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## Behaviour Policy

<b>POLICY INTENDED FOR:</b>	Students, Staff
<b>CATEGORY:</b>	Safeguarding
<b>POLICY IMPLEMENTED BY:</b>	Managing Director
<b>POLICY MONITORED BY:</b>	Operations Team
<b>REVIEWED BY:</b>	Managing Director
<b>EFFECTIVE DATE:</b>	03/02/2025
<b>REVIEW DATE:</b>	03/02/2026 or as required

ProEd believes that students, tutors, staff, visitors and members of the community have the right to be treated with respect and dignity. We have a firm commitment to equality of opportunity and as such will not tolerate harassment and bullying by students. We value our excellent reputation and encourage all members of ProEd to promote this.

All students are expected to behave in a courteous and respectful manner to fellow students, staff and members of the outside community.

The course page that students are sent at the beginning of their course, lists out rules of the course, code of conduct and that expulsion from the course is possible. Rules are also further detailed in the course or on arrival on a residential course.

Students and tutors are expected to:

- Arrive on time for tutorials, meetings and group activities
- Refrain from using mobile telephones or other electronic devices for whatever purposes during tutorials and areas where use could be disruptive
- Refrain from talking loudly in corridors or near work areas
- Refrain from using offensive language

This list is not exhaustive.

ProEd recognises that with all students, the use of positive discipline may enable ProEd to manage the student's behaviour more effectively and improve their educational

outcomes better than negative sanctions. In line with the positive ethos of the ProEd, good behaviour is rewarded by recognition and positive comment wherever appropriate and negative comments are, as far as possible, avoided.

## **Awareness**

Students attending ProEd programmes are provided with a timetable of lessons prior to arrival.

All tutors are informed by the information email, sent out prior to the start of the course that they are to advise the Course Office, should a student not have arrived ten minutes after the start of class time.

## **Reporting absence**

- Students are required to register with their tutor at the start of each class.
- If a student is late for a lesson, the tutor contacts the Course Office after ten minutes of waiting for the student in the classroom. Office staff attempt to contact the students by telephone and go look for them within the premises to ascertain their whereabouts.
- If the student does not arrive and cannot be contacted nor located, their parent/guardian will be contacted to ascertain the student's whereabouts. The tutor will be required to remain in the classroom should the student arrive unless advised otherwise. The tutor will notate the absence at the end of the session report.
- The Course Office will monitor regular absences and address this with both student and parent/guardian as required. Where possible, the student will be supported in changing behaviour so as to remain on the course.
- If the behaviour continues, arrangements may be made with the parent/guardian for the student to be removed from the course. Alternate arrangements can be made at the discretion of ProEd.

The absence procedure above all is intended to support student progress and not to be unnecessarily punitive.

## **Breaches**

The following forms of behaviour are classified as being serious breaches of the ProEd Behaviour Policy and could lead to immediate exclusion from the course (the list is not exhaustive).

- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol.
- Being found in the room of a member of the opposite sex.
- Theft, blackmail, physical violence, intimidation, racism or persistent bullying.
- Misconduct of a sexual nature; supply or possession of pornography/obscene material.
- Possession or use of unauthorised firearms or other weapons.
- Vandalism or computer hacking.
- Persistent attitudes or behaviour which are inconsistent with the ProEd ethos.
- Other serious misconduct which affects the welfare of a member or members of ProEd community or which brings the organisation into disrepute (single or repeated episodes) on or off the course premises.

ProEd will always act to protect the rights of students; therefore, any behaviour that falls into the aforementioned categories will be dealt with by the Management team in an extremely serious manner. Before deciding to remove any student, the Management team will ensure that satisfactory investigation has been carried out.

### **Additional Rules**

- The course facilities must be respected and used according to their designated purposes.
- Mobile phones and portable music devices must be switched fully off and stowed away at all times during tutorials and may only be used (with reasonable conduct) in communal areas.
- Eating and drinking during lesson time is prohibited except with the consent of the classroom tutor.
- Students, whose behaviour is considered inappropriate, may be asked to leave the area and may be reported to the Operations and Course Director. A record of any such incident will be noted in the course incident book. Appropriate follow-up action

will be taken depending on the circumstances of the incident. A most serious incident may lead to the student or tutor being asked to leave the course.

