

Learner Behaviour Policy

Scope: this policy applies to all staff and learners at Excel Education (“Excel”).

Objective: to ensure that positive behaviour of staff and learners is promoted to create an environment where learning flourishes and allows learners to focus on realising their full potential.

1.0 Principles

1.1 Excel believes that in order to enable effective teaching and learning to take place, positive behaviour, in a safe and secure environment, is necessary in all aspects of college life. Excel seeks to achieve this by:

- Promoting personal responsibility and positive behaviour.
- Promoting self-esteem, self-discipline and positive working and social relationships based on mutual respect.
- Ensuring fairness of treatment for all learners.
- Providing a safe learning environment free from disruption, violence, bullying and any form of harassment (Excel has policies in place to ensure this occurs).

2.0 Learner Entitlements

2.1 All students are entitled to:

- be taught and assessed in an environment which is safe, conducive to learning and free to disruption;
- expect appropriate action from Excel to tackle any incidents of violence, threatening behaviour, abuse, discrimination or harassment;
- have any complaint taken seriously by Excel, investigated effectively and resolved in a proportionate and fair manner;
- be treated with respect; and
- be consulted on and contribute to the review of this policy.

3.0 Learner Responsibilities

3.1 In return for the above learner entitlements, learners are expected to take responsibility for their behaviour and:

- show respect to Excel staff and fellow learners;
- show respect to Excel property, the property of Excel staff and learners;
- follow reasonable instructions of Excel staff;
- value the advantages of good behaviour and the implications for personal advancement and building relationships;
- adhere to the Learner Agreement and Excel policies and procedures.

4.0 Lecturer Responsibilities

4.1 All Lecturers are required to:

- ensure that they provide well planned and effectively delivered learning activities, which are engaging and appropriate;
- create a climate in which they can communicate effectively and provide fair treatment to all learners;

- apply the basic rules for the classroom consistently and persistently;
- take responsibility for applying the expectations of good behaviour and intervene in a proportionate manner when these are not met;
- lead by example by being courteous, considerate, polite, demonstrating pleasant and positive behaviour at all times;
- support and praise compliant / positive behaviour;
- promote positive behaviour through active development of learners' social, emotional and behavioural skills;
- apply sanctions fairly, consistently, proportionately and reasonably, taking account of disability, special needs and the needs of vulnerable learners, offering support as appropriate.

5.0 Management Responsibilities

5.1 Excel leaders and managers are required to:

- ensure learners are provided with an opportunity to contribute their views about this policy;
- establish and communicate clearly measures, policies and procedures to ensure good order, respect and discipline;
- ensure that this policy does not discriminate against any learners and is compliant with the Equality Act 2010.
- ensure staff are clear about the extent of their disciplinary authority and receive the necessary support and, where appropriate, training in behaviour management strategies;
- Take all reasonable measures to protect the safety and well-being of staff and learners, including complying with Excel's Anti-bullying Policy and Procedure;
- ensure staff model good behaviour and never denigrate learners or colleagues;

6.0 Discipline and withdrawals

6.1 Where learners do not adhere to the College's policies and procedures and their conduct falls below expectations, disciplinary proceedings may ensue. This includes the following stages:

Stage 1

Initial meeting with the Lecturer, Learner and a member of Senior Management.

Stage 2

Formal investigation into the alleged misconduct by a Senior Manager.

Stage 3

Suspension, where stages 1 and 2 have been exhausted or where the issue is serious.

Stage 4

Learner advised that they will be withdrawn from the course and provided information about the right to appeal to the Principal or Director (this must be a party who has not been involved in the investigation).

Stage 5

Formal withdrawal of the Learner.

7.0 Responsibility for implementing this policy

- The Principal has oversight for implementing this policy.
- The Operations Manager and Lecturers have responsibility for implementation of this policy.
- Lecturers are responsible for meeting Learner Entitlements.

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