



## Truro and Penwith College Behaviour Policy

### 1. INTRODUCTION

The Truro and Penwith College Behaviour Policy aims to promote outstanding relationships and enhance good behaviour, self-discipline, and respect. The College tries to keep its rules and regulations to a minimum. Everyone in the College community is expected to behave in a mature manner and to show care and consideration for the welfare of others. Students are expected to work hard and take responsibility for their own learning.

Every student should be supported to complete work to the very best of their ability, so that they can achieve their personal best. Every member of the College community is expected to behave in a considerate way towards others. All students will be treated fairly, and this Behaviour Policy will be applied and monitored in a consistent way.

The need for disciplinary action should be rare. The College will make every effort to ensure that students are aware of their entitlements as well as their responsibilities and obligations. Disciplinary matters will be dealt with fairly and firmly by staff and students will have the opportunity to respond to any allegation of misconduct.

### 2. SCOPE AND PURPOSE

The Truro and Penwith College Behaviour Policy refers to the Student Code of Conduct (Appendix 1) to which students are expected to adhere. Section 2 of this document is the Student Disciplinary Procedure, for use when support and encouragement have not produced intended improvements.

This Policy, the Code of Conduct and the Student Disciplinary Procedure apply to all students and apprentices of the College, full or part-time and whether or not their course is validated by, or associated with, any other institution. It applies at all times during the year when undertaking College related study or business, whether or not during College terms.

It also applies to students who are undertaking work experience, on official College trips and visits and during programmed learning/recreational activities on premises other than those belonging to the College. The Code of Conduct is made known to all students through

- Induction Meetings
- Tutorials
- Course Information

The following standards are those expected of students enrolled at Truro and Penwith College. They are linked to other College Policies as indicated at the end of each paragraph. Although the need for disciplinary action should be rare, all of the standards are linked to the Student Disciplinary Procedure.

There is an indication of the level of sanction which may be applied at the end of each standard. These relate to the Student Disciplinary Procedure and are not intended to be prescriptive.

### **a. Attendance and Punctuality**

It is expected that, when a person chooses to enrol at Truro and Penwith College, they are doing so to achieve meaningful qualifications through exemplary levels of behaviour and attendance. We do not currently offer on-line, remote or hybrid teaching programmes and all teaching is delivered in College.

Support is available for all those needing assistance or facing difficulties to achieve this, irrespective of whether they have Special Needs or an Education and Health Care Plan (EHCP).

If attendance declines without certified, notified reason for genuine need (for example absence for short-term medical reasons) students may be referred to either to the Student Disciplinary Procedure or Fitness to Study Policy. We aim for all our students to achieve 100% attendance and will start to challenge those who fall below our minimum target of 90%. It is our expectation that holidays are only taken during College holiday periods and not in term time.

*If initial reminders and support do not bring about improvement, a sanction under **the Attendance Policy** may be applied and recorded on tracking by any member of teaching staff, tutors or curriculum managers.*

*Refer to the **Student Code of Conduct** and the **Attendance Policy** for further details*

### **b. Academic Performance**

Upon joining the College, students have chosen to be at Truro or Penwith College and are following an academic or vocational path which leads towards their intended career progression. All students who wish to study here are expected to adhere to and sign, the 'Truro and Penwith College Code of Conduct'. This is a contract which outlines the commitment required of students who join us and provides mutual expectations of behaviour.

It is expected that as a Truro and Penwith College student, commitment and pride is taken with work completed both in and out of class. All work should be completed and submitted on time unless there are genuine, notified reasons for any permitted extension under awarding body guidelines.

If students are not on target with college work or meeting our expectations of effort, then in the first instance the subject or module lecturer will intervene.

*If initial reminders and support do not bring about improvement, a sanction under **Attendance Policy** may be applied and recorded on tracking by members of teaching staff, tutors or curriculum managers.*

If failure to complete work on time or the required standard continues, then Programme Team Leaders or their Deputies will intervene, and Parents/Carers will be involved. Targets will be set for the required improvements and recorded on Student Tracking. Sanctions from the Student Disciplinary Procedure may be applied, and it must be understood that this may eventually lead to withdrawal or exclusion from Truro and Penwith College.

*If, following the meeting with parent/carers, improvements are not made, a sanction under **the Attendance Policy** may be applied and recorded on tracking by Programme Team Leaders or their Deputies.*

*Refer to the **Student Disciplinary Procedure** for further details*

### **c. Conduct in and around the College Campus and During College Related Activity**

It is expected that in and around the College environment, students act in a mature and positive manner. This includes on journeys into and out of College, on trips and visits and at work placements. Students are expected to adopt a professional approach to their studies and behave in a respectful and considerate way towards others. Personal dress codes should reflect this.

ID badges must always be worn on Campus and should be clearly visible. This is a requirement for identification and Safeguarding purposes. Parking on campus is only permitted for approved vehicles displaying a Parking Permit of the appropriate class. Accessible Blue Badge parking is, without exception, only to be used by badge holders approved by the Government scheme and displaying the Blue Badge.

Truro and Penwith College's smoke-free campus policy expresses our commitment to the health and wellbeing of all staff, students, visitors and contractors. The smoke-free campus policy asserts that everyone within our campus has the right to a smoke-free environment and aims to ensure Truro and Penwith College is a safe and healthy learning and working environment.

