

**Bournemouth Adult Learning
Responsible Learner Behaviour
Policy and guidance on unacceptable learner behaviour**

Background

Bournemouth Adult Learning would like all learners to achieve and enjoy their course of study. We want to support our learners to achieve their full potential and support the right of all people to be treated with dignity and respect. We are committed to promoting an environment free from all forms of unacceptable behavior and will take appropriate steps to achieve this.

Other policies and guidance which support "Responsible Learner Behaviour" are listed at the end of this document.

Scope

This policy relates to learner behaviour. For standards relating to staff conduct and behaviour see the policies and procedures listed at the end of this document.

Unacceptable Behaviour

This policy is concerned with the behaviour of a person or persons which may cause harm, or the threat of harm, either directly or indirectly to another person or persons. Experiencing, or having the perception of experiencing unacceptable behaviour can have a significant effect on a person's chances of achieving their learning goals and their full potential. It is important to remember that it is the perception of the recipient that matters, not the intention of the other party.

Examples of unacceptable behaviour include:

- Bullying or victimisation, including via the internet or by texting
- Harassment
- Physical abuse or threat of it
- Behaviour intended to humiliate, frighten, distress, denigrate, pester or ignore
- Discriminatory behaviour
- Verbal abuse
- Use of offensive language, texts, e-mail
- Breach of health and safety rules, including those relating to acceptable computer use
- Malpractice involving work contributing to externally accredited qualifications
- Being under the influence of alcohol or drugs while on Adult Learning premises

- Involvement in anti-social activity such as theft

Please note that this is not a complete list and that there may be other issues that could lead to action being taken.

Any learner who has experienced unacceptable behaviour from another learner or member of staff should report this immediately to either their tutor, the Safeguarding Officer on 01202 262325, or another member of staff via 01202 451950 or BAL.enquiries@Bournemouth.gov.uk.

The Procedures

Instances of malpractice relating to work that will contribute to externally accredited qualifications will be investigated and reported in line with awarding body guidelines.

Reports of incidents involving staff will be investigated in line with Borough of Bournemouth policies and procedures.

The procedures that will be followed in relation to learners are as follows:

Informal Procedure

Any staff member should discuss minor matters or concerns with the learner. They will either agree appropriate action or refer the matter of concern to their line manager who may be able to help resolve the difficulty at an informal discussion.

The member of staff must inform their line manager of the discussion.

If the learner declines the offer to have an informal discussion about the minor matter or cause for concern with either the member of staff or the line manager, the matter or concerns should be summarised in a letter to the learner, together with a reference to our expectations and a further invitation to attend an informal discussion.

Formal Procedure

If it is necessary to enter the formal procedures, due either to continued cause for concern or further incidents, full records must be kept and minutes of meetings with the learner given to the learner and any staff involved.

Stage 1

In the event of a breach of regulations the line manager of the member of staff reporting the incident will meet with the learner to discuss the nature of the problem. An action plan will be agreed with the learner and a review date agreed. If, at the review, everything has gone well and the learner is committed to maintaining standards, the matter will be closed.

Stage 2

If the matter has still not been resolved a Stage 2 meeting will be called. The aim of this is to try to bring together everyone who may be able to work together to help the learner to succeed on the course. People who may be involved could include: the tutor, the Tutor Support Manager, the Curriculum Manager and, of course, the learner. The learner can bring along a friend or representative to support them if they want.

The meeting will identify what needs to be done for the learner to be able to continue the course and what support can be provided.

The meeting will agree a review date with the learner. If everything has gone well that will be an end of the matter. If not, then the meeting will decide what will happen next. Options could include:

- An extension of the review period
- Exploring whether the course/Adult Learning is right for the learner and what other options are available
- Proceeding to stage 3 of this process

If stage 2 has not resolved the problem or if unacceptable behaviour or the allegation of unacceptable behaviour is of a serious nature, Stage 3 of the procedures will be applied.

Stage 3 – Disciplinary Panel

The learner may be temporarily suspended from the course. The learner will be invited to attend a Disciplinary Panel. This will consist of the Manager in charge of the Programme, the Curriculum Manager, the Quality Manager and others as appropriate. The allegations and evidence will be reviewed and the learner asked to comment on them and to present any additional evidence. The learner can bring along a friend or representative for support.

If the learner's unacceptable behaviour is found to have been serious, the Disciplinary Panel will normally take one of the following courses of action:

- A final written warning
- Temporary exclusion from attending
- Permanent exclusion from courses

Stage 4 - Appeal

The learner can appeal against the outcome of the Disciplinary Panel to the Principal Adult Learning Manager. This should be done in writing within 5 working days of being informed of any decision.

All reports of concern or incidents at any stage must be reported to the line manager and forwarded to the Quality Manager.

Other policies and protocols that support Bournemouth Adult Learning's Responsible Learner Behaviour Policy which provide specific guidance are the:

- Bournemouth Adult Learning's Health and Safety Policy
- Bournemouth Adult Learning computer use, e-safety and internet use Policy
- Bournemouth Adult Learning's Safeguarding Policy
- Bournemouth Borough Council's Equality & Diversity Policy
- Bournemouth Borough Council's Disciplinary Procedure.
- Bournemouth Borough Council's Policy on the misuse of alcohol, drug or other substances.
- Bournemouth Borough Council's Whistleblowing Policy
- Bournemouth Borough Council's Prevention of Bullying and Harassment Policy
- Bournemouth Borough Council's Code of Conduct

Review

These procedures will be reviewed annually, or before if linked policies are significantly updated.

Adopted: February 2011

Date of next review: February 2012