

Student Code of Conduct and Disciplinary Procedure

INTRODUCTION AND SCOPE

1. BeeLeaf Institute for Contemporary Psychotherapy is committed to providing an environment, which promotes high quality learning & teaching and a positive experience for students, staff, contractors and visitors. To ensure that everyone benefits from such an environment, students are required to meet a standard of conduct. At all times, resolution and learning from events will be the preferred outcome and, when possible, integration into the student's ongoing professional and personal development pathway.
2. The following policy concerns the conduct and discipline of students enrolled with BeeLeaf. Action taken under this Policy will supersede any action taken under any other rules relating to the conduct of those enrolled with BeeLeaf.
3. Specific procedures exist already for dealing with the following matters:
 - a) Academic and Assessment Appeals
 - b) Alleged breach of Code of Ethics & Professional / Clinical Practice
 - c) Complaints against staff, contractors or actions & decisions of the Institute
 - d) Student complaints against students

GENERAL

4. This policy shall apply to all students of the Institute when they are engaged in activities relating to the Institute and where their activities are unrelated to the Institute but involve other students of the Institute or where their actions may bring the Institute into disrepute. This shall include conduct arising at any time when a student may be regarded as representing the Institute as an individual or as part of a team or group, both on and off Institute premises. The Code also applies to actions that occur via electronic means such as (but not limited to) the internet, email, social media sites, chat rooms or text messages.
5. We expect students to take responsibility for their own state, their own behavior and its consequences. They are expected to:
 - a) Treat each other and others in the Institute and wider community with respect, tolerance and courtesy including other students, tutors, staff, contractors and anyone else within BeeLeaf;
 - b) Respect the physical environment of the Institute, its facilities and resources;
 - c) Behave in a way which respects the needs of others to learn, teach and work;
 - d) Respect our Equality and Diversity policy at all times;
 - e) Act in accordance with all Institute regulations and policies;
6. Alleged failure of students to comply with the expected standards of conduct may result in the Institute taking action under the Student Disciplinary Procedures and/or such other procedures, as it considers reasonable and appropriate.
7. It is the responsibility of BeeLeaf Institute to establish that misconduct has occurred. The standard of proof required is the balance of probabilities: that is, it is more likely than not that the alleged misconduct occurred.

DEFINITIONS OF MISCONDUCT

8. Examples that will usually be considered misconduct include, but are not limited to, the following actions and behaviours:

8.1 Violent, indecent, disorderly, threatening, obstructive, defamatory or offensive behaviour or language, taking account of context;

8.2 Failure to respect personal boundaries or privacy;

Breach of confidentiality which is outside of the exemptions to confidentiality detailed in the Group

8.3 Agreements and Boundaries Training Policy;

Actions or behaviour, which disrupts, obstructs or prevents the participation, learning or progress of other students;

- 8.4 Actions or behaviour, which disrupts, obstructs or prevents teaching or the administration of BeeLeaf Institute;
- 8.5 Failure to display the standards of behaviour that are expected between adults in a professional learning environment;
- 8.6 Unacceptable behaviour or actions as set out in other regulations, policies or procedures as detailed on the BeeLeaf website and in Trainee Handbooks and/or Manuals;
- 8.7 Damage to or theft of property from the Institute or members of staff, Contractors or students;
- 8.8 Damage to, or defacement of, BeeLeaf or associated property or the property of other members of the BeeLeaf community caused intentionally or recklessly or by negligence;
- 8.9 Misuse or unauthorised use of BeeLeaf premises or items of property, including broadband connection/computer/IT misuse;
- 8.10 Attempted or actual fraud, deceit, deception or dishonesty in relation to BeeLeaf, members or its staff, Contractors or in relation to being a student of BeeLeaf;
- 8.11 Improper disruption or interference with academic, administrative, social or other legitimate activities of the Institute. This includes staff, students or any contractor or visitor to BeeLeaf;
- 8.12 Vexatious, reckless or malicious allegations against other students, staff, contractors or members of the public;
- 8.13 Any action likely to cause injury to any person or impairing the safety of the Institute's premises;
- 8.14 Criminal or other activities committed on or off Institute premises, which is likely to be detrimental to the Institute or any of its students, staff or contractors;
- 8.15 Any conduct, which renders that student, a person not fit to be admitted to the register of a professional body and practice the profession of psychological therapy;
- 8.16 Actions and behaviour, which bring or threaten to bring the Institute's reputation into disrepute;
- 8.17 Actions and behaviour, which bring threaten to bring the psychotherapy profession into disrepute;
- 8.18 Failure to comply with a previously imposed warning under this Code or any other Policies, Codes, Rules and Regulations of BeeLeaf;
- 8.19 Conduct which constitutes a criminal offence in the United Kingdom, or which would, if committed in the United Kingdom, constitute such an offence, where that conduct:
 - a) Took place on premises being used by BeeLeaf or affected or concerned staff, contractors or other students of BeeLeaf; or
 - b) Damages the good name of BeeLeaf; or
 - c) Itself constitutes misconduct under the terms of the Code; or
 - d) Is such as to render the student unfit to remain a member of BeeLeaf community or to practice a profession to which his/her course is designed to lead, or if repeated would pose a threat to staff, contractors, other students, or members of the public likely to be impacted by current or future practice of psychotherapy, or threaten the discipline and good order of BeeLeaf;
 - e) In addition, instances of misconduct as set out above that are considered by the relevant BeeLeaf personnel to have a significant impact on others or on BeeLeaf generally, or to be persistent and/or repeated over a period of time, may be treated as serious misconduct;
 - f) This list is intended as a guide and is not exhaustive;

