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## **Area 51 Education**

### **BEHAVIOUR AND DISCIPLINARY POLICY**

#### **POLICY**

Area 51 Education has a commitment to keeping its learners safe and engaged in their learning. For some learners with social and emotional difficulties, identifying difficult behaviours early and implementing clear and consistent strategies to help them manage these behaviours is key to their successful college experience. However, the College also recognises its duty to support learners in their transition to adulthood, and in taking responsibility for their own actions. The Behaviour policy applies only to learners whose social and emotional needs are outside the normal remit of the College. The behaviour of learners is managed through the College's Behaviour policy, the College's Disciplinary procedures, or a combination of both, according to each individual learner's identified needs.

#### **BEHAVIOUR PROCEDURE**

- Social and Emotional difficulties are defined as any repetitive, continuous or frequent behaviours that may disrupt teaching and learning either for the learner, other students, or other people in the college. It does not include any repetitive actions that are an unconscious part of a learner's general learning difficulties (such as some autistic behavioural traits).
- Social and Emotional difficulties should be identified at interview or during the initial assessment period.
- The learner, tutor and other relevant professionals, should write a Managing Difficult Behaviour (MDB) strategy. It should clearly identify the causes of any difficult behaviour and the strategies to be used in managing those behaviours.
- Every member of staff working with the learner should have a copy of the MDB strategy and implement the management strategies described.
- MDB strategies should be regularly reviewed with the learner during tutorials, and with the course team during course team meetings.
- Where appropriate, some behavioural strategies may be written into ILP's as personal targets.
- It should be made clear to learners that any incident of gross misconduct will be dealt with through the College's Disciplinary procedure, even if this behaviour is detailed in their MDB strategy.
- The MDB strategy may include elements of the College Disciplinary procedure, such as Report Cards, where it is appropriate for that learner.
- Where an incident occurs that is described on the MDB strategy, but which has to be dealt with through the College Disciplinary procedure, the learner's MDB strategy must be reviewed.

#### **DISCIPLINARY PROCEDURE**

- The College Disciplinary Procedure must be explained to all learners at interview and during initial assessment, in language that is clear and accessible.
- Lecturers and support staff must write a Concerns sheet for any issue relating to a student that falls under either 'poor performance' or 'misconduct' and send this to the relevant tutor.
- 'Poor performance' is defined as any behaviour that will affect that student's chances of successfully completing their course of study, such as lateness or absenteeism.
- 'Misconduct' is defined as any behaviour that breaks the College Code of Conduct, or any other College practices, such as disruptive behaviour or abuse of college property.
- The tutor and CTL responsible for that learner will deal with Poor Performance and Misconduct issues, in line with normal college procedure. This will usually be through use of Report Cards, short exclusions or referral to additional support services.
- Issues related to Poor Performance or Misconduct may be addressed through the Managing Difficult Behaviours strategy, if appropriate.
  - Lecturers and support staff should immediately seek guidance from a Senior Manager in cases of Gross Misconduct.

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- 'Gross Misconduct' is defined as any behaviour that breaks the law, or places other learners in physical danger.
  - The Senior Manager will deal with Gross Misconduct by suspending or excluding the learner. The student's parents or carer will be informed of the circumstances at this time.
  - No other member of staff may send a learner home, unless there is a prior agreement with the relevant Senior Manager, such as a MDB strategy.
  - In some cases of Gross Misconduct, the Senior Manager may decide to involve the police and will follow College Procedure in this instance.

**Policy Creation:** 01<sup>st</sup> September 2009  
**Next Review:** 01<sup>st</sup> September 2011  
**Next review:** 1<sup>st</sup> Sept 2013  
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