

Carlisle College

Behaviour Policy

2017/2018

**Smart
move!**

Mutual respect and positive behaviour

Carlisle College's core value is that Students are at the Heart of what we do and we want to ensure that you succeed whilst you are at College. We believe that in order for you to get the most out of your time with us there needs to be a culture of mutual respect between all staff and students. In order to demonstrate this respect there are certain levels of behaviour which we expect whilst in College, around College, on College visits and while travelling to and from College. These expectations can be found in the College's mutual respect and positive behaviour guidelines (Appendix 1).

We believe that positive behaviour is a good demonstration of respect for your classmates and staff at the College and we aim to recognise and reward this through formal and informal methods. Whilst you are at College you can expect to receive thanks and praise from your tutors, your classmates and your Curriculum Manager when you perform well.

In order to maintain this mutual respect you can also expect to be challenged if your behaviour does not meet the standards we set for staff and students at the College.

Minor behaviour issues

Minor issues such as lateness and unexplained absence will be challenged by tutors who will discuss their concerns with the student and raise a 'CFC 1 – Attendance/Punctuality' through Pro-Monitor. Cause for concerns – Attendance/Punctuality will be monitored by Progress Coaches (or course tutors for students on level 3 programmes) and, the 3rd cause for concern - attendance, will trigger a meeting with the CTM & Progress Coach and an attendance plan will be agreed, this will also be logged on Pro Monitor. Failure to meet the attendance plan will result in CFC 1 of the disciplinary procedure being triggered. If a learner follows the absence reporting procedure, then a CFC – Attendance / Punctuality does not need to be logged.

Cause for concerns such as attitude, behaviour or use of mobile phones in classes will be challenged by tutors and monitored by Progress Coaches (through the use of Pro Monitor), (or course tutors for students on level 3 programmes) and, the 3rd cause for concern, will trigger an M1 meeting with the Progress Coach. Once CFC 3 has been triggered, any subsequent concerns should be logged as CFC 3.

From this point the College's disciplinary procedure is being followed to ensure that learners are supported with their behaviour and progress in order to allow them to succeed at college. (Appendix 2)

The College will seek to find the most appropriate way to support individual learners with any concerns that are raised. This could include restorative practice, referral to external agencies, referral for additional support internally or the use of a behaviour monitoring card. (Appendix 3)

Major behaviour issues

Major behaviour incidents should be reported directly to the Curriculum Team Manager and to Student Services. In most cases these types of incidents would be as a result of actions that have been intended to threaten or harm students or staff. However these types of incidents could be continuation of persistent minor behaviour that is having a negative effect on the group or academic indiscipline.

Following any reported major behavioural issue the College's disciplinary procedure will be implemented and the incident will be investigated to establish the facts and to determine the severity of the issue. This investigation will normally be carried out by the CTM. However, in circumstances where this would be inappropriate (for example if the CTM was directly involved in the incident) then this would be carried out by the Head of Student services. The manager carrying out the investigation will decide whether the most appropriate course of action is a disciplinary meeting with the Student Services Manager or whether the issue requires a formal disciplinary meeting with the Director of Quality.

In some cases it may be appropriate for students to be asked to leave College until an incident has been investigated further (for their own or others safety or to ensure a fair investigation) if this is the case then the Curriculum Team Manager for that area must let the parents know if the student is under 18.

Restorative Practice

Carlisle College is committed to using restorative practice as a way to proactively and reactively deal with any student conflict. Restorative conferences, both formal and impromptu as well as circles may be used at any point during the disciplinary procedure as a way of dealing with conflict. Any restorative conferences that occur will include those people affected by the incident. This could include students affected, possibly family members, members of staff affected and Curriculum Team Manager. Only trained members of staff can facilitate a conference.

Restorative practice is the College's preferred method of dealing with situations of conflict provided all involved consent to be part of the process. Where a formal restorative conference is required referrals should be made to Lee McDermott in Student Services.

