

<b>AREA:</b>	<b>Students/Staff</b>
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<b>TOPIC:</b>	<b>College Behaviour Policy</b>
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## **1 Scope**

This policy is for all staff, students and apprentices at Herefordshire, Ludlow and North Shropshire College. This policy applies to students and apprentices on and off college premises, in line with the expectations of Keeping Children Safe in Education.

## **2 Purpose**

The purpose of the College Behaviour Policy is to build strong relationships between staff, students and parents and a shared understanding of behaviour routines, to ensure we can maximise student learning and progress. Our 'Ready, Respectful, Safe' behaviour expectations are shared with all students and apprentices at the start of their course and acknowledged as part of the College's learning agreement.

The purpose of the policy is:

- to promote a culture of mutual respect, tolerance, democracy, individual liberty, and shared expectations consistent with British Values.
- to set out clearly defined expectations which are defined in the 'Ready, Respectful, Safe' agreement, to promote a secure learning environment for all members of the College community.
- for all staff and students to model and positively reinforce excellent behaviour, instilling an environment that is welcoming, supportive, and friendly.
- to understand that student behaviour cannot be fully understood in isolation, without considering their individual differences.
- to provide high levels of support, as well as high levels of challenge, when addressing undesirable behaviours that hold back a student's readiness to learn.
- to clearly map the consequences of undesirable behaviour and conduct, with an understanding of factors that negatively impact our students' lives.

## **3 Expectations and Standards of Behaviour**

Through our commitment to developing students at Herefordshire, Ludlow and North Shropshire College, all staff and students are expected to demonstrate behaviours that foster a culture where every member of the community feels valued, accepted, and can be the best version of themselves. We will praise students when things are going well and act and support them when things are not going so well.

The 'Ready, Respectful, Safe' expectations for students and staff are:

**READY** ➤

- Come to lesson ready to start on time.
- Remove your coat, hat, hood and/or headphones/ear pods ready to start your lesson.
- Switch off your mobile phone before the lesson starts and put it out of sight of all.
- Be prepared with the necessary course equipment – pen, paper, calculator, personal protective equipment etc.
- Make positive contributions and put your best effort into all activities in lessons.
- Let staff know if you are finding things difficult.

**RESPECTFUL** ➤

- Demonstrate respect towards each other, staff and the environment.
- Behave in a way that includes and values others.
- Only use positive and appropriate language.
- Promote British values – democracy, the rule of law, individual liberty and mutual respect and tolerance of all.
- Only smoke or vape in designated areas outside. Be aware of the risk that smoking or vaping poses to your health.
- Only bring bottled drinks into the classrooms and workshops.
- Keep your mobile phone switched off and out of sight in all lessons.
- Keep the College tidy and litter free.

**SAFE** ➤

- Wear your lanyard and ID badge at all times.
- Store your personal possessions safely and securely.
- If you are worried about someone, or their behaviour, tell a member of staff.
- Observe health, safety and security instructions and guidelines at all times.
- Behave safely and keep others safe online and face-to-face.

**READY  
RESPECTFUL  
SAFE** ➤

**TOGETHER  
WE THRIVE.**

 Herefordshire,  
Ludlow & North  
Shropshire College

#### 4 Fitness and Safety to Study

The College is committed to the support of students' health and well-being and recognises the importance of this in relation to their academic progress and achievement. The Fitness and Safety to Study policy is a supportive approach which can be used by staff when students are unable to meet course requirements in terms of attendance, participation in class or completion of work due to aspects of the students' personal life such as caring responsibilities, medical conditions or mental health difficulties.

The college recognises that there may be times when students are unable to recognise that they are placing unreasonable demands on staff, negatively influencing the learning of other students or endangering themselves or others. Any concerns should be acted on promptly as early intervention and support can result in better outcomes for the student and may avoid the situation becoming more complex.

The Fitness and Safety to Study Policy should be considered as an alternative to other means of managing concerns about academic conduct or progress where there is sufficient evidence that a student's behaviour, attendance and academic progress could be the result of mental or physical ill health or disability or has an impact on the health and safety of other people.

#### 5 Contact with Parents and Carers

The parent(s)/ guardian(s)/ carer(s) of students under 18 ('young students') will be informed from stage 2 of the process. If the student or apprentice has an Education, Health, and Care Plan (EHCP) or is a Child Looked After (CLA), the CLA Education Officer/Social Worker will be kept informed from stage 1. For students over 18, parents/ carers will only be contacted with the student's consent.

We encourage parents and carers to communicate with the college if they have a concern about the students' behaviour. We promote good behaviour within the college and provide regular reminders and reinforcement of college rules and expected standards of behaviour.

