

LEARNER RELATED POLICY: HALL OF RESIDENCE – DISCIPLINARY / SANCTIONS

This policy is biennially reviewed to ensure compliance with current regulations

Approved/reviewed by	
Director of Business Development	
Date of next review	May 2021

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability, Socio-Economic Disadvantage

This policy outlines the procedure which will be used where there are issues identified that breach the terms of the Licence Agreement between Boston College and residential learners. It should be read in conjunction with the Hall of Residence Disciplinary procedure.

Discipline within the Hall of Residence is taken very seriously. On arrival at the College, as part of their induction all residential learners are advised about the Hall of Residence Disciplinary policy and procedure. They receive a copy of the procedure which they are asked to read. They sign and date the procedure to acknowledge that they understand the document. They are given the opportunity to ask questions if they do not understand any of the content. All residents receive regular reminders during their induction period to reinforce the message about the importance of discipline and the consequences of breaking the rules. This is to ensure that all residents have understood their responsibilities.

Any behaviour or activity which breaches the College rules or Licence Agreement will be recorded and dealt with according to the following stages. At some stages restorative justice arrangements may be offered.

Stage 1 – White Report

Up to three minor breaches are recorded as 'white' reports and at each stage, residents are informed in person and in writing of the reason for the report with any action to be taken. Relevant members of staff are also informed. Examples of minor breaches are included in the Disciplinary Procedure.

Stage 2 – Yellow Report

After 3 'white' reports or 1 'yellow' for a more serious breach, a disciplinary panel meeting is held. The panel will consist of the International Office Manager and/or a member of the Senior Leadership Team. This meeting allows the resident to state their case and for the panel to explain the next stages of the disciplinary process. The outcome of the meeting will be confirmed in writing to the resident. Educational agents, parents, guardians and relevant members of staff will be informed as appropriate. Examples of breaches included in this section of the policy can be found in the Disciplinary procedure.

Stage 3 – Red Report

After 2 'yellow' reports or 1 'red' report for a more serious breach, a disciplinary panel meeting is held. The panel will consist of the International Office Manager and the Director of Business Development or a member of the Senior Leadership Team and their Curriculum Programme Manager. This meeting allows the resident to state their case and for the panel to explain the final stages of the disciplinary process. The outcome of the meeting will be confirmed in writing to the resident. Educational agents, parents, guardians and relevant members of staff will be informed as appropriate. Examples of breaches included in this section of the policy can be found in the Disciplinary procedure.

Stage 4 – Final Warning

After any further violation a disciplinary panel meeting is held. The panel will consist of the International Office Manager and the Director of Business Development or a member of the Senior Leadership Team and their Curriculum Programme Manager. A Final Warning will be issued. The resident will be advised that one further contravention will result in the termination of their Licence Agreement. The outcome of the meeting will be confirmed in writing to the resident. Educational agents, parents, guardians and relevant members of staff will be informed as appropriate.

Residents issued with a Final Warning will have the right of appeal. The Vice Principal of Quality and Curriculum will consider any appeal which must be made in writing.

Stage 5 – Termination of Licence Agreement

After any further violation a disciplinary panel meeting is held. The panel will consist of the International Office Manager and the Director of Business Development or a member of the Senior Leadership Team. The resident will be issued with a termination letter and given 4 weeks to vacate the accommodation and vacate the premises. Educational agents, parents, guardians and relevant members of staff will be informed as appropriate.

Residents issued with a Termination Letter will have the right of appeal. The Vice Principal of Quality and Curriculum will consider any appeal which must be made in writing.

EQUALITY IMPACT ASSESSMENT

1. What is the name of the policy?

Learner Related: Hall of Residence – Disciplinary / Sanctions

2. What is the aim of the policy?

To help to ensure that residents behave appropriately, safely and in accordance with the College Hall of Residence Rules and General Information as well as within the terms of their Licence. To ensure that residents are treated fairly and equally.

3. Who does the policy impact on? (Staff, learners, partners etc.)

Students living in College arranged accommodation (Hall of Residence and Homestay), as well as staff working with them.

4. Who implements the policy?

Accommodation Officer, Hall of Residence Warden, Security Warden, Disciplinary Panel

5. What information is currently available on the impact of this policy?

(This could include data that is routinely collected for this policy and/or minutes from management or team meetings. It could also include conversations with students and/or staff who have used this policy in their day to day role).

