

inspire+

# **Apprentice Positive Behaviour Policy**

## Purpose

The apprentice positive behaviour policy has been developed as we believe effective learning is best achieved in a supportive and mutually respectful environment where high expectations of behaviour towards others and beyond the college community underpin a positive ethos leading to positive employment outcomes.

We recognise the investment that students and their employers make when a student enrolls on a programme. High expectations of attendance will be required by future employers and therefore we set high expectations to develop employability skills. We believe that as a responsible institution we have a duty to act on non-attendance so that students can be supported to complete their programmes of study.

This policy applies equally to all enrolled students on an apprenticeship wherever and however their programmes of study are delivered.

It is intended to comply with relevant sections of the Quality Assurance Agency (QAA) UK Quality Code for Higher Education, specifically Advice and Guidance on Enabling Student Achievement (guiding principle 2) (Nov 2018) and is closely linked to the student positive behaviour policy that IEG provide.

## Scope

This policy applies to all enrolled students and covers misconduct alleged to have occurred on the college premises or other activity carried out as part of the student's course. This includes work related activities, college educational visits and the use of ICT including e-safety behaviour which may occur on or off college premises

Students are required to follow the college's Code of Conduct and disciplinary procedures and we shall inform the sponsoring employer of any misconduct

Parents/carers of students aged under 18 at the start of their course will be informed of disciplinary matters. Once a student becomes 18 they may request that parents are not informed

The parents/carers of students with learning difficulties and disabilities in receipt of an EHCP or high needs funding or other vulnerable adults will always be informed of action taken against the student under the college's disciplinary policy. Students with English as their second language will be offered appropriate support.

# Responsibilities

## Applies to all College staff

Staff are expected to maintain consistency in their approach to the management of behaviour for learning. All staff should commit to achieving consistency for the following actions:

Be responsible for ensuring that the Student Positive Behaviour Policy including the Student Code of Conduct, Inspire+ Values and expectations are conveyed and fully explained to students

Always promote positive behaviours by regularly engaging in conversations with students so as to help minimise likelihood of confrontation when poor behaviour is challenged.

Be familiar with and understand the Policy and Procedures (appendix 2) and apply fairly and consistently.

Take responsibility for managing low level disruption and maintaining good discipline, not only in the classroom, but in all College areas, related activities on/off site and online.

Apply basic ground rules for the classroom consistently and create a climate in which rules are clear, fair and able to engage students by applying a positive approach.

Take responsibility for promoting respectful behaviour within the student population and correcting behaviour where appropriate. Lead by example and model positive behaviours by being respectful, considerate and polite. Reinforce the behaviours we want to see.

Support, praise and where appropriate, reward good/excellent behaviour

Be vigilant and aware of peer-on-peer abuse and aspects of sexual harassment and understand what actions they must take in line with the Safeguarding Policy and Procedure

Promote positive relationships between student peers that demonstrate mutual respect, trust, honesty and equality and promote understanding of how an unhealthy relationship looks and feels and how to seek help and support.

In line with legislation including 'Keeping Children Safe in Education 2023' staff will maintain contact with parents/carers of students up to the 31st August following their 18th Birthday (or EHCP up to the age of 25 where appropriate) as well as employers of apprentices, of informal behaviour management and formal disciplinary procedures and encourage involvement, including attending meetings and promoting positive student behaviour supporting successful outcomes and career progression.

## **Student**

Each student should demonstrate that they have read and understood the expectations and agree to them and their individual responsibility to work towards the Code of Conduct at all times.

Students are required to sign and return this to their tutor within the first two weeks of them starting on their course.

This agreement forms a contract between inspire+ and the student and should be used to promote positive behaviour for learning.

# Student Code of Conduct

In order to benefit from your apprenticeship and achieve positive outcomes we expect you to take full responsibility for your behaviour, attitude and learning. As an inspire+ apprentice you are expected to:

## Be Ready:

Dress appropriately for training days and be ready for work relating to your chosen study programme.

Attend all timetabled classes and arrive on time. Inform your Course Tutor and employer by 8.30 am if you are absent.

Strive to achieve 100% attendance for all aspects of your study programme including maths and English.

Complete work to the best of your ability and meet deadlines. If a deadline cannot be reached, speak to your tutor as soon as possible.

Be prepared for lessons with the correct equipment.

Always show motivation and a positive attitude towards your learning.

Take responsibility to ensure that a suitable device to access online lessons is charged, has a good internet connection and is in good working order.

When participating in online lesson, you will be visible to your tutor via your device's camera and participate in conversations via your device's microphone.

Make sure your mobile phone is on silent unless being directed by a tutor to use it as part of your lesson.

## Be Safe:

Wear any ID as required by your training facility and show it when requested by a member of staff.

Not be in possession of an offensive weapon, including knives and sharp objects.\*

Not consume, be under the influence of, supply or be in possession of alcohol, illegal drugs or drug paraphernalia on whilst engaged in any inspire+ related activities.

Inform inspire+ of any changes to personal details or circumstances that may affect your studies. This may include, a change of address, becoming a Young Carer, being made homeless or obtaining a criminal record.

Smoke and vape only in the designated areas.

Not consume food and drink in the classroom (except bottled water).

Adhere to the IEG IT Code of Conduct and not misuse any College equipment, computer network or try to access prohibited websites.\*

Refrain from inappropriate use of the internet, social media platforms, live streaming sites, chat apps and forums to read and share inappropriate media/indecent and abusive images/pornography whether consensual or non-consensual.\*

*\*In incidents related to a potential crime or criminal behaviour the Police will be informed.*

## Be Respectful:

Towards the College facilities and environment including; not leaving litter, leaving social spaces tidy, refraining from loud music and antisocial behaviour or bringing inspire+ into disrepute.

