

### Policy/Procedure/Guideline Review

<b>Policy/Procedure/ Guideline:</b>	Student Behaviour Policy
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<b>Changes Made:</b>	<ol style="list-style-type: none"> <li>1. Updated throughout to reflect merged college group and relevant to the Covid-19 return September 2020</li> <li>2. Student Code of Conduct updated and appendix 1-3 included to ensure online and Covid-19 safe expectations are explicitly referenced and easily accessible</li> <li>3. Job Titles updated to reflect college structures, roles and responsibilities</li> </ol>

# Student Behaviour Policy

## 1. Introduction

Nelson and Colne College Group, 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, attitudes 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 and attitudes to encourage others to do the same.

This will be achieved by:

- Ensuring that students and staff receive the appropriate information and guidance in order to implement the student behaviour policy.
- Creating a culture of excellent behaviour in an environment where students can thrive by adhering to the student code of conduct (see section 6 and Appendix 1).
- Applying consistency and fairness when addressing issues of poor behaviour that contravenes the student code of conduct
- Enabling students to understand, take control and be responsible for their own behaviour in order to be responsible citizen both within the college environment and wider communities.

## 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 group including all students, staff and subcontractors and it should be read, understood and adhered to, alongside the policies and procedures listed in Section 10.

## 5. Definitions

**College sites** – Nelson and Colne College campus, Accrington and Rosendale College campus and Lancashire Adult Learning, Northlight.

**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 the roles and responsibilities of students, managers and staff are outlined below.

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

- Comply with the student code of conduct. Which has four clear standards:
  - Are you respectful?
  - Are you ready to learn?
  - Are you employable?
  - Are you safe?
- Report any inappropriate behaviour to a member of staff
- Be aware that disciplinary action may be taken as a consequence of not adhering to the student code of conduct.

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

- Be aware of the student behaviour policy and associated documents, particularly the student code of conduct and student disciplinary policy
- Ensure the student code of conduct and expected behaviours are clearly communicated and understood by students
- Actively promote positive behaviours both in and out of lessons
- Address incidents of poor behaviour as they occur on college premises and/or within any learning environment
- Report and record incidents of poor student behaviour promptly
- Attend training and updates as required

It is the responsibility of **Tutors/Teachers/Assessors/Trainers** (where applicable) to:

- Ensure the student code of conduct is included in all student induction in order to raise awareness of expectations with all students from the onset of their learning
- Ensure all students read, understand and agree to adhere to the student code of conduct
- Make all students aware of the potential consequences of not adhering to the student code of conduct.

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 student disciplinary policy fairly and consistently
- Support all college staff when undertaking activities to address and promote positive behaviours.

It is the responsibility of the **Learner Services Team** to:

- Support managers and staff in the implementation of the student behaviour policy
- Provide support for students (where needed) in aspects of improving behaviour, for example behaviour management, counselling service etc.
- Provide reports for the College Leadership Team on student behaviour as required

It is the responsibility of the **Safety & Engagement Team** to:

- Have a physical presence on the two main sites of Nelson and Accrington, in particular corridors and other communal areas in order to support students to develop positive and constructive relationships that enhance their personal and social education, enabling them to fully participate in college activities
- Positively challenge and employ intervention and de-escalation tactics when dealing with issues of poor student behaviour and attitude.

It is the responsibility of the **Quality Team** through quality assurance activities to:

- Identify areas of best practice or areas in need of development in relation to student behaviour management in classrooms and work with College Leadership Team to ensure relevant CPD opportunities are provided as required.

## **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 Group Staff Extranet

Accrington and Rossendale College Staff Intranet

Nelson and Colne College Group and Lancashire Adult Learning Moodle

Nelson and Colne College Group, Nelson and Colne College, Accrington and Rossendale College and Lancashire Adult Learning Websites

## **9. Monitoring and Review**

The policy will be reviewed by Nelson and Colne College's Deputy Principal – Quality and Curriculum on an annual basis.

## **10. Related Policies**

Documents related to the policy are:

- Student Code of Conduct
- Student Disciplinary Policy
- Student Drugs and Alcohol Policy
- Bullying and Harassment Policy
- Student Acceptable Use Agreement
- E- Safety Policy
- Safeguarding Children and Vulnerable Adults Policy, Procedures and Guidance
- Stop and Search Policy

## **11. Management Responsibility**

The Deputy Principal – Quality and Curriculum has overall management responsibility for this policy. Day to day management responsibility for this policy is devolved to the Director of Learner Services.

## **12. Appendix**

Appendix 1 - Student Code of Conduct.

