



THE
TRAFFORD
COLLEGE
GROUP

Positive Behaviour Support Policy

Author:	Assistant Principal: Student Experience and Support
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1. Purpose

The purpose of the Positive Behaviour Support Policy is to promote, encourage and achieve high standards of behaviour in all parts of the Group and across all activities associated with every learning programme both on and off any of the Group's sites. As a Group, we aim to create a safe, inclusive, and positive environment conducive to learning and personal, social, and emotional development that will support students in developing positive behaviours for future work and/or learning. Additionally, the Policy sets to ensure consistency of response to both positive and unacceptable behaviour across the Group.

Our aspiration is to build a nurturing, caring ethos which permeates our college environment and creates a culture of respect and fairness in which every member of the College's community feels valued. This Policy places relationships and kindness as the foundation for learners to thrive, both academically and in relation to their wellbeing, and is underpinned by our values:

- Ambitious
- Resilient
- Collaborative
- Inclusive
- Respectful

Through the implementation of this Policy, we will:

- Nurture the skills and attitudes which allow our students to make a positive and productive contribution to college and the wider society
- Promote self-esteem, self-awareness, rights, and responsibilities
- Support every student in understanding the cultural diversity of our community and the importance of individual liberty, mutual respect and tolerance and the rule of law

The Policy reflects our focus on the importance of students being **safe, respectful, and ready** to reach their full potential whilst studying at TCG and is based on the principle of 'acceptable behaviour'. The intention is to demonstrate a spirit of cooperation across The Trafford College Group community and beginning the TCG journey to become a Trauma Informed Centre.

As part of our commitment to '**Unlocking Potential and Fostering Success**' for every member of the Trafford College Group, a college-wide commitment to challenging and improving behaviour will lead to greater student engagement, better support for colleagues and fewer incidents of negative behaviour.

2. Scope

The Trafford College Group (TCG) recognises that it has a legal and moral duty to provide a safe, secure, and inclusive learning environment for its students, staff, visitors, and stakeholders. We believe that mutual respect and tolerance should be encouraged and supported amongst the whole college community, and that establishing high expectations within which students can learn and thrive involves effective management of behaviour in a consistent, fair, and supportive manner.

This policy will enable TCG to build a positive, consistent, and safe learning environment in which behaviour is well managed and in which individual needs are identified and addressed. We will establish a culture of respect and safety, including zero tolerance of bullying, clear boundaries, excellent pastoral care and highly effective early interventions. However, implicit in this policy is the recognition of the need to disapprove of, formally record and not to tolerate unacceptable conduct and behaviour which disrupts learning and/or puts anyone in the TCG community at risk.

A College wide commitment to improving behaviour will lead to greater learner engagement, better support for teachers and less time reacting to situations and incidents. This will promote and underpin a successful educational experience for all students.

It is vital as a Group that we recognise and celebrate the achievements of our students to create an environment that encourages and rewards success. Our approach is based on strong evidence which shows that the encouragement and reinforcement of positive actions, a coaching approach and modelling of positive behaviour are more effective in changing and improving behaviour than focussing on unacceptable actions and trying to minimise them through use of sanctions and penalties.

The aims and objectives of TCG's positive behaviour approach will be:

- To allow teaching staff to teach
- To enable students to learn
- To encourage students to develop self-confidence, self-regulation, and independence

The Trafford College Group (TCG) strives to create a college community which is "trauma informed". This "trauma informed" approach is underpinned by our college values and our commitment to collaboration.

3. Positive Behaviour Symbols

The Student Behaviour Support Policy is a restorative policy that applies to all members of the TCG community and to all behaviour management issues arising within TCG and/or whilst engaged in TCG related learning or activities. This policy is underpinned by trauma informed practice and does not discriminate either directly or indirectly against any individual on grounds of sex, race or ethnicity, sexual orientation, religion or belief, age, disability, inclusion need, gender identity, socio-economic status or any other protected characteristic. The policy will consider the student's vulnerability and inclusion needs and the college will consider reasonable adjustments where needed.