Suspension

There may be instances where students involved in incidents may need to be suspended temporarily from College. This could be to allow a fair investigation to take place, ensure the safety of students involved or to prevent an incident escalating and involving more students; only a member of ELT (or person appointed on their behalf) can decide if a student is to be suspended

If it is deemed that any students under 18 need to be suspended then their parents or carers must be informed that the student has been suspended and should not return to College until they have been informed that they may return.

Formal Disciplinary Hearing

A formal disciplinary may occur as a result of a major behavioural issue or as an escalation of ongoing behaviour issues that are not resolved using the earlier stages of the College's disciplinary procedure. (Appendix 2) The result of this meeting could be possible exclusion or suspension. Parent/carer will be invited to the hearing if the student is under 18.

It is vital that if a student gets to this stage there is supporting evidence for the impact of their behaviour and what has been done to address it. Where the disciplinary hearing is a result of ongoing behaviour issues this evidence should consist of Pro-Monitor records. Where the disciplinary hearing is as a result of a major behavioural issue this should be the outcome of the investigation carried out by the appointed manager. This will help those in the disciplinary hearing make an informed and correct decision.

Only a member of ELT or appointed person can decide if a student is asked to leave the College, after this procedure has been followed.

Appeals

Students have the right to appeal to the Principal who will call a Disciplinary Appeals Panel, made up of staff who have not been involved in any stage of the disciplinary process. Notification of appeal must be made in writing within 5 working days.

The Disciplinary Appeals Panel will inform the student of:

- The date and time of the hearing
- The student's right to attend
- The student's right to representation
- The fact that the Panel may proceed in their absence

An appeal will be heard if the student can demonstrate sufficient grounds namely:

- Information which has not been considered at a previous disciplinary interview
- Extenuating circumstances relevant to the case which have not been considered at a previous disciplinary interview
- Flaws in the conduct of the disciplinary process

If the student fails to appear, unless the absence is supported by a medical certificate submitted before the time of the meeting, it will be presumed that the student has abandoned their appeal.

The appeal hearing will be conducted as soon as possible and normally no later than ten working days after the notice to appeal has been received. The Disciplinary Appeals Panel decision is final and binding.

Mutual Respect and Positive Behaviour

Mutual Respect

Carlisle College's core value is that Students are at the Heart of what we do and we want to ensure that you succeed whilst you are at College. We believe that in order for you to get the most out of your time with us there needs to be a culture of mutual respect between all staff and students. In order to demonstrate this respect there are certain levels of behaviour which we expect whilst in College, around College, on College visits and while travelling to and from College.

We believe that positive behaviour is a good demonstration of respect for your classmates and staff at the College and we aim to recognise and reward this through formal and informal methods. Whilst you are at College you can expect to receive thanks and praise from your tutors, your classmates and your Curriculum Manager when you perform well.

In order to maintain this mutual respect you can also expect to be challenged if your behaviour does not meet the standards we set for staff and students at the College.

Expectations

In order to help maintain a positive culture of mutual respect we have certain expectations of behaviour for staff and students at Carlisle College.

In classes we:

