Cardiff Academy

POLICY /// STUDENT WELFARE AND SAFEGUARDING

Student Code of Conduct and Disciplinary Policy

The standards of behaviour expected of Cardiff Academy students, the support and sanctions used when standards are not met, the fair procedure followed for serious misconduct (including suspension and exclusion), and the right of appeal.

REFERENCE	**CA-WEL-04**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Principal**	APPROVED BY	**Board of Governors**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**All students, parents of students under 18, sponsors, staff**	PUBLISHED	**Website; Student Handbook; signed at enrolment**

RELATED POLICIES CA-WEL-05 Anti-Bullying, Harassment and Sexual Misconduct; CA-ACA-05 Academic Integrity; CA-ADM-04 Attendance; CA-WEL-01 Safeguarding; CA-INF-03 Online Safety and Acceptable Use; CA-ADM-03 UKVI Sponsor Compliance

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Purpose

We want Cardiff Academy to be a respectful, safe and focused community in which everyone can learn. This Code sets out what we expect of students, and the fair, proportionate process we will follow if a student does not meet these expectations. It also prepares students for the conduct regulations they will meet at university.

2 Our expectations

Students are expected to:

- treat everyone with courtesy and respect, regardless of their background, beliefs or identity
- attend punctually and take part fully in learning (CA-ADM-04)

- complete their own work honestly (CA-ACA-05)
- follow reasonable instructions from staff, including on health and safety and emergency procedures
- respect the premises, equipment and the property of others
- use IT and social media responsibly (CA-INF-03)
- keep to the law, including immigration conditions
- wear their student ID card on Academy premises
- represent the Academy well in the community and online

3 Misconduct

3.1 Minor misconduct (examples)

- lateness or disruption in lessons
- failure to bring materials or complete independent study
- inappropriate use of mobile phones in class
- littering, eating or drinking in prohibited areas
- minor discourtesy

3.2 Serious misconduct (examples)

- persistent minor misconduct after warnings
- bullying, harassment, discrimination or hate incidents (CA-WEL-05)
- abusive, threatening or offensive behaviour towards staff or students, including online
- damage to property; theft
- smoking or vaping on or near the premises
- serious or repeated breaches of the IT acceptable use rules
- providing false information or documents to the Academy
- serious academic misconduct (dealt with under CA-ACA-05 and, where appropriate, this policy)

3.3 Gross misconduct (examples)

- violence or threats of violence
- sexual misconduct, including sexual harassment, assault and sharing intimate images without consent
- possession, use, supply or being under the influence of illegal drugs or psychoactive substances on the premises or on Academy activities
- possession of weapons
- being under the influence of alcohol on the premises, or supplying alcohol to students under 18
- conduct that puts the safety of others at serious risk, including tampering with fire equipment
- supporting terrorism or extremist activity, or hate crime
- serious criminal conduct affecting the Academy community

4 Principles

- We act fairly, consistently and proportionately, taking account of the student's age, circumstances, any disability or mental health condition, and cultural background.

- Students are told what they are accused of and have the opportunity to respond before a decision is made.
- Decisions are made on the **balance of probabilities**.
- Students may be accompanied at formal meetings by a friend, a student representative or (for under-18s) a parent or guardian.
- Where an incident involves a safeguarding concern, the DSL is informed and the safeguarding policy takes priority.
- Where conduct may be a criminal offence, the Academy may report it to the police. The Academy may pause its own process while a police investigation is under way, but may still take precautionary action.