TCG is committed to creating an environment in which learners and staff feel safe and know that the college will take proportionate action to ensure that any issues or concerns will be addressed through our policies, practices and actions. It is acknowledged that members of the college community may have different experiences and views on behaviour. However, our Positive Behaviour Support Policy will provide some basic key principles and expectations that reflect the college ethos and our commitment to being trauma informed.

We aim to adopt a whole college, whole systems approach to understanding how Adverse Childhood Experiences (ACEs) can cause a trauma response in young people and adults. We will do this by adopting a relationship-based approach to our work and in doing so acknowledge the value of strong partnerships and collaborative working to prioritise positive mental health and wellbeing for learners at TCG.

ACEs are traumatic events in a young person's life that can have negative, lasting effects on a person's health and wellbeing. These experiences can be categorised as abuse or neglect and household dysfunctions such as abuse, neglect, mental health, parental substance abuse, death, or family separation. The recent pandemic is often referred to as a global traumatic event.

As part of our trauma informed approach to positive behaviour management we will:

- Ensure that all members of the college community feel safe

- Place relationships and a student's sense of safety and security at the heart of positive behaviour management
- Encourage nurture, warmth, kindness, and empathy, even when a learner is presenting with behaviours that feel challenging
- Promote a sense of community and belonging
- Take individual circumstances into account

To achieve this, we set out the following key principles:

1. We promote and encourage **positive attitudes and behaviour** in the college and the wider community
2. We recognise that **behaviour is a form of communication**. Behaviour can be a communication of an emotional need – conscious or unconscious, and we will respond accordingly with support where needed.
3. We **put relationships first**. All members of the college community should create a positive culture that fosters character, connection, inclusion, respect, and dignity for all.
4. We **model the behaviour** we wish to see in others and do not use limiting language towards learners.
5. We will **maintain clear boundaries and expectations** around behaviour. This will help learners and staff feel safe in the college environment. Recognition, rewards, and consequences that follow certain behaviours will be made explicit.
6. We recognise that **not all behaviours are a matter of 'choice'** and not all factors linked to the behaviour of learners are within their control. Reasonable adjustments must be made for learners who are vulnerable. We must also be mindful in our choice of language and understand that this is not always helpful. We will be careful to describe the behaviour and not label the person.
7. We **uphold the principles of equality, diversity, inclusion** and show equity in our decisions and make reasonable adjustments where required.
8. We **teach and model to learners how to communicate** their thoughts and feelings in a way that would be beneficial in their next steps and employment including taking on board the thoughts and feelings of others, accepting responsibility for their own actions and making positive choices.
9. We will be **non-judgemental, curious, empathetic** and provide support and help to learners who need it.

We will recognise and reward learners accordingly and take restorative actions to help encourage positive behaviour when behavioural standards may not be met. We acknowledge that any form of punishment, suspension or exclusion can have a significant detrimental impact on a learner's relationship with and trust of college staff, and their sense of safety. These practices tend to be particularly punitive for young people who have experienced developmental trauma or have had adverse childhood experiences (ACEs) and can retrigger trauma that was experienced in the past. Therefore, through this policy we aim to use our best endeavours and make reasonable adjustments for learners with ACE experience. These processes should be used as a last resort and **only** after attempts have been made to **connect, correct and repair** the relationship between the learner and the college.

The exception to this is where the safety and wellbeing of the learner themselves or other member of the college community are at significant risk of harm and no other options are available or where the incident is so serious and therefore constitutes gross misconduct. Initial and minor issues of behaviour should be dealt with informally by staff and managers as part of general management of expectation and as part of a student's personal development. This should be in line with trauma aware principles and restorative rather than punitive. Where a learner's behaviour continues to not meet the college expectations, the disciplinary procedure will be invoked.

