Student Behaviour

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Oldham College

1   Authority & Context

1.1   This Policy sets out the College's expectations of behaviour of all students in its community. The purpose of the Policy is to define and encourage positive behaviours in all parts of the campus and in all activities associated with College learning programmes, both on and off the College site.

1.2   The Policy supports the College's improvement strategies in contributing to a positive culture for learning and personal development for all students, and is an essential element of the College's standards, particularly on its journey to 'outstanding'.

1.3   In the context of the ongoing global coronavirus pandemic, adjustments may be necessary to parts of this Policy depending on the nature and degree of local and national restrictions at the time. See section 3.9 below.

2   Scope

2.1   The Policy applies to all students at the College, including 16-18 year old and adult students on full-time and part-time programmes, apprentices of all ages, and students aged 14-16 on part time vocational programmes at the College.

2.2   Apprentices in the work-place will be subject to the behaviour policies of their employers; however it is expected that as students of the College, they will maintain appropriate and professional standards of behaviour.

2.3   Students studying with subcontracted providers do not fall within the scope of this Policy, and will be subject to the behaviour policy of their provider.

3   Policy Content

3.1   Underlying Principles

3.1.1   The College insists that all members of its community maintain standards of behaviour consistent with reasonable expectations, and aligned with basic professional standards. The minimum expectations are defined within this Policy.

3.1.2   The expectations and rules defined in this Policy are non-negotiable. However the College accepts that there will be some instances and contexts in which the application of certain requirements of the Policy will be adapted. An example of this could be in some relaxation of rules regarding headphone usage in class for students with specific learning difficulties. In cases where adaptations are made in application, staff are accountable for maintaining appropriate behaviours in their classes.

3.1.3   Members of the College's community are expected to comply with its minimum expectations, but the College's approach to behaviour is based on members making positive behaviour choices as part of their contribution to a harmonious functioning community.

3.1.4 For many members of the community, this approach to behaviour will involve personal learning and development, and the College will fulfil its role in assisting its members in their navigation of the journey to adult professional behaviours. Staff will interact with students in ways that teach students about socially appropriate behaviours, which in turn support successful learning outcomes while protecting dignity and self-esteem.

3.1.5 All members of the College's community are expected to act with courtesy at all times, exercising due consideration for other members of the community. Any behaviours which are either discourteous or inconsiderate will be deemed not to meet the College's expectations, and will be challenged.

3.1.6 College staff are expected to model positive and professional behaviours at all times, both in classrooms and workshops, around the site and in all activities associated with the College, both on and off College premises. Behaviour modelling is viewed as an essential part of the College's informal programme of personal development (including behaviour and attitudes), and in particular is linked to the development of mature behaviours for work.

3.1.7 All members of the College's community are expected to act in ways which preserve the safety and wellbeing of themselves and other members of the community. This includes wearing the College's ID badge, which must be visible outside clothing at all times when community members are on the College site. Where practical or other learning sessions necessitate that ID badges must be removed for health and safety or other reasons, they must be worn again at the first opportunity when that activity has finished, and in any case must be worn when leaving the classroom or workshop in which that activity has taken place.

3.1.8 **(See section 3.9)** College community members must be identifiable while on the College campus, and therefore members' faces should be visible at all times. The wearing of face coverings, including religious face coverings, motorcycle helmets, balaclavas, masks and any other type of covering which prevents visual identification of a College community member is not permitted on campus. In the case of community members who express an obligation for religious reasons to wear a face covering on the College site, the College's Guidance Document on Face Coverings provides advice on how this should be managed. However face coverings of any description may not be used in classrooms or workshops, other than where a particular activity requires a face covering (e.g. protective equipment, theatrical rehearsals etc.)

3.1.9 Student ID badges are non-transferable, and students who allow other persons to use their ID badge to enter the College premises, whether current students or not, will be deemed to be in breach of this Policy on safety grounds. Students who borrow another student's ID badge to enter the College premises will be deemed to be in breach of this Policy for reasons of fraudulent use of the ID badge. The same principles apply to other uses of the ID badge, e.g. borrowing library books or laptops, and making purchases from Study Meal accounts at the Refectory counter.

3.1.10 a. Smoking is not allowed anywhere on the College campus. This includes all outdoor areas, and smoking is also prohibited in vehicles on College car parks. Members of the College community are requested not to gather near entrances to the College for the purposes of smoking.
(See section 3.9) b. Behaviours which are considered to be socially unacceptable or inappropriate will be deemed to be in breach of this Policy. This includes spitting, use of foul language or gesture, any action considered to constitute bullying, acts of vandalism and graffiti, littering any part of the College's site or any other act deemed to be socially unacceptable. Smoking in areas not designated as smoking areas is also considered socially unacceptable. The posting of inappropriate messages using social media, including messages targeted at other students and staff, or which may be deemed to have the potential to bring the College into disrepute, is in breach of this Policy.

