



THE
TRAFFORD
COLLEGE
GROUP

Student Behaviour Policy

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1. Purpose

The purpose of the Student Behaviour Policy is to ensure the safety of students and staff, which in turn then allows all students to reach their full potential whilst studying at The Trafford College Group. The policy is based on the principle of 'acceptable behaviour' with rules to ensure safety and a spirit of cooperation across the Group community. A College wide commitment to improving behaviour will lead to greater student engagement, better support for staff and fewer incidents of negative behaviour. The key principles and aims of the policy apply before, throughout and after the students have completed their study at the Group.

It is everyone's responsibility to help maintain an environment conducive to learning, of which the Group Values are fundamental:

- Resilience
- Ambitious
- Respectful
- Collaborate
- Inclusive

It is essential to our mission that individuals are able to be part of the Group community without fear of:

- Disruption or interference with learning
- Actual threatened violence from others
- Bullying (including cyber bullying) and peer on peer abuse
- Harassment or discrimination, including sexual or racial harassment, or harassment on grounds of religion, belief or disability
- The promotion or use of illegal substances or alcohol
- Criminal behaviour
- Deliberate damage to property

2. Scope

This policy applies to all members of the college community and to all behaviour management issues arising within the College and/or whilst engaged in College related learning or activities. The policy acknowledges that preparation for employment or higher study leading into employment, is the principle objective of all our activities. As such it is part of our core business to ensure that relationships among students and employees reflect a positive and respectful culture. In turn this equips all students to become responsible, respectful citizens who contribute positively to society.

All employees and students will be made aware of this policy and associated procedures including the Learner Improvement Procedure, Suspension Procedure, and the College Code of Conduct at the start of the academic year. Students will be asked to sign a Learner Agreement /Enrolment Form on entering the College, which will commit them to abide by this policy and associated procedures throughout their time at College.

Classrooms rules will be agreed between employees and students at the start of the course and will be displayed in all teaching spaces in order for them to refer to, and revisit as required. The Group Values are displayed and discussed with students within Open Days, New Student Days and also at the start of term.

3. Roles and Responsibilities

3.1 The Trafford College Group Governing Body

The Governing body is committed to ensuring that the Group:

- Meets the aims of this policy by reviewing the appropriate behaviour strategies and procedures with the Group Leadership Team throughout the academic year.

3.2 Leadership Team

The Leadership Team will:

- Monitor the application of the policy with emphasis on reported incidents
- Highlight trends and expect these to be addressed
- Seek to ensure that procedures linked to this policy are adhered to
- Support the Learner Improvement Process where necessary

3.3 Heads of Studies/Heads of Faculty

The Heads of Studies and Heads of Faculty will:

- Set high standards in terms of behaviour and attitudes towards learning
- Expect staff to uphold the high standards and support them in doing so
- Recognise and celebrate good behaviour and encourage others to do so
- Support all employees across the Group in maintaining the highest standards of behaviour through high quality teaching and learning and consistent implementation of the Student Behaviour Policy.
- Ensure that all positive behaviour processes and procedures are adhered to including the following: Learner Improvement Process, Attendance and Suspension Procedures.

3.4 Course Tutors and House Monitors

Course Tutors and House Monitors should:

- Recognise and celebrate good behaviour
- Agree standards and values expected/required from students in the group, once agreed the values should be made clearly visible and applied consistently.
- Introduce the College Charter and share relevant information with students at the identified stages of the learner journey
- Monitor individual and group behaviour in classes and take appropriate action to address any issues
- Liaise with the Head of Studies/Heads of Faculty regarding intervention strategies
- Liaise with the appropriate senior manager over serious concerns
- Follow the Learner Improvement Process as appropriate in order to support students

4. Procedures and Guidelines

The Procedures and Guidelines to support this policy include:

- College Charter
- Course Tutor Guide
- Learner Improvement Procedure
- Suspension Procedure

5. Monitoring, Evaluation and Review

The Assistant Principal 16-19 Study Programmes, Student Experience and Support will lead on the implementation of the policy. They will monitor the effectiveness of this policy and related procedures and where necessary, make recommendations to the Leadership Team for improvement.

Appendix 1: Student Code of Conduct

Trafford College Group believe that education is key to success and to your future, that's why the TCG make a commitment to YOU by:

1. Ensuring that you have all of the important information to make informed decisions about your chosen course and that it meets your needs as an individual.
2. Supporting you with your learning needs enabling you to make a positive transition to college life.
3. Guiding you to reach your full potential by setting targets that are achievable yet challenging.
4. Providing you with high quality of teaching, learning and assessment which is both motivational and engaging.
5. Ensure that you meet the requirements for your course of study, including meeting deadlines, completing independent tasks and being prepared for lessons.
6. Help you reach your full potential by completing all tasks to the best of your ability and by acting on feedback from your tutors.
7. Delivering impartial advice on your own personal goals, careers and aspirations.
8. Enabling you to have access to a wide range of extra-curricular opportunities to enhance your skills.
- 9 Removing barriers to learning through our knowledge and approachable support services.
- 10 Taking action to further improve our College by listening to your views and feelings.

