

HEE Project Choice Behaviour Policy

Introduction:

This policy sets out the standards and expectations of behaviour of all students and to support staff when challenged by unacceptable behaviours exhibited by individuals or groups of students.

Scope

The principles in this policy apply to all students across College.

The aims of this policy:

The aim of this policy is to outline the expectations we have of student behaviour and the consequences of failing to meet those expectations.

The policy will demonstrate the commitment of the College to support good behaviour and self-discipline to maintain effective learning. This Policy will:

- › Provide a consistent approach to behaviour management
- › Define what we consider to be unacceptable behaviour, including bullying and discrimination
- › Outline how students are expected to behave
- › Summarise the roles and responsibilities of different people in the College with regards to behaviour management
- › Outline our system of sanctions

Objectives of this policy:

- › To ensure every young person discovers their talent and is able to develop and achieve success.
- › To ensure young people are able to maximise their learning in a safe and secure environment.
- › To support staff in their management of good behaviour with a clear transparent behaviour system.
- › To develop independent learning behaviours where young people take responsibility for their own progress.
- › To support young people to behave in a socially appropriate way.

- To ensure that families and other agencies involved in the young person's progress are engaged in the management of their behaviour.

The College recognises that disruptive behaviour can often be an indication of unmet social/emotional needs. Any formal response to a student's behaviour will always consider any causal factors that are influencing those behaviours.

The College understands that the first step to demonstrating good behaviour is leading by example. This means that all staff, volunteers, and visitors to the College must act professionally, responsibly and with integrity. We work hard to ensure that discipline is consistent across the College so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately and without discrimination. This takes into account Special Educational Needs and Disabilities (SEND), as well as any additional challenges that some vulnerable students may face.

Definitions

Misbehaviour is defined as:

- Disruption in lessons, in communal spaces, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect workwear/clothing

Serious misbehaviour is defined as:

- Repeated breaches of the College rules
- Any form of bullying
- Sexual violence, such as rape, assault by penetration, or sexual assault (intentional sexual touching without consent)
- Sexual harassment, meaning unwanted conduct of a sexual nature, such as:
 - Sexual comments
 - Sexual jokes or taunting
 - Physical behaviour like interfering with clothes
 - Online sexual harassment such as unwanted sexual comments and messages (including on social media), sharing of nude or semi-nude images and/or videos, or sharing of unwanted explicit content
- Vandalism
- Theft
- Fighting
- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - Stolen items



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- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student)

Bullying

Please see separate Antbullying Policy

Principles

Shared values, fair and consistent application of rewards and sanctions, and excellent teaching and support are pivotal to promoting positive behaviour and raising achievement.

Project Choice is committed to ensuring that our College environment supports learning and promotes the wellbeing of students and staff through a strong sense of unity. The role of the College is to create a safe and secure environment for all students so that they can reach their full potential.

Our behaviour principles are encapsulated by the '3 Rs' approach. Students are expected to adhere to the '3 Rs' in the classroom, the workplace, anywhere on College premises and during such off-campus activities as field trips and community projects. All staff are expected to remind students and define clear expectations throughout the year. Tutors are responsible for managing behaviour in the classroom, but all College employees provide a supportive presence to promote positive behaviour.

Project Choice staff and students are expected to demonstrate the 'three 'Rs':

- **R**espect
- **R**esponsibility
- **R**eady to Learn

Respect

Show Respect:

- for knowledge and learning
- for yourself, towards staff and other students
- for the opinions, feelings and abilities of other students and staff
- for the diversity of students
- for the College and its property and facilities
- by discouraging bullying or harassment of others

Responsibility

Demonstrate a passion for learning by:

- making a positive contribution in class, in the workplace and on other College activities
- showing commitment to learning
- displaying a "Will Do" attitude
- handing work in on time
- attending all classes

Ready to Learn

Be a student role model by:

- being on time (every time) and motivated to learn
- taking part in college groups
- acting as an 'Ambassador' for the College
- responding positively to feedback on how to improve the quality of work or behaviour at college
- thinking about the future and how your studies will support this
- taking responsibility for yourself and making the most of opportunities to improve English and maths skills, to make yourself 'work-ready'

Roles and responsibilities

The College Lead

The College Lead is responsible for reviewing this behaviour policy and will also approve this policy.