4. Roles and Responsibilities

Maintaining good behaviour is the responsibility of all students and staff and the whole college community has a duty to promote positive behaviour and attitudes to college life. We expect all members of the college community including parents and carers to be good role models for students.

All employees and students will be made aware of this Policy and associated procedures including the Learner Improvement Procedure, Suspension Procedure and the Student Code of Conduct at the start of the academic year.

Students will be asked to sign an Agreement /Enrolment Form on entering Trafford College Group, which will commit them to abide by this Policy and associated procedures throughout their time at Trafford College Group. Parents, carers, and employers will be made aware of the Policy and associated procedure.

Classrooms/ workshop rules will be agreed between teaching staff and students at the start of the course and will be displayed in all teaching spaces for reference and to revisit as required. The Trafford College Group Values are displayed and discussed with students within Open Days, New Student Days and at the start of term. Every member of the Trafford College Group will be expected to reinforce the values in their day-to-day conduct.

4.1 Students

- It is the responsibility of all students to always follow the college's behaviour expectations
- Students are expected to take responsibility for their own behaviour
- Students are expected to engage with the support provided to improve their behaviour
- Students are expected to inform the staff of any changes in their personal circumstances that may impact on their positive behaviour

4.2 All Staff

- All staff have the responsibility for ensuring the policy and procedures are followed and are consistently and fairly applied.
- All staff should recognise that not all behaviour is a matter of choice and that reasonable adjustments must be made for students if necessary
- All staff should recognise and reward positive behaviours and celebrate students when they show improvements in their attitudes and behaviours in and out of college.
- All staff should attend the necessary training, be aware of and practise the trauma informed principles and model positive behaviours.
- All staff will recognise and celebrate good behaviour

4.3 The Trafford College Group Board of the Corporation

The Board of the Corporation will:

- Review the policy regularly and ensure its effectiveness in supporting and improving positive student behaviour.

4.4 Leadership Team

The Leadership Team will:

- Monitor the application of the Policy with emphasis on reported incidents

- Highlight trends and expect these to be addressed
- Seek to ensure that procedures linked to this policy are adhered to
- Support the Learner Improvement Process where necessary
- Recognise and celebrate good behaviour

4.5 Heads of Study and Programme Leaders

The Heads of Study / Programme Leaders will:

- Set high standards in terms of behaviour and attitudes towards learning
- Expect colleagues to uphold the high standards and support them in doing so
- Recognise and celebrate positive behaviour and encourage others to do so
- Support all colleagues across TCG in maintaining the highest standards of behaviour through high quality teaching and learning and consistent implementation of The Student Positive Behaviour Support Policy.
- Ensure that all positive behaviour processes and procedures are adhered to including the following: Learner Improvement Process, Student Attendance and Student Suspension Procedures.

4.6 Course Tutors/House Monitors

Course Tutors and House Monitors will:

- Recognise and celebrate good behaviour
- Agree standards and values expected/required from TCG students. Once agreed the values should be made clearly visible and applied consistently.
- Monitor individual and group behaviour in classes and take appropriate action to address any issues
- Liaise with their Programme Leader, Head of Study and/or pastoral staff regarding intervention strategies
- Liaise with the appropriate Senior Manager over serious concerns
- Follow the Learner Improvement Process (LIP) as appropriate to support students

4.7 Head of Learner Services and Pastoral Teams

The Head of Learner Services and Pastoral Teams will:

- Liaise with the Inclusion and Progression team where appropriate to ensure the needs of the students are properly understood
- Recognise and celebrate good behaviour
- Ensure students understand the standards and values expected and they apply them consistently.
- Liaise with curriculum teams regarding intervention strategies
- Support learners and curriculum teams with the implementation of the policy
- Liaise with the appropriate Senior Manager over serious concerns
- Support the Learner Improvement Process (LIP) as appropriate to support students

5. Associated Procedures and Guidelines

The procedures and guidelines to support this Policy include the Learner Improvement Procedure, Student Suspension Procedure, Keeping Children Safe in Education Policy, Health & Safety Policy and Study Programme Guide.

