

Cambridge Seminars College (CSC)

Behaviour, Discipline, Attendance, Exclusion, Malpractice and Plagiarism Policy

Introduction, purpose and scope

At Cambridge Seminars College, the excellent behaviour of all our students is paramount, with individuals respected and their individuality valued. Self-discipline is promoted throughout our college and good behaviour and manners are the expected norm. This applies not only within the college building and any accommodation provided by CSC, but also online and on any social or cultural activities.

As we have such a diverse student body we focus on promoting tolerance and understanding. Radical or extremist views will be challenged and reported. We promote and believe in the shared core values of:

a) democracy

b) the rule of law

c) individual liberty

d) respectful tolerance of different faiths or beliefs.

We have a consistent approach to behaviour management through strong leadership, staff development and support, effective classroom management and liaison with parents (for students under 18), agents, sponsors, homestay hosts and other agencies.

We believe that good attendance is inextricably linked to achievement and welfare, and strive to ensure high rates of attendance and punctuality across the student body.

The purpose of this policy is to ensure that these expected standards are explained clearly to all stakeholders, applied evenly and fairly to all students throughout the college, and to ensure all staff are aware of their responsibilities and the support available to ensure these standards are promoted and enforced.

We understand that some students may have special educational needs and disabilities. Such cases will be treated on an individual basis by the Student Services Manager, Principal and Directors and appropriate adjustments to this, and other policies, will be made.

1. Responsibilities of staff

1.1 Directors

The Directors, in conjunction with the Principal, are responsible for reviewing and determining the acceptable standards of behaviour and attendance and the associated policies and procedures for all staff and students on an annual basis. The Directors are responsible for ensuring the Principal has completed PREVENT training.

1.2 The Principal

The Principal is responsible for drafting, implementing and maintaining these policies, procedures and standards in the college throughout the year. The Principal has the ultimate responsibility for maintaining discipline and attendance in the college, which will include observing rules and the provision for enforcing them. It is the Principal's responsibility to ensure all staff know how to promote good behaviour, attendance, self-discipline and respect throughout the college, and to offer appropriate guidance, support and training to those who need it.

The Principal is expected to:

- exhibit and promote an unconditional positive regard for all staff and students.
- ensure the Code of Conduct is understood and signed by all members of the student body.
- ensure the Standards of Behaviour are understood and signed by all members of staff.
- ensure the Code of Conduct and Standards of Behaviour are enforced throughout the college, online, in accommodation and during any social or cultural activities.
- ensure staff have completed PREVENT Training and are aware of their responsibilities to report concerning behaviour to the Single Point of Contact and the identity of that individual.
- enforce the appropriate disciplinary procedure where the above standards are not being met.
- ensure that the signs and symptoms of bullying are highlighted throughout the college, and that clear opportunities and channels are available to staff and students to report concerns through our 'Report and Sort' Campaign.
- ensure that bullying is not tolerated within the college.
- to inform agents, parents (of students under 18), sponsors and other stakeholders of behavioural issues concerning the student (including

attendance), to keep them up to date and seek their help in resolving poor behaviour where possible.
- to inform outside agencies of behaviour serious enough to warrant further investigation/referral (Police/LADO/Prevent etc.)
- promote self-discipline and proper regard for authority among students.
- encourage good behaviour and respect for others, and to prevent all forms of bullying (including online) among students.
- to promote the core values of democracy, the rule of law, individual liberty and respectful tolerance of different faiths or beliefs.
- to ensure accurate records of attendance are kept and collated and that appropriate action is taken in a timely manner.
- to ensure that examinations are taken in accordance with internal and external regulations (where appropriate) and that awareness of malpractice and the sanctions is understood throughout the college.

1.3 Academic Manager Team and Student Services Manager - in addition to the expectations on all staff:

- to assist the Principal in promoting the values of the college to all staff and students
- to challenge, report and act on any behaviour that falls short of the expected standards and promote our 'Report and Sort' campaign that is prominent throughout the college in poster form.
- to assist the Principal in disseminating the rules, regulations and required standards to all students and staff.
- to assist the Principal in ensuring that all relevant documentation and agreements are read, understood, signed and collated.
- to ensure that attendance is closely monitored, recorded and appropriate action taken.
- to ensure that examinations are taken in accordance with internal and external regulations (where appropriate) and that awareness of malpractice and the sanctions is understood throughout the college.

