



# **Positive Behaviour Policy and Procedures: Ready Respectful and Safe**

**Easy Read**



September 2022

# Introduction



We want the College to be a safe place to learn and work.

The Positive Behaviour Policy sets out what the College and students will do to make sure everyone is **Ready, Respectful and Safe**.

It sets out what happens when students show poor behaviour.

## Ready, Respectful, Safe



The College wants everyone to be **Ready** for learning and work.

You can be **Ready** by making sure you are on time for your sessions....



You bring what you need to College or online sessions.

You wear clothes that are suitable for college.



The College wants everyone to be **Respectful**.

You can be **Respectful** by making sure you are polite to other people.

You look after the rooms and college equipment.

You focus on your lessons.

You let other people work or learn and do not disturb them.

You attend college/online sessions on the days that you are meant to.

You let the college know if you are not able to attend.



The College wants everyone to be **Safe**.

You can be **Safe** by making sure you always wear your ID badge.

You follow Health and Safety rules.

You do not say or do anything that will upset other people.

The College will reward people for very good behaviour.



## Staff responsibilities



They will welcome students at the start of the day and at the start of sessions.

They will begin sessions and meetings on time.

All staff will show Ready Respectful and Safe behaviours.

They will celebrate students who are the best that they can be.

They will follow the five steps to deal with poor behaviour and will talk to students about the reasons behind the behaviour to understand why this was poor and the support

They will have training and support to make sure they follow this policy.



## Poor Behaviour



When students are not Ready, Respectful or Safe the College will follow the Informal Procedure:



### **Step 1**

A member of staff will remind the student of Ready, Respectful and Safe.



### **Step 2**

If the behaviour does not change, a member of staff will explain how the students' behaviour is affecting others.

Students will also be reminded of previous good behaviour.



### **Step 3**

If the behaviour does not change a member of staff will talk privately with the student. They will be reminded again of previous good behaviour and of Ready, Respectful and Safe.

#### **Step 4**



If the behaviour still does not change a member of staff will talk more with the student. The student is again reminded of previous good behaviour.

The student can tell the staff member how they are feeling and if there is a reason for their poor behaviour including past experiences.

#### **Step 5**



A meeting will be held to look at what has happened and why. The student can say how they feel and what they will do next. The meeting is informal, and no notes will be made.



At all steps the student will be given a chance to think about their behaviour and share the reasons for this poor behaviour and where necessary support will be provided to the student.

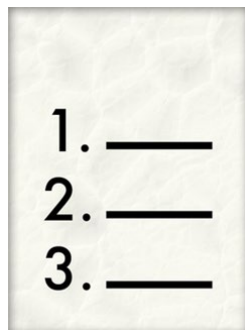
At all steps the student will be reminded when they have shown Ready, Respectful and Safe behaviour.





If these steps do not change a students' behaviour the student will then have a discussion with their personal tutor.

Targets will be set with the personal tutor, and the student will be offered support to help meet these targets.



If these steps do not change a student's behaviour, the Formal Student Disciplinary Procedure will be followed.

The Formal Procedure will be followed straight away where there is serious poor behaviour or a serious safeguarding concern.

### **Examples of serious poor behaviour:**

Violence

Bullying or verbal abuse. This includes online abuse.

Abuse of college property (vandalism)

Alcohol or drugs at college.

Theft (stealing)

Setting off the fire alarm when there is not an emergency

Vaping or smoking in college



# Formal Procedure



## Stage 1 – Cause for Concern

At stage 1, staff will **report their concerns to the personal tutor.**

They will let the student know that they have started the formal disciplinary procedure.

Staff will talk with the student to find out what is happening and why it is happening.

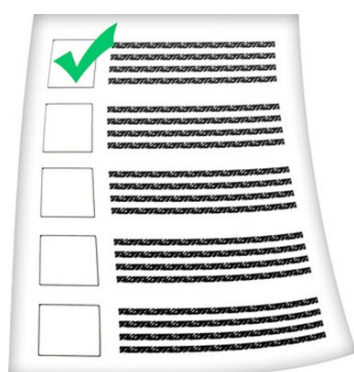
Notes will be taken.

If the student is under 18 they will have their parent or carer with them.

If the student is an apprentice, they will have their employer with them.

If the student has an EHCP, a member of the Inclusive Support Team will come to the meeting.

If the student is Looked After or a Care Leaver, a member of the Pastoral & Wellbeing team will come to the meeting.



