



Positive Behaviour

Policy & Procedure 2024 - 2025

Head of Student Entitlement

Publication Date: August 2024

Review Date: August 2025 | Version No. 1

1. Purpose

- 1.1 The purpose of this policy is to outline the College's approach to encouraging student/apprentice positive behaviour. The procedure demonstrates the process to be followed when any student or apprentice is behaving outside of College rules, values or health and safety regulations.

2. Scope

- 2.1 This procedure applies to ALL students and apprentices. Variations to the procedure may apply in the case of Higher Education (HE) students, Part-Time (PT) students or Apprentices.

3. Implementation

- 3.1 All students and apprentices will be made aware of the existence of the positive behaviour policy and procedure during their induction period, and of how it might be used. The College Code of Conduct is aligned to British Values along with the College's Basic Five Rules for classroom conduct set to keep all students and apprentices safe.

4. Informal handling of student and apprentice behaviour

- 4.1 In most cases student/apprentice behaviour management can be dealt with informally.
- 4.2 Any concerns can be raised by any member of staff and recorded on Ontrack. If several concerns are raised, this should trigger a conversation with the student or apprentice.
- 4.3 The student/apprentice is reminded of the College's expectations by a member of College staff.
- 4.4 A record of this is recorded on Ontrack for the attention of the student's Personal Tutor, Tutor/Teacher (PT/HE students) or Assessor (apprentices). The Personal Tutor/Teacher/Assessor will discuss any behaviour with the student or apprentice during Tutorials/1-1 and give positive actions as required to ensure the behaviour does not persist or reoccur. If the unacceptable behaviour persists or reoccurs, a formal procedure will be triggered.
- 4.5 If required, the parents/carers, the Employer and/or the HE provider may also be informed. This would only be implemented if the student/apprentice needed support to complete actions.
- 4.6 In cases involving SEN/SEND students/apprentices, the SEND and Inclusion manager (EHCP mainstream/Specialist provision) will be informed and liaise with the parents/carers and the Local Authority. Appropriate action plans will be discussed and agreed in line with the EHCP.

5. Initial management of student and apprentice behaviour

- 5.1 The initial intervention for a drop in attendance, poor attitude to work or low level disruptive behaviour will be picked up through the Progress Coach role.
- 5.2 When a student/apprentice attendance or lack of motivation is beginning to impact on their studies, or they are demonstrating low level disruptive behaviour they will be referred by their Personal Tutor/tutor/teachers/assessors or managers to a Progress Coach.
- 5.3 The Progress Coach will organise and chair a 'professionals meeting' which will include the student/apprentice, parents/carers, ~~Personal Tutor/tutor/teachers, assessors, CMs~~ and any other relevant external or internal professionals. The purpose of the meeting is to investigate the reasons for the student/apprentice not attending or why the student/apprentice is demonstrating unacceptable behaviour.
- 5.4 An Emotional Based Setting Non-Attendance (EBSNA) process will be completed, and support put in place where necessary. If a EBSNA process has been in place at school or previous settings, the college will look to support actions and support that have been previously put in place. The Local authority should liaise with the College to ensure that the information is shared.
- 5.5 An Action Plan will be developed as part of the professionals meeting. The Progress Coach will be responsible for monitoring the actions and holding regular coaching sessions with the student/apprentice as part of an ongoing review. The aim will be to moderate any behaviour and to improve attendance.
- 5.6 The Action Plan will be stored on Ontrack. Copies will be made available to attendees of the professional meeting where required.
- 5.7 The progress of the Action Plan will be shared with relevant staff and professionals. The Progress Coach will make sure that any strategies or techniques agreed are being used with the student/apprentice and will evaluate the impact.
- 5.8 If sufficient progress is not made or agreed actions not followed, the student will be referred to the formal Stage 3 of this policy.

6. Formal handling of student and apprentice behaviour

- 6.1 The formal policy and procedure is designed to start when inappropriate behaviour is repeated, or of sufficient scale to be outside the normal realms of everyday classroom management.
- 6.2 Each stage centres on a meeting between the student/apprentice and relevant member(s) of staff, including other parties where appropriate. Meetings will be conducted fairly and openly, allowing both student/apprentice and staff to state their case.

