



St Helens College



University Centre
St Helens

Standards of Learning

(2020/21)

Student Behaviour

Management Framework

(2019/20)

Incorporating Policy and Procedures



STUDENT STANDARDS FOR LEARNING 2020/21

AIMS

The College has a range of regulations, policies, procedures, and standards to ensure your learning can take place in a safe, friendly, positive, and supportive environment for all students and staff.

As a College student we aim to provide you with the academic and pastoral support and guidance you will need to help you to perform to the best of your ability and achieve success.

The Standards for Learning identify the expectations the College has of you and your fellow students, so that we can help you to achieve in a supportive and non-threatening environment.

1. **The College provides a safe, friendly, and positive environment for all students and staff**

We have developed a range of policies, procedures, and regulations to make sure everyone knows what is expected of them whilst they study and work here. They include the following:

- a. Attendance
- b. Behaviour
- c. Health & Safety
- d. Equal Opportunities
- e. Safeguarding
- f. E-Safety
- g. Anti-Bullying and Harassment
- h. Data Protection
- i. Network User Agreement
- j. College Regulations

All Staff and Students are expected to comply with College policies, procedures, and regulations.

2. **All absences from College must be reported**

- a. 100% attendance is expected. You are required to attend every timetabled session and any additional sessions deemed necessary to support your progress.
- b. Notify the College of any absence before 8.45am for each day you are absent. If you are aged 16-18 on the 31st August, your Parent or Carer must report your absence.
- c. Holidays must not be taken during term time.
- d. Notify your personal tutor of any planned absences, such as unavoidable medical appointments. You should present evidence where required for any absence.
- e. Notify your personal tutor if you have been into College and must leave the College due to illness.

- f. If you are absent for four weeks without an acceptable explanation, you may be deemed to have left the programme and your re-admission to College will be subject to a meeting with the relevant Curriculum Manager, Personal Tutor and your Parent/Carer.

3. Punctuality

Be on time. 100% punctuality is required for all sessions and activities related to your personal timetable including:

- a. Sessions and other timetabled activities e.g. remote sessions
- b. Work or industry placements
- c. Appointments with College staff
- d. Internal and external interviews

Lateness is unacceptable and students will be required, at a convenient point during or after your lesson, to explain their reason for lateness. Sanctions may also be applied depending upon the circumstances and frequency of lateness.

4. Achieving Success

To achieve success on your programme of study, you must:

- a. Complete your work for learning and assessment activities within and outside the learning environment to the best of your ability to meet your Aspirational Target Grades.
- b. Meet deadlines for learning and assessment activities.
- c. Take responsibility for your own learning and seek support from your personal tutor or lecturers when needed.
- d. Supply yourself with the necessary items to support your studies including pens, pencils, memory sticks and vocationally specialist equipment etc.
- e. Agree targets with your tutor that will support you in remaining on track with your programme of study
- f. Make sure all work produced for assignments and exams is your own work. Where information is used from another source this must be referenced appropriately.
- g. Plagiarism and/or cheating will lead to disciplinary action by the College and/or Awarding Organisation/Examinations Board (this could include exclusion from the College).
- h. Attend Learner Support sessions as agreed in your Individual Learning Plan (ILP).
- i. Students are expected to undertake appropriate and meaningful planned work/industry experience related to their programme of study, to provide the opportunity to apply, demonstrate, and develop appropriate employability skills.

- j. Students are encouraged to undertake part-time employment; however, this must not conflict with College commitments.
- k. Ensure your learning experience is enabling you to progress, develop and enjoy your programme of study and maximise your potential

If you have concerns, considerations, or suggestions as to how your learning experience can be improved:

- a. Raise them with your Personal Tutor
- b. Raise them with your Student Representative
- c. Record your views on the 'Have your Say' section of the MyDay/Student Zone
- d. Complete the termly surveys accessed on the MyDay/Student Zone.