*If reasonable requests and reminders are ignored do not stop the behaviour, a sanction under **the Student Disciplinary Procedure** may be applied and recorded on tracking by members of teaching staff, tutors or curriculum managers.*

*Refer to the **Student Code of Conduct** for further details*

### **d. Bullying and Harassment**

Bullying is offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power as a means to undermine, humiliate, denigrate, or injure the recipient. Bullying can include the use of personal strength or the power to coerce through fear or intimidation. Bullying may be physical, verbal, or non-

verbal. It can include conduct that is not face-to-face, including via text message, email, social media or via a third-party.

Bullying or harassment are not acceptable under any circumstances at Truro and Penwith College.

*Any student found to be responsible for bullying or harassment may face disciplinary action, with sanctions up to and including being permanently excluded from Truro and Penwith College.*

*Refer to the **Bullying and Harassment Policy** for further details*

#### **e. Social Media and E-Communications**

Assume that all content posted on social media platforms is permanent and potentially public, even if posted in restricted groups. What may be considered as seemingly innocent information, photographs, videos, opinions, or comments are vulnerable to misrepresentation and may be subject to unauthorised distribution via the internet. Consider their impact on others.

Do not post anything which might damage your reputation or that of others. Report inappropriate posts to a member of staff and be aware that friendships developed on-line may not be as they appear.

If any student has cause for concern regarding use of the internet or social networking, they should report the incident immediately to a member of staff. There may be occasions where this will be treated as a safeguarding issue.

*Students may and should seek support from staff with any concerns about social media. Any student found to be using social media maliciously may face disciplinary action, with sanctions up to and including being permanently excluded from Truro and Penwith College.*

*Refer to the **Social Media and E-Safety** for further details*

#### **f. Equality, Diversity, and Inclusion**

Truro and Penwith College seeks to be welcoming and inclusive. The College aims to provide a learning and working environment which values everyone equally and does not disadvantage individuals by discriminating on any grounds, including age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race or ethnicity, religion or belief, gender, and sexual orientation.

We will maximise the opportunities for all students to achieve their individual learning outcomes by developing all teaching and learning materials to be as accessible to all students as possible. Where possible, all new and existing College buildings are fully accessible and where this is not possible, alternative access to the curriculum is arranged. All students are set high standards in order to establish mutual respect, outstanding behaviour, and positive reinforcement.

*Refer to the **Equality, Diversity, and Inclusion Policy** for further details*

**g. Malpractice, Cheating or Plagiarism**

We are duty bound to ensure that all achievements in College are honestly and fairly obtained. Any act which in any way compromises or threatens the integrity of the assessment process and validity of results is malpractice. This may occur in classroom learning, homework, assignments or examination settings. It may involve passing someone else's work off as your own, colluding with others and the presenting the results as individual work, copying from another source, false declarations or pretending to be another person to sit an assessment or examination. Where malpractice is proven, this centre will inform the relevant Awarding Body and take advice on suitable penalties / sanctions. In addition, the College may invoke the college disciplinary procedure leading to possible suspension and exclusion.

*Refer to the **Malpractice and Maladministration Policy** for further details*

The above descriptors are not intended to be exhaustive or prescriptive. They should be used as indicators for consistent and fair application of student discipline.

## **STUDENT CODE OF CONDUCT**

### **As a College we will**

- Value people equally regardless of age, disability, gender, race, religion, sexual orientation and transgender status, in accordance with the College's 'Equality and Diversity' policy
- Provide a safe and secure environment in which to learn
- Support you in your learning and set targets which are challenging but achievable
- Ensure that assessment of your learning is clear, regular and constructive
- Give you regular feedback on your progress with guidance on how to improve
- Provide information to your parent/carers on your attendance and achievement
- Offer opportunities to improve your health and wellbeing
- Offer advice and guidance on careers and progression opportunities
- Provide opportunities for you to give us feedback and deal with any complaints fairly and promptly

### **As a Student, we expect you to**

- Aim for 100% attendance at all timetabled classes, academies and workshops
- Be punctual for all classes, arriving ready to participate and learn
- Make learning successful for everyone by behaving in a way that promotes a co-operative, positive and productive learning environment
- Complete work to the requirements set by your course and lecturers, meeting all required deadlines
- Respect the rights of others, actively embracing equality and diversity, and by reporting inappropriate and unsafe behaviour
- Seek help when needed and take up any support offered to you
- Wear your Student ID badge at all times on the lanyard provided
- Protect the College environment by not eating and drinking in classrooms, disposing of litter appropriately and recycling items where you are able

### **What we will not accept in College**

- Any form of bullying, intimidation, discrimination, or harassment
- Any form of physical, emotional, or verbal threats to someone else, in person, via electronic communication or through a third party
- Being under the influence of illegal drugs, solvents, alcohol, or any other behaviour changing substance. The supply or possession of any of these items on College grounds
- The carrying of any weapon, or item intended to be used as a weapon, whether legal or not
- Inappropriate or abusive language to any other student, member of staff or visitor to the College
- Inappropriate use of IT, viewing of indecent, illegal or inflammatory content online, cyber bullying or interference with College systems
- Behaviour which causes disruption to the learning of others
- Malpractice, plagiarism or copying the work of others and passing it as your own
- Deliberate vandalism, graffiti or defacement of College property
- Littering, spitting or depositing chewing gum around the College grounds
- Smoking, or using a vaping device on or around the College campus