The student and staff will agree an action plan with targets.



A Performance Coach can help the student with their targets.

The student and tutor will have a review meeting to see if the student has met their targets.

If the student has met all the actions the Student Disciplinary Procedure stops.

If the student shows good behaviour they may be moved down from stage 1.



## **Stage 2 – Case conference**

If the student does not meet all the actions in Stage 1 there will be a **case conference**.

A case conference is an official meeting, which will be arranged by a manager.

A letter will be sent.

The student will be given the time, date and place of the meeting.

The student's case will be discussed.

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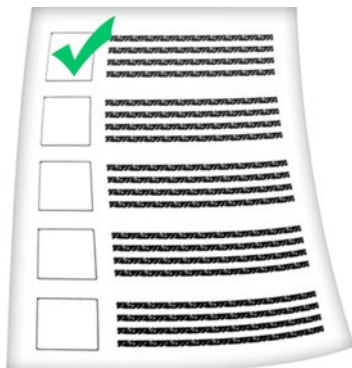


If the student is under 18 a parent or carer will come to the meeting.

If the student is an apprentice, their employer will come to the meeting.

If the student has an EHCP, a member of the Inclusive Support Team will come to the meeting.

If the student is Looked After or a Care Leaver, a member of the Pastoral & Wellbeing team will come to the meeting.



Another action plan will be agreed and given to the student and parent or carer.

The student will have up to 4 weeks to meet their actions.

At the end of the 4 weeks a meeting will take place to review the Action Plan.

If the action plan is completed the disciplinary procedure stops.

If the student shows good behaviour after this point, they may be moved back to stage 1.





### **Stage 3 – Disciplinary Hearing**

If a student does not meet all the actions in stage 1 and 2 there will be a **disciplinary hearing**.



A **Disciplinary Hearing** is a meeting which will look closely at what has happened.

There will be an **investigating officer**.

A disciplinary hearing will happen if a student has committed a crime outside of college.

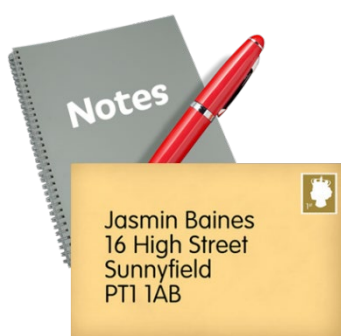


A disciplinary hearing will also happen when there has been serious misconduct or a serious safeguarding concern.



The student may be asked to stay at home until the Disciplinary Hearing has taken place to decide what will happen. This is called being **suspended**.

The Disciplinary Hearing will normally take place within 10 days of the incident or suspension



The student will be sent a letter and notes. The letter will have the date and time of the Disciplinary Hearing.

Witnesses can provide information for the investigating officer to look at.



The student can bring someone to the Disciplinary hearing.

They must let the College know who is coming with them.

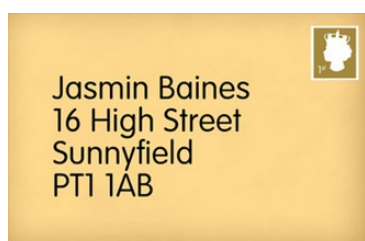
If the student has an EHCP, a member of the Inclusive Support Team will come to the hearing.

If the student is Looked After or a Care Leaver, a member of the Pastoral & Wellbeing team will come to the meeting.



The student's case will be discussed at the Disciplinary Hearing. Two members of the management and leadership team will be there, and a person will take notes.

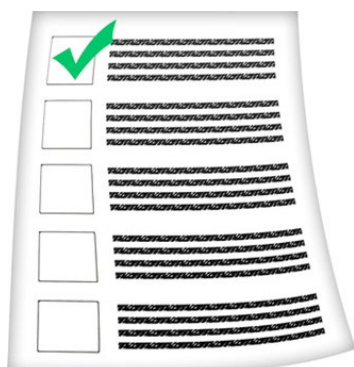
Within 5 working days a final decision will be made on what action will be taken.



The student will be sent a letter telling them of the decision.

The student may need to leave the college forever. This is being **excluded**.

If the student is not asked to leave college, they can receive a written warning.



They have a new action plan which they need to follow, and support may be provided to help them settle back in to their studies.

If the student does not meet their action plan, another meeting might take place.

If the student feels the decision is not fair they can write a letter to the College. This is an **Appeal**.