5. Maximise the Learning Experience for Everyone

To maximise the learning experience for everyone within the learning environment:

- a. Mobile phones should be switched off during lessons. They should only be used if your tutor requires you to do so in context with the educational content of learning.
- b. Do not use portable audio devices or wear earphones unless approved by your tutor.
- c. Using the internet and social networking is only permitted as part of the learning process and with the agreement of your tutor
- d. Respect the contribution everyone makes to the learning process, for example, listening, responding, and participating appropriately

6. Use Appropriate Language

Use considerate and respectful language at all times in all areas of the College and at all times when you are representing the College (including offsite).

The following are examples of what is not acceptable and will not be tolerated:

- a. Swearing, sexist, racist, homophobic or any discriminative language.
- b. General abusive language or abusive language directed towards anyone on College premises.

7. General Behaviour

You should behave in a way that is acceptable and does not offend or intimidate others in all areas of the College and at all times when representing the College (including offsite). For example, you must not:

- a. Use physical, emotional, or psychological intimidation or aggression
- b. Spit
- c. Misuse College facilities, equipment, and furniture
- d. Sit on the floor in corridors where this causes an obstruction and potential Health and Safety risk.
- e. Dispose of litter irresponsibly.

8. Behaviour – Zero Tolerance

- a. Bringing knives or weapons on College premises
- b. Have in possession and/or be under the influence of drugs on College premises
- c. Have in possession and /or be under the influence of alcohol on College premises
- d. Bullying, harassment, and discrimination

Treat everyone with respect.

The College has a zero tolerance to bullying.

Any form of bullying or harassment will be investigated and may lead to exclusion from the College.

9. Dress Code

Dress in a way that does not offend others. Do not wear:

- a. Revealing clothes or clothes with offensive images or words
- b. Hooded tops must not be worn with the hood up in College
- c. Any form of headwear (this includes beanies, caps, hats, or scarves) must not be worn inside any areas of the College, unless for medical, religious, cultural, or uniform reasons
- d. Coats in any indoor learning environment.

Do wear appropriate personal protective clothing, uniform, and equipment, as required.

10. Your College ID Badge

Students must wear their College ID badge at all times, and it must be clearly visible when students are on College premises. For safeguarding reasons, students will be asked to obtain another ID badge (at the current cost) or otherwise leave the premises if they are not wearing their ID badge

11. Respect Your Learning Environment

Respect the learning environment including equipment and resources e.g.

- a. Use all equipment and resources in a way which will keep it in good condition for continued use
- b. Keeping the areas tidy and free from litter at all times
- c. Food and drink are not permitted in any learning environment. Still water may be permitted in rooms, if it has been identified that spillage would not damage equipment, cause a health and safety issue, and this has been agreed by the Curriculum Manager

12. Smoking

Smoking (including electronic cigarettes) is not permitted on any part of the College site.

13. Chewing Gum

Chewing gum is not permitted on any part of the College site.

14. Coronavirus (COVID-19)

Coronavirus symptoms are defined as follows: unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, your normal sense of taste or smell (anosmia).

If you develop symptoms during the College day you must inform the College before arrangements will be made for you to go home.

In College you are required to minimise contact and mixing by remaining in your designated student bubble and maintaining social distance where possible. Once you have been allocated your student bubble the College requests that you remain in it and keep apart from other students including at start and finish times and lunch and break times.

You must sanitise your hands regularly. This includes when you arrive on site, when you return from breaks, when you change rooms and before and after eating.

The wearing of face coverings is mandatory for students (unless exempt under Government Guidelines) in all corridors and internal social spaces. The wearing of face coverings in classrooms, workshops and other teaching areas is voluntary. Face coverings should be worn correctly; the face covering must cover your mouth and nose.

You are required to follow the 'catch it, bin it, kill it' approach to hygiene. Use tissues to catch your cough or sneeze, dispose of your tissue as soon as possible and wash your hands as soon as you can.

It is the law that you must wear a face covering when travelling in England on a public bus, coach, train, tram, or other forms of public transport.

Please adhere to all College site requirements, this includes following the instructional requirements of College on-site signage.