1.4 All Staff

The college sets high standards of behaviour and attendance and endeavours to encourage good habits of work and behaviour from the moment a student enrols.

All staff are expected to:

- promote attendance and punctuality, encourage good behaviour and respect

for others
- promote our ‘Report and Sort’ campaign that is prominent throughout the college in poster form.
- apply all rewards and sanctions fairly and consistently.
- deliver well-planned, interesting and demanding lessons (where appropriate to the role), which make a major contribution to good behaviour and high rates of attendance.
- promote self-discipline and to deal appropriately with any unacceptable behaviour. They will be supported at all times by the Principal, Academic Manager Team and Student Services Manager.
- ensure all students attend college in accordance with our attendance policy and excessive or unexplained absences are followed up. Any absence of students under 18 will be followed up immediately.

The college endeavours to ensure that staff apply all standards consistently and fairly, and teaching staff have adequate support from management.

All staff promote and believe in the core values of democracy, the rule of law, individual liberty and respectful tolerance of different faiths or beliefs and have received PREVENT training.

1.4 Accommodation Staff

1.4.1 Homestay Hosts

The college has high standards of behaviour and endeavours to encourage good habits of behaviour from the moment a student enters their home.

All hosts are expected to encourage good behaviour and respect for others. A warm welcome, engaging with students, and making them feel a part of the family makes a major contribution to positive ongoing behaviour.

All hosts are:

- aware that cultural and linguistic differences can create misunderstandings and will approach behavioural issues with tolerance, understanding and patience.
- provided with written guidance and encouraged to discuss any concerns with the college who can often provide further guidance and clarification.
- bound to help ensure students attend college in accordance with our attendance policy.
- aware of the Safeguarding Policy, the 100% attendance requirement for under 18s and the need to report any failure to adhere to the Code of Conduct and agreed curfew time.
- all hosts have PREVENT and SAFEGUARDING training and promote the shared

core values of democracy, the rule of law, individual liberty and respectful tolerance of different faiths or beliefs.

1.4.2 Residential Staff

Third Parties

The college has high standards of behaviour and endeavours to encourage good habits of behaviour from the moment a student enters accommodation, through work with our residential accommodation partners. Discussions will take place between the college and any residential accommodation providers to ensure a cohesive approach is taken to promoting and enforcing positive behaviour.

Sedley Taylor

The college has high standards of behaviour and endeavours to encourage good habits of behaviour from the moment a student enters the residence.

The warden is expected to encourage good behaviour and respect for others. A warm welcome, engaging with students, and making them feel a part of the wider college community makes a major contribution to positive ongoing behaviour.
The wardens are:

- aware that cultural and linguistic differences can create misunderstandings and will approach behavioural issues with tolerance, understanding and patience.
- provided with written guidance and encouraged to discuss any concerns with the college which can often provide further guidance and clarification.
- bound to help ensure students attend college in accordance with our attendance policy.
- aware of the Safeguarding Policy for under 18s, the 100% attendance requirement and the need to report any failure to adhere to the Code of Conduct and agreed curfew time.
- aware of the Code of Conduct for the residence, and the need to ensure that it is read, understood, signed and adhered to within Acacia House.

All wardens have PREVENT and SAFEGUARDING training and promote the shared core values of democracy, the rule of law, individual liberty and respectful tolerance of different faiths or beliefs.