6. Monitoring, Evaluation and Responsibilities

The Assistant Principal for Student Experience and Support will lead on the implementation of the Student Positive Support Behaviour Policy, will monitor the effectiveness of this Policy and related procedures and where necessary, make recommendations to the TCG Leadership Team for improvement.

Appendix 1: Student Code of Conduct

We believe that education is key to success and to your future, that's why the Trafford College Group makes a commitment to YOU by:

1. Ensuring that you have all the important information to make informed decisions about your chosen course and that it meets your needs as an individual.
2. Supporting you with your learning needs, enabling you to make a positive transition to college life.
3. Guiding you to reach your full potential by setting targets that are achievable yet challenging.
4. Providing you with high quality of teaching, learning and assessment which is both motivational and engaging.
5. Ensuring that you meet the requirements for your course of study, including meeting deadlines, completing independent tasks and being prepared for lessons.
6. Helping you reach your full potential by supporting you in completing all tasks to the best of your ability and by providing you with timely feedback
7. Enabling you to have access to a wide range of extra-curricular opportunities to enhance your skills.
8. Removing barriers to learning through our knowledgeable, experienced and approachable support services.
9. Acting to further improve the Trafford College Group by listening to your views and feelings.

Our aim is to ensure that you have a successful and enjoyable time with us. In order to achieve this aim, it's important that we work in partnership.

This includes to:

1. Attend College and all events punctually, reporting any absence or lateness timely
2. Inform us of any additional needs or support you might require so that we can put this in place for you.
3. Be respectful to all who are involved in our College community.
4. Actively participate in all aspects of learning and College life.
5. Foster positive working relationships that are built on respect and understanding.
6. Make a commitment to provide a safe and supportive learning environment where diversity is celebrated.
7. Show respect to the College environment, always acting safely and responsibly.
8. Be an active student by taking responsibility for your own learning and development.
9. Participate in opportunities to share your views and feelings, providing constructive feedback to support improving your College experience.

Our Code of Conduct aims to encourage an atmosphere of mutual respect, trust and a safe environment for all. Below are examples of behaviour expectations at the college:

<i>Learners should:</i>	<i>Learners should not:</i>
<ul style="list-style-type: none">• Display ID Card• Be on time• Meet deadlines• Show respect (including online)• Eat only in designated areas• Take responsibility for their learning	<ul style="list-style-type: none">• Wear hats, hoods, or caps unless for religious reasons• Swear or spit• Litter• Behave aggressively• Use bad or offensive language including online

<i>Learners should:</i>	<i>Learners should not:</i>
<ul style="list-style-type: none"> • Take care of their own property • Pay college fees • Follow college policies 	<ul style="list-style-type: none"> • Drink alcohol or take drugs or be under the influence of them whilst at college • Use mobiles in class unless for learning • Smoke or vape (e-cigs) in undesignated area

Serious Behaviour Incidents

To ensure the safety of our college community, there are certain significant behaviour concerns and serious misconduct that will be escalated and investigated in line with the suspension procedure.

- Behaviours on site, or that impact on the College, which contravene the law will result in suspension and those committing the acts will be referred to the police. This could result in the learners losing their place at TCG.
- The possession of an article that may be considered an offensive weapon at college, an activity linked to the college or outside the college, will be deemed as a breach of behavioural expectations. The college will ensure that they inform the police and follow their guidance.
- Any behaviours which are considered contrary to the Counter Terrorism and Security Act 2015 will be referred through the Safeguarding Policy and referred to Channel. If required, actions may be considered a breach of this policy.
- The College operates a zero-tolerance approach to drugs. The sale, use or possession of alcohol and drugs on the college site or in an activity outside of college will be deemed as a breach of this policy. If members of the college community come onto the college site under the influence of drugs or alcohol, then this will also be deemed a breach of the college policy. Any learner who comes into college under the influence will be sent home as their presence on site is unsafe. The College will alert the police of the most serious incidents, following guidance outlined in the Safeguarding Policy.