Behaviour that contravenes the measures put in place by the College will not be tolerated and will lead to the implementation of the Behaviour Management Framework.

The following are examples of unacceptable behaviour:

- Deliberately ignoring the social distancing measures put in place by the College
- Spitting
- Refusing to sanitise hands
- Behaviour that is intended to cause alarm or distress.

15. Maintaining Standards

When you are on any of the College's premises, staff will ask you to:

- a. Ensure your college ID badge is visible at all times
- b. Remove any headwear (this includes beanies, caps, hats, or scarves), unless for medical, religious, cultural, or uniform reasons.
- c. Take your feet off furniture
- d. Not sit on the floor in corridors

16. Student Behaviour Management Framework

Failure to meet the required expectations as stated in the Student Standards for Learning will lead to consequences that may invoke the College Student Behaviour Management Framework.

Scope of Policy

This policy applies to all students at the College (including Higher Education) with the exception of 14-16 full time direct entry provision. Students aged 14-16 studying full time at the College are subject to the 14-16 Academy Behaviour Policy.

Behaviour Policy Statement

The College is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. These are set out in the Standards for Learning which are issued in Programme Handbooks at Induction and detailed below.

The Standards for Learning support the Behaviour Policy and identify the expectations the College Group has of students in order to allow them to achieve in a supportive and non-threatening environment.

Aim of the Behaviour Policy

- To create a culture of excellent behaviour in college;
- To ensure that all students are treated fairly, shown respect and to promote good relationships;
- To help students take control over their behaviour and be responsible for the consequences of it;
- To promote community cohesion through improved relationships;
- To ensure that excellent behaviour is a minimum expectation for all.

Purpose of the Behaviour Policy

To provide simple, practical procedures for staff and students that:

- Recognise behavioural norms;
- Positively reinforce behavioural norms;
- Promote self-esteem and self-discipline;
- Teach appropriate behaviour through positive interventions.

STAGES OF MANAGING AND MODIFYING POOR BEHAVIOUR

STAGE ONE - PERSONAL LEVEL

Students are held responsible for their behaviour and attendance. Staff will deal with behaviour without delegating. Staff will use these steps in behaviour management for dealing with poor conduct.

Cases of serious misconduct in lessons and around the sites will be dealt with at the appropriate time without the need to progress through the steps from beginning to end. The behaviours which are unacceptable or not tolerated include, but are not limited to: violence, racism, homophobia, dangerous conduct and threats to other students or staff. In an emergency staff must act immediately to keep the student, other students and staff safe.

Step One: The Reminder

A reminder of the Standards for Learning delivered privately to the student. The tutor makes them aware of their behaviour. The student has a choice to do the right thing. The reminder should be logged on ProMonitor.

Step Two: The Caution

A clear verbal caution delivered privately to the student making them aware of their behaviour and clearly outlining the consequences if they continue. The student has a choice to do the right thing. Students will be reminded of their previous good conduct to prove that they can make good choices. The caution should be logged on ProMonitor.

Step Three: The time-out

The student is asked to speak to the tutor away from other students. Boundaries are reset. Student is asked to consider their next step. Again, they are reminded of their previous conduct/attitude/learning. Student is given a final opportunity to re-engage with the learning/follow instructions.

It is essential that any information in respect of behaviour, behaviour management and conduct of individual students is recorded on ProMonitor.

If the step above is unsuccessful or if a student refuses to take a time out, then the student will be asked to leave the learning environment and report to the Curriculum/Section Manager.

Students who reach step 3 will be expected to attend a Performance Improvement Meeting (PIM) at a mutually agreed time. The student should be given 5 college days' notice of the PIM which should also state what the allegation is, who will be at the meeting, and possible outcomes. Students may also request a PIM if they feel they have been unfairly treated but must do so within 5 college days of any incident.

For the vast majority of students, a gentle reminder or nudge in the right direction is all that is needed. If students choose to ignore early interventions, then a more formal process is required. Staff will always deliver sanctions calmly and with care. It is in nobody's interest to confront poor behaviour with anger.