2. Aim of the Policy

2.1 Students

To provide all our students, whether in accommodation, in college, or on social or cultural activities, with:

- a clear understanding of what we consider is appropriate behaviour, so all students exhibit the highest standards of behaviour at all times including attendance requirements.
- a clear understanding of plagiarism - including the use of AI/ChatP - the college's guidelines on plagiarism and the sanctions in place should it be detected.
- to provide students under the age of 18 with clear additional guidelines regarding curfew times and attendance requirements.
- to provide students in residential or homestay accommodation with clear guidelines regarding acceptable behaviour.
- a secure, happy, safe environment conducive to learning.
- to create a physical and virtual environment where students feel safe from anti-social behaviour and bullying and are able to get the most from their studies.
- to create a physical and virtual environment where our students are respected and valued as individuals.
- to create a physical and virtual environment where self-discipline is promoted and exemplary behaviour and attendance is the norm.
- to ensure student standards of behaviour are acceptable.
- to ensure all our students are inclusive, tolerant and friendly towards all members of our college community, both online and in the college.
- a clear understanding of the disciplinary procedure and the consequences and sanctions for failure to meet the required standards.
- to ensure any extremist or radical religious or political views are challenged and reported.
- to promote the shared core values of democracy, liberty, the rule of law and tolerance of different faiths or beliefs.
- a clear understanding of academic malpractice, how to avoid it and the consequences of failing to do so.

2.2 Parents / Guardians

To provide all parents/guardians of students under 18 with:

- the reassurance that Cambridge Seminars College promotes a safe and caring community in which their child can thrive.
- a clear understanding of the support structure offered by the college and its policies and standards.
- a clear understanding of the expectations of behaviour and the consequences of those not being met.

2.3 To provide all staff with:

- an understanding of the need to treat fellow staff and all students with an unconditional positive regard.
- an understanding of the student Code of Conduct for students and a willingness to support it.
- a clear understanding of the staff Standards of Behaviour and an undertaking to adhere to these standards.
- a clear understanding of plagiarism - including the use of Chat GPT/AI etc -, the college's guidelines on plagiarism and the support available to teachers should they detect it.
- an understanding of the sanctions, which can be imposed should either of the above not be adhered to.
- an understanding of the support available to staff to deliver the policy effectively and consistently.
- a clear and consistent approach to behaviour throughout the college.
- an understanding that staff may need to adapt expectations dependent on any special needs or disabilities.
- support and clear channels of communication with management.
- an understanding of the importance of emailing attendance@csc.uk and posting in the google classroom 'stream' with any attendance, connectivity or behaviour issues.
- PREVENT training for Practitioners.

3. Appropriate and Inappropriate Student Behaviour and the Disciplinary Procedure

Appropriate behaviour is outlined by respect, kindness and consideration for others. Students are expected to display good manners and equal respect to all teachers, staff, parents, visitors and most importantly, to each other.

Students are also expected to respect the possessions of others and their surroundings. This applies whether in accommodation, in college, online, or on social or cultural activities.

Appropriate behaviour and the disciplinary actions are listed in the Code of Conduct below. This is signed by each student prior to commencement of the course, and a copy is stored online in their individual student classroom.

Our ‘Report and Sort’ campaign is promoted throughout the college in poster form on the back of every classroom door and in each toilet, as well as digitally in Google Classrooms. Students and staff are strongly encouraged to report anything they see that is suspicious or any inappropriate behaviour towards staff or students. The emergency phone number and who to contact to report bullying and behaviour issues is made clear and available to everyone.

Cambridge Seminars College Code of Conduct

This is distributed and collected via a google form, either before or during induction.

These rules are here for the benefit of all the students and staff in the college. We want everyone to feel happy and safe here. We should all try to be considerate and respect other people. This includes in college, online, in any accommodation provided by the college or on any trips arranged by the college.