3.2   Behaviours in Contravention of the Law

3.2.1 **(See section 3.9)** Behaviours on the College site which contravene the law will result in suspension of those committing the acts and the appropriate authorities being informed as necessary.

3.2.1.1 The use of language or other behaviour which is or may be considered offensive or discriminatory under the terms of the Equality Act 2010 will be deemed to be in breach of this Policy, and appropriate action will be taken depending on the nature of the language or behaviour.

3.2.1.2 For the purpose of implementing this Policy, care-experienced learners should be afforded the same consideration as those with protected characteristics under the Equality Act 2010. This includes the use of any language or behaviour which may be considered offensive or discriminatory by care-experienced learners.

3.2.2 The College's IT systems must be used in accordance with the law and with the College's Acceptable Use Policy. Instances of inappropriate behaviour on line e.g. through the use of social media and e-mail will be in breach of the Acceptable Use Policy and the Student Behaviour Policy, and may also be dealt with under the terms of reference of the College's Safeguarding Policy.

3.2.3 The sale, use or possession of alcohol and illegal drugs on the College site or in a College activity outside the College site will be deemed to be in breach of this Policy. Similarly, members of the College's community who enter the site under the influence of alcohol or illegal drugs will be deemed to be in breach of this Policy. This also includes solvents and any other potentially intoxicating materials whether obtained legally or otherwise, which are not required for learning activities in the College.

3.2.4 The possession on the College site, or in any College activity outside the College site, of any item considered to be an offensive weapon will be deemed to be a breach of this Policy and dealt with accordingly. Offensive weapons include firearms, knives, other bladed instruments or items with sharp points, acids and other corrosive substances, and any other item considered to have been carried for purposes of violent or threatening activity.

3.2.5 The possession on the College site of fireworks or other explosive or flammable materials, which are not required for learning activities within the College, will be deemed to be in breach of this Policy.

3.2.6 The use of motor vehicles, including motorcycles, scooters and electric scooters, on the College site in a manner which presents risk of harm to pedestrians will be considered a breach of this Policy.

3.2.7 All members of the College's community are responsible for their own health and safety in addition to the health and safety of other members of the community, and any behaviours which result or are likely to result in a risk to their or other members' health and safety will be deemed to be in breach of this Policy.

3.2.8 Any behaviours which are considered contrary to the Counter Terrorism and Security Act 2015, i.e. which may lead to an atmosphere conducive to hatred or acts of aggression, or which may draw people into non-violent and violent extremism and terrorism, will be deemed to be in breach of this Policy.

3.3 Codes of Acceptable Dress

3.3.1 Where particular uniform is specified for learning programmes, classes or workshop sessions (including personal protective equipment where appropriate), the specified items must be worn. Students arriving without the appropriate clothing in such cases may not be admitted to their learning sessions, and students without appropriate personal protective equipment will not be allowed to take part in practical activities (or enter practical areas) requiring it.

3.3.2 Where particular uniform requirements do not apply, the College does not specify items and types of clothing to be worn. However there is an expectation that members of the Colleges' community attire themselves in a manner which would reasonably be considered to be decent and respectful.

3.3.3 Members of the College community who wear items of clothing bearing logos, slogans, images and other written content must ensure that such items do not have the potential to offend other members of the community through perception as racist, sexist, homophobic, extremist or in any other way which could reasonably be seen as offensive. It is expected that College staff will be positive role models for appropriate professional attire.

3.4 Behaviour Management

3.4.1 Expectations and minimum standards of behaviour will be clearly communicated to all students at the start of their learning programmes as part of the Induction programme. Written information will be provided in the course handbook and the College's Student Handbook.

3.4.2 During their Induction, students will be presented with a copy of the College Charter, part of which contains the Student Agreement which students will sign in order to record their agreement to comply with the College's minimum expectations.

3.4.3 Classrooms and communal areas will have information posted on the walls to reinforce the College's expectations. The posters will contain text and infographics with clear messages.

3.4.4 The College values consistency as an essential feature of its approach to behaviour management. Following students' induction to the College, their experience must be that expectations of their behaviour are the same at all times and in all parts of the College, and that these expectations are consistent with the College nurturing a culture of learning and professionalism.

3.4.5 All College staff are expected to challenge students whose behaviour does not meet the College's expectations. This includes behaviours in classrooms and workshops, communal areas, and around the College perimeter.

3.4.6 Behaviour management at the College employs the principle of early intervention; this is to ensure the provision of appropriate dialogue, support and actions, and to help maintain good attendance, retention and achievement for students.

3.4.7 Initial minor breaches of expectations should be dealt with informally by staff as part of their general management of students and their personal development. Examples of appropriate interventions at this stage include modelling appropriate behaviour, restating expectations, use of corrective feedback, use of non-verbal signals and feedback, reminder of specific rules, distraction or diversion, and subsequent praise for appropriate behaviour.

