

Student Behaviour Policy

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Author: Carol Nield
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1. Introduction

The College recognises it has a responsibility to encourage excellence in attendance, punctuality and behaviour. This maximises the learning that takes place and prepares students for the world of work. In order to enable effective teaching and learning to take place, good behaviour in all aspects of College life is necessary. The College seeks to create a caring, supportive learning environment by:

- a Encouraging and acknowledging good behaviour and discipline.
- b Promoting self-esteem by encouraging students to value and respect themselves and others.
- c Providing a safe environment free from disruption, violence, bullying and any form of harassment.
- d Promoting early intervention.
- e Ensuring a consistency of response to both positive and negative behaviour.
- f For students under the age of 18, encouraging a positive relationship with parents and carers to develop a shared approach to the implementation of the College's Behaviour Policy.
- g Encouraging students to take responsibility for their behaviour.
- h Making clear behaviour which is unacceptable.

2. Purpose

- 2.1 The purpose of this policy is to set out the College's standards and expectations of behaviour of students the associated consequences of failing to meet those expectations. It extends to all students and is written in line with the principles of the Student Code of Conduct.
- 2.2 Good behaviour and self-discipline support effective learning, and are vital for students both during and after their College years. The College recognises that disruptive behaviour can often be an indication of unmet social/emotional needs. Any formal response to a student's behaviour will always consider any causal factors that are influencing those behaviours. In such cases, early intervention is essential to reduce the need for any subsequent exclusion. In this situation the pastoral support team may consider a multi-agency assessment that goes beyond the student's educational needs.
- 2.3 The College understands that the first step to modelling good behaviour is leading by example. This means that all staff, volunteers, and visitors to the College must act professionally, responsibly and with integrity. We work hard to ensure that discipline is consistent across the College so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately and without discrimination, taking into account Special Educational Needs and Disabilities (SEND), as well as any additional challenges that some vulnerable students may face.

3. Scope

- 3.1 The principles in this policy apply to all students on all programmes across College, with the exception of students in the 14 – 16 College for whom a separate Behaviour Policy applies.

4. Objectives

- 4.1 The College sets high expectations for the standards of behaviour for all our students and apprentices. Shared values, fair and consistent application of rewards and sanctions, and excellent teaching and support are pivotal to promoting positive behaviour and raising achievement.
- 4.2 We are committed to ensuring that our College environment supports learning and promotes the wellbeing of students and staff through a strong sense of community cohesion. The role of the College is to create a safe and secure environment for all students so that they discover, or rediscover, their curiosity for learning and build their confidence. Cooperation, support, and respect are the foundations of our community and we work hard to provide a safe College where students feel included in every aspect of College life and are comfortable to voice their opinions.
- 4.3 The College's expectations regarding positive behaviour are clearly set out in the student code of conduct and are summarised under three headings Respect, Responsibility and Readiness to Learn. (The 3Rs). Students are expected to adhere to the '3 Rs' in the classroom, the workplace, anywhere on College premises and during such off-campus activities as field trips and community projects.
- 4.4 At the start of the academic year the code of conduct will be discussed with students during tutorial sessions to ensure the expectations of the 3R's are fully understood. Throughout the academic year all staff are expected to remind students and make expectations clear. Tutors are responsible for managing behaviour in the classroom, but all College employees provide a supportive presence around the College campus and will challenge any students who do not use the College grounds respectfully and behave appropriately.

5. The 3R's

To promote a culture of positive behaviours, students are expected to demonstrate:

Respect

Responsibility

Readiness to Learn

Respect

- for knowledge and learning
- for yourself, towards staff and other students
- for the opinions, feelings and abilities of other students and staff
- for the diversity of students
- for the College and its property and facilities
- by discouraging bullying or harassment of others

Responsibility

- make a positive contribution in class, in the workplace and on other College activities
- show commitment to learning and display a "Will Do" attitude
- hand work in on time
- attend all classes, including, where appropriate, English, maths and other lessons or activities that enhance employability or personal effectiveness
- work with the Progress Coach/Student Engagement Officer to improve performance
- take the initiative to improve or maintain the College and its grounds, by for example, disposing of your litter in the bins provided or reporting spillages.
- take the lead in College work, projects, tutorials etc. and encourage others to join in

Readiness to Learn

- be prepared for learning and bring in the correct course work and equipment
- be on time (every time) and motivated to learn
- take part in College groups and enrichment activities
- act as an 'Ambassador' for the College
- engage with volunteering, charity work and work experience opportunities
- be proactive during individual tutorials in discussing ability, progress and setting realistic but challenging individual targets
- manage time well to meet deadlines, appointments and targets
- respond positively to feedback on how to improve the quality of work or behaviour
- take responsibility for yourself and make the most of opportunities to improve English and maths skills, to make yourself 'work-ready'

6. Contact with Parents and Carers

- 6.1 For many students, parents and carers play a big part in supporting and encouraging them to take responsibility for their behaviour in College. Where appropriate, parents and carers will be asked to work with the College to support their dependent's learning. This includes informing the College of any special education needs or personal factors that may result in certain behaviours being displayed.
- 6.2 Parents and carers will be invited to attend meetings at the College with staff to discuss any behaviour issues and to support any behaviour improvement action plans that are put in place. Parents and carers will usually be contacted in agreement with the student, but in some circumstances this may be without consent. For students over the age of 18, parents/carers will only be contacted with the consent of the student and where it is appropriate to do so.
- 6.3 We will work with parents and carers to understand the needs of the student and any specific behaviours. Where appropriate, the College provides regular reports to parents and carers via the electronic student management system, telephone, and at parent/carer events and encourages parents and carers to communicate with the College if they have a concern about the student's behaviour.