STAGE TWO – DISCIPLINARY ACTION

Verbal Warning

The Stage Two will be implemented where there is a cause for concern e.g. poor attendance, behaviour or progress issues. The student's Personal Tutor will:

- Support, and if necessary, facilitate a Performance Improvement Meeting;
- Develop appropriate SMART targets with the student;
- Monitor, review and mentor using SMART targets;
- Discuss both the consequences for the student if not meeting the required action, and the positive outcomes for everyone if conduct improves;
- If a student does not achieve the required change in conduct agreed within the Action Plan, and within the agreed timescale, a verbal warning will be issued by the Personal Tutor;
- Students must be given a second chance to achieve the targets agreed on the Action Plan following the verbal warning.

All of these matters will be detailed in ProMonitor. A verbal warning is the first stage in the College's formal disciplinary procedure.

Written Warning

The College may issue a written warning if:

- The required improvement is not achieved within any timescale stated in the verbal warning; or
- Further misconduct takes place during the currency of a verbal warning, whether or not involving misconduct which was the subject of the verbal warning; or
- The seriousness of the misconduct merits it, regardless of whether a verbal warning has already been issued.

A written warning may be issued by a Curriculum/Section Manager or a Director at a Performance Improvement Meeting (PIM). Where the Curriculum/Section Manager or Director decides to issue a written warning, the student will be informed of the following:

- The reason for the warning;
- That it is the second stage of the College's disciplinary procedure;
- The action or improvement, if any, which is required of the student;
- If appropriate, the timescale for implementing any such action;
 - The consequences for the student of not implementing required action or of further misconduct;
- When the warning will cease to have effect, subject to satisfactory conduct. This will normally be for the duration of the programme of study.

All of these matters will be confirmed to the student and parent/carer if under the age of 18 in writing.

Pastoral Leads will continue working with students throughout the disciplinary stages.

Final Written Warning

The College may issue a Final Written Warning if:

- The required improvement is not achieved within any timescale stated in the written warning, for example, continued poor attendance; or
- Further misconduct takes place during the currency of a written warning, whether or not involving a repetition of conduct which was the subject of a previous warning; or
- The seriousness of the misconduct merits it, regardless of whether it has issued any previous warnings.

A Final Written Warning will be issued by a Director at a Performance Improvement Meeting (PIM). Where a Director decides to issue a Final Written Warning he or she will inform the student of:

- The reason for the warning;
- That it is the third stage of the College's disciplinary procedure;
- The action or improvement, if any, which is required of the student;
- If appropriate, the timescale for implementing any such action;
- The consequences for the student of not implementing required action or of further misconduct;
- When the warning will cease to have effect, subject to satisfactory conduct. This will normally be the duration of the programme of study;
- The right of appeal.

All of these matters will be confirmed to the student and parent/carer if under the age of 18 in writing.

Pastoral Leads will continue working with students throughout the disciplinary stages.

Disciplinary Hearing

The final stage of the Behaviour Management Framework results in a disciplinary hearing being held. This final stage may result in a number of possible outcomes, including exclusion. If an incident of misconduct is deemed to be of a serious nature the College may decide to proceed directly to the Final Stage of the Behaviour Management Framework.

The College may decide to proceed with a disciplinary hearing in a student's absence if the student fails to provide a genuine reason for their lack of attendance ahead of the hearing.

A potential outcome from the disciplinary hearing is that the College may exclude a student where:

- The required improvement is not achieved within any timescale stated in a final written warning; or

- Further misconduct takes place during the currency of a final written warning, whether or not involving a repetition of conduct which was the subject of a previous warning during student's programme of study; or
- The misconduct is of such a serious nature that the continued presence of the student is unacceptable.

Only the Principal, Deputy or Vice Principal may permanently exclude a student.

A student will only be excluded after he or she has received a written invitation to a disciplinary hearing and the disciplinary hearing has been held. Where the decision is to exclude the student, the College will communicate the outcome within 5 college days. The communication will state the reason and the date on which the exclusion takes effect and inform the student of his or her right to appeal. These matters will be confirmed in writing.