3.4.7.1 In cases where a student's behaviour requires improvement, the College provides a behaviour contract in which specific targets are set and monitored. This is not appropriate in the cases of serious breaches of this policy.

3.4.8 Where a student's behaviour continues to fail to meet the Colleges expectations, the Student Behaviour and Disciplinary Procedure will be invoked.

3.5 Behaviours related to learning

3.5.1 Students must attend all timetabled sessions and arrive punctually with the necessary equipment for each session.

3.5.2 Areas where learning takes place include classrooms, workshop areas, salons, gyms, learning centres and the College library. These areas are collectively described as learning areas, and there is a set of expectations defined for these areas. These expectations are introduced during induction through the documentation given to the students, and reinforced fully throughout the extended induction period.

3.5.3 Expectations for learning areas include the basic rules relating to disallowing of hats, hoods, coats, headphones, mobile phones and hand-held devices, inappropriate language, and food and drink other than water. However there is also a particular focus on students arriving appropriately prepared to learn.

3.5.4 Preparation for learning includes arriving with appropriate stationery, clothing, other necessary equipment or text book, and an up-to-date file of learning and work as appropriate.

3.5.5 Preparation for learning also includes bringing completed homework, and particularly for higher level courses (level 3 and above) having completed the necessary reading and other preliminary learning for the session as indicated in previous sessions, and having undertaken learning of material from previous sessions as necessary.

3.5.6 Learning sessions require that students behave in an appropriate manner so that opportunities to learn are maximised. The College's teaching and learning strategies expect students to work hard in learning sessions in order to enjoy learning and make good progress.

3.5.7 The minimum expectations of student behaviour in learning sessions require that students are courteous and considerate at all times, so that other students' learning is not adversely affected by the behaviour of one of their peers. Students are expected to focus and engage in learning activities, and to ask their tutor for help when necessary. Students are expected to make positive choices in their approach to learning behaviours; any instances of disruption in learning sessions will be deemed to be a breach of this Policy, and will be dealt with under the Student Behaviour and Disciplinary Procedure.

3.6 Behaviours in Non-Learning Areas

3.6.1 For the purposes of this Policy, non-learning areas include corridors, staircases and other walkways, the main quadrangle, the small quadrangle between Campus Central and the Student Hub, the main Reception area, the Student Hub, the main Refectory and the car parks.

3.6.2 Corridors, staircases and other walkways are solely for the purposes of movement around the College, and should not be used as learning areas or social spaces.

3.6.3 The main Reception area is for use only as an entrance to the College, and the place in which visitors to the College are registered by Front of House staff and met by other College staff. Staff and students must not use the Reception area as a social space. It is essential that the main entrance to the College presents an institution of high expectations and professionalism. Consequently it is expected that staff and students do not smoke outside the main Reception area, and that the highest standards of behaviour are maintained.

3.6.4 **(See section 3.9)** The Refectory (and also the Refectory in the Health and Life Sciences building) is the main social space in the College, and the only area where food and drink are sold for consumption on the premises. Students are expected to behave in a manner appropriate for a restaurant area. This includes avoiding boisterous behaviour, removing crockery and cutlery to the appropriate area after eating, and not leaving litter. The Refectories are cleaned regularly during College hours, but students are expected to contribute to maintaining a clean and pleasant environment for other users. Students should avoid sitting on tables, and should not engage in romantic behaviours which are socially unacceptable.

3.7 Communication

3.7.1 In order to implement this Policy and maintain expected standards of behaviour, the College seeks to establish and maintain positive relationships with parents/guardians of students under the age of eighteen, and where appropriate other agencies.

3.7.2 In cases where breaches of expected behaviour standards result in the application of the formal stages of the Student Behaviour and Disciplinary Procedure, parents/guardians and other agencies as appropriate will be notified by letter and invited to attend the hearing.

3.7.3 In cases where a student is found to have regular low level breaches of expected behaviour standards, and where early interventions by College staff have not resulted in improvement, parents/guardians and other agencies as necessary will be contacted by telephone. In these cases additional ongoing support will be provided by staff in Integrated Student Services.

3.7.4 Any decision not to contact parents/guardians or other agencies as appropriate may only be taken in consultation with the Designated Safeguarding Officer.

3.7.5 In cases where a student is sponsored by an employer, the employer will be informed if the formal Student Behaviour and Disciplinary Procedure is applied.

3.8   Admission of Students with Significant Behaviour Records

3.8.1 Students applying to return to the College for further study (internal progression) will only be enrolled if their behaviour record during their previous course of study (including attendance and punctuality and their VITAL behaviour log) was such that they were deemed to have met the College's minimum expectations of behaviour overall.

