



Harrison College Ltd

Personal Development, Behaviour and Welfare Policy

Review Date: April 2026
Next Review: April 2027

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 recognition 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 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. The latest KCSIE edition 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 behaviours consistently

Create a safe and inclusive environment setting and modelling high expectations for behaviour

- Acknowledge good behaviours regularly through verbal feedback and token awards
- Offer students strategies to deal with their emotions and choose more acceptable behaviours
- Use de-escalations techniques and create calm
- Deliver targeted interventions, based on individual need

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 feelings and behaviour
- Learn how to cope with real life situations
- Develop their mindset to accept different opinions and concepts

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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 manage and resolve behaviours that fall below our expectations. 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. Students are issued with a learning agreement as part of their induction to college which sets out the basic expectations and requires their agreement to abide by it. (See student Learning Agreement for more details)

2. Expectations

It is essential that students, parents/carers and the College community each make a full commitment to consistently upholding the college values and standards of behaviours that will result in success. Students need to be aware of and make a commitment to uphold the college policies, procedures and values. The following are included in different policies and processes across the college and serve as the first guide of expectations. The list is not limited to these, and other college policies may be applied where applicable

- 2.1 Behaviour: students are required to follow the college's policies, rules and standards of expectations and behave with consideration and respect towards other students, members of staff, employers and the wider community. This applies when in the college, travelling to and from the college, whilst on college visits, during internships 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 from 8: am to 2.30pm.
- 2.7 Leaving College premises: students are not permitted to leave the premises during the college day, including lunchtime, unless there has been a written or verbal request from parents and permission is granted by the DSL or SENDCO. At the end of the day students need to listen to the staff instructions around transport readiness.
- 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 and disciplinary action may be evoked where applicable.
- 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 student use.

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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.

3. Rewards

Please refer to the college's Rewards and Recognition Policy. The objective of Harrison College Reward and Recognition is to positively encourage learners to develop key behaviours that will prepare them for adult life.

4. Sanctions

- 4.1 It is important for students to learn consequences for their actions. When a student displays unacceptable behaviours or does not follow the rules, the staff play a key part in dealing with the situation that arises. Unacceptable behaviours can fall into two categories - low level behaviours or high level behaviours.
- Low level behaviours are mainly those which can cause a small disruption to a lesson but offer no serious risk or disruption, these low-level behaviours should be dealt with using a range of techniques within the classroom, such as moving the student to a different seat, eye contact, or verbal request. It is important that these behaviours are dealt with straight away in an effective manner so that the behaviour does not escalate or become a pattern.
 - High level behaviours which include more serious behaviours, where the student and those around them may be hurt/damaged or be at risk.
- 4.2 Under the Rewards and Recognitions Policy, there are sanctions for not following expected behaviours in the following 3 areas
- **Punctuality** – if a learner arrives at College after 9.30am a token worth 1 point will be removed. Any appeals** to be referred to the CEO or COO. 1 token per learner per day.
 - **Dress code** – if a learner arrives at College and is not meeting the basic dress code a token worth 1 point will be removed for each day they do not adhere to the dress code. Any appeals to be referred to the CEO or COO. (All pre-agreed reasonable adjustments on dress code due to sensory needs will be taken into account).
 - **Unacceptable ICT Usage*** – if a learner is found to be not following the ICT acceptable usage policy then a token worth 1 point will be removed from the team.
- 4.3 If the student displays aggressive or inappropriate behaviour and attempts to self-regulate or reset has not worked, or the behaviour is considered severe, parents will be contacted and the student sent home for the remainder of the day
- 4.4 If the behaviour continues on more than three different occasions, parents/ carers or the social worker will be invited into College to discuss the behaviour with the SENDCo / DSL or Principal and a behaviour plan agreed. Action will be taken to work with the student and family to ensure that this type of behaviour does not continue and the possible consequences will be discussed if the behaviour does continue, which could be a request for an emergency review and the placement is ceased. Severe behaviour including when a student sends or receives phone messages should be recorded in the student's file.

The College will consider whether the behaviour under review gives cause to suspect that a student is suffering, or is likely to suffer, significant harm. Where this may be the case, College staff should follow the College's Safeguarding Policy. They should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the College should consider whether a multiagency assessment is necessary.

If a disruptive student is placed in an area away from other students for a limited period, the College must act reasonably in all the circumstances. The College will ensure at all times the health and safety of all students and any requirements in relation to safeguarding and student welfare.

5. Challenging Behaviour

- 6.1 Sometimes students can communicate in a way that their behaviour presents harm to themselves or others around them, or damage to objects
- 6.2 Most behaviour evolves rather than changes and therefore there is no quick fix. When challenging behaviour occurs the staff working with those students may find the situation difficult and in need of support. After incidents of challenging behaviour, it is important that members of staff are given the necessary support. CPOMS Time should also be allocated for staff to be debriefed by a third party. Students should also be debriefed in any format of whatever is most appropriate to them. This helps to rebuild relationships that otherwise may breakdown.

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.
- 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.

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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.