- You must be on time for lessons. If you arrive more than 10 minutes after the start of the lesson, the tutor may ask you to wait until the start of the next lesson. This includes those attending online.
- You should attend college regularly.
    - You must go to at least 90% of your lessons. Below 90% = you will not graduate and you may be expelled from the college with no refund.
    - If you are under 18 you must attend 100% of your lessons.
    - If you cannot come to college because you are sick, **YOU** must email attendance@csc.uk. This is the only way to report absence.
- Plagiarism and malpractice is forbidden in the college and will invoke the disciplinary procedure. Examples include but are not limited to:
    - Copying, downloading or otherwise using other people's work without attributing it clearly
    - Using AI/ChatGPT unless expressly told otherwise. This includes memorising and reusing AI generated work.
    - Using 'plugins' such as Grammerly/Quillbot etc, unless expressly authorised and/or clearly attributed
- You must not take food or drink into the classrooms.
- You must only use your phone/tablet/laptop in the classroom in the manner agreed by your tutor.
- You must respect all students and staff. You must not offend anyone because of their nationality, religion, gender etc.
- Anti-social behaviour (such as being rude, aggressive, bullying, sexually suggestive or disruptive) will not be tolerated. This includes any such behaviour online/via social networking sites such as Facebook/Twitter/Instagram./Snapchat etc.
- If you are under 18, you must not break any age dependent UK laws such as drinking alcohol in pubs, going to nightclubs etc. and be in your accommodation

before your CURFEW as agreed with your PARENTS/GUARDIANS and CSC.

- You must abide by the core values of democracy, liberty, the rule of law and tolerance of different faiths or beliefs.
- The tutor reserves the right to ask you to leave class if you display any behaviour that is threatening to the students or the teacher, or negatively affects the atmosphere of the class.
    - In such a case, you will automatically be referred to the Principal.
- Repeated failure to participate or sufficiently engage in class may result in the disciplinary procedure and eventual expulsion.
- You must agree to follow all instructions with regard to health, such as those connected to COVID-19.
- The college reserves the right to remove you from your accommodation with no refund should your behaviour be disruptive to other residents, staff or homestay hosts.

Disciplinary Procedure — breaking college rules will result in:

- **First time:**

We will speak to you and if you are under18 your parents/guardians will be informed.

- **Second time:**

A member of the management team will give you a written warning. This will also be sent to your parents/guardians.

- **Third time:**

You will get a final written warning from the Principal. This will also be sent to your parents/guardians.

- **Last time:**

You will have to leave the college and accommodation immediately with no refund or certificate. UKVI will be informed you are no longer a student with us. Any study linked visas become invalid. Your parents/agents will be informed.

Any behaviour may result in immediate expulsion from the college and/or any accommodation and referral to the police if the Principal believes it to be serious enough.

3.1 Implementation of our Disciplinary system

We will make reasonable adjustments for pupils with special educational needs or disabilities in line with the Equality Act 2010. None of the college's punishments will be degrading or humiliating.

Tutors and teaching staff are encouraged to challenge disruptive or unacceptable behaviour immediately. However, any confrontational situations should be avoided and immediately referred to the Principal, Academic Management or Student Services Manager..

3.2 Exclusion of students

- Students will be permanently excluded from the college should the final stages of the disciplinary procedure be reached.
- There is no right of appeal to the Principal's decision to permanently exclude, as set out in our terms and conditions. The student in question may seek recourse through the Complaints Procedure.
- The Principal has the right to permanently exclude any student without reference to the disciplinary procedure for seriously inappropriate behaviour. Examples of this behaviour include but are not limited to
    - drug abuse, alcohol abuse, violence, theft, threatening behaviour sexual harassment, racist abuse, damage to property, promoting or expousing extremist views.
- Each situation will be assessed on its individual circumstances and the final decision will rest with the Principal in conjunction with the Directors. A final decision will be confirmed and the reasons behind it laid out in writing.

3.3 Involvement of Parents, Guardians, Agents, Sponsors

For students under 18, parents, guardians, agents and sponsors are involved in the disciplinary procedure at every stage, where relevant and possible.

3.4 Involvement of Staff, Wardens and Homestay Hosts

Wardens, Staff and Homestay Hosts may also be called upon from time-to-time to advise, detail or identify problems that may be behind any bad behaviour, and to suggest possible courses of action.

As well as an open door policy, discussion of student problems or behavioural issues will be a fixed point on weekly staff meetings.

Wardens, Staff and Homestay Hosts have a responsibility to inform the college of any issues relating to behaviour, discipline or attendance.

4. Staff strategies for achieving good behaviour:

The following behaviours are encouraged within the college, to promote good behaviour through the setting of examples.

