

BEHAVIOUR POLICY AND GUIDELINES

EXCLUSION POLICY

PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

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LAST REVIEW DATE

May 2018

NEXT REVIEW

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BEHAVIOUR POLICY AND GUIDELINES

Principle

Albemarle College's mission is to educate students in an environment free from harassment, bullying, discrimination, antisocial or criminal behaviour or behaviour which disrupts the lives of other students or staff members.

At an individual level, parents will be informed of ongoing problems by the College Administrator in the first instance. Parents are encouraged to contact the College with any concerns. Parents are asked to support the College Behaviour Policy and imposition of reasonable sanctions.

Aims

Albemarle College expects to:

- promote the values of honesty, fairness and respect for others;
- ensure the safety and well being of all students and staff
- create a calm ethos about the College.
- encourage students to recognise and respect the rights of others
- maintain the individual self esteem of all students;
- encourage students to have ownership of their behaviour and accountability for their actions in the knowledge that inappropriate behaviour will be challenged
- develop students' self discipline and self control to enable them to be on task with their learning;
- promote high tutor expectations of pupil behaviour and achievement;
- create a culture of learning in the classroom.

Guidelines

To achieve the stated aims in the context of the guiding principle:

1. There is a set of college rules governing conduct and behaviour, derived from the college's mission, published in the Student Handbook (Planner).

2. There is a Classroom Code of Conduct, and a college policy on homework, which includes sanctions for non-compliance.
3. There are college guidelines, which set out a protocol to be used by staff for breaches of college codes, including sanctions to be applied.
4. This Policy will form the basis on which the College management and staff manage the behaviour of students at the College on a day-to-day basis. The emphasis will always be on providing a safe and secure environment for students, where effective learning can take place.

Sanctions and Confiscations

1. Students being asked to leave a class

Students may be asked to leave a class IMMEDIATELY for any of the following reasons:

- overt, obscene language or violent conduct to a teacher;
- fighting or violent conduct to another pupil;
- racial abuse;

In such cases the student will be isolated for the duration of the lesson. Action will then be taken depending on the problem, e.g. personal tutor referral, interview with a Curriculum Manager.

A note regarding the details of the incident will be placed on the student's file (and the Serious Incident File) for a period of 1 academic year or longer, depending on the severity of the incident.

2. Sanctions for SEN students

Where students understand the rules, know they should follow them, have the social and emotional skills to follow them but fail to do so due to their special educational needs, the College will consider if it is appropriate to exempt them from normal sanctions, or have those sanctions modified so as to be less severe. Similarly, it is a statutory obligation to ensure that disabled students are not placed at a substantial disadvantage in comparison with students who are not disabled (a duty to make

'reasonable adjustments'). This would include making reasonable adjustments to the statement of principles, College Behaviour policy and disciplinary practices.

3. Confiscation

The rights of staff to confiscate items:

At Albemarle, the Principals have delegated to all staff the authority to confiscate items from students as a lawful disciplinary penalty. The use of confiscation as a sanction should be accompanied by a clear indication of when and where the item will be returned, and by whom.

The secure storage of confiscated items:

Students have a right to expect that confiscated items, especially those of monetary or emotional value, will be stored safely until they can be returned. Staff should take confiscated items of obvious value to the College front office, for storage in the College safe.

Searching for inappropriate items/material:

The legal power for college staff to search students currently only extends to weapons. A student might reasonably be asked to turn out their pockets or to hand over an item such as a personal music-player that is causing disruption, and the College might use its legal power to discipline if the student unreasonably refuses to cooperate. However, if it is felt necessary for a student to be searched for (say) illegal drugs or stolen property, that should be done by the police rather than college staff using the appropriate powers available to them.

Evening Study / Saturday Study

Students may be assigned Evening/Saturday Study after College sessions, to catch up with worked missed or failure to complete assignments on time.

Where evening study takes place at a weekend, at least 24 hours' notice will be given to parents, The tutor will ensure that both parents and students are informed:

- What the day is going to be used for
- When the pupil is required to arrive and when they will depart
- Which members of staff the student should report to

Saturday Study Activities:

In a Saturday Study students can be asked to undertake a range of activities, including completing assessed coursework, undertaking tasks to assist staff (such as classroom-display work or materials preparation), and assisting staff with compensatory tasks which do not raise any health and safety or child-protection

issues. These may include cleaning or litter picks, again providing health and safety issues are not compromised.

If the student walks out of the evening study:

Staff will inform the student at the time of the need to return, and secondly make clear that the students will be held to account for the action they have taken.

It will be made clear to other students that the pupil has made choices and will be held to account for those choices. The purpose of this is to calm down other students.

A further and higher-level sanction may be imposed on the pupil. This higher-level sanction might be a fixed-period exclusion imposed by one of The Principals.

