Student Positive Behaviour Policy

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1.Purpose

The Manchester College wants you to learn in a safe, positive and respectful environment. This policy explains the behaviour expected from you, the support available, and what may happen if behaviour does not improve.

The Deal sets out the values and behaviours that help everyone succeed. The Deal encompasses 7 key attributes that employers tell us are key skills that they look for when interviewing/employing a new person. They are: Respectful, Collaborative, Proactive, Committed, Responsible, Ambitious and Professional.

When a student demonstrates one or more of these behaviours, staff are encouraged to award DEAL recognition. The student will receive an electronically generated certificate acknowledging their achievement in the relevant behaviour.

For more information about The Deal, visit [The Deal | The Manchester College (tmc.ac.uk)]



2. Who this applies to

- This policy applies to all students at The Manchester College, including students aged 14-16 and students in Alternative Provision.
- It applies in lessons, workshops, study and social spaces, workplaces, trips and visits.
- It can also apply away from college, including online, where behaviour affects other students, college activity or the College's reputation.

3. What we expect from you

- Be respectful and kind. Use appropriate language and follow reasonable staff instructions.
- Respect your environment in your classroom, canteen, and around the building and put your litter in the bins provided.
- Be ready to learn. Take part, work positively with others and avoid disrupting learning.
- Act safely and responsibly. Respect people, property, equipment and act safely and professionally - wear your ID and lanyard the right way round at all times, report any concerns you may have.
- Use phones, recording, social media and AI tools responsibly. Do not record people without permission or create misleading content.
- Represent yourself and the College well on campus, online, on public transport, at placements and during trips or visits.
- Take ownership. If something goes wrong, talk honestly, help repair the situation and follow agreed actions.

4. What you can expect from staff

What you can expect	What you need to do
Respect and fairness	Staff will communicate calmly, focus on the behaviour rather than you as a person, and apply expectations consistently.
Support first	Staff will listen, explore what has happened and help you understand how to make a better choice.
Reasonable adjustments	Where appropriate, staff will consider identified needs, Student Learning Strategies and Plans for Positive Engagement.
Recognition	Staff will notice and celebrate positive behaviour, progress and achievement.

Student commitment: The earlier you tell us about a difficulty, trigger or support need for your learning, the more effectively we can help you stay engaged and succeed.

5. Celebrating Success

Your successes should be celebrated in a variety of ways, whenever and wherever they happen. Recognising your achievements and positive outcomes helps build a positive culture across the College.

The Deal - We have high expectations of you and believe you can achieve remarkable things. Throughout the year, there are opportunities to celebrate your achievements and reward you for demonstrating the behaviours set out in The Deal.

When you demonstrate excellent behaviour and a positive attitude, staff should recognise and reward you through the Deal Recognition Portal, available on The Hub as 'The Deal' Portal.

Recording Your Positive Behaviour in ProMonitor – Staff can record examples of your positive behaviour in your individual student record by selecting 'Comments and Actions' and choosing 'Positive Behaviour Recognition' from the dropdown menu.

College Awards – If you achieve something exceptional, staff should put you forward for formal recognition at our annual awards events.

6. If concerns arise

We will usually try to support improvement before formal action is considered. We will consider any support needs or plan for positive engagement before taking formal action. The response will depend on what happened, how serious it was, and whether concerns are repeated and any individual needs that present themselves. It may also require the use of the Attendance and Punctuality policy and/or the Student Disciplinary Policy.

What you can expect	What you need to do
Talk and listen	A member of staff may discuss what happened, listen to your view and explain the behaviour expected.
Agree support	You may agree actions, support, reasonable adjustments or a Plan for Positive Engagement.
Review progress	Staff may review your progress and involve your parent, carer, next of kin or support network where appropriate.
Formal action	Serious or repeated concerns may be managed through the Student Disciplinary Procedure. Serious incidents may move directly to a formal stage. (Also see the Attendance and Punctuality Policy and Student Disciplinary Policy.)

Note: We are here to support your progress and help you learn. You also have an important part to play by making positive choices and taking responsibility for your actions.

7. Serious behaviour and prohibited items

Gross Misconduct

Gross Misconduct means inappropriate and unacceptable behaviour, which breaches this and the Student Disciplinary Policy. Some examples of behaviour which is unacceptable to the College are given below for guidance purposes. These are examples and the list is not exhaustive. It is important to understand that even minor breaches of our code of conduct may be treated as serious misconduct if they are persistent or repeated.

