

**Name of Policy** **BEHAVIOUR POLICY AND PROCEDURE**

**Purposes** Ensure the provision of an environment to support the learning process and to promote acceptable conduct at all time

**Responsibility of / Job Title** Deputy Principal

**Equality Assessment By Whom** Deputy Principal **Date** 1 April 2023

**Version** 5 **Date of next review (month & year)** 1 April 2024

	<b>Date</b>	
<b>Approved by</b>	SMT	24 March 2023
	Corporation	9 May 2023

<b>Related policies or procedures or parent policy if applicable</b>	Anti-Bullying and Harassment Policy and Procedure Safeguarding Policy Student Academic Misconduct Policy and Procedure Student Attendance and Punctuality Policy Stop & Search Policy & Procedures Drugs, Alcohol and Substance Mis-use Policy
<b>Groups/bodies consulted in the development of the policy</b>	
<b>To be published on College website</b>	Yes
<b>To be published on Student Hub</b>	Yes

# **CONTENTS**

**Our Vision**

**Our Aim**

**Respect for Learning**

**Rewards**

**Sanctions**

Detentions

Exclusions

**Specific Areas of Concern**

3 A's

Smoking/Vaping

Confiscated Property

Serious Incidents

**Additional Information**

## **Our Aims are:**

- 1. To make learning our first priority;**
- 2. To ensure all students are safe and able to learn;**
- 3. To ensure that everyone is challenged and supported to be their best self.**

## **Behaviour at Macclesfield College**

At Macclesfield College our climate is positive and optimistic. We have a learning and success culture where achievement and effort are rewarded; where all are challenged to do their best and where all are valued and respected.

Our *Behaviour Policy* is designed to support this aim. The basis of our policy is positive: we wish to “catch students doing the right things” and reward them for it. However, on occasions, students may behave inappropriately.

Students are responsible for their own behaviour. Consequences will result from their choices – be this rewards or sanctions.

Students, parents/carers and college staff share the responsibility to ensure that learning is not disrupted due to bad behaviour.

We do not tolerate anti-social behaviour in any form. However, we realise that such behaviour could be attributed to a combination of inter-related factors. Therefore, we will work closely with the student and parents/carers to develop strategies which can be adopted by both home and college to help the student overcome any problems within a consistent and secure environment.

We take a zero-tolerance stance to any instances of Harmful Sexual Behaviours including sexual harassment, sexual abuse, sexual violence peer on peer abuse. We will apply appropriate sanctions.

# **Respect for Learning**

**A Actions**

**B Bring**

**C Consequences**

# Rewards

At Macclesfield College we believe that effort and achievement should be recognised. Through our Rewards Policy we aim to motivate and praise students for their effort, participation and achievement both individually and within their classes.

## Celebration Cards

Celebration Cards will be sent home for exceptional work, behaviour and attitude mapped to our college values:

- Accountability
- Ambition
- Integrity
- Passion
- Respect

## Attendance

Individual

- 100% attendance per half term – celebration card sent home.
- 100% attendance certificates per term – celebration card sent home.

## Additional Rewards

- Annual Celebration Event – invitation only for being a model student, high attendance and upholding the 3A's.

## Prizes

- 1st Prize - £10 high street voucher.
- 2nd Prize – £5 Starbucks voucher.
- 3rd Prize – Free milkshake from Starbucks.

To be awarded half termly.

## Behaviour for Learning in Classrooms

Teachers will monitor closely 'Behaviour for Learning' in lessons. This will involve; how well-equipped students are; their punctuality to lessons; how quickly they start their work and how they continue to work throughout lessons. This will also include the completion of homework.

We will record instances where we believe that a student's behaviour for learning is preventing them from making good progress. This will allow the Centre Principals to put intervention strategies in place and alert parents/carers to this at an early stage. Behaviour for learning will be closely monitored by the Course Leaders and Centre Principals. If appropriate, sanctions will be issued.

