

Document Name:	Learner Behaviour Policy and Procedure
Document Type:	Policy

Version Date:	August 2023	Review Date:	August 2026
Department:	Centre Management	Document Author:	Lead Internal Verifier

Approval Route:	Centre Manager
Approval Date:	July 2021
Who has been consulted:	Staff
Equality Assessment Completed:	N/A
Version:	6
Review:	Every 3 years

Document Information

Scope: Preston Vocational Centre (PVC) has a robust approach towards Learner Behaviour. Our aim is to continuously check, review and revise our processes to allow all learners the best environment to learn.

Key Objectives:

- manage learner behaviour at acceptable standards that fit with schools and stakeholders
- have a consistent approach to behaviour management
- have clearly defined procedures for the management of behaviour
- ensure all students, schools, stakeholders and staff are aware of the policy and procedures

Our commitment:

Preston Vocational Centre will ensure that:

- Students are fully aware of the policy from their induction into the centre
- Schools are aware of the learner behaviour policy and procedure
- Staff / Assessors are consistent in their interpretation of the policy and procedures
- Maintenance of documentation (CPOMS, School Reports, Contracts) audit trail to enable appeals or clarification from schools
- They Monitor, review and evaluate for continuous improvement

Behaviour Management Procedures

The behaviour policy in part will form part of the student induction process and will be explained to each student in detail to maintain a level of understanding.

The policy takes the form of two yellow cards, one red card and a behaviour contract, this will ensure that students can relate the procedure to aspects of sporting games i.e. football rules.

The behaviour warnings can be reported by all staff to the Centre Manager or Senior Tutor for investigation and discussion with the learner at this point they will decide if this warrants a yellow card warning (evidence such as CCTV, incident reports, CPOMS entries etc may be taken into account).

1st Yellow Card

(issued by the Centre Manager or Senior Tutor / Acting Manager)

This will generally be for minor infractions of the Code of Conduct or Health and Safety Breaches; it can also relate to language and actions towards either staff or other students. **(see minor infractions list)**

Once a learner has received a Yellow Card from the Centre Manager / Senior Tutor they will be informed verbally at the time and the reason explained. The student details and infraction will be recorded in the following places

- Yellow / Red card Tracker – “Y Drive”
- CPOMS system

At this point the member of staff may wish to email the relevant school with this infraction to ensure all parties remain informed of behaviour.

2nd Yellow Card

(issued by the Centre Manager or Senior Tutor / Acting Manager)

This will again generally be for minor infractions of the Code of Conduct or Health and Safety Breaches; it can also relate to language and actions towards either staff or other students. (**see minor infractions list**) this would be the learners second chance and should be explained as such.

Once a learner has received a 2nd Yellow Card from the Centre Manager / Senior Tutor they will be informed verbally at the time and the reason explained.

The student details and infraction will be recorded in the following places

- Yellow / Red card Tracker – “Y Drive”
- CPOMS system

At this point the member of staff may wish to email the relevant school with this infraction to ensure all parties remain informed of behaviour and an intervention maybe needed from the school to stop this escalating to the next level.

Red Card (temporary Exclusion)

A learner will receive a Red Card if they again for the 3rd time carryout a minor infraction from the Code of Conduct or Health and Safety Breaches, it can also relate

to language and actions towards either staff or other students. It may also be a serious matter that warrants moving straight to a Red card.

Once a learner has received a Red Card from the Centre Manager / Senior Tutor they will be informed verbally at the time and the reason explained.

The student details and infraction will be recorded in the following places

- Yellow / Red card Tracker – “Y Drive”
- CPOMS system

At this point the member of staff will inform the relevant school and/or parent to inform them of the incident and that the learner would be required to be collected from the centre and would be temporarily excluded pending investigation and a review meeting being held.

The staff member will complete an incident report at this point and save to “Y Drive”. The Centre Manager or Senior Tutor will set a mutually agreeable date and time for reviewing the learner place (if acceptable under the circumstances).

The review should be within 4 weeks of the incident (temporary exclusion should be no longer than 4 weeks).

Behaviour Contract Review Meetings

This meeting should be held at PVC and attended by the following where possible

- The learner
- School representative
- PVC representative
- Parent if possible

Presented at the meeting should be evidence of the minor or major incidents, yellow card tracker and reasons, CPOMS entries from staff, any other forms of evidence. This will support decisions made and allow other parties the time to see and read any available evidence.

Following discussions, the learner can if agreed be offered to return to provision at PVC under a Behaviour Contract, the contract will show the required steps a learner

should take while in centre and what he should not do in centre. It will also state that if they breach the contract they will be removed from provision at PVC.

The behaviour contract must be agreed and signed by the Learner if they are to continue, once the contract is signed the learner can continue with training.

Refusing to sign the contract

The learner has the right to refuse to sign the contract, at this point the review meeting will be terminated and the student will be asked to leave the centre with the school representative and not be allowed to return to provision

Breach of Behaviour contract

If a learner breaks a behaviour contract by breaching any rules laid down in their contract (this decision will be taken by the Centre Manager or Senior Tutor) the learner will be permanently excluded from provision from that day forward.

The centre Manager or Senior Tutor will inform the relevant school and send an incident report by email.

Minor Infractions List

Yellow Cards Warnings

- Refusal to wear safety boots in sessions / workshops
- Refusal to wear relevant PPE for tasks in workshops
- Refusal to take part in the teaching session without a relevant excuse
- Refusal to clean workshop areas
- Verbally abusive language to other learners
- Verbally abusive language to staff
- Misuse of tools and / or equipment in any department
- Late return to session following break or lunch
- Photographing or filming of any learner or staff member in centre
- Any other act deemed to breach the Code of Conduct for students
- Leaving site without permission during teaching time
- Leaving sessions early for meeting taxi's
- Vaping or Smoking in the building
- Refusal to hand over Vape for confiscation

This list is not a definitive list and serves as an example, other circumstances may incur a Yellow Card warning at the discretion of the Centre Manager or Senior Tutor

Red Card (Temporary exclusion)

- Inappropriate, racist or abusive language to learners
- Inappropriate, racist, or abusive language to staff
- Continuous extreme verbal abuse and language to learners or staff
- Physical abuse, contact with learners or staff (**risk of permanent exclusion**)
- Threats or acts of aggression to learners or staff (**risk of permanent exclusion**)
- Throwing of Mortar in any department as a serious Health and safety breach
- Serious acts or breaches of the Health and safety Policy (**risk of permanent exclusion**)

This list is not a definitive list and serves as an example, other circumstances may incur a Red Card warning at the discretion of the Centre Manager or Senior Tutor