

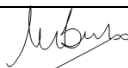
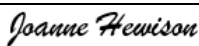

Learn.
Discover.
Grow.

Endless possibilities...



Northumberland
SKILLS

Policies and Procedures 2023-24

Document Title	Learner Behaviour Policy	URN	NS-P204
Version	6	Written by	Brian Harrison
Approved by			
Effective date	September 2023	Date of next review	September 2024
Senior Manager Responsible	Brian Harrison Health and Well-Being, Designated Safeguarding & SEND Support Lead		
Senior Manager Responsible	Joanne Hewison - Curriculum and Skills Manager		
Senior Manager Responsible	Michael Burton – Innovative Curriculum Development		

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Northumberland Skills Service
NS-P204 LEARNER BEHAVIOUR POLICY

Policy Statement:

It is the policy of Northumberland Skills (NS) that all learners must abide by the expected behaviour policy. NS is committed to ensuring that everyone has the opportunity to learn and to work in a safe and supportive environment and expects all staff and users to play a role in always promoting positive behaviour. NS will not tolerate behaviour that causes, or has the potential to cause, harm to self/others in any form.

We will ensure that we are compliant with relevant National and Educational Policies Working Together to Safeguard Children (2018) and Keeping Children Safe in Education KCSIE (2023)

NS will actively ensure steps are taken to promote positive behaviour.

This includes:

- clear leadership and management of the service
- appropriate systems and resources
- management of groups and classroom activities
- induction and ongoing training and development for those delivering the service
- responsive and reactive action plans based on formal and informal feedback
- monitoring and measurement reports to inform continuous improvement

What we expect of learners is set out in the following documents:

- The Learner Charter
- Code of Conduct
- Equality, Diversity & Inclusion Policy
- Safeguarding Policy
- Child on Child Abuse
- Acceptable Use Policy (for use of ICT systems and networks)
- Health & Safety Policy

Learner Charter

Northumberland Skills seeks to provide an accessible, high quality service. We aim to give you the best possible chance of success with your learning. We are committed to putting the learner first.

Our commitment to you is as follows:

- Provide accurate impartial information for you to make an informed choice of courses.
- Ensure that your course enrolment is handled fairly and efficiently
- Offer high quality and enjoyable adult learning opportunities
- Provide good teaching
- Advise you on learning resources to support your studies
- Ensure that classes start and end on time and where practicable, notify you of any unavoidable changes
- Make reasonable adjustments to provide additional support when required
- Provide a safe and welcoming environment
- Explain how you are assessed
- Advise you regularly on your progress
- Treat you with consideration and respect

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- Give you both formal and informal opportunities to feed back to us
- Deal with complaints fairly and in confidence
- Provide access to an appropriate appeals procedure
- Be responsive to any concerns you tell us about
- Provide access to information and advice
- Refer you to guidance providers, as requested
- Continually improve our service to you

As a learner you agree to:

- Complete enrolment/registration forms and pay fees as appropriate
- Provide proof of entitlement if you want fee remission
- Inform us of any changes in your circumstances
- Understand and sign a learning agreement
- Comply with the terms and conditions of service as set out in the learning agreement
- Attend regularly and punctually for the agreed number of hours/days
- Notify us if you are not able to attend a class or if you have decided to withdraw from your learning programme
- Notify us if you are unable to attend your work placement or training session
- Take responsibility for your own learning - complete and update assignments, portfolios or attend exams as and when required
- Let us know if you need help or further support for your studies
- Be aware of and comply with Northumberland Skills - ICT Acceptable Use Policy and Procedure
- Comply with our commitment not to discriminate against any individual on the grounds of race, religion, gender, sexual orientation, age or disability
- Be considerate towards others
- Support the principles and practice of Equality and Diversity
- Comply with Health and Safety requirements
- Be responsible for your own and others Health and Safety and report any unsafe practices and procedures
- Agree/accept and abide by acceptable behaviour policy

Learners are expected to sign a Learning Agreement and agree to centre "ground rules" as part of course induction. All learners are expected to ensure that their behaviour does not cause offence, damage or injury to other learners, staff or property.

Learners must also follow any guidance or regulations relating to the safe use of equipment. In some instances we may introduce a behaviour contract which if you are under 18 or in some cases a learner with special needs, this will cover over a period of usually four to six weeks, to enable you to reflect on past practice in the classroom. This will be in conjunction with your parents/carr and in some cases your social worker if one is appointed to you.

Disciplinary Procedure

If you break the Learning Agreement or Code of Conduct the following sanctions will apply:

1. Your lecturer will discuss the matter with you informally and discuss with you the actions needed to resolve the problem and the consequences of further misconduct.

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2. If your lecturer is not satisfied with the outcome, they will refer the matter to the Education Lead who will discuss the issue with you more formally. They will discuss with you the actions needed to resolve the problem and the consequences of further misconduct.

3. If there is no resolution or improvement and you do not carry out the suggested actions, the Education Lead will take further action:

- A verbal warning - this will be recorded in the Personal Learning Record
- A written warning - a copy will be stapled into the Personal Learning Record

4. If there is still no improvement in your conduct and you do not carry out the agreed actions, the Curriculum Lead will refer the matter to a member of the Leadership & Management Team who will then carry out an investigation into the issues and discuss the findings with you and the Curriculum Lead.

If there is no resolution, the Curriculum Lead may then issue a letter asking you to leave the course.

Any learner found to be in serious breach of the Learning Agreement will be asked to leave immediately and you will **be excluded from our service on a permanent basis.**

These include:

- Physical violence towards staff and other learners
- Self-harm behaviours which impact on other learners/staff or campus
- Sexual harassment or Sexual violence to peers
- Serious verbal, written or digital abuse
(Abuse relating to sex, age, disability, sexual orientation, extremism)
- Serious substance misuse on the premises during learning
- Contravening examination regulations
- Inappropriate use of mobile phone/digital technology for live streaming of video and audio recordings
- Wilful damage or misuse of property or equipment
- Inappropriate use of ICT
- Carrying offensive weapons

Information relating to verbal or written warnings will be shared in the following circumstances:

- With your parent/carer if you are under 18 years old
- With your employer if they are contributing to your course

You will be told how to obtain a copy of any records relating to you under the Freedom of Information Act. You also have the right to appeal at any stage of the disciplinary procedure or to raise a grievance if you feel that you have been unfairly treated.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Learner Name:	Learner Signature:	Date:
Staff Name:	Staff Signature:	Date:

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