- 6.3 If a student or apprentice fails to attend (without giving notice), or leaves the meeting, the meeting may still proceed.
- 6.4 If a student or apprentice is 16-18 and a parent/carer fails to attend (without giving notice), the meeting may still proceed.
- 6.5 Records of meetings and outcomes that may contain actions or requirements are recorded on Ontrack.
- 6.6 Contact is made with the parent/carer after the meeting(s) to confirm outcomes that may contain actions or requirements.
- 6.7 Outcomes or requirements will be monitored. If the student/apprentice successfully completes the action plan, within the agreed timescale, the episode is closed. If it is not, the student/apprentice will be put on the next stage of the procedure.
- 6.8 If conditions of a Stage 3 are not adhered to, an exclusion may be applied.
- 6.9 It is the role of the Head of Student Entitlement to assist in determining what support the College can offer to the student/apprentice outside curriculum interventions.
- 6.10 At any stage if the student/apprentice is deemed vulnerable, has learning difficulties or disabilities, representatives from the SEND and Inclusion team will be involved in the process to develop appropriate development plans and provide support during the process. Parents/guardians/carers will be informed of appropriate actions to support SEND/HN student/apprentice who do not have the capacity to fully appreciate the impact their non-compliance. This may involve the recommendations of external parties (e.g. Educational Psychologist, Local Authority) in order to form an action plan. This action plan will be individualised to reflect the specific needs of SEND/HN student/apprentice and will replace the standard procedure.
- 6.11 At any stage if the student is care experienced a member of the care experience team will be informed and they will liaise with the local authority to ensure that support for the student is provided.
- 6.12 At any stage, if the student/apprentice is under the College's Safeguarding Team, a member will be informed and to ensure that support is provided.

7. Misconduct

- 7.1 The College will not tolerate any anti-social behaviour. Examples are provided of misconduct which may lead to action being taken. It is not an exhausted list. Some examples may be classed as serious misconduct:

Behaviour related:

- Breach of any of the College's expectations regarding student/apprentices' behaviour as per the College's Code of Conduct/British values

- Non-attendance of agreed meetings
- Disruption to the quality of education to others
- Failure to do as a member of staff asks/requests
- Smoking, except in the designated areas
- Noisy or unruly behaviour or the use of foul, abusive or discriminatory language
- Damaging College buildings, equipment, books or furnishings or any property of others
- Interference with software or data belonging to, or used by, the College
- Use of mobile phones in any learning and study environment without permission
- Misuse of computers, the internet or email

Attendance related: such as poor attendance levels or poor punctuality

Concerns work or performance related:

- Non submission of work after negotiated and agreed deadline
- Cheating, plagiarism or copying the work of other students/apprentices
- Non engagement in class, e.g. low level disruptive behaviour, refusal to take part in an activity/lack of production of work

8. Gross Misconduct

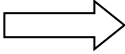
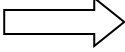
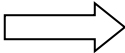
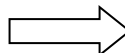
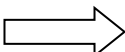
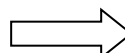
8.1 The College will not tolerate any anti-social behaviour. Examples are provided of gross misconduct which will lead to action and/or exclusion. It is not an exhausted list.

- The use of violence or threat of violence towards any person, face to face or electronically e.g. phone or email including social media etc - see appendix 1
- Use, possession or supply of any illegal substance - see appendix 2
- Use or possession of an illegal/offensive weapon - see appendix 3
- Illegal acts which affect the work of the College or other students or apprentices
- Causing the College actual or potential financial loss
- Bullying, intimidation, taunting, verbal abuse towards any person, face to face or electronically e.g. phone or email including social media etc.
- Taking photographic images or videoing of people on College premises without their consent
- Taking photographic images or videoing of people on College premises without their consent which is then shared or uploaded to social media platforms
- Distribution of material critical of the College or its staff
- Behaviour which could damage the reputation of the College
- Behaviour which is racially, sexually offensive or which is offensive to those with learning and/or physical disabilities or sensory impairment
- Any form of discrimination related to orientation or gender preference
- Drunkenness on College premises or on any activity associated with the College
- Careless driving on College premises
- Robbery, theft, or any other dishonest acts
- Conduct which puts at risk the Health and Safety of themselves, other students/apprentices or staff