CONDUCT MANAGEMENT PROCEDURE

9. Where students engage in any activity that may constitute misconduct under this policy, the following procedures will apply. The Institute Directors have the authority to suspend, exclude or expel a student at any time, pending investigation. The following definitions shall apply:

- a) 'Suspension' normally refers to a total embargo on any participation in BeeLeaf activities, with exceptions, which must be specified in writing. For example, a student may, be granted permission to attend for the purpose of assessment.
- b) 'Exclusion' involves selective restriction on attendance at or access to BeeLeaf; the exact details to be specified in writing.

- c) 'Expulsion' involves the permanent withdrawal of the student from all activities concerned with BeeLeaf.
- d) Under the above circumstances this procedure should be read in conjunction with the payment and refund policy.

STAGE 1 – INFORMAL APPROACH

10. Allegations of misconduct should be reported to the relevant members of staff in writing within 5 working days of the discovery of the issue arising. The student against whom the allegation has been made will be notified and informed of how the matter is to be taken forward within 5 working days of the referral.

11. When issues concerning conduct and behaviour present themselves it is hoped that these issues will be resolved swiftly and informally by a Tutor, Trainer or Director of BeeLeaf. All decisions will be made on 'the balance of probabilities' and taken on the conclusions of the Tutor, Trainer or Director making that decision based on the information available at the time and may include:

- a) Interview with the student against whom the allegation of misconduct has been made to provide him/her with an opportunity to put their case. Where an interview is not possible in person, a written statement may be requested.
- b) Where appropriate interviews may be conducted with the relevant individuals and witnesses
- c) Request for written statements from those involved in the case and collection of any other factual evidence.

12. Depending on the circumstances the staff Members involved may decide to take one of the following actions:

- a) Decide there is no case to answer
 - b) Recommend the student give an apology verbally and/or in writing
 - c) A verbal warning may be issued by the Tutor, Trainer or Director of BeeLeaf and the student informed that a note regarding the fact that a verbal warning has been issued would be placed on the student's file
 - d) If the concern is sufficiently serious the situation may be escalated to either stage 2 or stage 3 of this procedure
- 9.5 Take some other appropriate action

STAGE 2 – INVOLVEMENT OF DIRECTOR OF BEELEAF

13. When issues concerning conduct and behaviour arise after a verbal warning has been issued; the issue should be drawn to the attention of a Director of BeeLeaf in writing, who may take one or more of the following actions:

- a) Issue a formal written warning. A note that a written warning has been issued will be placed on the student's file.
- b) Refer the matter to Stage 3 of this procedure
- c) Suspend the student from the class and, if appropriate, other units of training for a specified period of time.
- d) Take some other appropriate action

14. The decision will be confirmed in writing to the student, normally within one week of the decision being made by the Director.

