



LEARNER BEHAVIOUR POLICY

SCCU LIMITED

VERSION 3.0

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Version Control

VERSION	REVIEWER NAME	DATE	NEXT REVIEW	COMMENTS
3.0	Liam Morrissey	01/08/2021	01/08/2022	Review and Update of v 2.0.

Introduction

1. 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.
2. The policy is based on the principle of 'acceptable behaviour', with rules to ensure safety and a spirit of cooperation.
3. The general principle underpinning this policy is that learners should show respect for one another, our staff, our stakeholders and the general public and act in a polite and mature way in line with our policies.
4. 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:
 - a. Disruption of, and interference with learning.
 - b. Actual or threatened violence from others.
 - c. Discrimination, as outlined in our Equality and Diversity Policy.
 - d. Bullying, as outlined in our Equality and Diversity Policy.
 - e. Harassment, including sexual harassment is outlined in our Equality and Diversity Policy.
 - f. Victimisation, as outlined in our Equality and Diversity Policy.
 - g. Illegal substances or alcohol being made available or threatening the safe environment we maintain.
 - h. Criminal behaviour (e.g. theft and the carrying of offensive weapons)
 - i. Deliberate damage to property.
5. Learners are expected to observe all policies, procedures, rules and regulations of SCCU and to accept that SCCU will invoke disciplinary procedures and/or appropriate sanctions if they are in breach of any of the above, this policy included.
6. The rules apply whether a Learner is using College premises or is representing SCCU or using external facilities as part of their course.
7. Learners will be made aware of this policy and other policies related to and outlining the expectations of learners through tutorials.

8. 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 or when accessing our services.
9. Classroom rules are displayed in all teaching spaces and SCCU values are displayed and discussed with all staff and Learners.

Unacceptable Behaviour

10. Examples of unacceptable behaviour can be divided into the following categories, however, these lists are not exhaustive:

Minor Misconduct

11. This includes for example:
 - Unexcused occasional lateness.
 - Noisy behaviour.
 - Using mobile phones, smartwatches and tablets inappropriately.
 - Failure to observe reasonable instructions by staff.

Repeated Misconduct

12. 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.

Serious or Persistent Misconduct

13. 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.

Gross Misconduct

14. This includes for example:

- Assault on, or abuse towards, learners or staff (includes sexual, racial or verbal abuse).
- Bullying, harassment, victimisation or the making of threats against staff or learners.
- Theft or fraud.
- Offering or accepting a bribe.
- Committing any criminal offence whilst involved in an SCCU activity.
- Serious damage or misuse of SCCU property.
- Seriously disruptive behaviour.
- Dangerous behaviour, including the possession of offensive weapons or failure to follow health and safety instructions which poses a risk to the safety of individuals.
- Accessing or making available to others pornographic or other offensive material.
- Bringing others onto 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.

Addendum

15. 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.
16. It should be acknowledged that all situations are unique and that a range of circumstances should be taken into consideration before applying sanctions and/or taking disciplinary action.
17. Where allegations of improper behaviour are made, impartial, fact-finding investigations should be undertaken to ensure that policy and sanctions are applied fairly.