- Mistreatment of animals or any livestock
- Refusal to provide consent for searches where there is reasonable suspicion and belief that a prohibited item is in possession

9. Stages of the Positive Behaviour Management Procedure

9.1 There are various stages to this procedure. More serious matters can lead to a student/apprentice being put straight onto other stages, in cases of gross misconduct, a stage 3 will be activated.

Stage	Reason		Action	Taken By
Informal Professionals Meeting	To investigate the reasons for nonattendance or unacceptable behaviour		EBSNA formed with Action Plan <i>recorded on Ontrack</i>	Progress Coach
Formal Stage 1	First misconduct		Verbal warning <i>recorded on Ontrack</i>	Progress Coach Tutor/Personal Tutors (monitored by Personal Tutors)
Formal Stage 2	Repetitive Or Serious misconduct		Written warning <i>recorded on Ontrack</i>	Curriculum Manager
Formal Stage 3	Repetitive misconduct Or Failure to adhere to EBSNA action plan Or Failure to adhere to a Stage 2 Action Plan Or Gross misconduct		Final written warning <i>recorded on Ontrack</i>	Head of Faculty Or Assistant Principal
Formal Stage 4	Or Failure to adhere to a Stage 3 Action Plan Or Gross misconduct		<i>(This is an outcome and does not require a separate meeting if stage 3 has taken place)</i> Exclusion Or Transfer out of area following Stage 3	Assistant Principal Or Deputy Principal
Appeal	Only applicable after a Stage 4 Exclusion To be received in writing following Exclusion		Outcome <i>recorded on Ontrack</i>	Assistant Principal Or Deputy Principal/CEO Or EMT member

10. Suspension

- 10.1 In cases of suspected gross misconduct, any member of the College Management Team following an incident may suspend a student/apprentice. Suspension does not imply guilt on the part of the student/apprentice. It may be a means to contain a situation while an investigation is carried out.
- 10.2 When a student/apprentice is suspended, the member of staff conducting the suspension should record all details on Ontrack. If in the case of it being a Welcome Manager, an incident form is also completed. The following people are informed of the suspension:
- a) Head of Student Entitlement, or manager who will inform Student Hub staff and ensure the Student Records system is updated
 - b) Head of Faculty
 - c) If applicable, Safeguarding
 - d) Security Manager
- 10.3 The member of staff conducting the suspension will complete or appoint an Investigating Officer within one working day of a student/apprentice's suspension to complete a fact find. The outcome of this will determine the next steps – which will lead possibly to a meeting.

11. Exclusions

- 11.1 An exclusion should only take place in at Stage 4 following the stage 3 meeting. The decision is only made by either an Assistant Principal or Deputy Principal/CEO.
- 11.2 Where there is an act of gross misconduct that puts the student/apprentice or other people at serious risk, a member of College management team and Security can verbally exclude with immediate effect. The person conducting the exclusion will record all details on Ontrack. If in the case of it being a Welcome Manager suspending, an incident log is also completed. This would be then confirmed in writing.
- 11.3 The following people are to be informed of the outcome:
- a) Head of Student Entitlement, or manager who will inform Student Hub staff and ensure the Student Records system and is updated
 - b) If applicable, Safeguarding
 - c) Security Manager

12. Appeals

- 12.1 The appeals process is only applied following an exclusion.
- 12.2 The student/apprentice or parent/carer has the right to appeal within five days of the meeting that resulted in an exclusion. The appeal is submitted in writing to

quality@wolvcoll.ac.uk and is acknowledged, and the role of the Appeal Investigator will be assumed by an EMT member.

12.3 The Appeal Investigator has 10 working days to complete the investigation. The time period may need to be extended, however the individual should be kept informed.