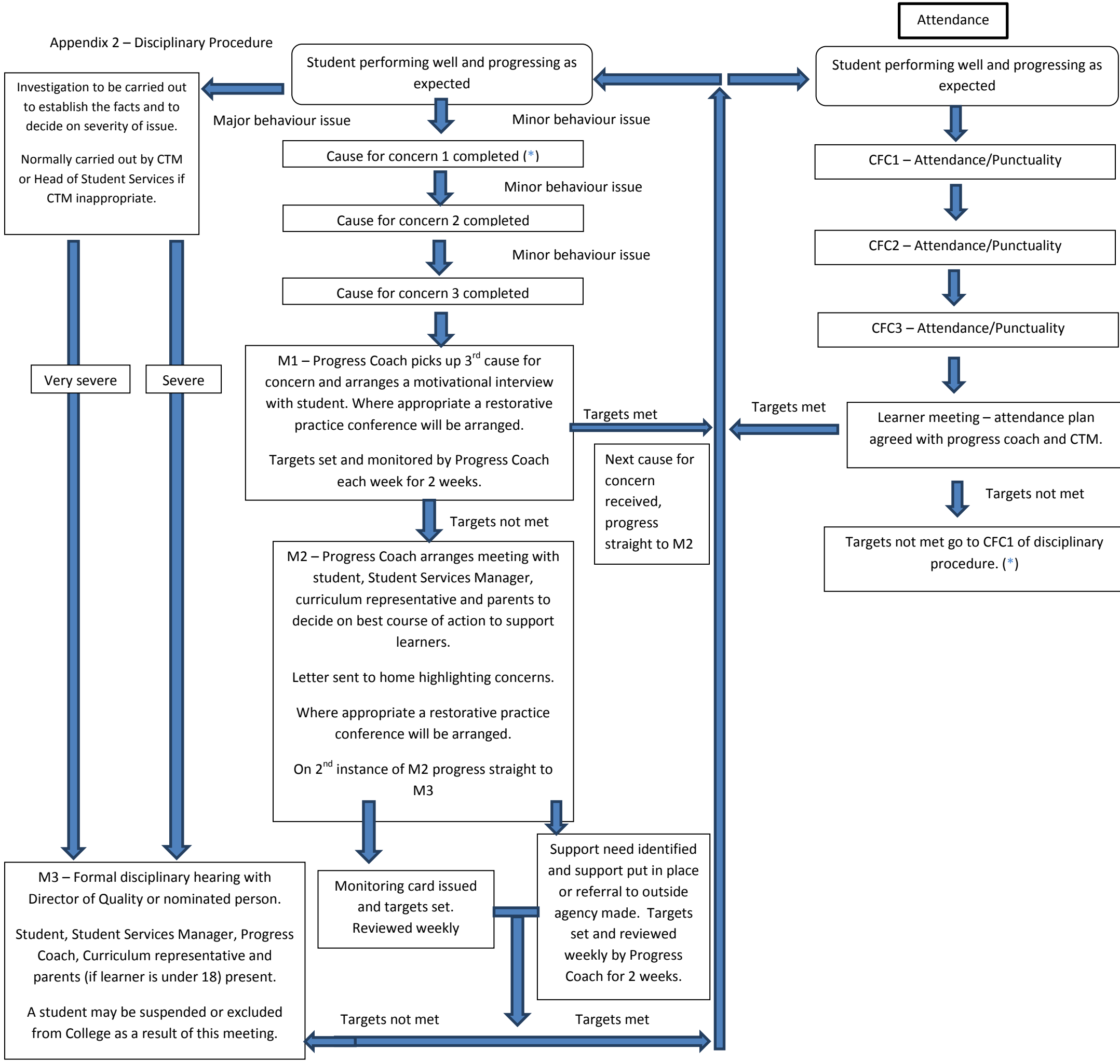
- Treat everyone with politeness, respect and consideration
- Listen to each other and try not to talk over other people
- Have respect for other people's opinions, work and contributions
- Always attend and make sure we are on time
- Arrive at classes ready to work and bring with us all the equipment we need for the class
- Focus on the work in hand
- Use language which is polite and avoid the use of any terms that could be offensive to others
- Only use mobile phones if it has been agreed that that is ok and will contribute to the work we are doing
- Do not eat food and only drink water
- Keep the classes and workshops tidy and clear up any mess before we leave
- Follow all health and safety guidelines
- Ensure that we are wearing College lanyards and badges and that they are visible
- Look out for the well-being of our peers and colleagues and highlight any changes in behaviour that may be a cause for concern or a sign that there may be a safeguarding issue
- Use technology appropriately

Throughout the College we:

- Treat everyone with politeness, respect and consideration
- Recognise that our behaviour can affect others, even if that is not our intention
- Use language which is polite and avoid the use of any terms that could be offensive to others
- Play MP3 (or other music) through headphones rather than out loud
- Keep corridors clear and do not sit on the floor as this may block access
- Do not attend whilst under the influence of drugs or alcohol
- Only eat, drink or smoke in the allocated areas of the College (Including E-Cigarettes)
- Do not spit or drop gum
- Respect the environment and recycle rubbish using the bins provided
- Follow all health and safety guidelines
- Ensure that we are wearing College lanyards and badges and that they are visible
- Look out for the well-being of our peers and colleagues and highlight any changes in behaviour that may be a cause for concern or an early sign of radicalisation

When you enrol at Carlisle College you agree to sign-up to these mutual respect and behaviour guidelines.