If a pupil refuses to undertake the evening study, or fails to arrive:

The College has a legal power to impose the disciplinary penalty of evening study; the consequences of non-attendance is that a further and higher-level sanction may be imposed on the student. As stated above, this higher-level sanction might be a fixed-period exclusion imposed by one of The Principals.

**BEHAVIOUR POLICY
Rights and responsibilities**

COLLEGE	
Rights	Responsibilities
<ul style="list-style-type: none"> • To make clear the College’s statutory power to discipline students and that students and parents will need to respect this. • To enforce their College Behaviour policy – including rules and disciplinary measures. • To expect students’ and parents’ cooperation in maintaining an orderly climate for learning. • To expect students to respect the rights of other students and adults 	<ul style="list-style-type: none"> • To ensure the whole College community is consulted about the principles of the College Behaviour policy. • To establish and communicate clearly measures to ensure good order, respect and discipline. • To agree appropriate protocols <u>for behaviour and persistent absence</u>. • To ensure the College Behaviour policy does not discriminate against any pupil on, e.g.

COLLEGE	
Rights	Responsibilities
<p>in the College.</p> <ul style="list-style-type: none"> • Not to tolerate violence, threatening behaviour or abuse by students or parents. If a parent does not conduct himself/herself properly, a College may ban them from the College premises and, if the parent continues to cause nuisance or disturbance, they may be liable to prosecution. • To take firm action against students who harass or denigrate tutors or other College staff on or off premises – engaging external-support services, including the police, as appropriate. 	<p>grounds of race, gender, disability or sexual orientation, and that it promotes good relations between different communities.</p> <ul style="list-style-type: none"> • To ensure tutors' roles in College discipline matters are consistent, so that there is due recognition of the enhanced roles of support staff and not all responsibilities are focused on tutors. • To ensure staff are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies. • To support, praise and, as appropriate, reward students' good behaviour. • To apply sanctions fairly, consistently, proportionately and reasonably – taking account of SEN, disability and the needs of vulnerable children, and offering support as appropriate. • To arrange reintegration interviews for parents at the end of a fixed-period <u>exclusion</u>. • To take all reasonable measures to protect the safety and well-being of staff and students, including preventing all forms of <u>bullying</u> and dealing effectively with reports and complaints about bullying. • To ensure staff model good behaviour and never denigrate students or colleagues. • To promote positive behaviour

COLLEGE	
Rights	Responsibilities
	<p>through active development of students' social, emotional and behavioural skills.</p> <ul style="list-style-type: none"> • To keep parents informed of their child's behaviour, good as well as bad, use appropriate methods of engaging them and, where necessary, support them in meeting their parental responsibilities. • To work with other agencies to promote community cohesion and safety.

STUDENTS	
Rights	Responsibilities
<ul style="list-style-type: none"> • To contribute to the development of the College Behaviour policy, with pupils involved in the consultation process. • To be taught in an environments that is safe, conducive to learning and free from disruption. • To expect appropriate action from the College to tackle any incidents of violence, threatening behaviour, abuse, discrimination or harassment. • To appeal to the Principals , if they believe the College has exercised its disciplinary authority unreasonably. 	<ul style="list-style-type: none"> • To follow reasonable instructions by College staff, obey College rules and accept sanctions in an appropriate way. • To act as positive ambassadors for the College when off College premises. • Not to bring inappropriate or unlawful items to College. • To show respect to College staff, fellow students, College property and the College environment. • Never to denigrate, harm or bully other students or staff. • To cooperate with, and abide by, any arrangements put in place to

	support their behaviour.
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PARENTS	
Rights	Responsibilities
<ul style="list-style-type: none"> • To contribute to the development of the College Behaviour policy. • To be kept informed about their child's progress, including issues relating to their behaviour. • To expect their children to be safe, secure and respected in College. • To have any complaint they make about their child being bullied taken seriously by the College and investigated/resolved as necessary. • To appeal to the Principals, if they believe the College has exercised its disciplinary authority unreasonably. • To appeal against a decision to exclude their child, first to the governing body of the College and then, in cases of permanent exclusion, to an independent appeal panel. 	<ul style="list-style-type: none"> • To respect the College's Behaviour policy and the disciplinary authority of College staff. • To help ensure that their child follows reasonable instructions by College staff and adheres to College rules. • To send their child to College each day punctually, suitably clothed, fed, rested, and equipped and ready to learn. • To ensure College staff are aware of any SEN-related or other personal factors which may result in their child displaying behaviours outside the norm. • To be prepared to work with the College to support their child's positive behaviour. • To attend meetings with the Principals or other College staff, if requested, to discuss their child's behaviour.

