Purpose

2.1 The purpose of this policy is to set out Activate Learning's expectations in terms of student behaviours and conduct. It outlines our behaviour management approaches for encouraging positive conduct and managing any conduct that falls below our expectations. The implementation of the policy is covered in the Student Behaviour Procedure.

Scope

3.1 This policy applies to Further Education, Higher Education, Apprentices, students aged 14-16 and students living in on-site accommodation.

3.2 The same high standard of behaviour is expected of students in the application or transition phase prior to attending college, where they are in contact with Activate Learning online, via the phone, or on-site at an event such as an Offer Event or Welcome Day.

3.3 When a student is enrolled at Activate Learning any behaviour on or off campus, including online, which damages the good reputation of Activate Learning falls into the scope of this policy.

Responsibilities

4.1 All staff at Activate Learning have a role in supporting students to consistently display good behaviour, and to identify when behaviour is below our standards. All staff need to be appreciative of trauma and adverse experienc[(l)5(i)4perienc[(l)5(i)4perienc[(l)5(i)4perienc[(l)5(i)4peay good

matter will be dealt with by staff, involving parents/guardians/carers as appropriate.

The **formal disciplinary procedure is** used for more serious breache

Appendix 1

Responsibilities of Staff – Detail:

1.1 All staff members have a responsibility to:

   a. Be appreciative of trauma and adverse experiences. Use a trauma informed lens when understanding instances of behaviour which fall below the standards and expectations of the Code

where appropriate.

d. Work alongside the Delivery Director to manage Stage Two disciplinary meetings. Discuss and provide information regarding withdrawals and ensure that decisions are made through evidence gathered.

e. Ensure disciplinary meetings have meaningful targets and interventions to support students to develop. Ensure that actions are carried out, and targets are reviewed on the agreed review date. Ensure reviews are sent to Group Administration to allow them to communicate with students and emergency contacts where appropriate.

f. Maintain an overview of students within the faculty, and know which students require further support to meet the organisation's behavioural expectations.

g. Utilise the Retention Panels and support referral mechanisms to provide wrap around support to students throughout the academic year, to ensure all appropriate support is in place.

h. Authorise temporary suspensions for students when absolutely necessary. This would be in circumstances where a student being on campus would pose a safety risk to themselves or others. Authorising a temporary suspension makes this person responsible for communicating with emergency contacts where a student is under 18 or under 25 with an EHCP, and ensuring the student leaves campus.

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