## **6 Taking action when expectations are not being met.**

The actions taken by the College to address behavioural concerns will be supportive. College staff will seek to understand behaviour through a relational lens:

- Relationships come first to create a positive culture of connection, inclusion, and respect.
- Every behaviour is a form of communication, there is a feeling or need that drives behaviour and must be viewed in the context of relationships.
- A non-judgmental, curious, and empathic approach means we can focus on the feeling or need that drives behaviour, not the behaviour itself. This does not mean condoning undesirable behaviours or having no consequences.
- A positive choice is made in a calm, thoughtful, and emotionally regulated manner. Poor choices that display undesirable behaviours are often made from emotionally dysregulated state.
- Maintenance of clear boundaries and expectations with structures, routine, and consistency to create a climate of safety and care.

If a student behaves in a way that contravenes the 'Ready, Respectful, Safe' expectations, our Student Behaviour process will commence. Annex B details for the process in full.

The College is committed to the safety of students and staff, and as such all are expected to wear their lanyard and ID badge. Automated stage 3 misconduct warnings will be sent by email (copied to their parent/carer if under 18) to students who forget their lanyard and ID badge on three occasions following the autumn half-term. Replacement lanyards and ID badges can be purchased if lost. If students forget their lanyard on three further occasions, they will receive an automated Stage 4 College Place at Risk notice, see 6.4. Progress monitoring will continue in line with the Stage 4 – College Place at Risk process.

### **6.1 Stage 1 – Informal Warning**

Where the 'Ready, Respectful, Safe' expectations for student behaviour and attitudes are not being met, the member of staff should discuss with the student what they observed and how they have not met the 'Ready, Respectful, Safe' expectations. The member of staff should seek understanding of why the behaviour happened and confirm the change of behaviour required by the student, making explicit reference to 'Ready, Respectful, Safe.'

A Stage 1 informal warning will be signed by the student and member of staff to acknowledge the discussion and changes of behaviour required. The stage one informal warning record should be recorded on EBS by the Faculty Administrator. Copies of the form should also be sent to:

- Parents/guardians/personal tutors/carers of those with an EHCP
- CLA Education Officer (if the student is a Child Looked After)
- Social worker (if applicable)
- Employer sponsor (if applicable).

If a Stage 1 Informal Warning is not having the agreed impact, the process moves to Stage 2.

## **6.2 Stage 2 – Formal Warning**

Normally escalation to stage 2 results from the targets set at stage 1 not being met or recurrences of the identified inappropriate behaviour. However inappropriate behaviour can be escalated directly to stage 2 at the discretion of staff.

The purpose of the stage 2 is to:

- Seek a positive resolution without escalation to stage 3
- Formulate a plan of action to support progression and achievement
- Support the tutor in resolving disruption to learning.

Clear actions should inform the student how to change their behaviour to support progression and achievement and the behaviour action plan will be recorded on the Stage 2 Formal Warning record form.

Stage 2 Formal Warnings should be recorded on the Stage 2 - Formal Warning Record and recorded on EBS by the Faculty Administrator. Copies of the form should also be sent to:

- Parents/guardians/personal tutors/carers of U/18 students or those with an EHCP
- CLA Education Officer (if the student is a Child Looked After)
- Social worker (if applicable)
- Employer sponsor (if applicable).

Review meetings are to take place after two working weeks, the purpose of which is to monitor progress against the agreed action plan. There must be sufficient time to work with the student and to ensure that the right support is in place, to enable long-lasting change. Escalation to Stage 3 can be made in cases where students are not engaging in support offered or are making insufficient progress with their behaviour action plan.

## **6.3 Stage 3 – Misconduct Meeting**

A formal Stage 3 Misconduct Meeting may be called for acts of misconduct or if behaviour has not improved following one or more warnings at stage 2 of this policy.

The student will be notified of the date of the Stage 3 Misconduct Meeting which will be held as soon as is reasonably practicable, normally within 10 working days of the alleged disciplinary offence. The letter will confirm the allegations, and the student will be advised of his/her right to be accompanied by one parent, guardian, relative or carer (u18) or friend/student representative (over 18) at the interview. A legal or other professional adviser will only be allowed if the College intends to have an external adviser present at the interview and if this has been agreed prior to the interview.

The meeting panel will normally be constituted as follows:

- Curriculum Team Leader or Head (Chair)
- Personal Tutor or Course Leader
- Note-taker, usually the Faculty Administrator (not part of the panel).

The Stage 3 Misconduct Meeting may take place in the student's absence if he/she fails to attend. The Chair has the right to exclude from the meeting any person behaving unreasonably or who disregards reasonable instructions.

After the Stage 3 Misconduct Meeting, the panel will decide, and the outcome will normally be conveyed to the student in writing within 5 working days.