<b>A</b>	<b>Actions</b>
<b>B</b>	<b>Bring</b>
<b>C</b>	<b>Consequences</b>

## Sanctions

Disciplinary Stage	Consequence	Responsible	Parents Involved	Organiser	Reason for Sanction
Verbal	Pro Monitor	Anyone	Standard template to inform parent/carer of verbal warning	Anyone	<ul style="list-style-type: none"> <li>• Lateness</li> <li>• Defiance</li> <li>• Disrespectful behaviour</li> <li>• Non compliance</li> <li>• Failure to meet deadlines</li> <li>• Inappropriate classroom behaviour</li> </ul>
Stage 1	Detention	Teacher & Course Leader	Standard template to inform parent/carer of Stage 1	Teacher/Course Leader	<ul style="list-style-type: none"> <li>• Repeated verbal warning behaviour</li> <li>• Attendance below 91.5%</li> </ul>
Stage 2	Report Card	Course Leader & Centre Principal	Standard template to inform parent/carer of Stage 2 outcome, following the meeting.	Course Leader	<ul style="list-style-type: none"> <li>• Repeat of all of the above</li> <li>• Continuing decline in attendance</li> <li>• Continued poor behaviour that has resulted in verbal warning and Stage 1</li> <li>• Plagiarism</li> </ul>
Stage 3	Fixed Term Exclusion. For 48 hours maximum and only one Fixed Term Exclusion in any one academic year	Centre Principal & Enrichment Lead	Yes. Executive Assistant to send invitation and outcome letter following the meeting.	Executive Assistant	<ul style="list-style-type: none"> <li>• Any serious incident</li> </ul>
Stage 4	Exclusion	Deputy Principal	Yes. Executive Assistant to send invitation and outcome letter following the meeting.	Executive Assistant	<ul style="list-style-type: none"> <li>• Any serious incident</li> </ul>
Appeals	To be decided	Principal In the event of the Principal not being available, the Deputy Principal will deputise for the Principal.	Yes. Director of Governance to send invitation and letter, following the meeting.	Director of Governance	

## Report Cards

Report Cards will be used to monitor aspects of behaviour, punctuality and attitude. Course Leaders may place students on report when issues concerning progress have been raised. Report Cards can be issued between Stage 1 and Stage 3 of the disciplinary process.

## Detentions

- Students who are persistently late to college or continual low level disruption will be dealt with by the Course Leader and receive detentions lasting up to 1 hour.
- If students fail to attend the detention, they will move to Stage 3 of the disciplinary process.
- Students who are truant and who are off premises, without permission, will receive a detention.
- Any incidents of misbehaviour or misconduct which occurs out of college or in the local community; on the journey to and from college, including college buses and public transport. This also includes theft from our local shops will result in appropriate sanctions.

Students may need to be out of circulation from both lessons and/or social times for the following reasons:

- To allow the College to investigate a serious incident;
- Awaiting collection by a parent/carer when a suspension has been issued.

## Restorative Approach

Members of staff and students may be requested to engage in a restorative approach in order to resolve incidents of conflict. Members of staff and students may request a restorative meeting in order to resolve concerns/conflict. This may be particularly relevant following suspension. Reflective tasks will be undertaken during detention time.

## Incident Investigations

All reported incidents are thoroughly investigated within a 48 hour period. This may include students providing a written statement and a conversation with the Centre Principal.

Students may be withdrawn from lessons (and their mobile technology withheld) whilst the incident is being investigated and resolved.

Parents/Carers will be informed of the outcome, if appropriate, once the investigation has been completed.



## Suspension

*No Centre Principal likes to suspend a student from college, but there may be times when this is considered necessary. If your student has been suspended it means that they will not be allowed to attend college because of the difficulties that have arisen concerning a serious breach of conduct. The evidence required to suspend will need to meet the 'civil standard' of proof i.e. on the balance of probability, it is more likely than not that the student was responsible for the breach of college discipline.*

A student who gets into serious trouble at college can be suspended for a fixed period of time, for no longer than a 48-hour period. Macclesfield College can suspend a student if:

- they have seriously broken college rules;
- allowing them to stay in college would seriously harm their education or welfare, or the education or welfare of other students;
- they cannot be given suspensions (non-permanent) which total more than 2 college days in any one college year.

Work will be set for a student if suspended for longer than one college day. It will be the responsibility of the student/parent/carer to request and collect this work.