5 Procedure

Stage	When used	Who	Possible outcomes
Informal	Minor misconduct	Teacher or personal tutor	Conversation; verbal warning; support offered; recorded on student record
Stage 1 – Formal warning	Repeated minor misconduct, or a first serious matter	Director of Studies	Written warning (valid for 6 months); behaviour agreement; restriction of privileges; reparation
Stage 2 – Final warning	Further misconduct after a written warning, or serious misconduct	Principal	Final written warning (valid for the rest of the programme); conditions on continued study
Stage 3 – Disciplinary Panel	Gross misconduct, or further misconduct after a final warning	Panel of three: Principal (or nominee) as Chair, a senior manager not involved, and an independent member (a governor or external member)	No action; final warning; suspension for a fixed period; exclusion from the Academy

5.1 Investigation

For Stage 2 and Stage 3 matters, an investigating officer gathers statements and evidence and meets the student. The investigation report is shared with the student at least **3 working days** before any hearing.

5.2 Precautionary suspension

Where there is a serious risk to the safety of others or to an investigation, the Principal may suspend a student pending the outcome. Suspension is not a penalty, is kept as short as possible, is reviewed every five working days, and the student continues to receive work where possible. For students under 18, a suspension is arranged only after the DSL has confirmed that the student will be safe and supervised; parents are informed immediately.

5.3 Disciplinary Panel hearing

- The student receives written notice of the hearing, the allegations and the evidence at least **5 working days** in advance.
- The student may present their case, call witnesses and be accompanied.

- The Panel's decision and reasons are given in writing within **5 working days**.

6 Exclusion

Exclusion is a last resort for gross misconduct or persistent serious misconduct where other measures have failed or where the student's continued presence would put others at risk. When a student is excluded:

- the student receives a transcript of credit achieved
- fees are refunded only as set out in CA-ADM-02
- for Student visa holders, the Academy will withdraw sponsorship and report to UKVI (CA-ADM-03); the student is told what this means
- for students under 18, the DSL makes sure that the student is handed safely into the care of parents or guardians and that travel arrangements are safe
- where the student holds a university offer, the Academy may inform the university in line with the privacy notice

7 Appeals

A student may appeal against a Stage 2 or Stage 3 decision by writing to the CEO within **10 working days**, on the grounds of procedural irregularity, new evidence that could not reasonably have been provided earlier, or a disproportionate sanction. An appeal panel of people not previously involved, including an independent member, will consider the appeal and give its decision in writing within **15 working days**. This completes the Academy's procedures.

8 Positive behaviour and recognition

We recognise good conduct, attendance, effort and contribution through praise, certificates, references and opportunities such as becoming a class representative.

9 Records

Records of formal disciplinary action are kept on the student record for the duration of the programme plus six years (CA-INF-01). Warnings expire as stated above for the purpose of future decisions.

10 Review

This policy is reviewed annually. Data on disciplinary outcomes is analysed by protected characteristic to check fairness.

Compliance mapping

This policy has been written to meet, and to evidence, the following external requirements. Inspectors and university partners can use this table to locate the relevant provisions.

ISI Educational Oversight (PFE) standards	Standard 35 (pastoral support); Section 4 criteria on preventing bullying and harassment
British Council Accreditation UK criteria	M19 (staff and students aware of the conditions and procedures under which a student may be asked to leave); W3 (tolerance and respect; dealing with abusive behaviour); S6 (rules for under-18s outside the scheduled programme)
UKVI Student sponsor guidance	Withdrawal of sponsorship and reporting where a student is excluded
University partner due diligence	Partner due diligence – student disciplinary procedure; fairness; information sharing with universities where conduct affects an offer
Legislation and statutory guidance	Equality Act 2010; Human Rights Act 1998 (fair procedure principles); Misuse of Drugs Act 1971; Psychoactive Substances Act 2016; Smoke-free Premises etc. (Wales) Regulations 2007 and Public Health (Wales) Act 2017; Consumer Rights Act 2015

Document control

Version	Date	Author / reviewer	Summary of changes
0.9	Pre-2026	Various	CA Student Behaviour Policy (2025); CA BC Behaviour Policy (2025); CA Student Contract (2025); Terms and Conditions (2019) disciplinary sections
1.0	October 2026	Principal	New policy written for university partnerships, ISI Educational Oversight and British Council Accreditation UK. Supersedes all previous versions.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		