

Procedure Title:	Learner Conduct & Behaviour Policy
Procedure Ref:	AP/8GS/SP109
Approved By:	Karen Wilson
Responsible Person:	Iain Glendinning
Date last reviewed:	06/07/2025
Date of next review:	06/07/2026
Approval date:	06/05/2024

Statement of Intent

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 shared 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 2023-2026
- Lakes College Teaching Learning & Assessment Policy
- Lakes College Supporting Positive Behaviour procedure.
- Lakes College Safeguarding, Child Protection & Prevent Policies and Procedures
- Lakes College Single Equality policy
- Equality Diversity & Inclusion Strategy 2021-22
- The Single Equality Act 2010
- Lakes College values
- Fundamental British Values
- Lakes College 'Shared Expectations' framework

1. Personal and Interpersonal Behaviour

- 1.1 The college shares expectations that learners respect each other's rights as individuals. The college will not accept or tolerate behaviour which makes anyone else feel threatened, uncomfortable, 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 Lakes College Single Equality Policy promotes our intention to take all incidents relating to learners with protected characteristics seriously. Any learner who feels a victim of discrimination, 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 'Fundamental 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, Local Authority or any organisations connected to Safeguarding and The Prevent Duty 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 will be referred to the appropriate authorities.

3. Academic Behaviour

- 3.1 Our shared expectations are that learners will complete their required work, be punctual, attend and engage in sessions as part of their learning agreement. Learners should work co-operatively with tutors, support staff and each other. Any disruptive or offensive behaviour, which interferes with study or the learning environment, will be addressed accordingly using [Lake College Learner Behaviour, Conduct & Disciplinary Procedure](#).
- 3.2 Learners will submit as their own work. 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 shares expectations that learners 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. Please review [Consumption of Food and Drink within Lakes College.docx](#)
- 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. Vaping is permitted in external spaces in line with guidance information.

- 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. Incidents will be addressed accordingly using appropriate procedures.

5. The Supporting Positive Behaviour Procedure

The Lakes College takes an individualised and trauma informed approach to creating a positive learning environment for all. Any learner who does not follow the required expectations for conduct or performance could be supported to improve through consistent and fair application of the Lakes College Supporting Positive Behaviour procedures. Further guidance is also available through wider policies and procedures and supporting documentation.

- 5.1 The procedure uses a combination of informal and formal interventions, which are designed to support behavioural improvements. Even at informal stages of the procedure interventions will be recorded to provide an auditable trail of evidence that contributes to 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. In the most serious cases this can lead to exclusion. Guidance information on [escalation of the disciplinary procedure](#) should be implemented where needed.
- 5.3 Cases of gross misconduct will be dealt with through a hearing conducted by a member of the Executive Team or delegated representative. This could lead to exclusion for a set period.
- 6.5 Appeals within the formal disciplinary process will be heard by an appeals committee. This will take place in line with appropriate Lakes College policies and procedures.

Initial Screening for Equality Impact Assessment (including Safeguarding)

To be completed prior to a Policy or Procedure being introduced and at each review.

Name of Policy/Procedure:		
Is this a new or existing policy/procedure?	☐ New	☐ Existing

1. To ensure that the policy / procedure complies with the Equality Act 2010, which of the listed categories could be impacted by the policy / procedure? (The categories follow the College Single Equality Policy, and the impact could be positive or negative.) ☐ Age ☐ Compliance with Children & Families Act 2014 ☐ Disability ☐ Gender ☐ Race/ethnicity ☐ Gender Re-Assignment ☐ Marriage/Civil Partnership ☐ Pregnancy/Maternity ☐ Socio-Economic ☐ Sexual Orientation ☐ Religion/Belief ☐ All of the above ☐ None of the above expected	
2. What are the risks of introducing this policy / procedure change to any of the above groups?	
3. What are the expected benefits of introducing this policy / change to any of the above groups?	
4. Are there any areas or issues that could impact on the safety of staff or learners?	
5. What evidence do you have for your responses to questions 2, 3 and 4? (e.g. evidence could be provided to counteract identified risks and, therefore, a full screening would not be required)	
6. What is the level of risk for the policy / procedure?	☐ High ☐ Medium ☐ Low
7. Is a Full Screening Impact Assessment required?	☐ Yes (complete the box below) ☐ No
What are the recommendations from Equality Impact Assessment? 	
Date of Review:	
Reviewer's Name:	
Reviewer's Job title:	