If the **appeal is not upheld** –

- a. An outcome letter is sent. This concludes the appeal and disciplinary process.

If the **appeal is upheld** –

- a. The EMT member will form suitable actions for the student/apprentices to return to the College.
- b. If actions are not adhered to, this will result in automatic exclusion. In this instance, the student/apprentice will be verbally informed and will be asked to leave the College. There is no appeal process in these instances. This would be then confirmed in writing.

Procedure

Stage 1 - Verbal Warning

1. The member of staff issues a verbal warning to the student/apprentice. The student/apprentice is informed that this warning is recorded as a Stage 1 of the procedure.
2. For students with an EHCP the Student Support worker is to be made aware.
3. A Stage 1 record is created in OnTrack and all supporting information.
4. Personal Tutors to carry out review(s) during 1:1s of progress. If there is no positive progress and concerns remain, this will be escalated to Stage 2.

The record remains live for the duration of the academic year

Stage 2 – Written Warning - Meeting with Curriculum Manager

1. A Stage 2 could be due to repeated misconduct of the same nature or serious misconduct than would normally be dealt with at Stage 1. The student/apprentice are informed that they are to be escalated to a Stage 2 of the procedure.
2. An invitation is sent by way of email/text to:
 - the student/apprentice (text and email)
 - parents/carers in cases where the student/apprentice is 16-18* (text and email)
 - a member of the Care Experience Team for students in care (internal email)
 - a SEND and Inclusion Supervisor for students with an EHCP (internal email)
 - if applicable, Safeguarding (internal email)
 - an employer in the case of an Apprentice (email)
3. If a student/apprentice is 16-18 parents/carers are invited to attend. If a student/apprentice is 19+, one responsible adult may attend if requested.
4. Evidence to support the meeting can be gathered from all sources e.g., Tutors, Personal Tutors, Security, Safeguarding etc.
5. The Curriculum Manager will chair the meeting. All the evidence presented will be considered, including any additional information provided by the student/apprentice.
6. If a student/apprentice fails to attend (without giving notice) or leaves the meeting, the meeting will still proceed. If a student/apprentice is 16-18 and a parent/carer fails to attend (without giving notice), the meeting will still proceed.
7. The outcome could see a Stage 2 Written Warning being issued, with all agreed actions or requirements recorded on Ontrack, including any supporting information.
8. This is made available for viewing for the student/apprentice and College Staff. This can be provided in writing to parent/carers/employers on request.
9. Personal Tutors to carry out review(s) during 1:1s of progress. If there is no positive progress and concerns remain, this will be escalated to Stage 3.
10. The record remains live for the duration of the academic year.

Stage 3 - Final Warning - meeting with Head of Faculty (or Assistant Principal)

1. A Stage 3 could be due to the student/apprentice not complying with the agreed actions from Stage 2 or due to gross misconduct. The student/apprentice are informed that they are to be escalated to a Stage 3 of the disciplinary procedure.
2. An invitation is sent by way of email/text to:
 - the student/apprentice (text and email)
 - parents/carers in cases where the student/apprentice is 16-18* (text and email)
 - a member of the Care Experience Team for students in care (internal email)
 - a SEND and Inclusion Supervisor for students with an EHCP (internal email)
 - if applicable, Safeguarding (internal email)
 - an employer in the case of an Apprentice (email)
3. If a student/apprentice is 16-18 parents/carers are invited to attend. If a student/apprentice is 19+, one responsible adult may attend if requested.
4. Evidence to support the meeting can be gathered from all sources e.g., Tutors, Personal Tutors, Security, Safeguarding etc.
5. The Head of Faculty will chair the meeting. All the evidence presented will be considered, including any additional information provided by the student/apprentice.
6. If a student/apprentice fails to attend (without giving notice), or leaves the meeting, the meeting will still proceed. If a student/apprentice is 16-18 and a parent/carer fails to attend (without giving notice), the meeting will still proceed.
7. The outcome can see a Stage 3 Final Warning being issued, with all agreed actions or requirements recorded on Ontrack, including any supporting information.
8. This is made available for viewing for the student/apprentice and College Staff. This can be provided in writing to parent/carers/employers on request.
9. Personal Tutors to carry out review(s) during 1:1s of progress. If there is no positive progress and concerns remain, this could be escalated to Exclusion.
10. The record remains live for the duration of the academic year

