



# HARTPURY

## STUDENT RESILIENCE & RESTORATIVE PRACTICE POLICY

### 1. PURPOSE

To ensure that the Student Resilience & Restorative Practice Framework and Code of Conduct (including the Residential Rules, Regulations and Accommodation Licence as appropriate) are embraced by all staff / students and that it is delivered in a fair, formal and structured manner.

We believe that by using a restorative approach, we are giving students the life skills to independently take responsibility for their behaviour and make more informed choices in the future. The Hartpury Student Resilience & Restorative Practice policy encourages students to think about how their behaviour affects others, both peers and staff.

### 2. SCOPE

2.1 This policy aims to uphold Hartpury behaviour principles of;

- Responsibility
- Respect
- Thoughtfulness
- Resilience
- Friendship
- Empathy
- Hope
- Determination
- Fairness
- Perseverance

2.2 This policy applies to all college students living in on site accommodation whether full-time or part-time and at all times during the academic year. It also applies to over 18 college students who are allocated off site accommodation in Gloucester city centre.

2.3 This policy does not apply to matters relating primarily to academic performance or conduct which are subject to the Academic Behaviour Management Policy for College students.

2.4 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 has high expectations of each other and all feel respected, valued, safe and secure.

### 3. RESPONSIBILITIES

The Head of Student Safety & Resilience and Deputy Principal – Resources are responsible for the operation of this policy.

3.1 The Head of Student Safety & Resilience or their nominee has a formal role in the operation of this policy.

3.2 Other members of Hartpury staff may be required to investigate and report on incidents to the Head of Student Safety & Resilience / Deputy Principal – Resources.

3.3 All Staff and Students should recognise that;

- The Hartpury Campus is a community that nurtures and supports everyone
- Everyone has a unique worth and contribution that empowers everyone to achieve their fullest potential and open a world of opportunities
- Hartpury is a place of safety where boundaries guide and support
- Everyone has high expectations to lead, care and respect each other whilst building self-esteem and self-belief
- Hartpury is a gateway to limitless possibilities; to soaring aspirations; to brighter futures

3.4 This will be achieved through:

- Establishing a culture in which all staff and students within the Hartpury community uphold the values listed in 2.1 above
- Creating standards and practices that are consistently adhered to by all
- Encouraging everyone to conduct themselves in a responsible, reflective and self-managed manner
- Facilitating a process whereby students are empowered and enabled to be responsible for their decisions and actions
- Providing opportunities to develop empathy and an understanding about the needs and rights of others
- Everyone will be treated with respect
- To prevent all forms of bullying and disrespect of others
- Working together with parents and/or carers to create a partnership between home and college/university

#### **4. METHOD**

The following Student Resilience & Restorative Practice framework is cumulative and all matters will be dealt with by appointed members of Hartpury Staff and applied as follows;

All matters in relation to this process will be logged on My Concern to create a clear chronology of levels within the Student Resilience & Restorative Practice framework and outcomes.

##### **4.1 Student Resilience & Restorative Practice Framework (see Appendix 1)**

4.2 Serious Misconduct; includes but is not restricted to:

- Any act which jeopardises the security of Hartpury University and College or its staff students or visitors
- Drug misuse including legal highs which includes possession, supply/cultivation or being involved with these activities on campus or in any external activity/trip/visit under the jurisdiction of Hartpury

- Theft, physical assault/violence, deliberate damage to property belonging to the University and/or College, its staff, visitors or students
- Possession of firearms or similar offensive weapons
- Serious breach of safeguarding protocols
- Dangerous driving
- deliberate bullying including cyber bullying and discriminatory behaviour
- Sexual misconduct, abuse and violence
- Inappropriate use of social media bringing the University and/or College into disrepute

## 5. OUTCOME MEETING

- 5.1 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). 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, friend or relative.
- 5.2 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.
- 5.3 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
  - Loss of privilege to attend any residential overnight trip
  - Loss of privilege to attend any student events including Winter and Summer Ball
  - Exclude the student from accommodation (for a fixed or permanent period)
  - Permanently exclude the student from their course of study
  - Administer a formal warning as to the consequences of any further breach Hartpury Code of Conduct, Residential Rules and Regulations

All Panel decisions will be confirmed in writing

- 5.4 On conclusion of the outcome meeting, the student and parent/carer (if under 18) will receive a letter detailing 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) for consideration.
- 5.4 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 via their Hartpury email account. This remains active for a period of time over and above the timescales related to this Policy in the event of exclusion**

## 6. APPEALS

- 6.1 The student may appeal against the decision of the outcome meeting only if the outcome is permanent exclusion from Hartpury. 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 on the basis of procedural irregularity, excessive nature of any element of the decision or new evidence.

