

Procedure 6.14 Academic Misconduct by Staff

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Procedure Issued : April 2014

Procedure Owner : Principal / CEO

- ❖ This procedure is shared with our staff and/or can be obtained:
 - on our website <https://docklandsacademy.co.uk/policies-and-procedures>,
 - on our internal server via their desktops of all computers in the library on the top floor,
 - by emailing us at info@docklandsacademy.co.uk.
- ❖ Also, our staff are informed about the main aspects of the procedure in the Staff Handbooks and Staff Induction.
- ❖ The policy is reviewed and monitored on a regular basis for currency and fitness as part of our 1.9 Review and Revision of Policies and Procedures.

1 Introduction

Any academic misconduct (see Procedure 2.1 for definition of misconduct) which is alleged wholly or partly against a member of staff must be reported immediately to the CEO / Principal (or Academic Head).

Instances of staff academic misconduct will always be dealt with under Procedure 6.5 *Discipline at work*. The matter will be treated as an internal issue of staff discipline and the steps defined under that procedure will be followed.

2. Related Documents

2.1 Policies

- 1 Governance
- 2 Academic Management
- 3 Teaching Learning Assessment
- 6 Human Resources
- 7 Information

2.2 Procedures

- 1.5 Equal Opportunities
- 1.7 Data Protection
- 1.9 Review and Revision of Policies and Procedures
- 3.1 Expectations from and Supporting Staff in Teaching Delivery
- 3.4 Tutorial Arrangements
- 3.5 Assessment Expectations
- 4.11 Student Protection Plan
- 5.2 Welfare Services and Pastoral Care
- 5.3 Equality, Diversity and Special Needs
- 6.3 Equality and Diversity
- 6.5 Discipline at Work
- 6.13 Staff Code of Conduct
- 6.15 Safeguarding
- 6.16 Prevent Duty (Racist, Discriminatory, Abusive and Extremist Behaviour)

2.3 Terms and Conditions

2.4 External Reference Points

- Office for Students (OfS) Requirements and Guidance at <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/>
- UK Quality Code Advice & Guidance – Admissions, Recruitment and Widening Access at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>
- UK Quality Code Advice & Guidance – Concerns, Complaints and Appeals at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/concerns-complaints-and-appeals>
- Higher Education Code of Governance (Committee of University Chairs, December 2014) at <https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf>
- Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers at <https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf>
- OIA The Good Practice Framework: Handling Students Complaints and Academic Appeals at <https://www.oiahe.org.uk/media/1859/oia-good-practice-framework.pdf>
- UKCISA Code of Ethics at <https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics>
- Equality Act – 2010 at <https://www.legislation.gov.uk/ukpga/2010/15/contents>
- Keeping Children Safe in Education Jan 2021 Guidance at <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- MacPherson report (1999) (Racism) at <https://www.gov.uk/government/publications/the-stephen-lawrence-inquiry>
- Sex Offences Act 2003 at <https://www.legislation.gov.uk/ukpga/2003/42/contents>
- Terrorism Act 2006 at <https://www.legislation.gov.uk/ukpga/2006/11/contents>
- Tower Hamlets LADO (Local Authority Designated Officer) at LADO@towerhamlets.gov.uk