Outcomes will be one of the following:

- The allegations are not substantiated.
- A written warning (with any conditions attached and an agreed action plan).

If the decision is to issue a written warning, an action plan will be issued. The student must be offered reasonable time and support to allow the inappropriate conduct to be resolved. The warning will give reasons for the decision and will state that any repeated or similar misconduct may result in the student's formal suspension or expulsion from the College.

Where the outcome is a written warning, the CTL/Head will meet with the student after approximately four working weeks to discuss progress with the behaviour action plan. If insufficient progress is being made, then the process may be escalated to stage 4.

#### **6.4 Stage 4 - College Place at Risk**

If the outcomes of the Action Plan at stage 3 have not been fulfilled the procedure moves to Stage 4 College Place at Risk.

The Vice Principal will review the progress with the action plan to ensure that all appropriate support has been offered and that every opportunity has been given to the student to improve their behaviour and conduct. This will be confirmed in writing and the student will be issued with a two-week notice period to adhere, in full, to the agreed Action Plan. Copies of this notice will be sent to:

- Parents/guardians/personal tutors/carers of U/18 students or those with an EHCP
- CLA Education Officer (if the student is a Child Looked After)

- Social worker (if applicable)
- Employer sponsor (if applicable).

Progress will be reviewed fortnightly.

If positive progress is evident and sustained, staff will continue to monitor progress and adherence to the action plan.

Where insufficient progress is being made, there are lapses in behaviour or students do not engage in support provided, a second College Place at Risk Notice will be served, following the review and agreement of the Deputy Principal. The Vice Principal can invite, at their discretion, the student to discuss the ongoing concerns, action plan and lack of progress, and/or non-engagement. The student can be accompanied by a friend, student representative or relative at this meeting.

A student's place at college will be withdrawn if a third occasion of insufficient progress, non-engagement or further behaviour concerns are raised. This will be confirmed in writing, normally within five working days, by the Deputy Principal.

## **6.5 Suspension**

Where a member of staff has reason to believe a student has contravened the College's red lines, the Deputy Principal or delegated senior manager may suspend the student pending a stage 5 misconduct meeting. Managers may, in some cases, have already sent the student home pending a formal suspension decision by the Deputy Principal.

- In cases where the student has accepted responsibility for his/her misconduct, they may choose to withdraw from their course immediately. In this instance, a Stage 5 Misconduct Meeting does not need to be held. The Deputy Principal will confirm their withdrawal in writing, and that s(he) will be treated as an excluded student.
- Where it is believed that the student may have committed a criminal offence, the College may refer the matter to the police. Alternatively, the police may contact the College to inform them of an offence or police investigation. In both instances, the Deputy Principal may suspend the student pending police enquiries and any subsequent charges. The student may remain suspended until conclusion of the police enquiries, or until the end of the academic year, whichever is the soonest. If the suspension remains in place at the end of the academic year, the student may not return in the following September.
- In all other instances, the Curriculum Team Leader/Head shall investigate the matter within 10 working days of the suspension starting. The Curriculum Team Leader/Head shall liaise with the Vice Principal who shall write to the student inviting him/her to a stage 5 misconduct meeting.

Young or vulnerable students will not be asked to leave college premises suspended without checks being made by the Curriculum Team Leader/Head or delegated senior manager to ensure that they can safely leave the premises in their parent/carers care.

The Deputy Principal will confirm the suspension in writing and the Stage 5 Misconduct Meeting shall be arranged as soon as practicable. Copies of the suspension letter will be sent to:

- Parents/guardians/personal tutors/carers of U/18 students or those with an EHCP
- CLA Education Officer (if the student is a Child Looked After)
- Social worker (if applicable)
- Employer sponsor (if applicable).

Suspended students are not to enter the College premises unless invited to attend a misconduct meeting. Teachers will endeavour to support the suspended student to continue their studies remotely where appropriate. The College recognises this is difficult where students and apprentices are studying skills-based courses.

## **6.6 Stage 5 – Misconduct Meeting**

Where there is alleged red line behaviour (annex A), then a suspension and/or Stage 5 Misconduct Meeting will be called.

The student will normally be given at least 5 working days' notice in writing with confirmation of the date, time and place of interview. The letter will confirm the allegations, and the student will be advised of his/her right to be accompanied by one parent, guardian, relative or carer (u18) or friend/student representative (over 18) at the interview.

The disciplinary panel should normally be constituted as follows:

- Vice Principal (Chair)
- A representative from the faculty e.g. Curriculum Team Leader/Head, Personal Tutor
- Faculty Administrator in attendance as Note-taker (not part of the Panel).

The hearing may take place in the student's absence if he/she fails to attend without good reason.

The Chair has the right to exclude from the meeting any person behaving unreasonably or who disregards reasonable instructions.

