



**Harrison College Ltd**

**Personal Development, Behaviour and Welfare Policy**

Review Date: July 2023  
BoD Approval: October 2023  
Next Review: September 2024

*Every interaction with every young person matters every time. We believe that relationships are at the heart of the learning process and, fundamentally, behaviour is most effectively managed when there is a positive relationship between everyone.*

A happy, productive and successful College rests on a clearly defined behaviour and rewards policy. At Harrison College we strongly believe in creating a positive environment for all members of the learning community. College staff, parents and students are to be made aware of the clear high standards of behaviour expected of all Students at all times. Students are encouraged to be independent in taking responsibility for their choices and are sensitively guided when problems arise. We also recognise that within a climate of inclusion there will be some students who need a personalised approach to their specific behavioural needs. The importance of taking a multi-agency approach to behavioural management is central to this. We also recognise that we may need to take the lead in consulting and communicating with other agencies.

The primary aim of this policy is not a system to enforce rules. Positive, constructive behaviour is encouraged by clearly defined rules but also a relevant curriculum matched to the ability of each student, and a fit for purpose environment celebrating the success and friendliness of our college. It is also a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to achieve.

### **Aims / Scope of Policy**

The aims of this policy take into account legislation enacted by the Education Act 2011, specifically relating to Part 2 Discipline by ensuring we have communicated and published our expectations and policies on behaviour. The policy considers the Equality Act 2010 and the SEN Code of Practice 2015 as well as ensuring safeguarding protocols are in place.

Our aims are for all staff to:

- Deal with behaviour calmly and consistently
- Model acceptable behaviour
- Acknowledge good behaviours regularly
- Offer students strategies to deal with their emotions and choose more acceptable behaviours
- Be friendly and approachable
- Use de-escalations techniques

Our aim for all students is to:

- Feel safe and be protected from harm
- Be treated with respect and dignity and feel valued
- Understand that their actions have consequences
- Develop their own strategies for managing their own feelings and behaviour
- Learn how to cope with real life situations

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## **1. Behaviour**

Harrison College has high expectations for behaviour and recognises the importance of good relationships as part of this. Trust and respect as part of a good, well-established relationship, takes time to develop. As a college we support students to develop these relationships and use the strength of adult-student relationships to deal with unacceptable behaviours. In any circumstances of a staff member dealing with challenging behaviour both staff and students will be supported to discuss the incident (where and when appropriate and in a way best suited to the student) in order to resolve it and to rebuild relationships.

## **2. Expectations**

- 2.1 Behaviour: students are required to follow the college's rules and behave with consideration and respect towards other students, members of staff, employers and the public community. This applies when in the college, travelling to and from the college, whilst on college trips and when identifiable as a Harrison College student presenting themselves as role models for the college. These behaviours and expectations typify the expectations required when employed by a business.
- 2.2 Behaviour for Learning: students are expected to demonstrate positive attitudes towards their learning and make purposeful and effective use of lessons, directed study and independent time.
- 2.3 Alcohol/Drugs/Aerosols or any illegal substances: students who come to college showing signs of being under the influence of alcohol or other intoxicants will have college sanctions applied and may be sent home for their own and others safety.
- 2.4 Smoking: smoking, vaping and e-cigarettes are not permitted. The college site is a non-smoking site, which includes the car park area. This is a conditional requirement of the building lease and insurance. Anybody caught smoking will find this offence is taken extremely seriously by the college and the landlord of the business premises.
- 2.5 Dangerous items or implements: items which can cause serious harm and pose potential risks to others, such as knives of any description or other items identified as dangerous by the college will be removed, and parents/ carers informed and will have college sanctions applied.
- 2.6 Punctuality and attendance: students will be in the college and attend lessons at the published times including a period of registration.
- 2.7 Leaving College premises: students are not allowed to leave the premises during the college day, including lunchtime, unless there has been a written/verbal request from parents and permission is granted by senior management.
- 2.8 Property: students are expected to treat their personal possessions, those of other students and the property of the college with due care and respect. Damage to the building and equipment of the college will be charged to the student or the student's parents /carers where the college deems appropriate.
- 2.9 Valuables: the college will not accept responsibility for the loss of or damage to any item of value, including electronic equipment or money brought into the college, lockers are available for students at all times.
- 2.10 Mobile Phones/electronic devices (inc. music players) may be brought to the college but must be switched off and in lockers during lessons. Mobile phones can be used during free / social time during breakfast club and lunch time. Please see our Acceptable Use of ICT Policy.