Appendix 2: Student Guidelines

Every challenge is a learning opportunity and inappropriate conduct will be challenged using a restorative approach:

- Are you Safe?
- Are you respectful?
- Are you ready?

Use of Social Space around College

- Students not behaving appropriately will be challenged.
- Repeated issues will lead to the implementation of the Learner Improvement Procedure. In these situations, the Trafford College Group reserves the right to refuse a student access to a social area if there are repeated issues or close an area if necessary. Students should not be sitting in corridors and will be challenged where this occurs.

Behaviour in Specific Workshop Environments

- Certain areas of the College contain specific workshop areas with their own health and safety risks and rules. Any student who breaks the rules in these environments is potentially putting themselves and others at risk. This constitutes gross misconduct and can lead to suspension.
- Tutors/Lecturers must ensure that students are aware of specific requirements and check their understanding and obligations in respect of this.

Behaviour within the Immediate Community

- The Trafford College Group expects students to act as role models and ambassadors within the local community. Any anti-social behaviour within the surrounding estate areas of the Trafford College Group campuses is classed as bringing TCG into disrepute and may result in action via the Learner Improvement Procedure.
- The Trafford College Group works closely with residents and Greater Manchester Police to ensure that the community is a safe area and free of anti-social behaviour.
- Smoking is only permitted within designated smoking areas. This means cigarettes, including electronic cigarettes must only be used within these areas and not on route to or from them.
- In the area immediately outside the campus gates, we request that students do not gather to smoke here as this is a gateway to the College and does not provide the positive image of the College which we wish to display. Please note, you will be asked to move away from the immediate area of the campus gates.

Uniform and Equipment

- Some courses require students to bring specific equipment or wear a designated uniform. Students are always expected to adhere to these requirements. Repeated failure to do so will result in the application of the Learner Improvement Procedure.

Café /Refectory

- Students are expected to treat the Café area with respect. This includes clearing away any plates/cutlery and rubbish. Tables should be left clear once finished and rubbish put in the bins provided and trays/plates placed in the tray slots.

- Food and Drink around College:
 - Food bought in either the Cafe or Refectory should be consumed in the areas provided and not taken into classrooms and other circulation areas including the LRC
 - When students bring food into the College from home, this should be eaten in the Café or Refectory
 - Foods purchased in the surrounding outlets near to the campus should be eaten before returning to the college premises

Use of the Learning Resource Centre (Library) and associated areas

- The Learning Resource Centres (LRCs) are committed to providing a pleasant and productive environment for all users to study, research and complete assignment work in – they are not social spaces. To ensure the LRCs are meeting these standards, students must comply with all the TCG values and expected behaviours within the Student Code of Conduct and the Acceptable Use of Computer Facilities Procedure. Students who choose to enter the LRCs are also expected to:
 - Work quietly or silently (in designated rooms)
 - Switch mobile devices to silent mode and to keep the volume low on personal devices and headphones
 - Not to be disorderly to other LRC users or employees by engaging in unwanted or inappropriate interaction
 - Return borrowed items (books, magazines etc.) on time
 - Leave promptly when requested to leave at closing times or during emergency situations

Drugs and Alcohol

- Students should not come into College or attend any College event, under the influence of alcohol, illegal drugs or other self-administered substances that can impact on their performance and safety in college.
- Students should ensure that they do not bring alcohol, illegal drugs or drug paraphernalia (equipment) with them to College or to any College trip or event.
- Trafford College Group operates a zero-tolerance to alcohol, drugs and illegal substances. Non-compliance is considered gross misconduct and will result in suspension

Please Note: Confidential support is available for those who are concerned about their use of drugs and /or alcohol

Appendix 3: Learner Improvement Process:

