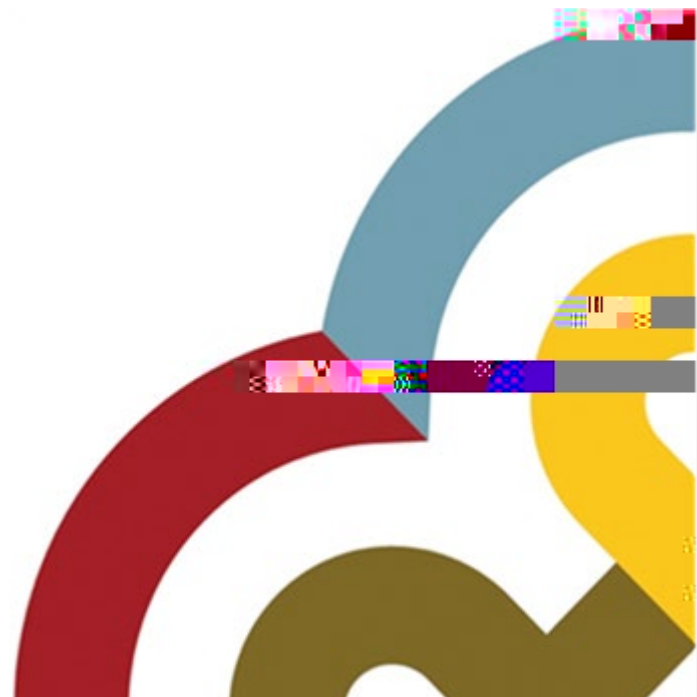




# **Bolton College**

# **Positive Behaviour Policy 2023-24**



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<b>Programme / Business Area:</b>	Student Experience
<b>Prepared By:</b>	Student Experience Manager
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**1. Promoting Positive Behaviour**

**Vision for Positive Behaviour**

‘Bolton College is an environment where we treat one another with respect and fairness; bound by a common set of values that allows for outstanding learning to take place. All members of the College demonstrate exemplary behaviour that enables everyone to achieve their full potential. All feel safe and confident in supporting one another; contributing positively to the College community’

**Aim**

Our aim is to support every student throughout their time at the College and to promote positive behaviour

## BOLTON COLLEGE POSITIVE BEHAVIOUR POLICY

The College is fully committed to promoting and celebrating equality, diversity and inclusion and building together an environment where everyone feels safe. We will endeavour to ensure the Positive Behaviour Policy reflects this commitment in the design, implementation and effectiveness.

College staff have an essential role in helping students to meet College expectations. Students should expect staff to consistently do the following:

- plan and deliver teaching, learning and assessment which engages and motivates students to achieve.
- celebrate the successes of students as they occur through praise and recognition.
- develop positive working relationships with students in their classes.
- use a range of behaviour management strategies and apply the College Positive Behaviour Policy consistently whilst reminding students of College expectations.

In addition, the College will provide:

- a safe environment where everyone feels secure.
- a commitment to fairness, equality of opportunity and respect for all management



Prior to moving into formal stages of the Positive Behaviour Policy therefore, we expect that staff will use trauma informed practice to explore “what has happened which has led to this behaviour” and we encourage staff to ask this question of students to help the students and staff to better understand how the College can help them to achieve the required standard of behaviour.

### **College Expectations**

All students at Bolton College subscribe to all standards of behaviour specified in the Student Handbook.

In addition:

- All students will be entitled to advocacy support when the disciplinary process is implemented.
- Any disciplinary action will follow the procedures laid down in the accompanying document(s).
- Each Head of Area has overall responsibility for their students in the Positive Behaviour Policy.
- The investigation determines the seriousness of any offence, if found, and therefore the level (or stage) of warning.
- All positive behaviour interventions and disciplinary levels given to students are to be recorded on the ProMonitor system against individual student records.
- Different levels of disciplinary will be given by different levels of staff

Disciplinary action can be taken at stages 1-3 before referral to a member of the Senior Management Team (SMT). However, a case may be referred directly to a Senior Manager if, after investigation, the offence is considered

Sufficient time and patience must be provided for students to make changes to their behaviour. This will mean that sometimes more than one intervention will be needed to support students in meeting SMART behaviour targets.

Once it is deemed that a student has achieved their SMART behaviour target, this must be reflected in ProMonitor by the member of staff who set it.

### **Stage 2: Curriculum Leader Hearing**

A Curriculum Leader will conduct a formal hearing. A member of staff involved in the student's case or the course leader will also be present and the student will be entitled to advocacy support. Advocacy support may be requested from Pastoral and Wellbeing Team, or the student may be accompanied by a friend or a fellow student.

When a Curriculum Leader hearing takes place an agreed action plan for improvement for the student will be completed which must be populated with some SMART targets and any support required for the student to assist them to meet their SMART targets.

Interventions will be recorded on ProMonitor, as linked SMART targets and the relevant members of staff tagged in so that all are aware of the work needing to be completed. These will be monitored and reviewed on a weekly basis with teacher / WBT who will document positive behaviour and improvements made.

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Once it is deemed that a student has achieved their SMART behaviour target, this must be reflected in ProMonitor by the member of staff who set it.

Failure to improve is likely to lead to Senior Management hearing if the behaviour is so poor that a final stage warning or exclusion are required.

### **Stage 4: Senior Manager Hearing**

SMT are responsible to the Board of Governors for the maintenance of student discipline and may exclude a student on disciplinary grounds. In the case of a serious incident or where appropriate stages of the disciplinary procedures have been completed and satisfactory outcomes have not been achieved, the student will be referred to a senior manager hearing.