The ongoing culture of mutual respect is the responsibility of all staff and students and everyone has a positive contribution to make to ensure that the College is a safe and supportive learning environment.



Behaviour Monitoring Card



Student Name: _____ **Course:** _____ **Date** _____

Reason(s) for action to be implemented

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Student Comments

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Student agreement

I will

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HoC/STT Signature..... Student Signature

Record of Performance in class

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Signed Tutor Date

Signed Student Date

Record of Performance in class

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Signed Tutor Date

Signed Student Date

Record of Performance in class

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Signed Tutor Date

Signed Student Date

Record of Performance in class

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Signed Tutor Date

Signed Student Date

Appendix 3 – Behaviour monitoring card

Record of Performance in class

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Signed Tutor Date
Signed Student Date

Record of Performance in class

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Signed Student Date

Examples of minor and major behaviour issues

Minor

Students not adhering to the Carlisle College mutual respect and positive behaviour guidelines or not following instructions set by staff. This can either be in lessons, in the LRC, on College premises, or off site whilst on a visit or work placement.

Misbehaviour e.g. Use of texting or speaking or receiving calls or texts on mobile phones in classrooms or other non-designated areas. Inappropriate use of radios, MP3 players or other such items.

Unexplained absences - student misses lessons without informing the tutor or phoning the absence helpline.

Persistent lateness - student arrives late to lessons, placement, or meetings after the time start time. This is deemed persistent if a student continues to arrive late without a valid explanation more than once within a three week period.

Academic indiscipline - late submission of work without permission given by the Tutor.

Major

Theft

Damage, theft or misuse of College property, such as damaging furniture, internal or external building work or LRC equipment including IT equipment.

Intentionally taking another person's property without consent, or borrowing an item or money and intentionally not returning it after agreeing to do so.

Violence

Violent, threatening or aggressive conduct towards other students or any member of the college staff whether in the classroom, LRC, other areas of the College, or whilst participating in any activities associated with College, including work experience.

Misuse of Technology

Inappropriate use of the internet, such as accessing blocked sites or downloading inappropriate material. Mobile phone, e.g. taking and showing of inappropriate photographs, videos, or sending inappropriate text messages, such as threats against a person.

Bullying, Harassment & Racist Behaviour

Persistent, offensive, abusive, intimidating, malicious or insulting behaviour, which attempts to undermine an individual or group and which may cause them to suffer stress.

The actions might be verbal, physical or psychological, they may happen face to face, indirectly or through the use of technology such as mobile phones, emails or social networking sites.

This can apply to both staff and students and relates to incidents inside College and any outside that can affect students while they are in College

Racist behaviour such as any unwanted behaviour or discrimination towards another student, staff member or visitor that is directed at them because of their ethnicity or religious beliefs, gender or disability.

Unacceptable Behaviour on External College Activities

Any behaviour by students whilst on a College trip or activity outside of the College that could be seen to bring the College name into disrepute.

Academic indiscipline - Cheating in assignments, assessments, examinations or work of any other kind, including copying work from others on paper, disk or computer. Not adhering to exam rules.

Drug or substance misuse, taken off site or still under the influence or bringing on to College premises.

Possession of a weapon or anything which either resembles or can be used as a weapon.

EMA - fraudulent completion of attendance sheet (only applies to Scotland).

Gross Indecency.

Gambling on College premises or during college visits or work Placements.

Please note that the above list is given as a guide and is not exhaustive.