If an excluded student wishes to return to the College in the future, they must attend an interview with the Deputy Principal in the first instance.

Appeals

There shall be no right of appeal against a verbal or first written warning although the College Complaint Procedure applies if students feel they have been wrongly treated.

Any student who is dissatisfied with a disciplinary decision at Final Written Warning level or above may appeal against that decision. Appeals should be in writing, setting out the reasons for the appeal, and should be addressed to the Vice or Deputy Principal (as appropriate) within 5 college days of the warning being issued. The student may then be invited to an appeal meeting, which will normally take place within 10 college days of the appeal letter being received by the College. The appeal meeting may take place after the disciplinary decision has taken effect. If the appeal is upheld the disciplinary sanction will be revoked without any detriment to the student.

Appeals against final written warnings will be heard by the Vice Principal.

Appeals against exclusion will be heard by the Deputy Principal.

The College may utilise Directors or members of the Senior Leadership Team as necessary during the disciplinary process for both the disciplinary hearing and appeal hearing if there is an operational requirement to do so.

Performance Improvement Meeting (PIM)

A PIM may be convened at any time. This meeting will include the student, the students Personal Tutor and the students advocate (if requested). In addition, it may include the student's parent/carer if appropriate, Pastoral Lead, Curriculum/Section Manager and a Director, if appropriate. The meeting will address the student's progress and achievement, learning needs, course choice, attitude, behavioural routines and personal organisation.

- SMART targets must be agreed at the meeting. If the student does not complete the actions, then the procedure will move to the next stage;

- Every effort will be made to encourage and support a change in the student's behaviour and attitude to learning;
- If the student refuses to attend, or engage with the meeting, then the process moves to the next stage of the disciplinary process.

Statement of Procedure

Stage	Action by Whom	How	Records	Time limit
Personal level	All Staff No Appeal	Dealt with on the spot and through follow up. In class or around the site.	Comment must be placed on ProMonitor. Meeting held with student. Classroom plan in place and monitored. Repeated misbehaviour must be dealt with through the formal disciplinary route.	Immediate and short term
Verbal Warning	Personal Tutor No Appeal	Action plan agreed with Personal Tutor. This may involve peer support or mentoring and must be SMART	Meeting must be recorded on ProMonitor. Any additional written notes to appropriate Director.	Duration of programme of study
Written Warning	Curriculum/Section Manager/Director No Appeal	Action plan agreed with Curriculum/Section Manager. This may involve peer support or mentoring and must be SMART.	Meeting recorded on ProMonitor. Letter advising of decision to be sent to student (and parent/carer if under 18). Any additional written notes to appropriate Director.	Duration of programme of study
Final Written Warning	Director Appeal to Vice Principal	Action plan agreed with Curriculum/Section Manager. This may involve peer support or mentoring and must be SMART	Meeting must be recorded on ProMonitor. Letter advising of decision to be sent to student (and parent/carer if under 18). Any additional written notes to appropriate Director.	Duration of programme of study
Exclusion	Vice Principal Appeal to Deputy Principal	Invite for Disciplinary Hearing giving notice of 5 college days.	Disciplinary Hearing convened. Last attempt to review interventions and modify behaviour. All stakeholders invited to attend. Hearing must be recorded on ProMonitor and ProSolution. Letter advising of decision sent to student (and parent/carer if under 18). Any additional written notes to appropriate Director.	If exclusion, the period will be decided following the Hearing. Other sanctions in line with those stated above.
Appeal Hearing	Vice/Deputy Principal	Invite for Appeal Hearing giving notice of 10 college days.	Hearing recorded on ProMonitor and ProSolution. Letter advising of decision to be sent to student (and parent/carer if under 18). Any additional written notes to appropriate Director. If appeal is successful and student reinstated, then PIM convened. Last attempt to review interventions and modify behaviour. All stakeholders invited to attend.	Outcome decided at Appeal Hearing.