We will contact parent/carer on the day a suspension is given and follow up with a letter including information on:

- the period and reason for suspension;
- your duty during the two days of any suspension is to ensure that your child is not present in college under any circumstances;
- It is the responsibility of the student/parent/carer to contact college regarding re-admission arrangements.

## Permanent Exclusions

The Deputy Principal will usually only permanently exclude a student as a last resort, after trying to improve the student's behaviour through other means. However, there are exceptional circumstances in which the Deputy Principal may decide to permanently exclude a student for a 'one-off' offence.

If your child has been permanently excluded, be aware that:

- you can appeal to an independent appeal panel, consisting of the Principal and Director of Governance.

## Specific Areas of Concern

**Attention should be given to the following areas:**

### Professional Appearance

All students will dress appropriately and adhere to the Macclesfield College 3 A's: attitude, appearance and attendance.

- If the student does not dress appropriately, they will be sent home for the rest of the College day.

### Smoking/Vaping and Drug Related Incidents

The College operates a strict no smoking/vaping policy in college. This includes within the College buildings and grounds. Smoking and vaping must only happen in the designated smoking/vaping areas.

Any drug related incidents will be treated as a Stage 4 Disciplinary.

### Sanction

In the first instance, students found smoking/vaping inside any of the College buildings will automatically receive a Stage 3 Disciplinary.

## Searches and Confiscation

It is appropriate and acceptable for staff to confiscate a students' property, for example, mobile technology. If students are seen with mobile technology in the classroom, it will be confiscated and can be collected at the end of the lesson. Mobile technology can also be confiscated where there are safeguarding concerns. It may not be appropriate for the property to be returned prior to discussions with the police. Confiscated property will be returned to the student or parent/carer. Staff are not responsible for the loss or damage of any confiscated items. This does not include prohibited or banned items. These will not be returned to the student.

SMT may conduct a search for the following prohibited items-

- knives and weapons;
- alcohol;
- prohibited drugs and/or paraphernalia;
- stolen items;
- fireworks;
- pornographic images;
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

## Aerosols

Following advice from Asthma UK, Macclesfield College is an aerosol free zone, except for use in changing rooms/leisure facilities. Appropriate sanctions will be issued for students who use aerosols in college.

## Payment Towards Damages

If a student causes damage to anything in college, then they may well be asked for a contribution towards the cost of any repair. This may apply even if the damage is accidental.

## Serious Incidents

These include, but are not limited to:

- Physical assault against a student/staff member/stakeholder, including fighting;
- Verbal abuse and threatening behaviour against a student/staff member/stakeholder;
- Instigating violence by involving other people, not necessarily from the college community, in disputes with other students;
- Involvement with Fireworks;
- Bullying;
- Any form of abuse;
- Harmful Sexual Behaviours;
- Theft;
- Damaging property;
- Serious challenges to authority;
- Persistent disruption of learning;
- Serious breaches of the ICT code of conduct;
- Deliberate misuse of the fire alarm;
- Drug and alcohol related incidents – this may include the abuse of a legal substance;
- Dealing with drugs at college;
- Repeated use of drugs or alcohol;
- Possession of a weapon, including replica weapons;
- Misuse of medication;
- Misuse of aerosols;
- Misuse of electronic equipment;
- Making malicious allegations against a member of staff;
- Inciting others to breach the college rules;
- Inciting others to commit a violent act;
- Behaviour that endangers themselves or others;
- Behaviour which brings the college into disrepute and tarnishes the reputation of the college, even if this behaviour occurs outside of college time/hours;
- It would be treated as a serious incident if any student inappropriately recorded/filmed any of the above incidents taking place;
- Behaviour that causes great anxiety or upset to others (even if this was intended as a joke);
- Continuous poor attendance.

These incidents are considered to be highly damaging to the ethos of the college and to individuals within it. In these circumstances the normal referral procedures may be by-passed.

Serious incidents should be referred immediately to the Executive Leadership Team (Stage 4).

## Additional Information

This policy applies to all College activities including visits, residentials and extra-curricular events. This also includes the journey to and from College. Other out of college incidents may be considered if the Centre Principal believes that they will have a serious impact within College. This would include behaviour which brings the College into disrepute or tarnishes the reputation of the College.