

Policy/Procedure/Guideline Review

Policy/Procedure/ Guideline:	Student Behaviour Policy
Senior Manager Responsible:	Associate Principal – Quality/Lancashire Adult Learning/
Author:	Director of Learner Services and Safeguarding and Welfare Manager
Approved By:	SLT
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Changes Made:	Job titles updated

Student Behaviour Policy

1. Introduction

Nelson and Colne College, is committed to providing a safe, supportive, respectful, healthy and secure environment for all students.

To achieve this, we aim to create a welcoming, caring environment where students are supported to develop positive behaviours and self-confidence that enables them to make an effective contribution to the college community, their local communities, the workplace and wider society in general.

2. Purpose

The aim of this policy is to support managers and staff in the expectation that students maintain the highest standards of personal conduct, accept responsibility for their own behaviour and model good behaviour to encourage others to do the same.

This will be achieved by:

- Ensuring that staff receive the appropriate information, guidance and training in order to actively promote the College's Behaviour Policy.
- Creating a culture of excellent behaviour in an environment where students can thrive
- Applying consistency and fairness when addressing issues of poor behaviour
- Enabling students to understand good behaviour, to take control and be responsible for their own behaviour

3. Legislative/Quality Framework

- Education Act 2011
- Equality Act 2010
- Keeping Children Safe 2016
- Malicious Communications Act 1988
- Race Relations (Amendment) Act 2000
- Working Together to Safeguard Children 2015

4. Scope

This policy applies to everyone in our college including all students, staff and subcontractors and it should be read and understood and adhered to, alongside the policies and procedures listed in Section 10.

5. Definitions

Main site - The Nelson and Colne College Reedyford site.

External/Community Venues - Any venue not owned by the College, where learning is delivered by College staff or where learning is delivered on behalf of the College, for example, subcontractor premises.

6. Roles and Responsibilities

In order to support the implementation of this policy and procedures, the roles and responsibilities of students, managers and staff are outlined below.

It is the responsibility of **all Students** to:

- Behave in accordance with the student code of conduct / learner agreement
- Report any inappropriate behaviour to a member of staff

It is the responsibility of the **all College Staff** to:

- Be aware of the Behaviour Policy and the associated documents relevant to behaviour
- Ensure the college values and expected behaviours are clearly communicated and understood by students
- Actively promote positive behaviours both in and out of lessons
- Address examples of poor behaviour as they occur on college premises and/or within any learning environment
- Report and record incidents of poor behaviour promptly
- Attend training and updates as required

It is the responsibility of **the College Leadership Team** to:

- Be aware of and comply with policy, procedures and all associated documents
- Be pro-active in the promotion of positive behaviours with students of all ages
- Implement related college policies, for example the Disciplinary Policy fairly and consistently
- Support all college staff when undertaking activities to address and promote positive behaviours

It is the responsibility of the **Safeguarding and Welfare Team** to:

- Support managers and staff in the implementation of the Behaviour Policy
- Provide support for students in aspects of improving behaviour, for example behaviour management, counselling service etc.
- Provide reports for College Management Team on behaviour as required
- Ensure the main site Safety & Engagement Officers are visible, deployed effectively and promote the highest standards of personal conduct

It is the responsibility of the **Quality Team** to:

- Ensure all staff receive relevant training and updates to equip them in the implementation of the behaviour policy
- Identify staff training needs through the Key Goals process and any actions arising from the lesson observation process

It is the responsibility of main site **Personal Tutors** and **Teachers** delivering off site in local communities to:

- Ensure that appropriate, high quality, learning resources are used in tutorials to support and promote models of excellent behaviour.

7. Record Keeping

All concerns, discussions and decisions made about student behaviour and the reasons for those decisions will be recorded centrally on Pro-monitor.

Continual or serious student behaviour concerns, will be referred to and managed within the Student Disciplinary Policy.

If there is a complaint about the conduct and/or investigation of matters involving student behaviour, the normal college Complaints Policy will apply.

Any records on pro-monitor should be factual, concise and avoid any personal judgments or comments.

8. Dissemination

Nelson and Colne College Extranet
Nelson and Colne College and Lancashire Adult Learning Moodle
Nelson and Colne College and Lancashire Adult Learning Website

9. Monitoring and Review

The policy will be reviewed by Nelson and Colne College's Associate Principal – Quality/Lancashire Adult Learning.

10. Related Policies

Documents related to the policy are:

- Student Disciplinary Policy
- Student Drugs and Alcohol Policy
- Bullying and Harassment Policy
- IT Acceptable Use Policy
- Online/E- Safety Policy
- Reasonable Force Policy
- Safeguarding Children and Vulnerable Adults Policy, Procedures and Guidance
- Stop and Search Policy
- Student Code of Conduct / Learner Agreement
- Student Values

11. Management Responsibility

The Associate Principal – Lancashire Adult Learning/LAL has overall management responsibility for this policy. Day to day management responsibility for this policy is devolved to the Director of Learner Services and the Safeguarding and Welfare Manager.