

Learner Behaviour Policy

May 2019 v2

The purpose of this Policy is to ensure the safety of learners and staff and to provide guidance on the immediate actions to take under certain incidents affecting learners. The policy is based on the principle of 'acceptable behaviour', with rules to ensure safety and a spirit of cooperation. Learners should show respect for one another and staff and act in a polite and mature way.

It is important for individuals to be able to learn, to be able to teach and to be part of the SCCU community without fear of:

Disruption of, and interference with learning.

- Actual or threatened violence from others.
- Bullying.
- Harassment, including sexual or racial harassment, or harassment on the grounds of religion, belief or disability.
- Illegal substances or alcohol being made available.
- Criminal behaviour (e.g. theft and the carrying of offensive weapons)
- Deliberate damage to property.

1.2 Learners are expected to observe all rules and regulations of SCCU and to accept that SCCU will invoke disciplinary procedures if they are in breach of any rules and/or regulations. The rules apply whether a Learner is using College premises or is representing SCCU or using external facilities as part of their course.

1.3 Learners will be made aware of this policy, the Learner disciplinary policy and the anti-bullying policy through tutorials. Learners will be asked to sign a 'Learner agreement/enrolment form' on entering SCCU, which will commit them to abide by these policies throughout their time in College.

1.4 Classroom rules are displayed in all teaching spaces and SCCU values are displayed and discussed with all staff and Learners.

1.5 Unacceptable behaviour can be divided into the following categories:

1.5.1. Minor misconduct

This includes for example:

- Unexcused occasional lateness.
- Noisy behaviour.
- Using mobile phones, smart watches and tablets inappropriately.
- Failure to observe reasonable instructions by staff.

1.5.2 Repeated misconduct

This includes for example:

All examples of minor misconduct, where a Learner has not responded appropriately, after earlier requests to do so.

Regular absence without notification.

1.5.3 Serious or persistent misconduct

This includes for example:

- Failure to observe health and safety regulations.
- Disruptive behaviour.
- Damage to SCCU property.
- Excessive physical contact with another Learner (this may be of a sexual or abusive nature)
- Failure to respond to oral warnings given for earlier misconduct.

- Failure to respond to a direct instruction given by a member of staff.

1.5.4 Gross misconduct

This includes for example:

- Assault on, or abuse towards, learners or staff (includes sexual, racial or verbal abuse)
- Bullying, harassment or the making of threats against staff or Learners.
- Theft or fraud.
- Committing any criminal offence whilst involved in a SCCU activity.
- Serious damage or misuse of SCCU property.
- Seriously disruptive behaviour.
- Dangerous behaviour, including the possession of offensive weapons.
- Accessing or making available to others pornographic or other offensive material.
- Bringing others on to SCCU premises or compromising SCCU security in any way.
- Possessing, or being under the influence of drugs or alcohol.
- Serious misuse of, or interference with, electronic systems or data.

Note:

The categorisations above are intended to be illustrative and are designed to set a framework within which staff can make a judgement as to the severity of a disciplinary issue. It should be acknowledged that all situations are unique and that a range of circumstances should be taken into consideration before making a final judgement.