Exclusion Policy

In certain rare circumstances, the Principals may deem it necessary to exclude (either permanently or temporarily) a student from the College. This may be for serious breaches of College Policy and/or unacceptable behaviour. This will be dealt with on a case by case basis and the action taken for one student will not be deemed to have set a precedent for other students.

1.1 Drugs, Smoking and Alcohol Policies

To ensure the health and wellbeing of students and staff, the college operates a policy of zero-tolerance towards the use or misuse of drugs, alcohol and smoking.

1.2 College Policy on Substance Misuse

The word substance is taken to include those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs and illegal drugs e.g. cannabis, ecstasy, heroin, cocaine and LSD.

The college has a zero tolerance towards alcohol, both on college premises and off. The college reserves the right to breathalyse any student whom they suspect has been drinking alcohol.

The college has a zero tolerance towards drugs. To protect the safety and well-being of all students and staff, drugs must not be possessed or bought, sold or otherwise obtained at any time on college premises.

The college:

- Is committed to the health and safety of its members and will take action to safeguard their well-being.
- Has staff members who have received training and guidance on dealing with drug/alcohol related incidents.

- Ensures that clear procedures are in place for responding to drug/alcohol related incidents.
- Ensures that students are aware of the rules on drugs and alcohol, and of the consequences of breaking them.
- Sanctions for incidents are consistent with the college's discipline policy.
- Shares the responsibility for the education of its pupils with their parents/carers and will keep them informed and involved at all times.

1.3 Procedures for dealing with an incident:

- In the event of an emergency the safety of the pupils is of paramount concern, and First Aid measures should be taken before any other action is contemplated.
- If necessary emergency medical advice would be sought and police/social services could be sought for advice.
- Students are obliged to cooperate with any testing procedures. Refusal to cooperate is a disciplinary offence that could result exclusion.
- An interview between senior managers of the college and the student/s concerned (with parents/guardian if appropriate) will be offered to enable a full account of the circumstances to be provided.
- It is normal practice to contact the police if a search is required.
- Police will automatically be informed in the event of a criminal offence being committed.
- Parents will be informed directly by telephone of any drug related incident.
- A student found to be in possession of drugs would be likely to be permanently excluded from the college with immediate effect.

1.4 Smoking Policy

Smoking is prohibited at all times within any college building, including accommodation.

1.5 Assault and/or Battery

The College has a zero tolerance towards one or more students physically attacking another student or member of staff, regardless of the degree of harm caused towards the victim of the physical attack.

1.6 Procedures for dealing with an incident:

- In the event of an emergency the safety of the pupils is of paramount concern, and First Aid measures should be taken before any other action is contemplated.
- If necessary emergency medical advice would be sought and police/social services could be sought for advice.
- The student(s) accused of the physical attack will be removed from further contact from other students until the investigation is completed. Provision will be made for the student who was targeted by the attack to safely be escorted home.
- The Principal will conduct an investigation with another senior member of staff (as a witness to the investigation). All relevant parties will be verbally questioned and all will be requested to provide a written statement after their oral evidence is heard.
- Notes will be made of the oral interviews and transcribed as necessary. The Principal(s) will confer with the Curriculum Manager and the course of action will be agreed upon.
- Parents/Guardians of the accused student will be asked to attend the College as soon as possible to inform them of the decision of the College regarding their son or daughter.

1.7 Vandalism and Damage to College Property

The college will not tolerate any intentional abuse, damage or destruction to its facilities such as structure i.e. walls, furniture, Electronic Equipment or any other item of college property/facilities.

If a student is found to be responsible for vandalizing books in the library or any other fixtures, fittings or items on any college owned premises, then this may lead to their exclusion from the College.

Vandalism is a malicious act and the college wants to ensure that students are aware of the seriousness of this policy.

1.8 Plagiarism (see Academic Honesty Policy)

Plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source.

It is important that, before you submit any piece of work, you reference your sources appropriately.

Failure to do so can lead to serious consequences even withdrawal from exam(s).

1.9 Theft of College or Personal Property

The College will not tolerate theft under any circumstance; in particular regard to that of college property or that of staff and students within the college i.e. electronic equipment, personal belongings etc.

If a student is found to be in possession of stolen goods or there is reasonable evidence to support this, the college reserves the right to suspend the student pending further investigation and thus expel the student if significant evidence is found to support the allegation.

Theft is a criminal offence and the College wishes to ensure that all students are aware of the seriousness of this policy.

1.10 Appealing a Decision to Exclude a Student

If the parent/guardian wishes to appeal against the decision to exclude a student, they must put in writing their grounds for lodging the appeal. This appeal will be conducted by the Board of Directors and their decision is final.

This appeal be addressed to

The Board of Directors,
Albemarle College,
18 Dunraven Street,
London
W1K 7FE

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