Stage 4 – Extreme gross misconduct - meeting with Assistant Principal (or Deputy Principal/CEO)

1. A Stage 4 is conducted for extreme gross misconduct. An outcome at this stage could be exclusion. The student/apprentice are informed that they are to be escalated to a Stage 4 of the disciplinary procedure.
 2. An invitation is sent by way of email/text and letter to:
 - the student/apprentice (text and email)
 - parents/carers in cases where the student/apprentice is 16-18* (text, email and letter)
 - a member of the Care Experience Team for students in care (internal email)
 - a SEND and Inclusion Supervisor for students with an EHCP (internal email)
 - if applicable, Safeguarding (internal email)
 - an employer in the case of an Apprentice (email)
 3. If a student/apprentice is 16-18 parents/carers are invited to attend. If a student/apprentice is 19+, one responsible adult may attend if requested.
 4. Evidence to support the meeting can be gathered from all sources e.g., Tutors, Personal Tutors, Security, Safeguarding etc.
 5. The Assistant Principal/Deputy Principal will chair the meeting. All the evidence presented will be considered, including any additional information provided by the student/apprentice.
 6. If a student/apprentice fails to attend (without giving notice), or leaves the meeting, the meeting will still proceed. If a student/apprentice if 16-18 and a parent/carer fails to attend (without giving notice), the meeting will still proceed.
 7. If the outcome is for the student/apprentice **to not be excluded**
 - a. A Stage 4 record is created on Ontrack and all supporting information.
 - b. An outcome letter is sent to the student/apprentice with copies to:
 - parents/carers in cases where the student/apprentice is 16-18*
 - a member of the Care Experience Team for students in care
 - a SEND and Inclusion Supervisor for students with an EHCP
 - an employer in the case of an Apprentice
- *The parent/carer will be informed of the outcome unless alternative agreements have been made.*
8. Personal Tutors to carry out review(s) during 1:1s of progress. If there is no positive progress and concerns remain, this could be escalated to a Stage 4 again.
 9. If the outcome is for the student/apprentice **is to be excluded**
 - a. The student/apprentice is verbally told in the meeting.
 - b. A Stage 4 record is created on Ontrack and all supporting information.
 - c. An outcome letter is sent to the student/apprentice with copies to:
 - parents/carers in cases where the student/apprentice is 16-18*

- a member of the Care Experience Team for students in care
- a SEND and Inclusion Supervisor for students with an EHCP
- an employer in the case of an Apprentice

10. The record remains live for the duration of the academic year

11. The following people are to be informed of the outcome:

- a) Head of Student Entitlement, or manager who will inform Student Hub staff and ensure the Student Records system and is updated. Support may be provided for IAG to the student/apprentice.
- b) Security Manager

Appendix 1 – use of violence or threat of violence towards any person

In the instance where a student/apprentice is suspected of the use of violence or threat of violence towards any person the following should be adhered to:

1. Staff and/or Security to inform the Curriculum Manager. If not contactable the Head of Faculty. The Welcome Host is advised of incident and may support the fact find.
2. The leading manager will fact find the alleged incident with full support from Security.
3. If appropriate, Security will completed a search following the Stop and Search Policy and Procedures.
4. Based on the outcome of the fact find and search (if appropriate), the following decisions should be made:
 - Suspension, which may lead to police involvement. This may be actioned if a fact find cannot take place in a timely manner – for example, within the same day.
 - Suspension and immediate police involvement.
 - Return to class only if it can be established that that the student/apprentice is safe to conduct their learning and no other students/apprentices or staff member's safety is being put at risk.

In all cases where actual physical violence is established, the Police (101) are to be contacted by Security for next steps.

All contact with the Police is to be logged by Security with reference/log numbers. The student/apprentice should be advised of all contact and outcome with Police contact.