- 6.4 All students identified with Special Educational Needs and/or Disabilities (SEND) are covered under this Behaviour Policy however it is recognised that these students often require support which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available. If a student with SEND displays challenging behaviour an Individual Behaviour Plan will be developed, drawing on advice from external agencies, where necessary, to ensure appropriate support strategies are in place. This will be monitored and reviewed regularly. Further information is detailed within the Special Educational Needs and Disability Policy.
- 6.5 The College takes a positive approach to the management of students' physical and mental health issues and has measures in place to support learning, academic achievement and enhance the overall college experience. It is recognised that behaviour which falls short of those set out in this policy may be attributable to issues relating to a student's mental or physical health and general well-being. If concerns emerge about a student's capacity and/or ability to engage safely and satisfactorily as a student, consideration will be given to progressing matters in accordance with the Fitness to Study Policy and Procedure.

7 Misconduct/Poor Performance

Misconduct

- 7.1 Misconduct is inappropriate and unacceptable behaviour which breaches the purpose of this policy. Some examples of behaviours which are unacceptable to the College are given below for guidance purposes. These are examples and the list is not exhaustive. It is important to understand that even minor breaches of the code of conduct may be treated as serious misconduct if they are persistent or repeated.
- 7.2 The following behaviours are regarded as completely unacceptable and will always result in the matter being considered under the Student Disciplinary Procedure which could result in permanent exclusion.
- verbal abuse towards staff other students or any College contactor or visitor
 - indecent behaviour
 - damage to property
 - use of illegal drugs
 - misuse of other substances
 - theft
 - serious actual or threatened violence against another student or a member of staff
 - sexual abuse or assault
 - supplying an illegal drug
 - carrying an offensive weapon
 - arson
 - any action, on-site or off-site, that is in contravention of this policy and has or could damage the College's reputation.

- unacceptable behaviour which has previously been reported and for which College sanctions and other interventions have not been successful in modifying the student's behaviour
- bullying, cyber-bullying, including the misuse of electronic networking sites such as SnapChat, Whatsapp and Facebook, the distribution of inappropriate images, intimidation, harassment, victimisation or discrimination against another student, member of staff or visitor on any grounds including age, disability, ethnic origin, gender, sexual orientation, religion or belief.
- Setting off the College fire alarm without due cause

7.3 The following items are not allowed in College under any circumstances:

- knives and other weapons
- alcohol
- drugs (including 'legal highs')
- stolen items
- fireworks
- pornographic material
- any item that has been or is likely to be used to commit an offence, cause personal injury or damage to property

7.4 The College will not tolerate drug use of any sort on College property or during off-site College activities. The College takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or is harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

7.5 It is illegal to carry any knife, including folding knives, even if it belongs to someone else in a public place. The carrying of any form of knife or an object that, in the view of the College, could reasonably be assumed to be a weapon is forbidden. If a student is suspected of being in possession of either a knife or an offensive weapon the matter will be dealt with under the Student Disciplinary Procedure, which could lead to permanent exclusion. The police will also normally be called to deal with the matter.

7.6 The College has a statutory and moral duty to safeguard and promote the welfare of children and adults whilst they are receiving training and education at the College. As a College we engage proactively with the government's Prevent Strategy and through our pastoral programme ensure all students are aware that British Values are integral to the College's culture and ethos. Any conduct matters which fall under the PREVENT agenda will be managed in the first instance in accordance with procedures set out in the College's prevent Strategy.

7.7 Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

- 7.8 If a student commits a serious breach of the code of conduct the nature of the incident may call for the student to be sent home for a short “cooling off” period. This is NOT a suspension as set out in the Disciplinary Procedure and the student will be expected to return to College for a case conference within 24-48 hours to determine the appropriate action to be taken. Authorisation of a “Cooling Off” period will be made by an Assistant Director/ Director/Assistant Principal or higher.

Poor Performance

- 7.9 Any concerns regarding a student’s behaviour which are impacting on their attendance, punctuality, attitude to learning or academic progress will be managed in accordance with the Student Performance Procedure.

8. Monitoring and Review

- 8.1 Implementation of this policy will be monitored by the Director of Human Resources & Organisational Development to ensure it is consistently and fairly applied and reviewed annually.

9. Equality Impact Assessment

- 9.1 The College is committed to the promotion of equality, diversity and providing a supportive environment for all members of our community. Our commitment means that this policy has been reviewed to ensure that it does not discriminate (either intentionally or unintentionally) any of the protected characteristics of age, disability, gender (including gender identity), race, religion or sexual orientation and meets our obligations under the Equality Act 2010.

Hugh Baird College

Balliol Road
Bootle
Liverpool
L20 7EW

Telephone

0151 353 4444

Email

enquiries@hughbaird.ac.uk

www.hughbaird.ac.uk