A Head of Area will organise an appointment for the student with a senior manager. All previous interventions, SMART targets and log of actions taken must be available on ProMonitor, prior to any meeting being requested. The senior manager will arrange for an investigation to be made about the alleged misconduct.

The senior manager will conduct a formal hearing in the presence of the student and will involve other relevant parties at the meeting. The student will be entitled to advocacy support. Advocacy support may be requested from the Pastoral and Wellbeing Team or the student may be accompanied by a friend or a fellow student.

It will be the decision of two senior managers where a student is to be excluded. They will advise the PA to the Principal of the decision who will inform the Chair of Governors and the Student Experience Manager of any exclusion as soon as is reasonably possible. Records of the case and decision will be held on file by the principalship team central file.

The senior manager may agree action other than exclusion which will provide the student with the opportunity to 'recover their position' at College.

Any student excluded from the College under this policy will not be permitted to re-enrol at any time on a course run by the College without the express permission of the Principal. A time limit may be set by the senior manager for the exclusion to remain in force.

The Student Experience Manager will inform the Estates Manager and the Management Information Systems (MIS) Team of any exclusions which occur and the period which they are valid for.

Outcomes of the senior manager hearing will be put in writing and posted to the student's home address.



**External Visits** (*enrichment for example*)

If an external organisation wishes to instigate disciplinary action against a student on an external visit they should inform the member of staff responsible for the visit and then usual procedures will be invoked.

**Sponsored Students**

The employer / sponsor of a student released from work to attend College must be informed in writing at all stages of the procedures and copied with all correspondence sent to students.

**All Students**

All students should be given a copy of the policy when action commences. All students have the right to be accompanied by a parent / carer / friend or advocate at any meeting related to disciplinary matters. N.B. Legal representation is considered inappropriate at all stages of these procedures.

**Procedures for 14-16 Students**

If, in the opinion of a Head of Area or a senior manager, it is necessary for a pupil to leave the premises, the school will be contacted and arrangements made to collect the pupil. In all cases relating to disciplinary issues the college will liaise fully with the school.

Judgements made in respect of pupil behaviour will be entirely consistent with the College's Positive Behaviour Policy. Responsibility for any ensuing disciplinary action will remain with the school.



**Examples of Possible Misconduct**

The following are examples of misconduct or behaviour which deliberately contravenes College policies, some of which have varying levels of seriousness (not an exhaustive list). Extremes of misconduct could result in exclusion from College.

**Misconduct**

- The use of rude, insulting, abusive or offensive language.
- Behaviour which obstructs or disrupts activities being held within College.
- The distribution or production of offensive literature.
- Causing a noise nuisance that affects students, staff, visitors or the local community.
- Littering.
- Failure to produce appropriate identification on request from any member of staff.
- Breach of any publicised regulations / policies.
- Abuse of the College's IT Users Policy including the unauthorised interference with, or misuse of software / data.
- Any smoking or vaping in non-smoking areas.
- Any cheating, plagiarism, or copying the work of other students or from the internet including the use of artificial intelligence (AI).
- Failure to observe the sanction of any disciplinary action agreed under the disciplinary process.
- Being late to or consistently absent from class without providing reasonable explanations.

**Serious Lapses:** *(which may lead directly to Stage 2 of the Procedure)*

- Physical or verbal assault or threatening behaviour towards another student or member of staff or visitor.
- The possession of or dealing in any illegal substances including alcohol.
- The possession of any offensive weapon(s).
- Theft, fraud, deliberate falsification of records.
- Deliberate damage to property owned by Bolton College, it's staff, students or visitors.
- Behaviour likely to be offensive to public decency.
- Refusal to follow an instruction of College staff (or emergency services staff) relating to health and safety, or the orderly management of the College's business and its environment.
- Behaviour prejudicial to the good name of the College, whether on or off the College premises.
- Inappropriate use of the internet or any of the College's computer equipment or facilities.
- Behaviour likely to cause a serious health and safety risk to others.

### **Guidelines on the Rules of Natural Justice**

If a member of staff is in any doubt as to the procedure they are proposing to adopt they should take advice from the Student Experience Manager. The rules of natural justice consist of the following elements: The right to a fair hearing; and the rule against bias.

#### **The right to a fair hearing**

The right to a fair hearing requires that individuals shall not be penalised by a decision affecting their rights or legitimate expectations unless they have been given prior notice of the case against them, r8 715.2 Tm8

## **Guidance for Advocates**

Every student has the right to advocacy support at any stage of the College Intervention and Disciplinary Procedure. The following is written with the intention of providing any such advocate with the information they need to help them carry out their role in supporting the student effectively.

### **Rights of the student**

A student has the right to appoint a person to act as their advocate at any stage of the disciplinary procedure and any related hearings / interviews. This can be a friend, fellow student or the student may apply to the Pastoral and Wellbeing Team for advocacy support. The choice of advocate rests solely with the student but legal representation is not deemed appropriate and is not permitted. However, parents / carers and employers / sponsors have the right to be kept informed of any proceedings and to be present at any meetings that take place for students aged under 18.

### **Rights of parents / carers / sponsors**

All parents / carers or Looked After Children social workers (of students 18 or under) have the right to be present at any meeting with the student for whom they are responsible, similarly sponsors of work-based students have the same right to be present at any meeting. Where the student has awarded advocacy rights to this person, the rights of the advocate shown below apply. Where a student has not awarded these rights, the role of the parent / carer / sponsor is in a purely observational role. They would have no right to intervene in any hearing or to offer an opinion or comment unless they believed to student was being put at risk by the proceedings.

### **Rights of the advocate**

The student has full control over the level of advocacy rights and the levels of rights are listed below:

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