When a student or apprentice is suspended, the leading manager will record details on Ontrack and the Incident Log. The following people are informed of the suspension:

- a) Head of Student Entitlement, or alternative manager who will inform Student Hub staff and ensure the Student Records system and is updated
- b) If applicable, Safeguarding
- c) Security Manager

Following all fact finding and adherence to Police guidance, all student/apprentices found to be in possession or have intent to supply of any illegal substance will be asked to attend a Stage 4 meeting, which could lead to an exclusion.

Appendix 2 – Use or possession or supply of any illegal substance

In the instance where a student/apprentice is suspected of the use, possession or supply of any illegal substance, the following should be adhered to:

1. Staff and/or Security to inform the Curriculum Manager. If not contactable the Head of Faculty. The Welcome Host is advised of incident and may support the fact find.
2. The leading manager will fact find the alleged incident with full support from Security.
3. If appropriate, Security will completed a search following the Stop and Search Policy and Procedures.
4. Based on the outcome of the fact find and search (if appropriate), the following decisions should be made:
 - Suspension, which may lead to police involvement. This may be actioned if a fact find cannot take place in a timely manner – for example, within the same day.
 - Suspension and immediate police involvement.
 - Return to class only if it can be established that that the student/apprentice is safe to conduct their learning and no other students/apprentices or staff member's safety is being put at risk.

In all cases where illegal substances or equipment are found, the Police (101) are to be contacted by Security for next steps. Further guidance from the Police may include:

- Further guidance of action for the student/apprentice
- Safe disposal at College site. In this instance, the College safe disposal guidelines will be followed. All details to be logged.
- Transfer and deposit to a named Police Station by a member of Security, following appropriate procedures. All details to be logged.

All contact with the Police is to be logged by Security with reference/log numbers. The student/apprentice should be advised of all contact and outcome with Police contact.

When a student or apprentice is suspended, the leading manager will record details on Ontrack and the Incident Log. The following people are informed of the suspension:

- a) Head of Student Entitlement, or alternative manager who will inform Student Hub staff and ensure the Student Records system and is updated
- b) Security Manager

Following all fact finding and adherence to Police guidance, all student/apprentices found to be in possession or have intent to supply of any illegal substance will be asked to attend a Stage 4 meeting, which could lead to an exclusion.

Appendix 3 – Use or possession of an illegal/offensive weapon

In the instance where a student/apprentice is suspected of the use, possession of an illegal/offensive weapon, the following should be adhered to:

1. Staff and/or Security to inform the Curriculum Manager. If not contactable the Head of Faculty. The Welcome Host is advised of incident and may support the fact find.
2. The leading manager will fact find the alleged incident with full support from Security.
3. If appropriate, Security will completed a search following the Stop and Search Policy and Procedures.
4. Based on the outcome of the fact find and search (if appropriate), the following decisions should be made:
 - Suspension, which may lead to police involvement. This may be actioned if a fact find cannot take place in a timely manner – for example, within the same day.
 - Suspension and immediate police involvement.
 - Return to class only if it can be established that that the student/apprentice is safe to conduct their learning and no other students/apprentices or staff member's safety is being put at risk.

In all cases where an illegal/offensive weapon is found, the Police (101) are to be contacted by Security for next steps. Further guidance from the Police may include:

- Further guidance of action for the student/apprentice
- Safe disposal at College site. In this instance, the College safe disposal guidelines will be followed. All details to be logged.
- Transfer and deposit to a named Police Station by a member of Security, following appropriate procedures. All details to be logged.

All contact with the Police is to be logged by Security with reference/log numbers. The student/apprentice should be advised of all contact and outcome with Police contact.

When a student or apprentice is suspended, the leading manager will record details on Ontrack and the Incident Log. The following people are informed of the suspension:

- a) Head of Student Entitlement, or alternative manager who will inform Student Hub staff and ensure the Student Records system and is updated
- b) Security Manager

Following all fact finding and adherence to Police guidance, all student/apprentices found to be in possession or have intent to supply of any illegal substance will be asked to attend a Stage 4 meeting, which could lead to an exclusion.