The following behaviours are regarded as completely unacceptable and will always result in stage four of the disciplinary procedure and exclusion:

- Persistent verbal abuse toward any another person, whether face to face, online or on social media
- Offensive language either verbally or online
- Any action that brings the College into disrepute, on-site or off-site
- Recording other students or staff without their permission
- Indecent behaviour
- Damage to property or arson
- Use of illegal substances or misuse of other substances or intent to supply drugs
- Theft or damage to property
- Serious actual or threatened violence against another student or member of staff
- Sexual abuse or assault
- Unacceptable behaviour which has previously been reported and for which College sanctions and other interventions have not resulted in positive behaviour.
- Behaviour that falls under the Prevent agenda.
- Behaviour that disregards the health, wellbeing or safety of others including Public Health and/or community protection
- Carrying an offensive weapon or in possession of prohibited items (see section 7.1)
- Academic misconduct during an examination
- Fraud
- Misuse of AI tools and deep fake photos

*The acts above are not exhaustive and the College reserves the right to make the decision about whether any action constitutes gross misconduct.

7.1 Strictly Prohibited Items

The following items must not ever be brought into the College.

- Knives and/or other weapons
- Alcohol
- Illegal/harmful substances*
- Stolen items
- Fireworks
- Pornographic or offensive material – either physical copy or viewed/shared online.
- Any article that has been or is likely to be used to commit an offence or cause personal injury or damage to property.
- Smoking or vaping inside college premises is prohibited.

The college reserves the right, where there is reasonable suspicion, to follow the protocols within the Stop and Challenge Policy to check if prohibited items have been brought into college. (see Stop and Challenge Policy)

***Illegal / Harmful Substances**

The College will not tolerate the use of illegal or harmful substances of any sort on college property or during off-site college activities. This includes solvents and any other substance that can be misused or is harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs/substances.

Prescription medication: carrying, supplying, or taking prescription drugs illegitimately could result in a permanent exclusion.

Non-prescription medication

Some over-the-counter drugs can be harmful if misused. Students should not carry these in college.

Medication

The College acknowledges that it may be necessary for some students to take medication during the College Day. Where appropriate, parents/ carers (and adult students) should make the College aware of this in writing as soon as their medication starts. Procedures in managing medication that must be stored at college in the dedicated medical locations are outlined within The Manchester College Medication Policy (2024).

Alcohol

Bringing alcohol onto the college campus is prohibited, with any breach potentially resulting in permanent exclusion. Consuming alcohol on campus is also strictly prohibited unless it is being supplied by the college as part of an organised and licensed event (for the avoidance of doubt this is for over 18s only).

All these rules also apply when travelling to and from college or when engaged in learning activities away from college premises e.g. in the workplace.

7.2 Contact with Police

Where staff suspect a student of committing a criminal offence, being involved in criminal activity or in the procession of an offensive weapon, the College reserve the right to report the matter to the police. The College will always comply with its lawful obligation to help investigate alleged criminal activity.

8. Equality and Diversity

Students can expect an inclusive and supportive environment whatever their background.

9. Compliments and Complaints Policy

We encourage students, parents and carers with any complaints or concerns to follow the College Compliments and Complaints Procedure. The College will do everything in its power to help resolve

conflict or complaints swiftly and effectively. Full details of the Compliments and Complaints Policy are available on the College website.

10. Monitoring

Termly reports to Principalship will be reviewed and where trends are identified relevant educational awareness or action plans will be implemented.

The effectiveness of the Policy will be measured through:

- Analysis of disciplinary data and trends
- Analysis of complaints trends.
- Analysis of the volume and success of appeals

11. What you should remember

- Positive behaviour helps everyone feel safe, included and able to learn.
- Ask for help early. Support and reasonable adjustments are available where appropriate.
- You are responsible for your choices in college, online and during college-related activities.
- If you have a concern or complaint, speak to a member of staff or use the College Compliments and Complaints Procedure.

Key message: Be respectful. Be responsible. Be ready to learn. Ask for support when you need it.

12. Related Policies and Procedures

- Student Disciplinary Policy
- Safeguarding Policy and Procedure
- Student Attendance and Punctuality Policy
- TMC Student at Risk Policy
- Equality, Diversity, and Inclusion Policy
- The Deal
- Special Educational Needs and Disabilities (SEND) Policy
- Compliments and Complaints Policy
- Medication Policy
- Stop and Challenge Policy

13. Equality Impact Assessment (EIA)

Are there concerns that this Policy could have an adverse impact on any of these protected is action required?		If yes, is action required?
Age	No	
Disability	No	
Gender reassignment	No	
Marriage or civil partnership	No	
Pregnancy and maternity	No	
Race	No	
Religion	No	
Sex	No	
Sexual orientation	No	
EIA Summary		
Person responsible for EIA	Stuart Steen Vice Principal	
This policy along with staff guidance which supports this policy, is inclusive, supportive and aligns with the Equality Act 2010. It actively promotes equality and mitigates the risk of discrimination through trauma-informed practices, reasonable adjustments, and consistent application. The policy and associated staff guidance applies to all students, including those aged 14-16 in Alternative Provision. Strong emphasis is placed on reasonable adjustments, EHCPs, PfPEs and trauma-informed approaches with proactive support for SEND and SEMH needs. The Policy and staff guidance promotes fairness, inclusion and respect with no discriminatory language or practices. It does not restrict religious expression. The Policy is applied consistently across genders.		