

Policy: Behaviour Policy

Policy Ref: AP/8GS/SP109

Approved by: Deputy Principal

Date: 09/07/2018

Signature:

Introduction

Lakes College is fully committed to ensuring a safe and secure environment that encourages all learners meet or exceed their potential. Our values of Ready, Respectful, Potential are at the core of our expectations and actions to ensure we provide a positive learning environment where learners thrive. By demonstrating British Values throughout our daily practice we can support our learning community to become active and responsible citizens who contribute to the society which they live within.

This policy is fully supported by the following strategies, procedures and values,

- Lakes College Strategic Plan 2017-2020
- Learner Progress Strategy
- Safeguarding & Prevent Procedure
- Equality Diversity & Inclusion Policy
- Equality Diversity & Inclusion Strategy 2018-2021
- Single equality Act 2010
- Single Equality policy
- Lakes College values
- British Values

1. Personal and Interpersonal Behaviour

- 1.1 The college expects learners to respect each other's rights as individuals. The college will not accept or tolerate behaviour which makes anyone else feel threatened, uncomfortable, embarrassed or afraid, or which interferes with their progress in learning. The college aims to educate all learners to treat others as they would like to be treated themselves, respecting the diversity within the community in which we are situated.

- 1.2 The college has a Single Equality Policy which means it takes all incidents relating to learners with protected characteristics seriously. Any learner who feels a victim of harassment, bullying or behaviour that is deemed unacceptable has the opportunity to report confident that appropriate action and support will follow.

2. Criminal Behaviour

Any behaviour which is illegal is unacceptable to the college. Examples include deliberate abuse of health and safety equipment, selling or use of banned substances, theft and misuse/sabotage of the college ICT network including the production and circulation of obscene or explicit material. Behaviours that do not reflect those set out as 'British Values' will be challenged appropriately with an aim to educate and support individuals

Lakes College works in a multi-agency manner and will seek guidance from appropriate services including the Police or any organisations connected to safeguarding, where necessary.

Anti-social behaviour is unacceptable and not within the framework of Lakes College values. Incidents where this takes place could be viewed as acts of criminal behaviour and referred to the appropriate authorities.

3. Academic Behaviour

- 3.1 The college expects that learners will complete their required work, be punctual and attend sessions as part of their learning agreement. Learners will work co-operatively with teachers, support staff and each other. Any disruptive or offensive behaviour, which interferes with study or the learning environment, will be addressed accordingly. This could result in disciplinary procedures being invoked.

- 3.2 Learners will not submit as their own work, any work which has been done wholly or in part by someone else. Plagiarism, the copying of material from books or other resources such as the internet, and submitting as one's own, is not acceptable. Appropriate policies and procedures are in place to support Lakes College staff and learners covering these topics.

4. Behaviour towards the College Environment

- 4.1 Lakes College fully expects learners to help establish and maintain a safe, healthy and secure working environment. All health and safety rules in specialist resource areas, general learning spaces and social areas will be shared in advance of working in these areas to ensure learners are inducted into the requirements expected.
- 4.2 Lakes College is a no-smoking site. Smoking inside the building is not permitted. Smoking is permitted in designated areas with site plans visible for people to see where these positions are located.

4.3 College property and learners' property should be treated with respect. Damage to any property will be not tolerated. Graffiti, vandalism, littering, untidiness that leads to health and safety risks and non-return of resources is not acceptable. It is viewed that issues will be addressed at the informal stages prior to invoking disciplinary procedures.

5. The Disciplinary Process

Any learner who shows a lapse in conduct or performance could be supported to improve through Lakes College disciplinary procedure.

5.1 For minor offences, there is a pre-disciplinary process, usually handled by the student mentor and can be positive in supporting behavioural improvements. Such intervention should be recorded on e-Trackr to provide an auditable trail of evidence that contributes to further more formal stages of intervention if required.

5.2 For repeated or more serious offences, there is an ascending scale of sanctions, through oral, written and final written warnings.

5.3 Cases of gross misconduct will be dealt with through a disciplinary hearing conducted by a member of the executive team or delegated representative. This could lead to exclusion for a temporary period or long term.

Examples of incidents and sanctions

	Aim	Who conducts	Type of issue	Sanction
Pre disciplinary Interview <i>This is NOT part of the disciplinary process</i>	Problem solving Action Planning	Student Mentor	Minor lapses of conduct or performance	N/A
Disciplinary Interview	Give learner a chance to change conduct / performance	Curriculum Operations Leader/Curriculum Team Leader/Lead Assessor	Repeated offences – slightly more serious	Oral warning
Disciplinary Interview	Apply sanction to realise severity of situation and support behavioural improvements	Director Assistant Principal	Persistent poor levels of behaviour and specific incidents	Written Warning Final written warning

Quality Assurance

Disciplinary Interview Final stages	Apply sanction to realise severity of situation and support behavioural improvements	Assistant Principal Deputy Principal Principal	Gross misconduct Repeated offence following final written warning	Final written warning Exclusion
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6.5 Appeals within the formal disciplinary process will be heard by an appeals committee.