



Code of Conduct
Policy and Procedures

Date of approval by Governors: January 2015

Next review date: January 2016

This policy document and the content contained therein remains the responsibility of the Senior Leadership Team and the Trustees. No amendments can be made without their express instruction. The Senior Leadership Team remain the final arbiters in all matters relating to this policy.

1. Introduction

Barrow Hall College is committed to safeguarding young people and to support them in their journey to either employment or university. Exemplary conduct is an integral part of that journey. The role of the young people at Barrow Hall College in modelling such behaviour for our younger students is paramount.

2. Ethos and expectations

All students have chosen this college in which to continue their full time education post 16. As such, they are expected to behave as young adults, showing consideration for others and displaying a high level of commitment in everything they undertake. Becoming a college student means taking and accepting more responsibility for their learning. We expect students to consider their time in college as their full time employment and to get involved in the many leadership opportunities offered. The students are expected to act as positive role models for the main school pupils.

3. Equality and diversity

These are an integral part of College life and as such are respected by both students and staff. Action will be taken to ensure that staff and students have equality of opportunity, regardless of age, disability, ethnic origin, gender, marriage/civil partnership, pregnancy, religion or belief or sexual orientation. The College is committed to upholding the Equality Act 2010 and will ensure that disabled people, including those with learning disabilities are treated fairly and that reasonable adjustments will be made to provisions to ensure their needs are met.

4. Code of Conduct

This code of conduct outlines the responsibilities of students in the context of their behaviour. Students are expected to read and sign a learning agreement with support also from their parents/carers. These will be issued at the start of the 2 year course and sets out the college, home and students roles in maximising the opportunities on offer for the individuals.

4.1 The aims of the code of conduct are to

- Protect the individual rights of the students and staff who belong to the college community;
- Enable each student to fulfil his/her learning agreement;
- Support students as they assume responsibility for their own learning and behaviour;
- Ensure acceptable standards of behaviour;

- Maintain a safe and productive environment;
- Foster respect for self, others and property;
- Ensure students are fully aware of college policies relating to their behaviour;
- Provide access to a fair grievance policy
- Ensure the good name of the college is upheld and further enhanced.

As a member of the college community, you will be expected to uphold the college expectations and abide by the learning agreement: in the event of transgression you will be subject to the college disciplinary procedures as agreed by the Governing Body

5. Grievance Procedures

If you have concerns about the conduct of a fellow student or member of staff and are unsure what to do, then speak to your college tutor or a subject teacher. The matter will then be referred to a more senior member of staff for further investigation.

6. Strategies for supporting success and Disciplinary Procedures

These provide a framework for supporting students and protecting the rights of those who belong to the college community. These will uphold the principles embodied in the code of conduct and provide opportunities for negotiation and consultation within the strategies for supporting success.

6.1 Strategies for supporting success

These strategies are for students who need help to achieve success in the following areas:

- Time management and organisation;
- Meeting deadlines;
- Punctuality
- Attendance
- Standard of work;
- Poor attitude, behaviour or language

In all cases, staff should check with students or their tutors if there are any extenuating circumstances and modify their actions accordingly. They should ensure that these circumstances are brought to the attention of the Head of Year and college senior pastoral team.

6.2 Process for supporting success – behaviour and progress – OTF and Effort Scores

At times it may be necessary to monitor your behaviour and progress to enable us to help you achieve your potential. There are 3 stages in place to help you improve. These stages run in a traffic light system.

STAGE 1: Subject Teacher/Form Tutor - Concern Form

If there is an issue with your behaviour or progress in a lesson, a teacher/ tutor will complete a concern form. This will normally be reviewed in 2 weeks and will be managed by the class teacher/ form tutor. Targets will be set with you and these will be reviewed on a date set by your teacher. Your class teacher/form tutor will inform your Head of Year and/or Head of Department via the concern form system, however they may not become involved in the first instance.

STAGE 2: Head of Department / Head of Subject Level 1 Contract

If a pattern of poor behaviour or performance continues in a subject area, then your Head of department for that subject will become involved. Contact home will be made by HODs to inform your parents. A second Concern form will also be sent.

You will be placed on a temporary level 1 department contract. This will normally run for 2-4 weeks, managed by the Head of Subject or Head of Department. It needs to be signed at the start of the contract term and a copy will be sent [home](#).

STAGE 2: Form Tutor Level 1 Contract

If a pattern of poor behaviour or poor performance in more than one area continues then your form tutor will directly inform your parents.

You will be placed on a temporary level 1 form tutor contract and this will normally run for 2-4 weeks, managed by your form tutor.

It needs to be signed at the start of the contract term and a copy will be sent [home](#).

STAGE 3: Head of Department / Head of Year Level 2 Contract

An attendance/ progress contract will be used if you have failed to meet the targets set at stages 1 and 2. It will run for 1 half term and will be managed by Heads of Department for issues within a subject area. Heads of Year should only be involved if a pattern of poor performance or behaviour has occurred in a number of subject areas. This could be triggered by a subject review. Targets will be reviewed regularly. At this stage a meeting will be arranged with parents and the Head of Department or Head of Year. College sanctions may be used if needed appropriate.

STAGE 4: Head of College Contract

This contract is to be used if you have failed to meet the targets set at stage 3. It will run for a period set by the Head of College. Targets will be reviewed regularly. At this stage parents will be informed and a meeting may be arranged with parents and the Head of College. Failure to comply may result in a fixed term or permanent exclusion from college; this will be through the Misconduct procedure.