Appendix 2 – Covid-19 Safe Behaviour Policy Addendum

Appendix 3 – Student Acceptable Use Agreement

## Appendix 1: NCCG College – Student Code of Conduct

### Are you Respectful?

- Take pride in the College by keeping it clean, tidy and free from litter
- Celebrate diversity and ensure that you do not discriminate against others
- Eat and drink in designated areas only –
- Represent the College positively at all times by demonstrating British Values (democracy, individual liberty, rule of law, mutual respect)
- Smoke (including E-Cigarettes) in designated areas only
- Be honest, respectful, considerate and courteous towards others at all times through your choice of actions and language.

### Are you Ready to Learn?

- Be on time and attend all lessons
- Only use your mobile phones if directed to by your teachers
- Be Alert and actively take part Be Prepared for learning – bring the right materials and equipment
- Be inquisitive and be ready to be stretched and challenged
- Try your best, be responsible for your behaviour and demonstrate resilience
- Actively engage in live learning activities, with camera switched on, microphones in working order and a professional background in place.

### Are you Employable?

- Be punctual
- Ensure your clothing is appropriate for your learning environment
- Have a positive attitude and work hard
- Communicate clearly and cooperate with others
- Respond positively to instructions and feedback
- Be responsible and take ownership of your own conduct

### Are you Safe?

- Be safe online and follow online safety rules
- Wear your ID badge at all times
- Report inappropriate behaviour
- Know where to go for help
- Stay alert, stay safe and save lives by adhering to Covid-19 safe health messages



## **Appendix 2: NCCG College - Behaviour Policy Addendum - Covid-19 Safe**

In light of the current situation and required new ways of working, the following addendum to the College Behaviour Policy has been made in order to ensure, so far as is reasonably practicable, the Safety, Health and Wellbeing of all our students and staff.

As such, in addition to normal college expectations, students must follow these additional protocols:

- Any student with any regular symptoms indicating the possibility of having Covid-19, including a high temperature, new and continuous cough and/or loss of smell or taste must not enter the College or community venue where the college is delivering learning.
- Students should only attend College when invited or timetabled to do so, and are asked to drive, cycle, walk and only use public transport as a last resort.
- Students are being invited back to College for contact time to support their learning and therefore should come in prepared to do so.
- Students must not to congregate or mix with other classes at any time.
- On arrival at College, students should make their way promptly to their classrooms where they will be met by their Tutor.
- Students will have limited access to social spaces e.g. LRC, Study Zone, Work Zones etc
- Students are requested to bring their own stationary, pens, pencils, notebook. College equipment for practical lessons will be provided. Strict cleaning regimes will be in place in this regard.
- Students will be required to socially distance from one another. Desks will be set in classrooms to facilitate this and seats allocated as appropriate.
- Students must sanitise their hands on entry and exit to the buildings
- Students must adhere to the strict 2m social distancing measures in place and follow the directional routes throughout the buildings.
- When walking through corridors, students must walk on the left-hand side, single file, paying attention to the 2m social distancing measures.
- All students must receive an induction on their first visit to site and be made aware of the health and safety rules.
- Students must ensure that they do not stray from their allocated group at any time whilst on college grounds.
- If anyone within the allocated student group becomes unwell whilst onsite or displays symptoms of Covid-19 then they must inform a member of staff immediately. The group must then self-isolate for a period of 14 days or until a test is taken and is negative.
- Students must wash their hands with soap and running water and/or use hand sanitiser provided at regular intervals
- Students must not enter or attempt to enter any other part of the building(s) than that which is available to them i.e. classroom, toilet facilities.
- Students must not congregate in toilets. Toilets will be checked regularly to ensure that social distancing measures are maintained.
- The use of mobile phones when moving around campus is discouraged. This is to ensure that students are aware of their surroundings and social distanced space.
- Be aware that there is an addendum to the college disciplinary policy regards students who refuse to socially distance or put other people (students or staff) in vulnerable situations by not following expectations.

### **Appendix 3: Student Acceptable Use Agreement**

All students are responsible for using the College digital technology systems in accordance with the Student Acceptable Use Agreement.

Below is a summary of the expectations for students to follow in relation to the use of IT equipment:

- You must take the utmost care and not deliberately, allow malicious code or any other "nuisance" program or files onto any College systems
- You must not circumvent any security measures put in place by the College to ensure the safe operation of computing equipment, information systems or communications, for example, removing password protections etc.
- You must not install unlicensed software or applications on Nelson and Colne College Group computers, servers, laptops or mobile devices
- You must not engage in harassing, defaming or other anti-social behaviours on line
- Do not engage in creating or transmitting any offensive, obscene or indecent images, data or other material in any form
- Do not use the network to attack or gain unauthorised access to other networks, computer or system data
- Do not transmit unsolicited bulk email
- Do not infringe copyright of another person or organisation

#### **Take Note**

The College has a statutory duty to co-operate with Law Enforcement Agencies in the course of an investigation, allowing access to your email, file spaces and any logged information, where a warrant/request is properly executed in relation to an investigation.