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### 3. Rewards

Please see the college's Rewards and Recognition Policy.

### 4. Dress Code

Please see the college's Dress Code. All students are expected to adhere to this policy, unless exceptional circumstances are granted by the SENDCO and in adherence with the SEN Code of practice .

### 5. Disciplinary

5.1 All college staff are expected to challenge inappropriate behaviour. If the inappropriate behaviour re-occurs, staff are expected to take the issue to the senior management.

5.2 No disciplinary action will be taken against a student until the circumstances have been investigated. Whilst an investigation takes place, it may be deemed necessary to request that the student does not attend site.

5.3 At every stage, a student has the right to be advised of the reason for disciplinary meetings, to hear the evidence against them and to state their case. This will be discussed in the meeting with a senior member of staff.

### 6. Possible outcomes of a Disciplinary Meeting

- Action plan
- Verbal Warning
- Written Warning
- Refer to external agencies for further support
- Emergency review and removal from roll

Depending on the seriousness of a student's actions senior management can exercise their right to apply any of the above outcomes in any order, which could include an immediate review with the local authority to seek alternative placement.

### 7. Disciplinary Offences

The following are some examples of misconduct. **This is not an exhaustive list and each incident will be reviewed individually.**

- Any breach of health and safety or other policies of the college. (Please refer to all related policies)
- Any bullying (including cyber bullying), intimidation, taunting (including any racist or homophobic comments), verbal abuse or the use of any violence or threat of violence towards any person.
- Any failure to follow the reasonable instructions of a member of staff or business mentor/employee.
- Deliberately or by gross negligence causing damage to any college buildings, equipment, books or furnishings or any property of others.
- Any misuse of substances as defined by the Drug and Alcohol Misuse Policy, any interference with hardware, software or data belonging to or used by the College or other students.
- Any smoking/ vaping within college buildings; or any centres used for college activities.
- Any cheating, plagiarism or copying of the work of other students.

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- Any unduly noisy or any unruly behaviour or the use of foul or abusive language.
- Disrupting any class or any other college activity, whether or not involving staff or other students.
- Any behaviour which is socially or sexually offensive.
- Any behaviour which is racist, sexist, or discriminatory against others on grounds of their disability, religion, sexual orientation, transgender identity, age.
- Any behaviour which could bring the College into disrepute; (e.g. posting inappropriate messages on social media about staff or other students, committing a criminal offence).
- A significant drop in attendance which has a negative effect upon academic performance.
- Unacceptable, or non-adherence to the agreed internships/employers code of conducts whilst on an internship

#### **8. Offences leading to immediate review and removal from roll**

- Theft of any kind.
- Threatening behaviour or assault.
- Bullying or harassment including cyber bullying.
- Deliberate damage to property (College and personal property).
- Endangering the health and safety of others.
- Any potentially criminal activities affecting the College or other students.
- Possession and/or use of alcohol.
- Possession and/or use of illegal substances.
- Inappropriate access to web material deemed unsuitable.
- Committing a criminal offence.

*Any decisions / disciplinary actions made regarding a student at Harrison College will be made in line with the SEND Code of Practice 2015 and the Equality Act 2010. Consideration and thought will have been given in advance to what reasonable adjustments a young person may require preventing them being placed at a substantial disadvantage.*

*The SENDCo and Inclusion team will change or adapt the specific expectations regarding rules and conduct requirements placed on each of our young people in response to their EHCP or SEN individual needs.*

*It is the responsibility of the young person, family or carer's to alert the college principal or the SENDCo to any individual need that they feel may need to be considered differently within our codes of conduct or expectations, at the point of the policy being issued or discussed so that any barrier or disadvantage posed can be reasonably accommodated within the area of need.*

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