3.8.2 Where internal progression applicants are found to have a poor record such that they are classified as 'high risk', they will be subject to an additional selection process during the summer months prior to their admission.

3.8.3 The additional selection process will involve an interview with a member of the Principalship team or other College Manager (not including Heads of Faculty or Sector Managers). Applicants are expected to attend punctually, accompanied by a parent or guardian, and to conduct themselves in a manner by which the College accepts that the applicant is sufficiently committed to meeting the required standards of behaviour.

3.8.4 Where 'high risk' applicants are considered appropriate for further study at the end of their interview, they will be given a contract, the terms of which must be met and maintained in order to secure their continued enrolment at the College. Applicants who are not considered appropriate for further study, or who do not attend their interview, will be referred on to other agencies as necessary in order to discuss their next steps.

3.9   Coronavirus

3.9.1 This section contains modifications to sections above which may be required in the event of local or national restrictions on working patterns and methods due to the coronavirus (covid-19) pandemic. The document has not had the original sections replaced due to the fluid nature of the additional measures and the uncertainty regarding their timescale.

3.9.1.1 **(Update to 3.1.8)** When required by local or national guidance or law, face coverings must be worn at all times on campus, other than in classrooms. Face coverings worn for the purposes of reducing viral transmission must be of a type appropriate for this purpose. Where face coverings are removed in teaching sessions, other methods of mitigation should be applied where possible e.g. safe social distancing.

3.9.1.2 **(Update to 3.1.10)** Spitting, while previously identified as socially unacceptable, now carries additional risk of covid-19 transmission, and therefore will be treated as a serious disregard of covid-secure measures on the College site.

3.9.1.3 **(Update to 3.2.1)** Since the onset of the coronavirus, changes have been introduced which have been enshrined in law, and this may continue to be the case. Therefore any instances involving contempt or disregard of, or failure to comply with such requirements will be considered as behaviours in contravention of the law.

3.9.1.4 **(Update to 3.6.4)** Due to the need for social distancing and other hygiene considerations, the Refectory will not be used as a communal eating, general refreshment or social area during the implementation of local or national restrictions which would render its use unsafe or impractical. Arrangements for students and staff remotely to order food snacks and other refreshments for delivery to their rooms will be advised as necessary.

3.9.1.5 During the implementation of local and national restrictions which would require strict social distancing, students and staff will not be able to move freely around the campus in the normal way. Plans for timetabling and use of College facilities will be advised when necessary. This is to facilitate best practice in social distancing, the operation of 'bubbles' for groups of students (if necessary) and a reduction in viral transmission wherever possible.

4   Accountabilities

4.1   The Vice Principal Quality and Strategy has overall accountability for the implementation of this Policy.

4.2   Heads of Faculty and Sector Managers are accountable for the implementation of formal procedure and actions to deal with persistent breaches of behaviour expectations within their areas.

4.3   All staff are responsible for maintaining a consistent approach to behaviour in line with this Policy, and for presenting themselves as positive role models in this respect.

5   Associated Documentation

Appendix – Guidance on recording breaches of standards on VITAL.
Appendix – Student guide to standards and expectations of behaviour.
Appendix – Student code of conduct.

6   Related Policies and Procedures

6.1   Student Behaviour and Disciplinary Procedure

6.2   Attendance and Punctuality Procedure

Change History Record

Issue	Description	Approval (author signature)	Date of Issue
Draft 1	New Policy	N. Middleton	06.06.18
Draft 1.1	Updated following focus group feedback.	N. Middleton	13.06.18
Draft 1.2	Minor typographical errors amended. 4.1 Assistant Principal replaced by Vice Principal Quality and Strategy. Yellow highlights removed.	N. Middleton	22.06.18
Draft 1.3	3.8 added – Admission of Students with Significant Behaviour Records	N. Middleton	22.06.18

Version 1.0	Approved Principalship	N. Middleton	13.11.18
Version 1.0	Approved Goveronrs	N. Middleton	27.11.18
Version 1.1	Updated for 2020/21 academic year with additions for coronavirus context including 1.4 and section 3.9. 3.1.10 split into clauses (a) and (b) due to permanent change in smoking rules (3.1.10a). Removal of appendix reference 'Guidance on Face Coverings'.	N. Middleton	27.08.20
Version 1.2	Updated for 2021/22 academic year. 1.2 now referencing 'outstanding'. 1.3 changed to 'ongoing' re. pandemic. 3.1.6 updated to include reference to behaviour and attitudes. 3.2.1.2 added re. care-experienced learners. 3.2.6 Electric scooters added. 3.4.7.1 added re. student behaviour contracts. 3.6.1 New building names added (Campus Central and Student Hub). Common room removed, and car parks added. 3.6.4 New refectory included, and reference to comfortable seating areas and sofas removed.	N. Middleton	27.08.21