

Poileasaidh Giùlain Àitichean Fuirich

Residential Accommodation Behaviour Policy

Sultain 2014

Ri fhaighinn ann an cruth mòr (16pt)
agus gu didseatach.

Fios gu Rùnaire a' Phrionnsapail.

www.smo.uhi.ac.uk

Tha Sabhal Mòr Ostaig na charthannas clàraichte an Alba SC002578.

Eachdraidh nan Dreachdan

| Àireamh Dreachd | Ceann-là atharrachaidh | Geàrr-iomradh air atharrachaidhean |
|-----------------|------------------------|---|
| 1.0 | 12/09/14 | CU14-03 - A' chiad aontachadh |
| 1.1 | 2017 | SNI |
| 1.2 | 25/07/22 | Riochdairean gnè/Tiotalan-obrach air ùrachadh KNA |
| | | |

Positive behaviour policy for RESIDENTIAL ACCOMMODATION

1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that an acceptable standard of conduct is maintained in a manner that is fair to all and ensures the safety of all residents. The policy applies to all users of Sabhal Mòr Ostaig Residential Accommodation.

The College encourages all residents to live in harmony and to foster an environment which enables residents to achieve their potential, whether studying or working in the College.

2 PRINCIPLES

The principles of the policy are:

To ensure the safety of all residents

To set a standard for behaviour that ensures all residents can study, live and socialise in safety, free from anti-social behaviour and in a way that is fair to all

To ensure that all residents understand what is expected of them with regard to their behaviour while residents of Sabhal Mòr Ostaig

To set out what will happen if a resident breaches this policy

3 Responsibility for the Policy

The Hospitality Manager is responsible for ensuring the promotion, understanding and implementation of the policy. This may include referral to Student Services for student residents.

4 Monitoring and review

The Hospitality Manager/Head of Student Support will be responsible for monitoring compliance with the policy, reporting quarterly to the Buidheann Stiùiridh on trends, and for reviewing the policy every 3 years, unless changes require it to be reviewed earlier.

5 Other policies and procedures

Equalities and diversity policy and procedures scheme
Alcohol and substance abuse policy
Safeguarding Policy
Student disciplinary policy
Student Social media policy
Staff Social media policy (draft)
Health and Safety policy
Residential accommodation contract

6 Procedure

The following principles will apply in the operation of the Procedure:

- a) The aim of the policy is to ensure that conduct which falls below the required standard of acceptable behavior is dealt with appropriately and to ensure that there is an improvement in behaviour in all but the most serious cases of misconduct, which may lead to exclusion.
- b) No decision on disciplinary action will be taken until there has been a full investigation of the facts, including giving the resident the opportunity to explain their actions or state their case.
- c) No resident will be excluded for a first breach of discipline except in the case of Gross Misconduct when the penalty will normally be summary exclusion, i.e. exclusion without notice.
- d) At each stage the resident has the right to be accompanied by a fellow student/colleague, friend or any other representative, of their own choice.
- e) Formal warnings will state the offence and/or improvement required and the likely consequences of further offences and/or failure to make the improvement.
- f) At each stage, until the final stage, the resident has the right of appeal to a higher level of management.
- g) The choice of which language (Gaelic or English) for the process will be dependent on language ability.
- h) The College will take a supportive approach to helping residents understand the implications of inappropriate conduct and establish positive alternatives. This will include access to the college counselling service

7 DISCIPLINARY ACTION

The actions at the disposal of the College are oral or written warnings or exclusion (with or without notice).

8 Disciplinary procedure

The responsibility for maintaining acceptable conduct and ensuring compliance with this policy lies with each individual resident and the Hospitality Manager or Depute who may at any time discuss informally with the resident any minor breach of conduct or unsatisfactory performance.

a) Stage 1 - Oral Warning

If conduct or behaviour does not meet acceptable standards the resident will be interviewed by the Hospitality Manager or an appropriate representative, who, if not satisfied with the explanation put forward and after consideration if appropriate, will issue an oral warning which will be recorded on the resident's record and a signed acknowledgement of this obtained from the resident.

b) Stage 2 - Written warning

If conduct or behaviour is still unsatisfactory the resident will be interviewed by the Hospitality Manager or an appropriate representative, who, if not satisfied with the explanation put forward and after consideration, will issue a written warning setting out the reasons for the action, which warning will be entered on the resident's record and a signed acknowledgement of this obtained from the resident.

