

TITLE	VERSION
Behaviour Policy	4

APPROVAL BODY	DATE	REVIEW DATE
Board of Governors	August 2023	August 2024

LEAD PERSON	Director of Quality (DoQ)
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POLICY STATEMENT

Tutors and learners at VLUK work together to establish and maintain a learning and social environment which emphasises positive behaviour. Behaviour management is an integral part of VLUK, which teaches appropriate and relevant social skills to all learners. This enables learners to participate fully at home, in education and the local community, and prepares them for the responsibilities of adult life in a diverse society.

BACKGROUND

VLUK is a National Independent Training Provider, delivering education in the 16-19 FE sector. It is part of The Oxford Virtual Education Group. VLUK is led by a Chief Executive Officer, accountable to a Board of Governors and Group Chief Executive Officer and supported by a Senior Leadership Team (SLT). Accountable to the SLT is a layer of middle management located throughout the country. The Middle Leadership team is responsible for tutors and enrichment staff.

PURPOSE

This policy is designed to ensure that all learners and staff are able to work in a positive environment that is conducive to learning, progress and achievement. Additionally, the policy upholds the safety and well being of all individuals within the campuses and learning environments. By outlining the behaviour expectations the policy also helps learners become accustomed to the expected behaviours in the workplace, preparing them for transition into the professional world.

SCOPE

This policy applies to all staff at VLUK from Governors, Senior Leadership Team, Middle Leaders, Tutors, Support Staff, learners, parents/carers and confirms the approach to behaviour management.

DEFINITIONS

ALPs-Advanced Level Performance System (a programme, based on a national database, that provides reports for schools and colleges to help them benchmark and analyse post- 16 performance)

KPIs-Key Performance Indicators, these are data driven measures to monitor performance.

RESPONSIBILITIES

Board of Governors	The Governing Board or a delegated committee review and challenge the effectiveness of the internal controls and the management of risk detailed in this policy.
Chief Executive Officer	Overall responsibility and oversight of this policy, ensuring KPIs are met and that resources are used effectively and appropriately.
Senior Leadership Team	Responsible for holding the Lead Person to account with regard to the suitability of behaviour management, implementation of this policy and the benefits to the organisation and staff.

Lead Person	Responsible for the implementation and delivery of this policy, ensuring the policy aligns with regulatory requirements and best practice.
All Line Managers	Responsible for ensuring all line managed employees are aware of and follow this policy.
All Teaching Staff	Responsible for ensuring all learners are aware of the policy and adhere to it.
All Other Employees and Volunteers	To understand and uphold the principles of this policy, in line with professional standards.

POLICY

All VLUK staff and learners should always adhere to four key expectations:

- Visually ready to learn/teach.
- Leading by example.
- Understanding and respectful.
- Keeping ourselves and each other safe.

Our expectations require all staff and learners to adhere to the roles and responsibilities outlined below. Both staff and learners should encourage and foster acceptable standards of behaviour, good personal relationships and a respect for the individual.

Staff should:

- Be punctual for lessons/practical sessions.
- Ensure that learners enter and leave the room in an orderly manner.
- Display good classroom management.
- Establish a stimulating learning environment.
- Provide supervision during lessons.
- Mark and return work promptly and regularly.
- Be courteous and polite to learners.
- Praise, encourage and reward learners wherever possible and consequently encourage appropriate Behaviour rather than rely on negative sanctions.
- Make it obvious that each learner is of equal importance and that praise, rewards and sanctions are used Equitably.
- Address promptly any breaches of good conduct and poor behaviour, using informal procedures where possible but implementing formal procedures where necessary.
- Seek further help and guidance from other members of staff and regard this as an appropriate strategy rather than an admission of failure.
- Recognise that through their own behaviour and manner they demonstrate and encourage high standards.

Learners should:

- Develop positive relationships in the classroom and learning sessions, demonstrating acceptable standards of behaviour, good personal relationships and a respect for the individual.
- Arrive on time ready to start as per their timetable.
- Attend all sessions on their timetable.
- Are fully equipped and ready to learn.
- Show respect through listening and allowing others to learn.
- Remove coats and hats.
- Follow all instructions.
- Ensure phones are not out in the classroom (unless there is a specific learning need, but this is at the discretion of the tutor).
- Ensure that headphones are not to be worn during taught sessions.
- Keep off task conversations for social times.
- Not eat in the classroom.
- Speak to others with respect (bad language and sexualised harassment directed at others or used in the classroom is not acceptable).
- Meet all deadlines linked to BTEC Assignments, English/Maths homework.

Parents/carers should:

- Support VLUK in encouraging and fostering in their children:
 - acceptable standards of behaviour
 - good personal relationships
 - a respect for the individual.