- Treating all other staff and students with due respect.
- Setting a good example by being punctual, prepared and well presented.
- Promoting tolerance and understanding, highlighting relevant issues in the classroom as appropriate.
- Taking a consistent approach across the college.
- Promoting the shared core values of democracy, liberty, the rule of law and tolerance of different faiths or beliefs by highlighting relevant issues in the classroom as appropriate.
- Provided well-planned, interesting and engaging classes.
- Using a student centred approach, providing individual attention, negotiated content and having unconditional positive regard for students.

5. Equal Opportunities

All rewards and sanctions must be applied fairly and consistently and in accordance with the college's equal opportunities policy. No one shall be discriminated against, either positively or negatively, due to a protected characteristic.

6. Corporal Punishment and the use of Reasonable Force for Restraint and Control

Like all colleges, we reserve the right for staff to use reasonable force to control or restrain a student in specific circumstances.

Any decision on whether to use force is made by the staff member present at that moment, based on the individual circumstances at that particular moment. This should also take into account reasonable adjustments made to reflect any disability and or additional needs (SEND).

The Use of Reasonable Force Guidance 2013 enables college staff to use "Such force as is reasonable in the circumstances to prevent a pupil from doing or

continuing to cause personal injury to any person including the pupil themselves, or to damaging property."

The college may use reasonable force to:

- Remove disruptive students from the classroom, where they have ignored requests to leave
- Separate students who are fighting
- To prevent students leaving a room, where doing so may put themselves or others at risk of harm, or property being damaged
- Prevent a student from attacking a staff member, fellow student or other individual
- Restrain a student who may harm themselves
- Restrain a student who is disrupting a trip, activity or visit
- If the circumstances deem it necessary and reasonable, conduct searches for items from the Prohibited List:
    - Knives and weapons
    - Illegal drugs
    - Pornographic text or images
    - Any item that has been used or is likely to be used to commit a crime, injure an individual or damage property

Whenever reasonable force is used in the college, the parents/guardians of any students under 18 will be notified.

The college will support any staff member involved in the use of physical force and suspension from duties will not automatically be applied as a result.

In the event of a student needing to be restrained, the Principal/Student Services Manager/Academic Manager must be informed immediately.

Under Section 131 of the college Standards and Framework Act 1998, corporal punishment is prohibited.

Corporal punishment is banned at the college and force must never be used as a form of punishment.

7. Attendance Policy

CSC considers itself a serious education provider, aiming to ensure students can achieve their best and maximise their potential. As such, we monitor attendance very closely and insist that all students attend 90% of their classes as a minimum, while students under the age of 18 should attend 100% of their classes. We also do not tolerate persistent lateness to class. Absence and lateness have a negative

effect not only on the student in question, but are also disruptive to the class as a whole, inconvenience the tutor and set a poor example.

Students may be excused from classes due to health, transport or personal problems, but the college reserves the right to assess these on a case by case basis, and to remove the right to be excused where patterns or frequency cause concern.

Students with poor attendance will be subject to the disciplinary procedures as outlined in the code of conduct. If they still fail to improve after their final warning, they will be removed from the college and their accommodation.

As well as sanctions for poor attendance, the college recognises the need to celebrate the positive. A weekly award of chocolates will be given each week to the class with the best attendance, and a 'hall of fame / league of shame' poster will be displayed each week, with prizes presented to the best attenders at the end of each term. It is hoped that positive peer pressure helps to encourage consistent attendance.

Poor attendance will also be treated as a welfare concern, and the Student Services Manager will investigate to determine if there are any causative underlying issues of concern, such as bullying/abuse/neglect etc.

As we have a duty of care, students aged under 18 must attend all of their classes. Any absence is immediately reported to the college management and the student's whereabouts are ascertained.

Students on a Study Visa are required to demonstrate consistent academic engagement with their studies. The college considers this to be attendance in line with the general attendance policy (90%) with sanctions also applicable should students miss 10 or more expected contacts (such as lessons, exams, tutorials, completing homework etc). Contravention of the above will result in the college expelling the student and withdrawing sponsorship.

The Academic Management Team also monitor attendance as part of quality control, whereby poor attendance in certain parts of the course could indicate poor provision.