c) Stage 3 - Final Written Warning

If conduct or behaviour is still unsatisfactory the resident will be interviewed by the Hospitality Manager, with an appropriate senior representative, who, if not satisfied with the explanation put forward, will issue a final written warning giving details of the offence and advising the resident that any further infringement of the rules will result in exclusion. Details of this warning will be entered on the resident's record and a signed acknowledgement of this obtained from the resident.

d) Stage 4 - Exclusion

Should conduct or behaviour give cause for further complaint, the resident will be interviewed by the Hospitality Manager with an appropriate senior representative who, if not satisfied with the explanation put forward, will advise the resident that he/she is excluded from the accommodation and this will be confirmed in writing to the resident within 24 hours of the interview. The onus will be on the resident to make arrangements to leave the accommodation immediately.

e) Serious Misconduct

In the event of a serious breach of discipline, Stages 1 and 2 may be omitted and action taken in accordance with Stage 3 and/or 4 of the procedure. Some examples of serious misconduct are shown in paragraph 8

f) Gross Misconduct

If a resident should be found responsible for gross misconduct, the penalty for a first offence will normally be summary exclusion i.e. exclusion without notice. Some examples of gross misconduct are shown in paragraph 8.

9 SUSPENSION PENDING AN INVESTIGATION

In cases of alleged misconduct, it may be necessary to suspend (exclude) a resident while enquiries and/or procedures are pursued.

10 REMOVAL OF WARNINGS

All warnings are effective for one year from the date of issue of that warning, at which point they will be disregarded.

11 APPEALS

An appeal may be made against a decision taken at any stage of the procedure. All appeals must be lodged in writing with the Hospitality Manager, within *seven* working days of the imposition of the penalty. Arrangements will be made for the appeal to be heard within fourteen days from receipt of the

written appeal. Any member of staff, involved in determining the outcome of the earlier stages in the disciplinary procedure, will not participate in a decision on an appeal.

12 CATEGORIES OF MISCONDUCT

The following are examples of various types of misconduct. These lists should not be regarded as exhaustive. In addition, the College may take action in accordance with its rights and duties under criminal law.

Misconduct - Dealt with under Warnings Procedure

- (i) Vandalism
- (ii) Unacceptable noise
- (iii) Antisocial behaviour
- (iv) Failure to keep the residential accommodation in good order
- (v) Smoking where it is not allowed
- (vi) Breach of alcohol and drug misuse policy
- (vii) Failure to observe security procedures, including door entry system

Serious Misconduct - Action taken at Stage 3 of Procedure

- (i) Disregard of College authority
- (ii) Unauthorised overnight guests in residential accommodation
- (iii) Misuse of College resources
- (iv) Tampering with fire safety equipment
- (v) Gambling, betting or money lending on College premises except with PRIOR permission to organise raffles, sweepstakes etc.
- (vi) Verbal abuse of staff or other residents or visitors to the College
- (vii) Bringing the College into disrepute
- (viii) Running a business
- (ix) Failure to observe the normal courtesies towards staff and other residents, or visitors to the College
- (x) **Failure to comply with the College's Equalities Policies and current equalities legislation, including behaviour that is bullying, discriminatory, harassing or victimising of others** on grounds of age, disability, gender, race, religious faith and belief

or

sexual orientation.

Gross Misconduct - Action taken at Stage 4 of Procedure

- (i) Deliberate non-compliance with safety rules
- (ii) Theft from the College or people on the College premises
- (iii) Wilful and/or malicious damage to College or personal property
- (iv) Assault and/or fighting and/or sexual misconduct on College premises
- (v) Being under the influence, or being in possession of, an illegal substance on College premises
- (vi) Physical assault of staff or student or visitors to the College
- (vii) Serious failure to observe the normal courtesies towards staff, students and other residents.
- (viii) Carrying an offensive weapon
- (ix) Failure to comply with the accommodation contract.

Tìotal:

Dreach/Inbhe:

Aonta le/Ceann-là:

Fhoillseachadh:

Giùlan Àitichean Fuirich

1.0 Deireannach

CU14-03 [12/09/14]

Tha

An urra ri: KNA/GM

Ùghdar: SNI

Ùrachadh/Ceann-là: 2017, 2022

- (x) **Repeated or serious failure to comply with the College's Equalities Policies and current equalities legislation including behaviour that is discriminatory, harassing or victimising of others** on grounds of age, disability, gender, race, religious faith and belief or sexual orientation.

13 RIGHT TO REFUSE

The College reserves the right to refuse accommodation to any potential resident.