If further evidence is required, the Vice Principal may adjourn the meeting. A further meeting will be reconvened within 10 working days, where possible, to consider new evidence.

The Vice Principal shall liaise with the Deputy Principal who shall write an outcome letter within 5 working days of the Stage 5 Misconduct Meeting.

Possible outcomes are usually:

- The allegations are not substantiated.
- A written warning (with agreed Action Plan)

- Exclusion.

In the case of exclusion, the student will be excluded from accessing all college facilities, courses, systems, and premises. The stage 5 outcome letter will advise the student of his/her right of appeal. Students who have been suspended or excluded should be advised that they remain suspended/ excluded until the outcome of any subsequent appeal is known.

If the outcomes of the Action Plan at stage 5 have not been fulfilled the procedure moves to Stage 4, College Place at Risk.

## **6.6 Stage 6 Appeal Against Exclusion**

The student has the right to appeal against exclusion. The student must write to the principal within 10 working days of receiving the Deputy Principal's decision. The letter must state the reasons for the appeal. If an appeal is received on behalf of a student aged 18 or over, we must obtain their permission before undertaking an appeal and disclosing any information.

An appeal hearing will usually be arranged by the PA to the Principal within 15 working days of the student's letter of appeal being received. A minimum of 5 working days' notice must be given of the date, time, and venue for the appeal hearing.

The PA to the Principal will send the stage 5 meeting minutes, and if applicable, additional statements or witness statements to the student and Principal at least 3 working days before the appeal hearing.

The student must be advised of his/her right to be accompanied by one parent, guardian, relative or carer (u18) or friend/student representative (over 18).

The appeal hearing will be chaired by the principal. The Deputy Principal will be summoned to the hearing and may be asked to clarify points. The PA to the Principal will attend as note-taker and ensure procedures are followed.

The student will be invited to state the grounds of the appeal and to state his/her case. The appeal chairperson may ask questions before reaching a decision. The PA to the Principal will notify the student in writing of the decision within 5 working days of the hearing.

The decision may be to:

- Uphold the decision of the Deputy Principal
- Recommend a lesser disciplinary sanction.
- Dismiss the disciplinary action altogether.

If the student does not attend the hearing of the appeal, the appeal will be deemed to have been withdrawn. The PA to the Principal will record the appeal outcome on EBS.

## **7 Contact with Police**



Where staff suspect a student of committing a criminal offence, being involved in criminal activity or in the possession of an offensive weapon, the College reserves the right to report the matter to the police. The College will always comply with its lawful obligation to help investigate alleged criminal activity.

## **8 Data Protection**

Under the provisions of the UK GDPR, 2021, all data under this procedure must be held securely by members of staff, and named students have the right to see any information held on them. Members of staff involved in a case may share such information on a 'need to know' and confidential basis. Information may be shared with third parties normally with the permission of the student where further referral is necessary, although there are some circumstances e.g. safeguarding of young or vulnerable students, where confidentiality may be breached in the best interests of a student.

## **Annex A Red Lines – Immediate Suspension and/or Exclusion**

The following behaviour is regarded as completely unacceptable and will always result in suspension and/or a Stage 5 Misconduct Meeting:

- Having a knife/weapon/firearm/instrument, with or without the intention of causing harm.
- Substance misuse - suspected to be under the influence, in possession of drugs or paraphernalia, solvents, alcohol, legal-highs or banned substances, or intent to supply drugs whilst on college premises.
- Deliberate acts of intentional harm, abuse or violence to any member of the college community - this can be through aggressive, threatening, or dangerous behaviour, including those of a sexual nature.
- Theft
- Deliberate acts of vandalism and/or intentional damage.
- Discrimination against a Protected Characteristic.
- Breaching Health and Safety regulations that could place an individual or others at risk of harm.
- Encouraging others to be involved in violence.
- Breach of the Prevent Act by attempting to radicalise others or spreading hate.
- Bringing stolen items, fireworks, pornographic material or any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.
- Bullying and continually being unkind to others.
- Accessing inappropriate material.
- Failing to declare an unspent criminal conviction, including any custodial sentences or convictions involving harm against a person or child
- Persistent refusal or failure to engage in support and intervention, or insufficient progress against an agreed action plan.
- Failure to declare an ongoing police investigation resulting in the College being unable to conduct an accurate safeguarding and/or college pastoral support assessment (CPSA).
- Failure to disclose any police investigation that involves allegations of unsafe behaviours and/or harm against a person
- Bringing the college into disrepute.
- Ongoing Safeguarding concerns and/or non-compliance with a college pastoral support assessment (CPSA).

These apply to students and apprentices on and off college premises, in line with the expectations of Keeping Children Safe in Education.

# Annex B



## College Behaviour Policy

