

1. Policy objective

The objective of this policy is to outline the system used for ensuring students meet the code of behaviour requirements of the Institute.

2. Responsibility

The manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of the set of policy requirements and application.

3. Requirements

Students are required to adhere to the Institute's student code of behaviour at all times. The manager prior to implementation, approve any discipline actions arising from breaches of the student code of behaviour. Any decision related to student discipline can be appealed using the student complaints and appeals procedure.

The student code of behaviour requires the following rights to be respected and adhered to at all times by students in regard to their dealings with other students and all Opengate Institute staff;

- a. The right to be treated with respect by others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences and age, disability or socio-economic status or other personal view point
- b. The right to be free from all forms of intimidation
- c. The right to work in a safe, clean, orderly and cooperative, friendly environment
- d. The right to have personal property and the property of the Institute protected from damage or misuse
- e. The right to have any disputes settled in a fair and rational manner
- f. The right to work and learn in a supportive environment without interference from others
- g. The right to express and share ideas and to ask questions
- h. The right to be treated with politeness and courtesy at all times.

Consequences for non-compliance with the student code of behaviour may invoke disciplinary action, as detailed below.

4. Serious Misbehaviour

In situations where a student's behaviour is deemed to be a serious threat to their own or others welfare and wellbeing, the Institute reserves the right to withdraw the student from classes and to require the student to complete work outside of the classroom environment.

The withdrawal from classes may also be accompanied by a warning letter indicating that the Institute intends to suspend or cancel the student's enrolment and that the student has 14 days within which to access the Institute's internal complaints and appeals process.

Behaviour that may result in the Institute issuing the above warning letter includes, but is not limited to, extenuating circumstances such as:

- a. Behaviour by the student that poses a serious threat to the physical or mental well-being of the student or other students at the Institute. Such student behaviour includes extreme cases of bullying, harassment, intimidation, actual or threatened acts of violence and malicious acts intended to damage the reputation of the Institute or a person associated with the Institute.
- b. Malicious damage of Institute property that is of a serious nature. Such behaviour may include but is not limited to malicious damage of Institute miniature objects and toys or sand trays.
- c. The student has medical concerns or psychological issues which lead the provider to fear for student wellbeing or which result in serious class disruptions.
- d. The student is at risk of committing a criminal offence.

5. Procedure

For non-compliance with the student code of behaviour, the following disciplinary procedures will be followed:

1. An Institute staff member will contact the student in the first instance to discuss the issue or behaviour and determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's file
2. Where the issue or behaviour continues, students will be invited for a personal interview with the student administration/manager/counsellor to discuss the issue. A warning will be issued indicating that if the issue persists, Opengate Institute will consider suspending or cancelling the student's enrolment.

This meeting and its outcomes will be documented, signed by all parties and included in the student's personal file.

3. After the above two steps have been followed, if the issue or behaviour persists, the student will be informed that the Institute intends to suspend or cancel the student's enrolment and that the student has 14 working days to access the Institute's internal complaints and appeals process. The student's enrolment will be maintained during this 14 working-day period.
4. Any suspension or cancellation will be undertaken in accordance with the Institute's deferral, suspension and cancellation of enrolment procedure
5. Opengate Institute will not suspend or cancel a student's enrolment while an internal appeal is in progress.
6. If the student is unsuccessful in their internal appeal, they may access the external appeals process. However, Opengate Institute is not obliged to wait until the external appeal is finalised before it suspends or cancels the student's enrolment.
7. In cases where the Institute has initiated a suspension or cancellation of a student's enrolment due to misconduct, the reasons for the suspension or cancellation will be documented. A copy of these reasons will be given to the student and the original copy will be placed in the student's file.