

Purpose of the Policy

This Policy will support the need to plan for and provide a positive climate in which effective learning can take place. It will also provide the framework for a workplace that is focused on positive outcomes.

The College is committed to working towards “good” behaviour. A positive approach will be used to provide a constructive structure for achieving such behaviour, which facilitates both good teaching & learning and also good work habits.

Policy

The College will seek to create learning environments that encourage productive and positive behaviour as opposed to identifying, punishing and containing badly behaved students or staff. It is intended that through having this positive approach a good working atmosphere will be created and thereby the occurrences of behavioural problems will be reduced.

This does not exclude or ignore the need to deal, appropriately, with instances of poor behaviour or performance – the College will therefore also have in place other Policies and Procedures designed to address such occurrences. At the heart of this Policy is the belief that taking steps to actively prevent occurrences of poor behaviour is a more suitable approach.

Contribution to the Achievement of the College’s Mission

The College’s Mission is *‘Promoting Diversity, Raising the Standard, Taking Education Further’*. In order for the Mission to be met everyone at the College needs to work together to create an environment where learning & work can take place. This Policy contributes to the Mission by putting in place strategies to create that positive environment. These strategies will also contribute to ensuring that the College is a place where staff can carry out their work effectively and safely.

Scope

This Policy will apply to all staff and students of the College. In regard to 14-16 year old pupils reference should be made to the Off Site Work Related Learning Policies and Protocol documents.

Implementation

The College will employ the following key principles of good practice to ensure that the aims of the Policy are met.

- Using all staff as role models.
- Setting good learning and working habits at an early stage.
- Using early intervention to address instances of poor behaviour
- Recognising and rewarding achievement
- Actively managing behaviour
- Working with families, employers and external agencies
- Involving students

- Having a commitment to equality, diversity and inclusion
- Identifying underlying causes
- Supporting excellent teaching and learning

Monitoring and Impact Measurement

The impact of this Policy will be monitored through logs kept of issues or incidents of poor behaviour. Records will also be kept of any prizes or awards made to staff and students. The following steps will be taken to use that range of records to measure the impact of this Policy.

- Detailed records will be kept by Progress Tutors regarding the behaviour of learners and the Human Resources Department will keep any relevant staff records.
- The Programme Area Managers are responsible for maintaining a log of Student Disciplinary actions for their programme area.
- The Heads of Faculty will review and analyse incidents of unacceptable behaviour & logs of disciplinary actions on a regular basis.
- A summary report resulting from an analysis of Student Disciplinary Panels will be scrutinised by the Executive Management group.
- The Finance and Resources Committee of the College Corporation will receive an annual report with regard to staff discipline.
- The Quality and Performance Committee of the College Corporation will receive an annual report with regard to student discipline.
- Records of any prizes awarded to staff will be kept on their Personnel file.
- Records of any prizes awarded to students will be kept on their ILP or Tutorial record.

Related Documents

- Behaviour Management Procedures
- Student Disciplinary Policy & Procedure
- Staff Disciplinary Policy & Procedure
- Staff Capability Policy & Procedure
- Equality, Diversity & Inclusion Policy
- The Single Equality Scheme
- Safeguarding Policy & Procedure
- Welfare and Well-being Policy
- 14-16 Off Site Work Related Learning Policies and Protocol documents.
- Health and Safety Policy and Procedure

Publication of Policy

This policy will be made publicly available, provided to all members of staff and students via the Intranet and forwarded to appropriate bodies on request.

Policy Review Date	March 2015
Executive Member responsible for implementation	Vice Principal, Communications, People and Development.

Approval and Review History	
<ul style="list-style-type: none"> • Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 23rd November 2009 (Minute X) • Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 26th March 2012 	