all those who are studying or using the facilities at West Thames College and deal with all aspects of misconduct in the classroom and around the campus

Levels of Misconduct

There are two levels of misconduct:

Low Level Misconduct
Low level misconduct is when a student behaves in an abusive, disruptive or inconsiderate manner.

Serious Misconduct
Serious misconduct is when a student behaves in an intimidating, offensive, reckless, illegal or dangerous manner, or when a student brings the College into disrepute.

Low Level Misconduct

Examples

- Inappropriate language towards another student, member of staff or visitor.
- Refusing to show student ID on request.
- Failing to obey a reasonable instruction given by a member of staff.
- Smoking or vaping in a no smoking or vaping area.
- Noisy behaviour or causing a disturbance including in the local neighbourhood.
- Persistent and inappropriate behaviour which makes learning difficult for others.

Stages of Action: Observed on the Spot

There are two actions that can be observed on the spot, the first is a formal verbal warning and the other is a written warning.

Stage 1: Verbal Warning

If a student's conduct does not meet acceptable standards, it will result in an instant verbal warning being given to that student.

A verbal warning will be issued to the student by the member of staff who witnessed the offence.

Stage 2: Written Warning

A written warning will be issued to the student by the SLA when they are informed of a student committing a second or subsequent act of misconduct.

The SLA, CQTM or Curriculum Director will record an alert via ProMonitor and ensure the SLA, CQMT and Curriculum Directors are aware of the warning.

In both stage 1 and stage 2, when issuing a verbal or written warning, where necessary, only the CQTM or Curriculum Director dealing with the incident, is permitted to ask the student/s to leave campus for the remainder of the day and to return to college, the next day of their timetabled lessons.

On their return they may be required to meet with the Curriculum Director or CQTM prior to returning to lesson.

In most cases the SLA will issue a written warning. In specific situations a CQTM or Curriculum Director will be called in to discuss the misconduct and a record, via ProMonitor is created alerting all the staff dealing with the student.

Serious Misconduct

Examples

• A physical fight.

• Threatening or bullying another student, staff or visitor (including online bullying).

• Abusive language to another student/s, member of staff or visitor.

• An altercation between students of an aggressive nature, that disrupts learning.

• Harassment towards a student/s, staff, or visitor on the grounds of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion and belief, sex and sexual orientation.

• Incitement of racial hatred, wearing of racist insignia or the distribution of racist literature.

• Being drunk or disorderly on college premises

• Involvement in illegal activity such as taking, selling or being in possession of illegal drugs, being in possession of an offensive weapon, or being involved in the theft of personal or college property.

• Causing damage to College or personal property, software or data and/or interfering with health and safety equipment.

• Any behaviour that brings the college into disrepute including trespassing on private property in the local neighbourhood.

The above reasons are not exhaustive. There may also be some overlap with persistent level 1 incidents that result in stage 2 misconduct.

Where there is reason to believe that a criminal offence may have been committed,the College might refer the matter to the police.

The College may suspend a student or take action under its own disciplinary procedures.

Stages of Action

Stage 1: Temporary Suspension

If an incident or allegation indicates that there is a case to answer, procedures for Level 2 – Serious misconduct will be followed.

Only a Curriculum Director, Deputy or Head of Security will suspend, on a temporary basis, all students involved directly in an act or incident considered serious misconduct by the College.

A temporary suspension is issued to enable the College to undertake an investigation of the incident.

A temporary suspension does not pre-suppose that a sanction will be issued to any or all students involved in an act or incident.

The suspension form will be completed on ProMonitor by the Curriculum Director, Deputy or Head of Security and, as soon as the incident is dealt with, will verbally inform the parent, guardian or carer if the student is under the age of 19.

The period of suspension will continue until the student is invited to attend a disciplinary hearing. This will usually take place as soon as practically possible and usually within 10 days of the incident occurring.

A suspended student may only enter the College premises to attend their misconduct disciplinary hearing.

Serious Misconduct

Stages of Action

Stage 2: Investigation and Disciplinary Hearing

The investigation of any serious misconduct is normally conducted by the Curriculum Director.

A record of the incident together with any relevant witness statements and supporting evidence, will be provided to the Curriculum Director, chairing the disciplinary hearing, by the Administrative Assistant to the Executive Team.

Information relating to the disciplinary hearing are considered confidential documents for college use only and will not be shared.

1. The student will be informed in writing of the date, time and venue for the hearing and the nature of the alleged misconduct, before the hearing is due to commence.

2. The student has the right to submit written documentation regarding the case.

3. The student has the right to be accompanied to the hearing. In the case of students under 19 years (on the previous 1 September). We strongly recommend that students come to the hearing with a parent, guardian or other responsible adult.

In the case of those aged 19 and over, we would also strongly recommend a parent, guardian or carer attends where the adult is deemed to be vulnerable.

4. Where an interpreter is required, the student will need to organise one to attend the hearing.

5. The chair will outline details of the allegations which have led to the disciplinary action. The student and their representative will have the opportunity to respond to the allegations made.

6. Having reviewed all the evidence from the case, the chair will reach their decision.

The 5 possible sanctions are:

- No further warning
- Written warning.
- Final written warning.
- Suspended exclusion.
- Recommendation for Permanent Exclusion.

7. Following the hearing, the student will be informed of the chair's decision in writing. A copy of this letter will also be sent to the parent/guardian of students under the age of 19 on the previous 1 September.

8. In cases where a student does not attend the hearing, the College reserves the right to reach a decision and issue the relevant sanction in the student's absence based on the evidence.

9. If the recommendation to exclude the student from attending the College is confirmed, the student will be permanently withdrawn from the College.

All timescales mentioned in these procedures may be extended by West Thames College where there is a reasonable case, for example public holidays, college holidays and difficulties in identifying, and/or communicating with, the student concerned.

Appealing the Outcome of a Misconduct Hearing

A student has the right to appeal against the following outcomes made at a hearing:

- Final written warning.
- Suspended exclusion.
- Recommendation for Permanent Exclusion.

The student has 10 working days in which to appeal against the decision from the date of the letter. If the student decides not to appeal against the decision within the time limit, the sanction will be implemented without further proceedings.

The grounds for the appeal are limited to the severity of the decision, because the correct process was not followed by the Curriculum Director or because new evidence has come to light. If there is new evidence, this must be submitted, as part of the appeal.

The appeal should be made in writing and addressed to the Vice Principal Curriculum & Quality and sent to

Umaymah.Miah@west-thames.ac.uk
Assistant to the Executive Team

It should give reasons for the appeal, any additional evidence and include any mitigating circumstances. The appeal will be considered by the Vice Principal Curriculum & Quality.

Disciplinary Leads

Inclusive Learning, Creative Industries and Student Experience	**Katrin Lehmann** Vice Principal - Inclusive Learning, Creative Industries and Student Experience
Inclusion	**William Preston** Senior Inclusive Learning Manager

Curriculum Areas & Directors	
Business, ICT, Travel, Sport, Public Services and ESOL Adult	**Eric Stober** Director
English, Maths and ESOL	**Reman Swidan** Director
Health, Care and Science, Nursery, and Access to Higher Education	**Carolyn Moncrieffe** Director
Skills+Logistics Centre, Feltham and Alternative Provisions	**Beverley McGuire** Director

Note: The above Curriculum Directors will normally chair disciplinary hearings for their area, however from time to time another Director may be designated to undertake the hearing and decision.

Please refer to the Parents Guide for additional information. The guide can be found on the College website west-thames.ac.uk under ‘Advice for Parents’ or by scanning the QR code below:

Important Notes

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