By implementing this policy across all campuses and making sure all individuals noted in this policy are aware of expectations we can ensure:

- Fairness in the application of the policy and framework.
- Consistent and fair treatment for all regardless of age, ethnic origin, gender, disability, sexual orientation, religion or belief.

For serious misconduct or breaches of this policy and/or the learner code of conduct or alleged antisocial or criminal behaviour or behaviour which brings VLUK into disrepute, individuals are encouraged to report it immediately to VLUK. Once reported, VLUK or UCS staff (at an appropriate level depending on the nature of the offence) will carry out a thorough investigation and suitable action will be taken.

POLICY - FRAMEWORK

VLUK creates certainty across its campuses by providing clear guidance on expectations based on the four key expectations:

- Visually ready to learn/teach.
- Leading by example.
- Understanding and respectful.
- Keeping ourselves and each other safe.

VLUK encourages positive learner behaviour and attitudes by:

- Providing a challenging and stimulating learning environment; reinforcing positive behaviour through individual guidance and counselling.
- Informing parents/carers at the earliest opportunity of successes and behavioural problems and involving them fully in measures to recognise and potentially remedy.
- Liaising with outside agencies to develop strategies to encourage positive behaviour in learners.
- Offering the opportunity for individual guidance and counselling to learners to develop, monitor and review behaviour.
- Motivating learners through the content and methods of delivery of the whole curriculum and expecting high standards from them; and
- Offering appropriate training to meet the needs of teaching and non-teaching staff dealing with behaviour problems.

Wherever a teacher or non-teaching staff member is confronted with examples of inappropriate work and/or behaviour from learners in the classroom, the strategies and procedures in Appendix A are followed.

POLICY - REWARDS

Rewards are an essential part of engaging learners in learning. All staff should ensure they are praising learners.

Methods of rewarding positive behaviour are:

- Verbal praise.
- Contacting home through email/letter/phone call.
- If a learner is working at ALPS at the end of the term and/or attendance is outstanding, send a positive letter home.
- If learners are on track at the end of term with target grade and have excellent attendance they will be recognised and could be rewarded with e.g., e-gift cards, vouchers.
- Extra-curricular activities to enrich their learning and wellbeing.

See Sanctions and reward grid in the Appendix for further information.

COMPLAINTS

Complaints about Behaviour at VLUK should be made to the Director of Quality in the first instance -

rebecca.lee@vluk.org.

REFERENCES

Comments and Complaints Policy
Attendance Policy
Campus Health and Safety Policy

SIGNATORIES



Chief Executive Officer
25th Sept 2023



Chair of Governors
2nd October 2023

Appendix 1 - VLUK Sanctions Grid

Level	Lead	Recorded	What - possible interventions	Parental involvement
1	Tutor	Informal		N
1	Tutor	Informal		N
1	Tutor	Informal		N
1	Tutor	Hub	Formal warning	N
2	Tutor	Hub	removal from extra curricular sessions	N
2	Tutor	Hub & Letter	Letter home	Y
2	Tutor	Hub & Warning	Formal warning	Y
3	HOC	Hub	Removal from all ECA/Moved to another class	N
3	HOC	Hub & review paperwork	Formal review with parents	Y
4	DOQ	Hub and parental review	Formal review and learner contract	Y
4	DOQ	Hub & Letter	FTE	Y
5	COO	Hub & Letter	Final warning, review & FTE	Y
5	COO	Hub & Letter	Perm exclusion	Y

CPOMS should be noted if of a sexual nature concern.

Level indicators and examples:

1 - Learner choices

- punctuality, manners, equipment, inappropriate language, missing deadlines

2 - Consistent learner choices

- Consistent issues with Level 1

3 - Repeated learner choices

- Repeatedly at L2, behind on work without good cause, no effort to catch up, consistent missing of deadlines.

4 - Serious breaches or Consistently at L3

- Serious breaches, such as refusing to wear kit, malicious damage, smoking on campus, non-compliance, foul language towards a member of staff. Consistently at L3 with no sign of improvement.

5 - Dangerous breaches or repeatedly at L4

- Serious/dangerous breaches of code of conduct, such as bringing illegal drugs on campus, consumption of alcohol, bringing an offensive weapon on campus, theft, physical assault. Repeatedly at L4 with no impact.

APPENDIX 2 - Positive Interventions Grid

Level	Positive Intervention	Recorded	Frequency	Lead
1	Oral / Written Praise	Informal	Daily	Tutor
2	Recording success on learner intervention	Hub	Weekly	Tutor
3	Positive Letters, postcards to parents/carers	Hub & Letter	Half-Termly	Tutor / admin team
4	Rewards (e.g Amazon voucher)	Hub / SLT	Termly (end of each term) by HoC	HoC / admin team
5	Start of year excellence enrichment activity	Hub / SLT	Yearly	HoC / HoLE