

Bournemouth and Poole College Positive Behaviour Policy

Policy Statement

Bournemouth and Poole College recognises that it has a legal and moral duty to provide a safe and secure environment for its students, staff and visitors.

We recognise that students' individual experiences can result in behaviours that impact their ability to engage in their education. We aim to ensure that all students are supported to stay at College and achieve the best possible outcomes, leaving with the appropriate attitudes, coping strategies, skills, knowledge and characters to prepare them for their next steps. Therefore, managing behaviour should always be seen as a supportive measure with a focus on promoting positive behaviour, rather than focusing on negative behaviours.

Scope of Policy

This Policy applies to all College community members: students, staff and apprentices. It covers all behaviour issues at College or whilst engaged in College activities e.g., trips and visits. It covers academic and non-academic behaviour. However, in some circumstances of academic misconduct, individual examination awarding bodies and/or linked institutions can dictate specific actions.

Purpose of this Policy

This policy aims to provide simple, practical procedures for staff and students on how to create a positive College culture for managing student behaviour through our strategic drive to develop Core Skills and Values using our BPC characters:

**Creativity
Communication**

**Curiosity
Resilience**

**Collaboration
Empathy**

**Ability to Learn
Problem-solving**

This will be achieved through:

- Setting clear expectations for students and staff on the core skills and characters expected.
- All staff have high expectations and swiftly take consistent, measured, fair and appropriate action where behaviour does not meet those expectations.
- Maximising opportunities to reward and recognise positive behaviours wherever possible.
- Promoting character and positive behaviours through all college activities, academic or pastoral.
- Regular training for staff on how to administer this policy.

This will lead to:

- A college environment where students and staff feel safe and mutual respect is the norm.
- Improved communication and support for students to develop positive behaviours.
- Empowerment for staff and improvement of staff wellbeing.
- Empowerment of students to take control of their behaviours.
- Reduction in higher-level disciplinary action.
- Reduction in the number of students leaving College before they complete their studies.

Our Expectations for All College Staff

1. Take ownership of student behaviour, swiftly taking actions where behaviour is not as we expect.
2. Promote our College characters by always role-modelling professional workplace behaviours to students.
3. Be polite and use positive language when communicating with students in both communal college areas and learning environments.
4. Show interest in who our students are and who they want to become.
5. Engage students in decision-making and allow them to drive this when appropriate.
6. Treat every day as a fresh start.

Our Expectations for Lecturers and Academic Support in Learning Environments

1. Arrive to lessons before students, greet students positively when they arrive, and complete a wellbeing check-in.
2. Take registers promptly (electronically where possible) with swift follow-up for any missing students.
3. Have and set high expectations for student learning at all times, fostering a positive and safe learning environment.
4. Provide regular, positive feedback and feedforward to all students, use praise and celebrate success.
5. Reward where behaviour has improved as well as good behaviour, without removing rewards given.

Our Expectations for Students

1. Attend all lessons, including English, maths, tutorials, and personal development sessions where required and arrive to all lessons on time.
2. Be prepared to learn and to support others to learn.
3. Be polite, show ID when asked and use appropriate language when communicating with others.
4. Promote our college characters by always displaying professional workplace behaviours.
5. Meet deadlines, and have pride in work completed and achievements made.
6. Respond to feedback and feedforward given and strive to constantly develop knowledge, skills and behaviours.
7. Show respect for people and the college environment.
8. Embrace diversity and the choices of others.
9. Treat every day as a fresh start.

Where students or apprentices are not upholding our core values and behaviours and informal processes have not positively impacted, the disciplinary procedure should be followed (full procedure can be found in the procedure and guidance document).

- **Stage 1 Partnership Stage** – To be invoked swiftly to discover the reasons and contributing factors where the behaviour displayed is not aligned to the BPC characters. To identify support and any other actions required to develop the student's behaviour.
- **Stage 2 Formal Written Warning** – To be invoked where interventions and support at Stage 1 have not supported improvement, or where the behaviour is more serious.
- **Stage 3 Final Written Warning** – To be involved where interventions and support at Stage 2 have not supported improvement, or where the serious nature of the behaviour warrants moving directly to this stage.
- **Stage 4 Inclusion Panel** – To be invoked where, after Stage 3 support there has been no improvement, or where the behaviour warrants moving directly to this stage e.g., gross misconduct.

Appeals

There is no right of appeal at Stage 1 or Stage 2, although students can use the College complaints procedure if they feel they have been wrongly treated or we have not followed our procedures.

Suspension

A student may be suspended, without prejudice, where their presence at College would cause a risk or harm to themselves or others or interfere with an investigation.

Students with additional needs

It is recognised that some students may have specific support needs that require an individual approach to administering this policy. This will be assessed on an individual basis and in conjunction with the Student Inclusion and Support Team, however, the concept of this policy should always underpin the ethos of its application. In some circumstances, a fitness-to-study process may be a more appropriate route.

Using College IDs (identification cards) to keep yourself and everyone else safer on Campus

We want to keep everyone in college safer by ensuring only students, staff and authorised visitors are on campus.

College Student ID

1. Your College Student ID card will be needed for access to many college services. Look after it. We want you to have it with you whenever you are in college and you will need it to use many services, such as the Learning Centres, borrowing a laptop and to sit exams.
2. You must also take a photograph of your ID card using your phone. Save the photo on the phone where you can find it quickly. You can also use this image when college security officers or other staff complete an ID check on you. This is a useful fall back, as you won't ever forget your phone, however your physical card will still be needed in many situations.

Student ID checks on entry to campus

3. When you enter the campus boundaries, you may therefore be subject to an ID Check (be asked to show your ID card or your photo of it). We want to make this process **easier** for everyone.
4. We will provide you with a yellow lanyard for your College ID. If you wear the lanyard around your neck or hold it and your College ID card **visibly** as you come onto the campus and into entrances, your ID will be spot-checked **less**.
5. If you do not wear or hold the lanyard (with ID attached) as you enter, you are much more likely to be selected for an ID check.

Inside the campus boundaries and buildings

6. You are **welcome** to wear your ID visibly, using your lanyard, anywhere on campus (apart from when instructed not to in some workshops for physical safety reasons).
7. Due to the checking regime at college gates and building entrances, you will though not be required to wear your College ID visibly inside the campus boundaries and buildings.
8. You may still occasionally be asked to show your College ID to staff members and must cooperate with this.
9. We must all work together to ensure our campuses are mature, sociable and comfortable places, where everyone feels safe. Cooperating when asked for your ID is part of this. Having ID, and showing or wearing it, is part of modern and work life.
10. Doing things like considering others, holding doors open for others, saying hello to people and not making a mess, are also all part of this.

By following the instructions above, you will have a smoother experience at college and enable our Security Officers to focus on ensuring that our campuses and students are as safe as possible. If you fail to show your ID on multiple occasions you will be entered into the Stage 1 Partnership Stage of the policy.