Refraining from what might be deemed to be violent, aggressive or intimidating behaviour against any member of the College community including offensive language, making rude or derogatory remarks or swearing.

Refraining from disrespectful, discriminatory attitudes and behaviours towards others including comments that focus on an individual's age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Of the College 'Bullying and Harassment' policy and expectations. The College operates a zero-tolerance policy towards sexual harassment and sexual violence which is not acceptable under any circumstances. This includes:

Incidents of sexism/sexist comments, misogyny/misandry, homophobia and biphobic offensive language.

Banter which is offensive or derogatory where an individual feels offended.

Negative behaviour that is intended to make someone feel upset, uncomfortable or unsafe.

I understand the College's expectations and agree to my responsibilities. I accept that failure to comply with these may result in disciplinary action or being asked to leave the College.

Name

Student Signature

Date

# Performance / Conduct Issue Identified

Actions include but not exclusive to poor punctuality, attendance, missing of deadlines, failure to carry out task and duties, poor conduct / attitude and behaviour:

## Level 1 - Cause for Concern / Informal Warning

### Responsibility - Course tutor / Locality Lead

- Tutors will issue a Cause 4 Concern (C4C) after 3 consecutive absences.
- If conduct during a session is below expected standard
- Ongoing absence (less than 75% in a term) will trigger the informal warning process followed by the formal process.
- Ongoing poor punctuality (less than 75% in a term) will trigger the informal warning process and then the formal process.
- Parents, guardians and employers should be contacted after 3 absences and with related ongoing issues.

### Actions:

Phone call from Course Tutor / Locality Lead to identify reason of absence and make employer aware.

Informal discussion with learner and mentor via phone call or email.

Decide if capability or conduct. (If capability agree on training required and support plan. If conduct remind of code of conduct)

## Level 2 Formal Verbal Warning

### Responsibility - Course tutor / Locality Lead / Head of Quality

- Where attendance does not improve in line with agreed targets and both informal support stages have been exhausted level 2 of the formal process will be triggered.
- Course Tutor will issue 1st formal warning for attendance or punctuality related issues. Letter sent home and work making parent/carer/ guardian and employer aware.

### Actions:

Formal Meeting arranged between tutor and employer to agree actions and targets, which will be documented and logged on a personal action plan.

Actions/targets to be reviewed 4 weeks from meeting.

## Level 3 Formal Written Warning

### Responsibility - Head of Quality

- Where further issues exist despite support implemented level 3 of the formal process will be triggered.
- Head of Quality will issue a formal written warning for attendance, punctuality or conduct related issues.
- Parents, guardians and employers will be contacted and invited to meet to play a supportive role at this stage.

### Actions:

Formal Meeting arranged between tutor, parent/ guardian and employer to agree actions and targets, which will be documented and logged on a personal action plan.

Actions/targets to be reviewed 2 weeks from meeting.

## Level 4 Final Written Warning

### Responsibility - Head of Education

- This stage will lead to potential exclusion unless mitigating circumstances are apparent\*.
- Parents, guardians and employers will be contacted and invited to meet to play a supportive role at the disciplinary hearing stage.

### Actions:

Final Formal Meeting arranged between tutor, parent/ guardian and employer to outline actions and targets, which will be documented and logged on a personal action plan.

Actions/targets to be reviewed 2 weeks from meeting.

*\*Student has the right to appeal up to 21 days after receipt of notice.*

# Procedure for Poor Attendance / Conduct

## ABSENCE

Tutor to call learner and record outcome on register systems.



## STUDENT RESPONDS

Tutor outlines procedure (phoning in) to be followed in future and ensure employer has been made aware of absence.

## STUDENT DOES NOT RESPOND

Message left where possible by tutor asking student to contact them to identify reason of absence and make employer aware.



## TWO CONSECUTIVE ABSENCES / CONDUCT CONCERNS

Call to student/parent or guardian made by Course Tutor to ascertain reason for 2nd consecutive absences. Response recorded on register systems for the attention of all staff.

## THREE CONSECUTIVE ABSENCES / CONDUCT CONCERNS

Course Tutor to call student/parent or guardian and record on register systems for the attention of all staff. A level 1 informal warning to be issued along with an attendance letter.

## ONGOING ABSENCE / CONDUCT CONCERNS

For every subsequent absence a C4C will be issued by Course Tutor who is to call student/parent or guardian and record on register systems for the attention of all staff. When a learner has accumulated three C4Cs, a level 2 Formal warning is to be issued.



## ONGOING CONCERNS FOLLOWING LEVEL 1 INFORMAL WARNING

Course Tutor to monitor attendance/conduct and meet with student weekly for 4 weeks.

## STUDENT CONDUCT DOES NOT IMPROVE

Level 2 Formal verbal warning to be administered and a formal action plan to be agreed with employer and implemented by Course Tutor. Letter and action plan to be sent home making parent/carer/ guardian aware. Course Tutor to continue to monitor attendance and meet with student weekly and review after 4 weeks.



## STUDENT CONDUCT IMPROVES

Course Tutor to discontinue weekly meets after 4 weeks. Head of Quality to monitor in tandem with Course Tutor.

## STUDENT CONDUCT DOES NOT IMPROVE

Level 3 formal written warning of disciplinary process to follow interventions and both informal stages. Course Tutor to support Head of Quality moving into 2nd formal stage.



## STUDENT ATTENDS MEETING

Action plan implemented by Head of Quality. Course Tutor to monitor attendance and conduct and arrange to meet with the student for 2 weeks to review progress against agreed action plan.

## STUDENT CONDUCT DOES NOT IMPROVE

Level 4 final written warning of disciplinary process to follow interventions and both formal stages.

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