

## Behaviour Policy

### Scope:

Our policy applies to all learners and employees at Birmingham Electrical Training, (BET).

The purpose of this policy is to:

- provide all learners and employees with the information that guides our approach to behaviour management;
- outline and explain the expectations and responsibilities relating to our learners' behaviour and conduct;
- promote a culture which makes Birmingham Electrical Training a safe and secure learning environment built on mutual respect and self-discipline, in which successful learning, through effective teaching, takes place.

### Aims:

The key aims of the policy are:

- creating and maintaining an environment which allows learners to develop safely and enables learner to safeguard and promote the welfare of all learners.
- developing the awareness of and implementing practices to promote good behaviour and conduct.
- outlining the consequences of poor conduct and behaviour.

### **Creating and maintaining an environment which allows learners to develop safely and enables learner to safeguard and promote the welfare of all learners.**

BET is committed to providing a positive and supportive learning environment in which learners and employees feel safe and valued and are treated with mutual respect and dignity to enable them to learn and work effectively.

BET recognises the majority of our learners behave well and appropriately and make a valuable contribution to our positive learning culture.

Learners are encouraged to take ownership of their learning, by contributing in sessions, listening to and discussing ideas and sharing information.

BET is committed to taking all reasonable steps to ensure learners have the right support in place to enable them to fully engage in their learning and reach their true potential. A team of Tutors deliver our programme of courses and our apprentice learners are also supported by a Training Officer for the duration of their apprenticeship.

The Company reviews the practices and support available to promote good behaviour and conduct on a regular basis.

## **Developing the awareness of and implementing practices to promote good behaviour and conduct.**

BET is committed to providing an environment in which any instance of poor conduct and behaviour are addressed quickly.

Learners are expected to complete all assessments and assignments within the timeframe given.

A range of different methods are used by BET in the design and delivery of learning programmes. These different initiatives are to help support different learning styles so learners can reach their true potential and also to make the learning process effective, stimulating and engaging.

All learners are encouraged to raise any concerns with their Tutors or Training Officers including any additional support or equipment they may need.

Praise, and feedback are employed by BET learner regularly with learners to raise awareness and to recognise and reinforce good behaviour and conduct.

Learner are trained to deal with poor conduct and behaviour and wherever possible incidents will be dealt with immediately. Incidents of more serious misconduct should be escalated and referred to the BET Directors.

## **Poor conduct and behaviour**

All learners are expected to behave sensibly whilst on BET premises or involved in activities that are part of the apprenticeship or learning programme and to engage in the learning activities provided. By doing so BET aims to keep sanctions or disciplinary action to a minimum.

Sanctions can include the following, please note that the list is for illustration purposes and is not exhaustive:

- Verbal Reprimand
- Reminding the whole group of our expectations in terms of their behaviour
- Removing a learner from a particular activity or exercise for a short period of time
- Written Warning
- Temporary Exclusion from BET
- Permanent Exclusion from BET

Concerns about behaviour and conduct will be shared with parents/carers and employers, as and when appropriate, in accordance with GDPR guidelines.

The following behaviours or conduct on BET premises are likely to result in the immediate exclusion of the learner. Please note that the list is for illustration purposes and is not exhaustive.

- Using a mobile phone in lessons (unless otherwise instructed). Mobiles should be switched off or not brought into the centre
- Charging of mobile phones in class
- Failing to bring all the correct equipment to college which includes, but is not limited to, books, workbooks, stationary, PPE, workwear and boots
- Wearing hats, hoodies, and/or offensive clothing
- Habitual swearing
- Sleeping in class or in the workshop
- The wearing of headphones (unless otherwise instructed) are not allowed in classroom or workshop.
- Eating or drinking other than in the canteen
- Failure to observe health and safety procedures
- Interfering with software, hardware or data belonging to or used by BET
- Using the BET car park without authorisation
- Playing ball games on BET premises or on the frontage
- Obstructing BET learner in carrying out the right to search on any vehicle, person or item of baggage on BET premises

Verbal or written warnings may be issued for the following. Please note that the list is for illustration purposes and is not exhaustive.

- Unauthorised absence
- Persistent lateness and absence
- Failing to bring the correct equipment to all lessons
- Being disruptive in class

BET has a zero-tolerance policy for the following behaviours or conduct and will take immediate action up to and including the temporary or permanent exclusion of the learner. Please note that the list is for illustration purposes and is not exhaustive.

- Theft
- Assault
- Bullying, harassment, verbal abuse, or threatening violence towards any person including via social media. Harassment includes insulting comments; offensive behaviour, bad language, jokes, graffiti, threats and giving people unwanted attention
- Physical violence or aggressive behaviour
- Carrying anything that could be considered an offensive weapon.
- Damage to property, cars or buildings including that owned by BET, it's employees and other learners
- Discrimination, including making racist, sexist, homophobic or other derogatory comments
- Any action or behaviour that contravenes British Values
- Plagiarising, copying the work of other people or cheating in assessments, tests or exams or as inclusion for evidence in individual portfolios



- The possession or sale of alcohol, illegal drugs, drugs paraphernalia, psychoactive substances, or controlled drugs (unless medically prescribed).
- Being under the influence of alcohol, psychoactive substances, illegal drugs or controlled drugs (unless medically prescribed)
- Engaging in any criminal behaviour
- Smoking in undesignated areas
- Not complying with Health and Safety procedures including measures implemented during the **COVID-19** pandemic such as the wearing of face masks, sanitizing.

All details of verbal and written warnings and exclusions are recorded and retained by BET.

If there are factors beyond the learner's control or mitigating circumstances considered a potential cause for misconduct, they will be taken into consideration if/before any sanction is applied.

Learner will also consider a learner's needs in terms of their mental health, Special Education Needs, or individual learning plan to determine whether any additional support may be required to aid the learner's progress.

### **Disciplinary Hearings and Appeals**

Evidence must be provided 48 hours prior to the disciplinary hearing.

At any disciplinary or appeal hearing, the Chair will open by introducing those present and explain their roles. The Chair will then explain the procedure and state the possible outcomes. The case will be presented. The learner, supported by an appropriate person if requested, will respond. The learner may ask questions.

The Chair will close the hearing and inform the student of when a decision will be made.

### **Appeals**

A learner may appeal the decision in writing to the Director of BET within 5 working days of the student being informed of the outcome. The following grounds for appeal are permitted;

- The college failed to follow procedure
- New evidence has come to light
- The student believes that the outcome is discriminatory

At the appeal stage the Director's decision is final.

We are committed to reviewing our policy and good practice annually.

<b>Policy Review Date:</b>	January 2022
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