The College Lead will ensure that the College environment encourages positive behaviour and that staff deal effectively with poor behaviour and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour.
- Providing a personalised approach to the specific behavioural needs of student's.
- Recording behaviour incidents.
- The senior leadership team will support staff in responding to behaviour incidents.

Students



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Students are responsible for:

Project Choice expects all students that are on work experience/internship placements and at College to behave in the following way:

- Behave professionally, in an orderly and self-controlled way on placement and in College.
- Refrain from behaving in a way that brings the College into disrepute, including when outside College
- In class, make it possible for all students to learn
- Think about the customers, clients, patients and visitors when you are at work and think about what you say and how it is said.
- Show respect to members of staff and each other
- Show respect to staff by listening and following instruction.
- Be on time and follow sickness lateness rules
- Dress professionally at all times.
- Wear your ID badge at all times at College and placement.
- Report any accidents or incidents that you are involved in, or witnessed to your tutor or mentor, no matter how minor they are.
- Treat the College and placement buildings and property with respect

Behaviour management

Any student who does not meet the College expectations of student behaviour will be supported to do so through the Behaviour Development plan ([Appendix 1](#)). Every attempt is made to enable the student to behave in a positive manner building their self-esteem and developing their self-discipline. A student who is consistently unable to meet these expectations and the targets of the Behaviour Development plan or who displays unacceptable behaviour may be subjected to sanctions which could include temporary or permanent exclusion from the College.

Student support

The College recognises its legal duty under the Equality Act 2010 to prevent students with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the student.

Where necessary, support and advice will also be sought from specialist professionals and practitioners and/or others, to identify or support specific needs.

Safeguarding



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The College recognises that changes in behaviour may be an indicator that a student is in need of help or protection. We will consider whether a student's misbehaviour may be linked to them suffering, or being likely to suffer, significant harm. Where this may be the case, we will follow our safeguarding policy.

Training

Our staff are provided with training on managing behaviour, as part of their induction process.

Behaviour management will also form part of continuing professional development.

Related policies/ procedures

- Safeguarding Policy
- Fit to study Policy
- Project Choice Anti-Bullying Policy
- Complaints Procedure
- [HEE Values and Behaviours](#)

Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in Education](#)
- [Searching, screening and confiscation in Education](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Use of reasonable force in Education](#)
- [Supporting students with medical conditions at Education](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on:

- Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its students
- Sections 88-94 of the [Education and Inspections Act 2006](#), which require schools to regulate students' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate students' property



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Appendix 1



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Behaviour Development Plan



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The aim of this Behaviour Intervention Plan is to provide a person-centred approach to supporting the learner in developing strategies that will help the learner recognise and understand their behaviour, and engage in agreed actions to aid sustainable behaviour change.

The objective of the plan is:

- To focus on the identified behaviours.
- To set specific targets for change.
- To apply behavioural interventions that will be manageable and valuable to the learner.
- To monitor changed behaviours.
- To recognise and reward positive behaviour change.

Name:

..... has given consent for the information in this plan will be shared with college staff, work placement staff [mentor/manager] and parents.

Behaviour:	Specifics of behaviour	Target understood by student and review date agreed. (Add any comments re additional support identified to support EP to achieve target if applicable)	Target date:	Progress made against each point: Yes ✓ No ✗ Please add comments if applicable	Signed off by mentor and EP. Add date.
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Development area:	Specific target:	Support needed to reach this target:	Review dates:	Comments	Signed off by mentor when complete:



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