- 6.2 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 an advocate, friend 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.
- 6.3 The Appeal will be responded to within 21 working days of receipt of the Notice of Appeal.
- 6.4 The Vice-Chancellor, Principal & CEO will consider any written evidence and submissions which have been circulated as part of his response.
- 6.5 The decision of the Vice Chancellor, Principal & CEO will be confirmed in writing and will be final and binding on both parties.
- 6.6 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 where sent to a parent/carer (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.

## **REFERENCE**

1. Academic Student Behaviour Management Procedure
2. Drug Related Incidents Procedure
3. Search & Confiscation Operating Procedure
4. College Rules and Regulations including the Residential Regulations and Procedures/Accommodation License
5. Student Social Media Policy
6. Residential Handbook
7. Non-academic Grid of Behaviour Management Sanctions
8. Student Code of Conduct
9. Complaints Policy

## 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 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.

Hartpury is committed towards promoting positive mental health and aims to create a culture of support where students can talk about mental health problems without the fear of stigma or discrimination.

## APPROVAL AND REVIEW CYCLE

|                            |                            |
|----------------------------|----------------------------|
| <b>DATE APPROVED</b>       | August 2023                |
| <b>POLICY OWNER</b>        | Deputy Principal Resources |
| <b>APPROVING COMMITTEE</b> | SMT/Executive              |
| <b>STATUS</b>              | Approved                   |
| <b>EFFECTIVE FROM</b>      | September 2023             |
| <b>NEXT REVIEW DATE</b>    | July 2024                  |

## Appendix 1

| LEVEL | ISSUES                                                                                                                                                                                                        | LEARNING / OUTCOMES                                                                                                                                                                                                                                                                                                                                                                                      |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | <ul style="list-style-type: none"> <li>Compromising Own/Others Safety, Safeguarding &amp; Wellbeing (minor risk)</li> <li>Showing disrespect for others via our actions (minor risk)</li> </ul>               | <p><b><u>Details placed on Student Records</u></b></p> <ul style="list-style-type: none"> <li>Opportunities to reflect &amp; learn via meeting / discussion with Hall RSO if Residential or Academic Tutor if Non-Residential</li> <li>Any other agreed Supportive interventions</li> </ul>                                                                                                              |
| 2     | <ul style="list-style-type: none"> <li>Compromising Own/Others Safety, Safeguarding &amp; Wellbeing (medium risk)</li> <li>Showing disrespect for others via our actions (medium risk)</li> </ul>             | <p><b><u>Details placed on Student Records</u></b></p> <ul style="list-style-type: none"> <li>Opportunities to reflect &amp; learn including amended evening registration (2100 for 7 days) plus meeting with Mike Tambling (Senior RSO) or Jake Marks (Ass. Head of Residential Life) if Residential or Academic Tutor if Non-Residential</li> <li>Any other agreed Supportive interventions</li> </ul> |
| 3     | <ul style="list-style-type: none"> <li>Compromising Own/Others Safety, Safeguarding &amp; Wellbeing or others (serious risk)</li> <li>Showing disrespect for others via our actions (serious risk)</li> </ul> | <p><b><u>Details placed on Student Records</u></b></p> <ul style="list-style-type: none"> <li>Solution Meeting with Parents/Carer/Student &amp; Darryl Hill (Head of Student Safety &amp; Resilience)</li> <li>Outcome Meeting with Deputy Principals for Drug &amp; Other Serious Incidents</li> <li>Any other agreed Supportive interventions</li> </ul>                                               |