

# **Procedures for dealing with disruptive and anti-social behaviour in teaching and study areas**



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# Procedures for dealing with disruptive and anti-social behaviour in teaching and study areas

## Disruptive behaviour in classrooms/laboratories

The primary responsibility for behaviour in teaching areas lies with the Module Tutor.

Any student who is disruptive will receive one oral warning from the Module Tutor whose class they are disrupting. If the student continues to be disruptive the Module Tutor will pass a written memorandum to the Course Tutor for action as detailed below.

### Subsequent Action

The Course Tutor, on receipt of notification of disruptive behaviour, will interview the student and produce a record of the interview with copies for the:

- a) Student
- b) Module Leader
- c) Student's file
- d) Library Services Manager and the Service Delivery Manager, where relevant
- e) Director of Academic Services
- f) Student Services Manager

If the disruptive behaviour persists the Course Tutor will formally report the case in writing to the Director of Academic Services with copies to previous recipients (above).

The Director of Academic Services or their nominee will invoke the University's disciplinary procedures as set out in the Student Handbook.

## Disruptive behaviour in the Bamford Library

Disruptive behaviour includes:

- consistently breaching the allowable noise levels within the library;
- inappropriate behaviour which is likely to disturb other library users.

Any student who is disruptive will receive a first verbal warning from a member of the library services or information services staff. They will be asked for their name and ID number and informed that if they receive a second verbal warning during the next 7 days they will be asked to leave the library for the remainder of that day and their details will be passed on to the Library Service Manager and Service Delivery Manager.

### Subsequent Action

The Library Service Manager and/or Service Delivery Manager, on receipt of notification of disruptive behaviour, will interview the student. A record of the interview will be produced with copies for the student, Library Service Manager, Service Delivery Manager, student's file and student's Course Manager and Course Tutor. The student will be informed that if the student is referred to them again regarding their disruptive behaviour within the Bamford Library, they will formally report the case in writing to the Director of Academic Services, after which they or their nominee will invoke the university's disciplinary procedures, as set out on the University's Key Information Page.