These will be a variety of targets aimed at supporting the student to get back on track, comply with the code of conduct and therefore continue to develop their ability to support our college ethos, “expected to behave as young adults, showing consideration for others and displaying a high level of commitment in everything they undertake”. These targets could include:

- 100% attendance at lessons
- Work missed completed by a deadline
- Compulsory attendance at after college support sessions
- Compulsory attendance at additional lessons during their private study time
- Exclusion from lessons and private study until work is up to date in a supervised environment.

7. Disciplinary Procedure – Misconduct

If the interventions prove unsuccessful then the matter will be referred to the Director of Learning for Barrow Hall College and it will become a disciplinary matter. The Disciplinary Procedures- Misconduct will then apply.

8. Attendance

There is a separate policy to address the issue of attendance. This should also be read in conjunction with the Bursary policy for those who are/ may be eligible.

- It is a college requirement that all students attend all timetabled classes, including tutorials.
- Absences will be followed up (see diagram below).
- Attendance will be monitored electronically through the college SIMS system.
- Any planned absence such as university open days should be recorded in advance by completing the necessary blue form and returning it to the college office.
- For an absence due to illness students/ parents are required to ring the college office before 8:30 am. Students will lose their right to explain their own absence if they abuse the system or their attendance falls below 95%.
- Students are expected to find out about any work missed during their absence from lessons and complete it.

If students cannot attend college on any day, they must phone the college office before 8:30 on each day of absence. If the absence lasts longer than 3 days then parental contact must be made directly to Chloe Connor in the college office. Upon return to college, students are required to complete a ‘blue form’ to self-certificate their absence.

For planned absences, students must complete a blue form prior to their absence and hand in to the college office. 100% attendance is expected, including all tutorial sessions.

9. Verbal and Physical Abuse

All members of the college are expected to show respect for each other. Allegations of bullying and other forms of physical or verbal abuse will be treated as gross misconduct and will be fully investigated.

10. Dress

Students should dress in a manner that is appropriate for the lessons and activities in which they are to participate. We do not have a uniform. We do expect conservative dress as we are a school based sixth form. Individual guidance will be given to students whose dress is deemed inappropriate.

11. Harmful Substances

11.1 Alcohol

The supply and consumption of alcohol on the college premises is forbidden. An exception will be made for the year 13 final awards evening when this will be closely monitored by senior pastoral staff from the college. Students under the influence of alcohol will be immediately excluded from the site. This will be dealt with as gross misconduct. This also applies to trips arranged by the college for educational purposes.

11.2 Drugs and paraphernalia

The supplying, possession and/or use of illegal drugs or drugs paraphernalia either on site or on college trips are prohibited. The supply and/or misuse of prescribed drugs or drugs paraphernalia either on site or on college trips are prohibited.

11.3 Glues, aerosols and solvents

Inappropriate use eg. Inhaling, lighting is prohibited

11.4 Smoking

Barrow Hall College and Great Sankey High School is a no smoking site, this includes the E – Cigarettes.

12. Network abuse

Students are encouraged to make full use of the IT facilities the college provides. However, inappropriate use of college equipment including scanning, hacking, downloading offensive material or sending offensive material/ messages is gross misconduct and will lead to computer access being automatically removed and possibly a fixed term or permanent exclusion from the college depending upon the severity of the activity. The monitoring of college systems does mean that students who abuse the facilities can be tracked and identified. In some cases, this could lead to prosecution.

All students are issued a college email and access to the internet and college network. As part of the process of accessing our facilities all students have to agree to the school/college network/ internet use policy.

Students should be aware that printing in colour should only be done for essential final submissions of work. Students should not print non- college related documents.

13. Plagiarism

Do not copy work from friends, textbooks or the internet. It is acceptable to quote sentences but you must acknowledge the quotation. **PLAGIARISM IS CHEATING** and thus a serious offence which will result in disciplinary procedures and **could lead to disqualification from public examinations**. We will treat plagiarism as a very serious breach of the college code of conduct

14. Health and Safety

All students are expected to behave in a safe manner and report any concerns directly to the Director of Learning for the college. Students must not:

- Use the doors at the end of the corridors except in an emergency;
- Block the fire doors in the social area;
- Stand on any furniture;
- Take hot drinks or food into classrooms;
- Use the fire doors in the canteen area except in an emergency situation;
- Lean over the balconies from floors 1 and 2;
- Open the windows past the safety bar installed;
- Leave items on top of the lockers, these will be removed on a regular basis;
- Bring or invite visitors onto the site without prior arrangement with a member of staff and the college office.

Any damage must be reported to the college office immediately. This includes accidental or otherwise. Early reporting of damage may prevent more costly and complex problems.

14.1 Illness

The first point of call for any student who is unwell during the college day is the college office. Permission to be go home unwell and subsequently miss lessons must be sought from the office who will then be able to sign you out and record your absence as an illness on the registers for that day.

14.2 Lanyards

Students must wear their lanyards at all times whilst on site and these must be visible. Failure to do so will result in a disciplinary action. This may result in them being asked to leave the site until a time as they are wearing their lanyard. This will count as an absence from lesson and as such may affect a bursary payment for those eligible.

Please note, this list is not exhaustive. Health and Safety briefing will be used if a cause for concern is raised.

Signed..... Date
Chair of Governors