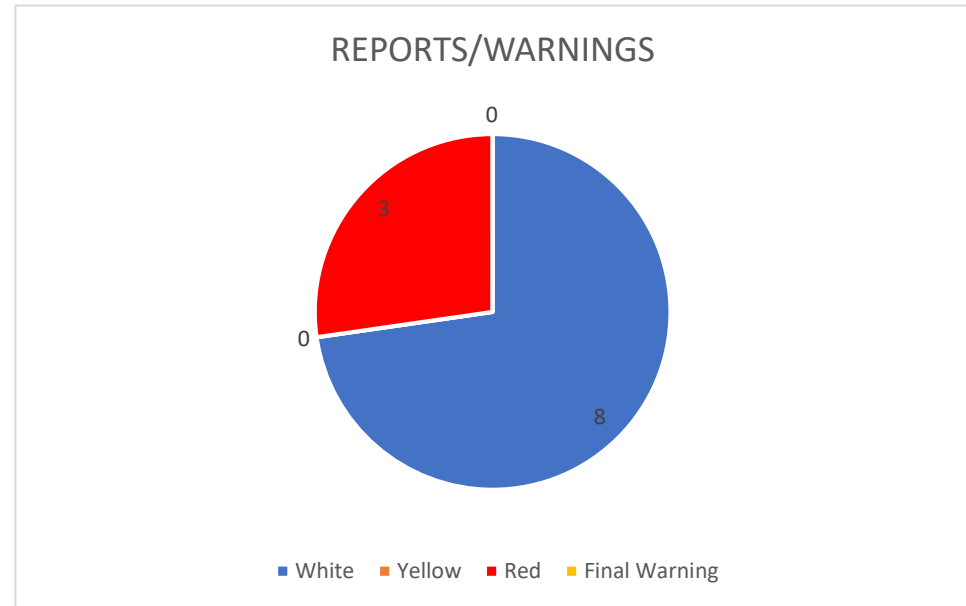
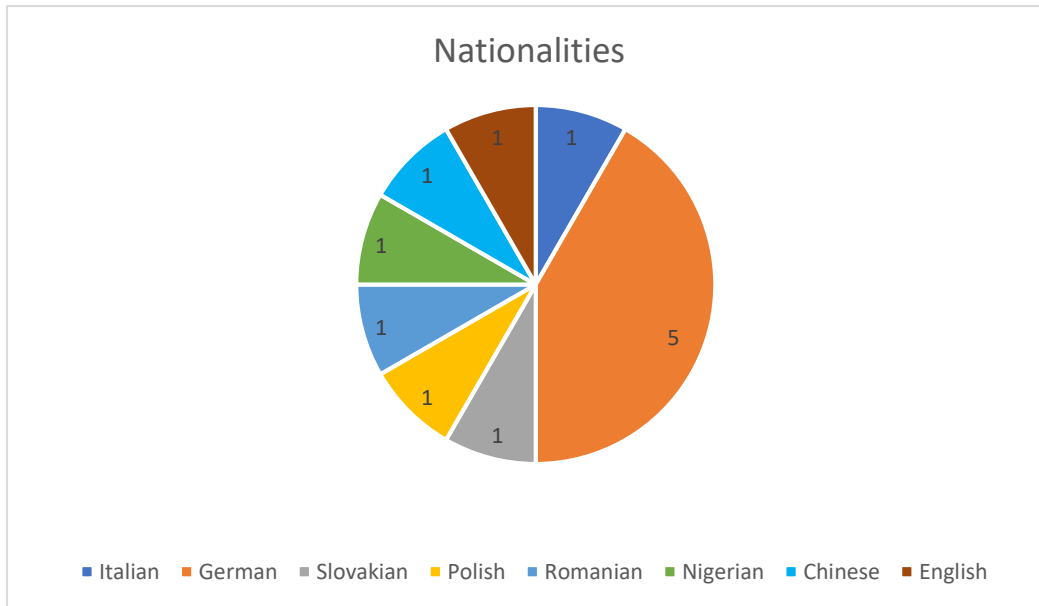
Regular meetings with Security Wardens and Warden; International Committee; HOR Flat Representatives; Ad hoc information shared with International Manager, Curriculum Managers, Programme Leaders, Tutors, Teachers and any other relevant staff.

For 2017/18 there were 49 residents in the Hall of Residence. Of those 11 were put through the disciplinary system. All were under 18 years of age. Please see analysis below.

6. Do you need more information before you can make an assessment about this policy?

(If yes, please put down what information you need and identify in the action plan, how you intend to collect it)

At the end of the academic year, the process to be monitored and reviewed using a table showing disciplinary action taken using equality strands – race, age, gender, disability.



White		Yellow	Red	Final Warning	
Italian	1		German	1	
German	4		Chinese	1	
Slovakian	1		English	1	
Polish	1				
Romanian	1				
Nigerian	1				

7. Do you have any examples that show this policy is having a positive impact on any of the equality characteristics shown in Table.1?

8. Are there any concerns that this policy could have a negative impact on any of the equality characteristics shown in Table.1?

Table. 1

Category	No	Yes	Please supply any additional comments
Race	✓		
Disability	✓		
Gender	✓		
Gender re-assignment	✓		
Age	✓		
Sexual orientation	✓		
Religion/belief	✓		
Pregnancy/maternity	✓		
Marriage/Civil Partnership	✓		
Socio-economic	✓		
Rurality	✓		

Actions are to be taken as a result of the Equality Impact Assessment			
Action Required <i>(clearly state where within existing management structures these actions will be performance monitored)</i>	Person responsible	Comp date	Review details - impact and outcome
Any disciplinary action taken to be reviewed/monitored by equality strands (race, age, gender, disability) at the end of each academic year	International Office Manager	Ongoing	Analysis to be carried out each summer to determine if a new EIA or amendments to policy are required
Signed: Paul Collins	Position: Director of Business Development	Date: 10 May 2019	