8. Plagiarism and Malpractice Policy

8.1 Cambridge Seminars College has a zero tolerance approach to plagiarism.

Plagiarism is defined as:

- Copying or using someone else's work and claiming it is your own.
- Copying or using someone else's ideas and claiming they are your own. This covers all published or unpublished materials, whether printed or electronic.
- Artificial Intelligence (AI) describes computer systems which are able to perform tasks normally requiring human intelligence, such as visual perception, speech recognition, essay writing, error correction, decision-making, and translation between languages. Both of the points above apply to work/ideas/content generated by any form of Artificial Intelligence, such as ChatGPT. Anything generated in this way is considered the intellectual property of that software.

Students may use other people's work or ideas, but must 'cite' where they come from. This includes any use of or assistance by AI CSC promotes researching and citing as important academic skills, which students will need to use competently in their further studies.

Plagiarism can be accidental, reckless or intentional. If CSC believes plagiarism to be reckless or intentional, the disciplinary process will be invoked at the second stage and all such work containing any plagiarism will be awarded 0% in entirety.

Plagiarism can also extend to memorising content/work which is then used/repeated under exam conditions.

- If students are NOT SURE if they are plagiarising, they should be cautious.
- They are encouraged to discuss it with their tutor, highlighting the relevant sections before handing work in.

For more information on plagiarism please see
https://www.youtube.com/watch?v=Pmab92ghG0M

Any students found plagiarising work will be dealt with via the disciplinary process. This can include immediate expulsion if deemed appropriate. Any such incidences will also be referred to the relevant exam boards.

8.2 Collusion in course work

8.2.1.Collusion occurs where a student:

i. knowingly submits as entirely his/her own work, work produced in collaboration with another person without approval of the tutors concerned

ii. collaborates with another student in the production of work which they know is intended to be submitted as that other student's own unaided work

iii. knowingly permits another student to copy all or part of their own work and to submit it as that student's own unaided work

iv. falsely claims involvement in approved and assessed group work and colludes with that group in order to deceive the tutor.

8.2.2 Fabrication and Falsification

v. Fabrication of results occurs when a candidate falsely claims to have, for example, carried out tests, research or observations as part of his/her assessed work, or presents fabricated results arising from the same with the object of gaining an advantage.

vi. Fabrication may also include, for example, reporting/presentation of artificial references or other source material purporting to demonstrate a depth of reading/knowledge beyond that undertaken, or to deflect the reader from plagiarised material, e.g. embellishment of the bibliography.

vii. Falsification occurs where a student may have carried out a task [eg. tests] but alters or supplements the data in order to misrepresent the results [eg of the experiment.]

viii. Falsification also includes making false statements or falsifying evidence in support of applications, for example for mitigating circumstances or academic appeals. Where evidence is related to disability and reasonable adjustments, the University reserves the right to seek a second opinion and/or further information if there is a substantial concern about the level, or standard, of evidence.

ix. Falsification also includes knowingly stating an incorrect word count for an assignment.

13. Cheating

Cambridge Seminars has a zero tolerance approach to cheating during exams. Cheating is defined as:

- actual, intended or attempted deception and/or dishonest action in relation to any academic work for the college.

Examples of cheating would include:

- taking or accessing unauthorised materials (notes/documents etc), whether digital or print, in an exam room. This can include memorising and repeating verbatim.
- taking or accessing unauthorised equipment into an exam room, such as smartphones, headsets, calculators etc.
- having information written on any body part or item of clothing.
- speaking or communicating with other students when under exam conditions.

If you are caught cheating you will be subject to the formal stage disciplinary procedure and given a formal written warning. This will also be passed on to your parents/guardians/sponsors.

If you are caught cheating a second time, you will be expelled from Cambridge Seminars with no refunds, and your expulsion and the reasons for it communicated to your parents/guardian/sponsors. The UKVI will be informed and any study dependent visas will be revoked.

Any single instance of cheating may result in expulsion, should the Principal deem it serious enough.

Policy reviewed September 2024 by Phil Scherb

Next review no later than September 2025