



## **Student Behaviour Policy**

**Policy Area:** Student Services

**Policy Lead:** Vice Principal Student Engagement

**Approved By:** Executive

**Date of Approval:** 11 September 2023

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## 1. Introduction

- 1.1. East Sussex College (ESC) aims to create a caring, supportive, and purposeful learning environment for all students, apprentices and staff with an emphasis on mutual respect and high expectations. High standards of student behaviour are strongly linked to high achievement and contribute to the creation of a safe and welcoming learning and working environment and high expectations.
- 1.2. All staff of ESC promote a positive behaviour culture and role model the college values. Success is celebrated and acknowledged, and good behaviour is praised.
- 1.3. Inappropriate behaviour has many causes which are sometimes complex. East Sussex College's aim is to ensure that students stay at college, successfully complete their course and progress onto their chosen next steps. Managing behaviour should be seen firstly as a support concern, with actions to clarify expectations and recognise poor choices, addressing and changing behaviour through restorative actions.
- 1.4. If the misconduct is serious, persistent, or causing serious disruption and having an impact on the students learning and that of others then the Student Disciplinary Procedure will be implemented.

## 2. Scope

- 2.1. This policy applies to all students and apprentices enrolled on FE, HE or work-based learning provision and covers all areas of the college, including locations outside the classroom and the college grounds, for example on a trip or visit.
- 2.2. In the case of students who are still on a school's roll, the relevant school will be consulted where behaviour or commitment fall short of what is expected, and their school disciplinary processes followed where agreed. This will be managed by the Future College Co-ordinator.
- 2.3. Where an ESC student is also being supported by a partner organisation, it may be necessary for the partner organisation's disciplinary policy to be implemented, particularly if they are a 'first responder' to a disciplinary issue. When this is the case, staff involved will notify relevant parties in both institutions and actions and outcomes to ensure mutual support of the student.
- 2.4. Incidences that take place outside the college that may affect students and their learning within the college also fall under the remit of this policy and breaches should be addressed. This includes incidents relating to social media.
- 2.5. It is important that special consideration is given to pre-16 students, looked after children, children in care, international students, and those students with special education needs in compliance to statutory requirements.
- 2.6. Any student or apprentice who believes that they have been treated unfairly or not in accordance with the procedures may appeal under this policy.

### 3. Age of student

- 3.1. For the purposes of this document, '18', means 'under 19 on 31 August in the teaching year when the student commences a study programme'. This is in accordance with the Education & Skills Funding Agency's definition.
- 3.2. A student who is 18 on 31 August will be treated as '18' for the whole of the academic year. Parent/carers should be informed of any actions unless a student is living independently, the student opts out of parent/carer contact or any safeguarding issues have been identified.

### 4. Setting expectations

- 4.1. The college has a clear expectation of student behaviour as outlined fully in the Student Code of Conduct. These expectations must be made clear at induction and reinforced regularly throughout the year, at a minimum of every half term. The standards must be applied consistently and fairly and to all students and apprentices. Any exceptions must be justified, relevant to the circumstances and recorded on ProMonitor.
- 4.2. All students' obligations include but are not limited to:
  - 4.2.1. Punctual attendance and participation in all timetabled sessions and other elements of the programme being studied such as English and maths lessons, work experience, industry placements, catch-up workshops etc.
  - 4.2.2. Active participation in lessons, producing pieces of work (written and/or practical) within an agreed timeframe, as required by course tutors and any relevant rewarding body.
  - 4.2.3. Positive behaviour that conforms to reasonable levels of socially acceptable conduct including avoidance of all behaviour that would breach criminal law, be offensive to others or provoke unacceptable behaviour in others. This is in line with college values, British values and equalities legislation.
  - 4.2.4. Academic probity: this means avoiding all forms of inappropriate academic behaviour such as plagiarism, cheating and unethical and illegal use of IT.

Please see the Student Code of Conduct for further details.

### 5. General authority to address behaviour

- 5.1. All staff are responsible for challenging, responding to and dealing with inappropriate behaviour when it occurs, even if the student or apprentice is not from their own teaching area or department. This is vital in creating a safe, calm atmosphere that is pleasant for all to work and learn in. Learning is more effective if it takes place in an environment of mutual respect and where students and apprentices have clear guidelines and expectations of what is and what is not acceptable.
- 5.2. All staff are responsible for reporting and recording unacceptable student behaviour and actions that have been taken, using ProMonitor to ensure effective communication between all parties. Annual staff training for all staff on how to do this will take place.

- 5.3. If staff feel unsure about dealing with an incident they may seek support from any college manager or their line manager. If a member of staff, student or apprentice has serious concerns that a student or apprentice is under the influence or in possession of drugs or alcohol on a college site then they should notify the safeguarding manager who will take appropriate action; please refer to the college's Alcohol and Substance Misuse Policy. Annual staff training for all staff on behaviour management will take place.
- 5.4. All staff are responsible for recognising, praising, and enforcing positive behaviours and celebrating these. The college encourages celebrating positive behaviours through its media channels and communication with parents/ guardians/carers.

## 6. Parents / guardians / carers

- 6.1. In the case of students under the age of 19 years at the age of enrolment, college staff reserve the right to inform parents/guardians/carers of any disciplinary matters.
- 6.2. Parents/guardians/carers will be expected to attend disciplinary-related review meetings and support any agreed measures put in place by the college. However, non-attendance will not unreasonably delay progress through the student disciplinary procedure.

## 7. Student Disciplinary Procedure

- 7.1. Student disciplinary matters will be dealt with in accordance with the Student Disciplinary Procedure. This procedure should be read and administered with regard to obligations to involve other parties as per college policies and procedures relating to safeguarding, Prevent, bullying and harassment and alcohol and substance misuse.

## 8. School pupils 14 – 16 years

- 8.1. This cohort follows the relevant school behavioural policies and procedures and is overseen by the Future College Co-ordinator.

## 9. Students 18 and under / looked after children / care leavers

- 9.1. If a student who is 18 years of age or under on 31 August is the subject of proceedings under this policy, wherever practicable a parent or carer will be invited to attend any meetings, in addition to any advocacy support.

## 10. Students with SEND

- 10.1. A number of students have an Education, Health & Care Plan (EHCP) and others will have a student support profile that references a specific condition including social, emotional, mental health needs.
- 10.2. For these students it is imperative that support plans are put in place and the related procedure followed for students who may demonstrate challenging behaviour as their means of communication or for others that cannot cope with changing situations.
- 10.3. It is not acceptable to exclude a student for behaviour related to their condition, unless it is due to exceptional circumstances and evidence of reasonable adjustments have been put in place, as well as the possibility of a change of placement.
- 10.4. When dealing with misbehaviour from pupils with SEND, especially where their SEND affects their behaviour, the college will consider its legal duties when making decisions about enforcing the behaviour policy.

- 10.5. For students who have an EHCP, the Additional Learning Support (ALS) team should be alerted in all behavioural concerns matters and disciplinary processes.

## 11. International & residential students

- 11.1. Students whose native language is not English and who are living away from home may also display different behaviour patterns. In this case, it is important that the student is reviewed by the international team before using the Student Disciplinary Procedure.
- 11.2. Students who live in college residential accommodation may also display different behaviour patterns. In this case, it is important that the student is reviewed by the residential team before using the Student Disciplinary Procedure.

## 12. Confidentiality

- 12.1. All disciplinary related suspicions, allegations and investigations will be kept confidential within the college and shared only with those who need to know in accordance with the [Data Protection Act \(2018\)](#).