

The College Ystrad Mynach

Behaviour Policy



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THE COLLEGE YSTRAD MYNACH

BEHAVIOUR POLICY

1. AIMS OF BEHAVIOUR POLICY

Our principles for effective behaviour management are:

- Establishing high standards and expectations of behaviour for all learners to ensure they can maximise their learning:
 - before a learner commences a course
 - in classrooms, laboratories and workshops
 - throughout all college premises
 - on college transport including service buses
 - on employers' premises whilst on work experience
 - on all visits and activities
- Promoting self-esteem, self-discipline, a proper regard for authority, the college environment and positive mutual respect.
- Providing a safe environment free from disruption, aggression, discrimination and bullying.
- To support good behaviour through procedures applied fairly and consistently which is the responsibility of all staff and learners.
- To ensure the implementation of the disciplinary policy and procedure is the responsibility of ALL staff.
- Improving behaviour through a commitment to learning through regular attendance and punctuality.
- To minimise the incidence of suspension and dismissal.
- The College is committed to applying its Single Equality Scheme to all aspects of its operations.

2. EXPECTATIONS:

2.1 TUTORS

Tutors will be expected to adopt the role of personal tutor with the learners in their tutor group. Tutors are expected to:

- Work with their tutor group to create a cohesive group, a positive ethos and a supportive environment.
- Encourage positive behaviour.
- Ensure that strategies are in place for supporting learners with emotional, behavioural and social problems.
- Take appropriate action to improve inappropriate behaviour.
- Use the tutorial system to monitor and give feedback on behaviour, attendance and punctuality.
- Communicate regularly with all relevant stakeholders e.g. parents, carers, guardians and employers.
- Communicate with subject staff, management, support and administrative staff where appropriate.
- Encourage learners to take responsibility for their own learning.
- To maintain an individual up-to-date learner file.
- To obtain and disseminate learner assessments throughout the course team.
- To forward ILP 3 Reports to the Course Tutor whenever necessary.

2.2 FACULTYAL MANAGERS are expected to:

- Oversee behaviour management in their Faculty and/or site, in line with college policies.
 - Monitor the behaviour of learners.
 - Provide consistent and appropriate support to tutors and other staff.
 - Liaise with Student Services where appropriate.
 - Co-ordinate meetings on individuals/groups causing concern.
 - Provide reports for the Student Services as required.
 - Ensure all incidents and actions taken are recorded.
 - Facilitate Facultyal discussions of strategies for effective classroom management through course team and Facultyal meetings.
 - Support tutors in their professional development as classroom managers.
 - Ensure that the behaviour policy is implemented within the Faculty/site.
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2.3 OTHER STAFF are expected to:

- Be polite, fair and consistent when dealing with learners.
- Challenge inappropriate behaviour.
- Refer learners to course tutor or Facultyal managers where appropriate.

2.4 LEARNERS are expected to:

- Behave in a reasonable manner, respect others and have concern for the college environment.

The following are examples, though not exhaustive:

- Not spit or use foul or abusive language
- Not take part in any form of gambling on college property.
- Obey all reasonable instructions from any member of college staff.
- Not access any inappropriate material via the internet. Guidance on what is unacceptable can be obtained from the College's Internet and IT Systems Student Policy.
- Not be in possession of, or showing effects of alcoholic drinks, offensive weapons or drugs. (The matter may also be referred to the Police if deemed appropriate by Student Services).
- Not eat or drink in areas other than designated Catering facilities.
- Switch off mobile telephones when in class, workshop or salon
- Wear their identification badge at all times.

In relation to your course programme the learner is required:

- to arrive punctually and attend all classes, Learn Direct, Athena Centre activities, Learning Hub activity, tutorials, examinations, work placement and tutorial/review sessions.
- On the first day of an absence, learners or parent/guardian must notify the course tutor. If the absence is anticipated to be 7 days or more (including weekends) a medical certificate must be provided.

The College may refuse to allow a learner to enter for internal/external examinations if one or all of the following are unsatisfactory: behaviour, progress, punctuality, attendance and continuous assessment.

A learner may be excluded from the college if his/her behaviour is not satisfactory and after his/her case has been properly considered according to the Disciplinary Policy of the College.

Learners who would like additional support for behavioural, emotional or social difficulties should contact the Deputy Student Services Manager or Learning Support Manager, who can be contacted through main reception.

IN RELATION TO HEALTH AND SAFETY

- Learners must follow all appropriate Health & Safety procedures whilst on any college site, an off site activity or work placement
 - Learners are expected to take responsibility for their own behaviour in order to facilitate a safe working environment
 - In emergency the proper College evacuation procedure must be followed. Course tutors will inform their tutor group as part of induction of this procedure.
 - Learners must inform their course tutor of any change of address and/or telephone number.
 - Any learner found in possession of or showing effects of alcoholic drinks, offensive weapons or drugs will be suspended and subjected to investigation through the college's Disciplinary Procedure.
 - Learners must not enter a laboratory, workshop or computer room until a member of staff is present.
 - Learners must observe any specific instructions regarding the use of facilities such as laboratories, workshops and college transport including service buses.
 - Learners must wear the appropriate personal protective equipment/clothing
 - Litter must be deposited in bins provided in and around the building.
 - Learners must wear their college identification badge at all times. Failure to do so can be treated as a disciplinary offence.
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IN RELATION TO VEHICLES

- Learners are discouraged from bringing vehicles to college due to restricted parking availability.
- Failure to comply with traffic management measures or driving dangerously within the college will result in action under the disciplinary procedures.
- Learners eligible to park in disabled bays should display the appropriate badge.
- Learners must report to reception any damage done by their vehicle to college property or other vehicles whilst on college property. The college accepts no responsibility or liability for learner transport whilst on college property.

IN RELATION TO YOUR PROPERTY AND COLLEGE RESOURCES ON LOAN TO YOU

- Articles of value left in any room, laboratory, workshop, corridor or college vehicle are left at their owner's risk, as is any transport parked on college premises. No responsibility can be accepted for any loss or damage.
- Learners must return all books, clothing and items of equipment that are on loan to them before they leave the college. They will be responsible for the cost incurred as a result of any damage or losses and legal action will be taken to recover the cost where a learner fails in this responsibility. Where learners are loaned laptops or other assistive technology equipment they must ensure that this equipment is adequately covered by their own insurance.

2.5 UNACCEPTABLE BEHAVIOUR MANAGEMENT STRATEGY

The management of unacceptable behaviour is the responsibility of ALL college staff using the college behaviour and disciplinary policies. Most instances are low level and can be dealt with by the member of staff who comes into contact with the behaviour. However, where there are more serious instances e.g. fighting, stealing, criminal damage, the use or possession of drugs, alcohol or offensive weapons the following must be adhered to:

- Identify the learner(s). Ask the learner for their college identification badge. If they refuse ensure you have a good look at them and note any distinguishing features or items of clothing.
- Take the learner or report them to the Head of Faculty. If they do not co-operate report the matter to the Vice Principal or Deputy Head Student Services. If they are not available, to any member of the Senior Management Team.
- All incidents must be recorded on an Incident Report Form and forwarded to your Faculty manager. The College Disciplinary policy gives guidance on at what level of authority breaches of discipline are to be dealt with.

4. POLICY REVIEW

This policy will be reviewed in 2012 by an appropriate cross-section of staff.