Our aim is to ensure that you have a successful and enjoyable time with us. In order to achieve this aim, it's important that we work in partnership.

This includes to:

1. Attend college and all events punctually, reporting any absence or lateness.
2. Inform us of any additional needs or support you might require so that we can put this in place for you.
3. Be respectful to all who are involved in our College community.
4. Actively participate in all aspects of learning and College life.
5. Fostering positive working relationships that are built on respect and understanding. Making a commitment to provide a safe and supportive learning environment where diversity is celebrated.
6. Show respect to the College environment, acting safely and responsibly at all times.
7. Be an active learner by taking responsibility for your own learning and development.
8. Participate in opportunities to share your views and feelings, providing constructive feedback to support improving your College experience.

Student Guidelines

Use of Social Space Around Trafford College Group:

- Students not behaving appropriately will be challenged.
- Repeated issues will lead to the implementation of the Learner Improvement Procedure. In these situations the Group reserves the right to refuse a student access to a social area if there are repeated issues, or close down an area if necessary. Students should not be sitting in corridors and will be challenged where this occurs.

Behaviour in Specific Workshop Environments:

- Certain areas of TCG contain specific workshop areas with their own health and safety risks and rules. Any student who breaks the rules in these environments is potentially putting themselves and others at risk. This constitutes gross misconduct and can lead to suspension.
- Tutors/Lecturers must ensure that students are aware of specific requirements and check their understanding and obligations in respect of this.

Behaviour Within the Immediate Community:

- TCG expects students to act as role models and ambassadors within the local community. Any anti-social behaviour within the surrounding estate areas of the Group campuses is classed as bringing the Group into disrepute and may result in action via the Learner Improvement Procedure.
- The Group works closely with local residents and Greater Manchester Police to ensure that the community is a safe area and free of anti-social behaviour.
- Smoking: Smoking is only permitted within designated smoking areas. This means cigarettes, including electronic cigarettes must only be used within this area and not on route to or from.
- In the area immediately outside the College gates, we request that students do not gather to smoke here as this is a gateway to the College and does not provide the positive image of the College which we wish to display. **Please Note:** You will be asked to move away from the immediate area of the College gates.

Uniform and Equipment:

- Some courses require students to bring specific equipment or wear a designated uniform. Students are always expected to adhere to these requirements. Repeated failure to do so will result in the application of the Learner Improvement Procedure.

Café Retreat/Refectory:

- Students are expected to treat the Café / Refectory area with respect. This includes clearing away any plates/cutlery and rubbish. Tables should be left clear once finished and rubbish put in the bins provided and trays/plates placed in the tray slots.
- Food and Drink around College:
 - Food bought in the Cafe Retreat / Refectory should be consumed in the areas provided and not taken into classrooms and other circulation areas including the LRC
 - When students bring food into the College from home, this should be eaten in Café Retreat/Refectory or in the student areas
 - Foods purchased in the surrounding outlets near to the College should be eaten before returning to the college premises

Use of the Learning Resource Centre (Library) and associated areas:

- The Learning Resource Centres (LRCs) are committed to providing a pleasant and productive environment for all users to study, research and complete assignment work in, they are not social spaces. To ensure the LRCs are meeting these standards, learners must comply with all the college values and expected behaviours within the Code of Conduct and the Acceptable Use of Computer Facilities Procedure. Students who choose to enter the LRCs are also expected to:
 - Work quietly or silently (in designated rooms)
 - Switch mobile devices to silent mode and to keep the volume low on personal devices and headphones
 - Not to be disorderly to other LRC users or staff by engaging in unwanted or inappropriate interaction
 - Return borrowed items (books, magazines etc.) on time
 - Leave promptly when requested to leave at closing times or during emergency situations
- LRC staff will challenge students who do not behave appropriately. Repeated ignoring of staff requests to comply may result in learners being asked to leave the LRC and the Learner Improvement Procedure instigated. Persistent failure to meet these expectations may also result in access to the LRCs being denied for a period of time.

Drugs and Alcohol

- Students should not come into College or attend any College event, under the influence of alcohol, illegal drugs or other self-administered substances that can impact on their performance and safety in College.
- Students should ensure that they do not bring alcohol, illegal drugs or drug paraphernalia (equipment) with them to college or to any college trip or event.
- This is covered under the TCG Gross Misconduct Policy and will result in a suspension from College as the College operates a zero-tolerance policy.
- **Please Note:** Confidential support is available for those who are concerned about their use of drugs and /or alcohol.

Appendix 2 Learner Improvement Process

