



Positive Behaviour Management Policy

ELT manager	Vice Principal Academic Affairs
Responsible officer	Head of Student Support
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Equality impact assessment	
Further information (where relevant)	

Reviewer	Date	Review Action/Impact	BoM
EB/GM	11/11/14	3., 3.3 5, 5.1 & Appendix 2 Minor updates and amendments and (in appendix 2) letter re oral warning included.	18.Dec.14
MMc	24.04.17	Updates policy and separation of procedures to a supporting document.	28.June.17

Positive Behaviour Management

WHC reserves the right to amend this policy at its discretion. The most up-to-date version can be downloaded from our website.

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1.0 Purpose

The purpose of this policy is to:

- Promote, encourage and recognise appropriate student behaviour.
- Encourage a whole College approach to issues relating to behaviour management and the promotion of positive student behaviour.
- Give guidance and support to all staff when dealing with issues relating to behaviour management.
- Provide a fair and consistent framework where positive behaviour is encouraged and recognised and in which disciplinary issues can be resolved within a supportive environment.

2.0 Scope

This policy applies to all behaviour management issues arising in respect of the behaviour of all current students of West Highland College UHI whilst within the College and/or whilst engaged in College related learning or other activities.

School link pupils who attend college as part of the schools college partnership are deemed to be College students and as such will be expected to abide by the expectations of this policy. The college will however liaise with the school in relation to any application of the Positive Behaviour Procedures to manage incidents

The policy also applies to student behaviour off premises, on-line i.e. social media, and in students' own time where the reputation of the College is compromised or where the behaviour has impact in relation to associated College activity.

Section 26 of the Counter-Terrorism and Security Act 2015 (Prevent Duty), places a duty on the College to have, due regard to the need to prevent people from being drawn into terrorism. This mean that the College will take this duty in to account in the application of this policy.

3.0 Policy

The College aims to support the development of positive behaviour by all students through the development of an understanding of what we mean by positive behaviour and an awareness of the impact of individual behaviour on others. In developing this aim, the College recognises that the appropriateness, development and acceptability of certain behaviour may be different depending on the background and maturity of the student(s) involved. In developing the positive behaviour of all students, the College will pay particular attention to the following points:

3.1 Expected Behaviours

Within the College we expect behaviours that create a positive and safe learning environment and encourage individual responsibilities. We recognise that the establishment of clear boundaries, routines and expectations is critical in ensuring the development of an ethos and culture of positive behaviour and effective behaviour management.

3.2 Leading and Developing Student Behaviours

The College believes that students should be given a clear outline of behavioural expectations, approaches and consequences and have developed a Student Charter to support this. All staff have a responsibility to teach, develop and reinforce students expected behaviour alongside the formal content of their individual subjects. It is recognised that the development of positive behaviour is an important element of the culture of the college and should be embedded within all subject areas and learning activities.

3.3 Recognition of Positive Behaviour

The policy endorses the importance of formally and informally recognising positive student behaviour and the benefits this recognition brings (e.g. through the recognition of early achievement). The College expects that all staff will:

- establish clear behavioural rules and responsibilities within their class
- recognise the positive adherence to these
- clearly articulate and identify the responsibilities and consequences of failure to demonstrate appropriate behaviour.

In developing this policy and associated procedures the College has developed the following expectations of staff and students:

3.4 Staff and Student Expectations

All staff are expected to take a leading role in the promotion of respectful and positive behaviour and to challenge any behaviour that is disruptive or disrespectful.

Teaching staff are responsible for the management of class behavior using a range of techniques, strategies and skills to manage disruptive behaviour and create a positive and mutually supportive learning environment.

All staff and students will make themselves aware of the Positive Behaviour Policy and the associated student disciplinary procedure

All staff and students are responsible for supporting and encouraging positive behaviour in others and responding to incidences of disruptive behaviour in a consistent and appropriate manner.

3.5 Student Rights and Responsibilities

In implementing this policy the College recognises that all staff and students have basic rights and responsibilities:

Rights

- 3.5.1** The right to feel safe within the College environment and at all times whilst involved in College related activities.
- 3.5.2** The right to learn within an environment where others demonstrate positive and appropriate behaviour.
- 3.5.3** The right to be treated with respect.
- 3.5.4** The right to appeal

Responsibilities

- 3.5.1** To act in a manner that ensures and respects personal safety and the safety of others.
- 3.5.2** To allow others to learn within a supportive environment of positive and appropriate behaviour.
- 3.5.3** To treat all others with respect.

4.0 Managing Inappropriate Behaviours

The College has a student disciplinary procedure which provides an effective framework for the management of inappropriate behaviour in a fair and consistent manner.

In adopting this procedure the College recognises the importance of supporting and encouraging positive behaviour, attendance, participation and achievement while ensuring that inappropriate behaviours are dealt with in a positive and solution focused way.

In applying the student disciplinary procedure, the College will pay particular regard to the following points:

- The right of a student to representation throughout the disciplinary process. This could be a friend, relative, Student Association or staff from an appropriate agency.
- The right of appeal against the decision at all stages of the disciplinary process.
- The right to a thorough investigation of the incident to establish the facts before any disciplinary sanctions are applied.
- The right to proportionate action

Students should note that the student disciplinary procedure can be instigated regardless of any civil or criminal proceedings which may be pending in relation to the alleged breach of discipline.

5.0 Responsibilities

- The Board of Management have responsibility to approve this policy
- The Principal has responsibility for hearing final appeals against exclusion from the college
- The Vice Principal Academic Affairs has overall responsibility for the implementation of this policy and the associated procedures
- The Head of Student Support and the Head of Curriculum have responsibility for the operational management of this policy and associated procedures
- The Curriculum Area Leaders (CALs) have responsibility for managing all disciplinary matters within their areas and for ensuring the applications of procedures and managing disciplinary hearings
- Course/Programme Leaders are responsible for administering the procedures up to Stage 3
- Lecturing staff are responsible for classroom behaviour and for administering the procedures up to Stage 2
- All staff are responsible for correcting low levels of breaches in behaviour
- Students are responsible for adhering to the positive behaviour policy and are expected to be respectful of others and college property at all times.

6.0 Related Policies and Procedures

This policy will operate in conjunction with and be supported by the following policies:

- Student Disciplinary Procedures
- Equality Policy
- Data Protection Policy and Procedures

This policy will be reviewed every 5 years or sooner if required.