STAGE 3 – INVOLVEMENT OF CONDUCT PANEL

15. If there are further incidents of similar or different unacceptable conduct, following a written warning in stage 2, the issue should be drawn to the attention of a Director of BeeLeaf who after taking into account any explanation given, may do one or more of the following:

- a) Take no action
- b) Appoint a Chair of Conduct Panel who will begin the process of convening a Conduct Panel

16. The Director will inform the student that this will happen, usually within one week of the decision being made.

17. The written/ email notice will inform the student of:

- a) The time and place of the hearing
- b) The nature of the conduct and any documentary of the evidence to be presented
- c) Any witnesses the Institute may call
- d) The students right to be accompanied by a friend or supporter (legal representation is not permitted)

18. The student should submit to the Chair information about any witnesses they wish to call and any documentary evidence they wish to present at least two days prior to the hearing, otherwise it may not be considered.

19. The student will have the right to be present while evidence is being heard by the Conduct Panel and before the facts are heard to receive copies of all documentary evidence to be heard. The student will be given at least 5 days written notice of the hearing. Should the student fail, after reasonable notice, to attend such a meeting, the meeting will proceed without the student and a decision made on the basis of information available.

20. The Conduct Panel shall consist of the Chair of the Conduct Panel who shall be an Accredited & Registered Member of the BeeLeaf Register, one Member of the BeeLeaf Faculty and one Student Member of the BeeLeaf Register. No Panel members shall have had any previous involvement with the student.

21. After hearing the case, the Panel may recommend one or more of the following to the Directors of BeeLeaf. The Directors will have authority to take any action based on the recommendations of the Conduct Panel.

- a) Take no further action
- b) Take some other appropriate action, consistent with the Institute's role as a Trainer of Psychotherapists
- c) Request the making good of loss or damage to property
- d) Expel the student

22. The decision of the Panel will be confirmed in writing by the Directors of BeeLeaf Institute and sent to the student, normally within one week of the recommendation being given by the Panel.

23. Students who are the subject of a complaint of misconduct or against whom a criminal charge is pending or who is the subject of a police investigation may be suspended or excluded by the Directors of the Institute pending a meeting of the Conduct Panel or a trial.

24. Where the case is considered to be one of great urgency the Directors of the Institute will be empowered to suspend or exclude a student with immediate effect provided that opportunities described in 15(a) - 18 are subsequently given and the matter reviewed within ten weekdays.

25. Refusal by a student to engage with or communicate during Stages 1 – 3 of these Procedures may result in the decision that the student has forgone their opportunity for resolution of the matter. Such refusal to engage or communicate may result in immediate expulsion by a Director of BeeLeaf Institute.

APPEALS

26. Students have the right to appeal only on procedural grounds. Such an appeal must be sent in writing to the Director of BeeLeaf within one week of when the student was informed of the decision.

27. The Director of Training shall appoint a Chair of Appeals who shall be an Accredited and Registered BeeLeaf Member, to convene an Appeals Committee. The Chair and Committee Members shall be different from those previously involved in the case and will have no previous direct involvement with the student. The committee will comprise the Chair, one BeeLeaf Member who is Accredited & Registered, one Member of

another Organisational Member of the UKCP College of Outcome Oriented and Hypno-Psychotherapies and/or a Layperson. In the event of there being 4 members on the Panel, the Layperson shall be advisory but will not carry a final vote on the outcome of the complaint.

28. The Directors of BeeLeaf will not be Members of the Appeals Committee.

29. The decision of the Appeals Committee will be final and will be recommended to the Directors of BeeLeaf who will have authority to take any action based on the recommendations of the committee

30. The Student will be notified of the outcome of the appeal, by the Chair of Appeals, in writing within 7 working days of the decision being made.

PROCESS

31. Notice of any appeal to the Appeals Committee must be given in writing to the Director of BeeLeaf within 10 working days of a decision under Stage 3 setting out the grounds on which the appeal is made. An appeal will be heard as soon as is reasonably practicable.

32. The Chair of Appeals will give not less than five working days' notice of the date, time and place of the meeting to consider the appeal. At the same time, copies of all papers relevant to the case will be sent to the Appeals Committee and the student.

33. Students have the right to appear, to be heard, and to be accompanied by a supporter who will normally have been a BeeLeaf student at the time the offence was committed or a friend/relative of the student, but not a legal representative.

34. In exceptional cases BeeLeaf Institute reserve the right to vary aspects of this procedure if required by circumstances; care will be taken to ensure that any such variation is fair and appropriate.