## **Sanctions**

ProEd has a range of responses for dealing with any disciplinary concerns related to student behaviour; all infractions of the Behaviour Policy are dealt with based upon their nature and severity. Sanctions may include:

- The student being spoken to by the tutor
- Asking the student to leave the session, sending the student to see the office staff
- Contacting the parent or guardian
- Meeting with parent or guardian
- Additional supervised study
- Removal from the course

## **Use of Restraint**

It is most unusual for restraint to be used at ProEd and this is avoided as far as possible except in very extreme circumstances. Any use of restraint by staff will be reasonable, proportionate and lawful. Restraint will be used only when immediately and absolutely necessary and for the minimum time necessary to prevent a student from doing or continuing to do any of the following:

- Committing a criminal offence
- Injuring themselves or others

## **Records**

Where restraint is used by staff, this is recorded in writing.

Use of sanctions is recorded in writing.

Students, staff and tutors are expected to comply with current legislation concerning alcohol and drugs. Prohibited items, as defined in Section 2 of the Misuse of Drugs Act 1971 are not tolerated on the course premises. Any complaint or report of involvement with drugs and substances either on or off course premises during course time will be followed up and investigated.

Anyone possessing or using prohibited items must expect to be removed from the course; alternative arrangements may be made at the discretion of ProEd.

Members of ProEd community are not permitted to possess or drink alcohol on course premises or be under the influence of alcohol. Bringing alcohol onto course premises or being in unsupervised possession of alcohol or obtaining or supplying alcohol to another or being impaired by alcohol while on course premises or in the care of the course is not tolerated.

Smoking is not permitted anywhere.

Action will be taken when the welfare of any member of the course or when the reputation of the company is brought into disrepute for any reason associated with drugs or alcohol, during course time and whilst in the care of ProEd at the time.

Please refer to the Drugs, Alcohol and Smoking Policy for full details.

### **Staff Tutors**

- ProEd does not allow smoking or vaping (unless in a designated smoking area) or non-medicinal drugs on the premises
- ProEd does not allow any member of staff who is under the influence of alcohol or drugs to enter on to the premises or undertake work on its behalf
- Being under the influence of alcohol or drugs during working hours is a disciplinary offence, which might be considered gross misconduct. It could lead to disciplinary action including summary dismissal

**Students**

[www.proedetal.com](http://www.proedetal.com)

The Management team have a statutory power to search students or their possessions with their consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be used to commit an offence or to cause personal injury to, or damage to, the property of, any person (including the student)

## **Bullying**

Bullying is a form of antisocial and hurtful behaviour. Bullying is described as 'behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally'. A deliberate intention to hurt or humiliate. The new Equality Act 2010 replaces previous anti-discrimination laws with a single Act. A key provision of this Act is a new Equality Duty 2011 with which requires public bodies to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act.

- Emotional – being unfriendly, excluding tormenting (e.g. hiding books, threatening gestures, “borrowing” property)
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – because of, or focusing on the issue of sexuality
- Verbal – name calling, sarcasm, spreading rumours, teasing
- Cyber Bullying – inappropriate text messaging and emailing, sending offensive or degrading images by phone or via the internet

## **Procedure**

1. Report the incident to the office staff, Course Director, Residential Manager or Operations Director
  - a. Students are advised in the Course Introduction to inform ANY member of the office staff, the Residential Manager, Accommodation and Welfare Officer or Designated Safeguarding Lead Officer, that any form of intimidation, harassment or bullying is not tolerated.
  - b. Tutors should attempt first to inform the Operations and Course Director/Course and Marketing Manager or failing that, ANY member of the office staff, the Residential Manager, Accommodation and Welfare Officer or Designated Safeguarding Lead Officer
2. In cases of serious bullying, the incident will be recorded
  - a. The member of staff to whom the bullying is reported will make a judgment as to whether to escalate the matter to higher management
  - b. The Operations and Course Director will make a judgment as to how to proceed
3. In serious cases parents/guardians will be informed (usually by the Operations and Course Director) and invited to discuss the problem by phone
4. If appropriate the police / social services will be consulted
5. The bullying behaviour or threat of bullying must be investigated and stopped quickly

### **Outcomes**

- The bully (bullies) will be asked to apologise
- In serious cases expulsion from the course will be considered
- If possible, the students will be reconciled
- After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place

Behaviour such as bullying and intolerance that is deliberately hurtful towards another member of the course is considered unacceptable. All members of the course, both

students and staff, are expected to express their disapproval of such behaviour and to act against it if ever it is encountered.