

# Learner Behaviour Policy

**2022-2024**

## Document Control Information

Reviewed by the Learning and Teaching Committee	September 2022
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Approved by the Board of Management:	n/a

The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives.

## 1. Introduction

Glasgow Kelvin College, Learner Behaviour Policy provides clarity of expected levels of behaviour of all College learners when undertaking all elements of College activities. It will assist College staff to provide an environment that is welcoming to all and is conducive to effective learning whilst promoting a positive and inclusive learning environment. It will be promoted to all students as part of their college induction programme.

## 2. Student Charter

The College has a [Student Charter](#) which is shared and promoted to students through induction and College digital resources. (copy attached at Annex A).

The [Student Charter](#) outlines the expectations learners can have of Glasgow Kelvin College and of the learners themselves, it is envisaged that when invoking the Learner Behaviour Policy that the [Student Charter](#) should also be referred to. It should be available to learners at induction.

Learners are required to complete and sign an enrolment form, or enrol electronically. This is a “contract” with the College and commits learners to the responsibilities contained in the Student Charter. The responsibilities are designed to ensure that learners, individually and collectively, are able to achieve their full potential as a consequence of engaging in an effective formal and informal learning process.

The responsibilities established in the Student Charter require that learners will:

- be respectful and courteous to all;
- participate fully in College life and shape its future direction;
- attend classes and complete work on time to fulfil their potential;
- be responsible for their own learning and progress;
- have a student voice and be represented on the Board, its committees and other College committees;
- explore and enjoy their learner journey in and out of the classroom;
- build relationships to grow and develop citizenship skills;
- keep cameras on, when possible, during online lessons;
- remember that online lessons are private spaces so respect the privacy of others by not sharing content; and
- take responsible care of their own health and safety and that of others.

## 3. Learner Behaviour Expectations and Academic Standards

Learners are responsible for their behaviour while at College and expected to treat staff and fellow learners with courtesy and respect at all times. At all time, learners should behave in a manner which follows and respect the expected behaviours set out within the Student Charter and Code of Academic Standards. College Academic Standards specify expected behaviours related to assessment and qualification requirements. These are set out in a range of policies related to the assessment process.

College staff have a responsibility to ensure that its learning environment is appropriate to the needs of all learners and to enforce health and safety procedures during all College activities.

Everyone has a responsibility to challenge unacceptable behaviour which is and likely to disrupt or degrade the learning experience of other learners. For example, all behaviour which contravenes [Equality, Diversity and Inclusion Policy](#).

Learners should not act in a way which threatens the health, safety or wellbeing of other learners or staff. In light of the current Coronavirus pandemic any actions which pose a risk, real or potential, to the safety of learners or staff, and which can be considered a direct contravention of College COVID-safe arrangements, will not be tolerated and addressed through behavioural sanctions, including permanent exclusion from the College.

It is anticipated that if College staff are required to challenge behaviour they find unacceptable that learners will respond appropriately and the exhibited behaviour will improve.

Unacceptable or improper behaviour includes, but is not limited to:

- failure to comply with College regulations
- unacceptable behaviour (e.g. swearing, threatening/aggressive behaviour) towards students and staff
- disruptive behaviour
- poor level of engagement or attendance
- bringing illegal substances into College
- being assisted or assisting others with the preparation and/or completion of assessed work
- theft of, or damage, to College property
- bringing or distributing pornographic or offensive literature into College (including electronic material).

The following are examples of candidate malpractice, but staff should be vigilant to other instances of suspected malpractice that may undermine the integrity of qualifications:

- Plagiarism — failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own;
- Collusion with others when an assessment must be completed by individual candidates;
- Copying from another candidate (including using ICT to do so) and/or working collaboratively with other candidates on an individual task;
- Personation — pretending to be someone else;
- Inclusion of inappropriate, offensive, discriminatory or obscene material in assessment evidence;
- Frivolous content — producing content that is unrelated to the assessment;
- Unauthorised aids — physical possession of unauthorised materials (including mobile phones, electronic "sharing" devices, notes etc) during a controlled assessment;

- Misconduct — inappropriate behaviour during an assessment that causes disruption to others. This includes shouting and/or aggressive behaviour or language, and having a prohibited electronic device that emits any kind of sound in the assessment room;
- Breaching the security of assessment materials to threaten the integrity of any exam or assessment.

A breach in these guidelines could result in the learner repeating the assessment, withdrawal from certification, or suspension from the course.

#### **4. Disciplinary Sanctions**

In the unlikely event that an individual or group of individuals continues to display unacceptable behaviour, the College may implement disciplinary sanctions to ensure a positive environment for all students in which effective learning can take place. This will help to encourage all students to achieve and maintain acceptable standards of conduct and academic performance and will also make clear that there are consequences for inappropriate behaviour.

Where possible and appropriate, we will seek to deal with unacceptable behaviour informally, without the need to report the matter, or to invoke the Student Disciplinary Procedure. However, if the member of staff believes an incident to be sufficiently serious it may require Student Disciplinary Procedures to be invoked.

A breach of the Learner Behaviour Policy may lead to disciplinary action being taken against a student and repeated breaches or a single serious breach may result in a student being suspended or expelled from the College.

The College has identified a number of sanctions which may be applied in the event of unacceptable behaviour on the part of learners. The type of sanction will depend on the student and the extent of the unacceptable behaviour. The learner will have the right to be heard prior to any sanction being implemented and a right to appeal against the sanction.

The College is committed to ensuring that all students who may be subject to disciplinary processes are dealt with in a fair and equitable manner, whilst taking into account the individual circumstances of each student. The Student Disciplinary Procedure sets out the actions which should be followed where learner behaviour does not meet College expectations.

#### **5. Related College Documents**

The following College documents support implementation of this Learner Behaviour Policy:

- [Student Charter \(Annex A\)](#)
- [Safeguarding Children, Young People & Vulnerable Adults Policy and Procedure](#)
- [Dignity & Respect Policy & Procedure](#)
- Gender Based Violence Policy (awaiting approval)
- [Alcohol, Drugs & Substance Misuse Policy](#)
- [Health & Safety Policy](#)
- [No Smoking \(Smoke Free\) Policy](#)
- [ICT Acceptable Use Policy](#)
- [Data Protection Policy](#)
- [Copyright Policy](#)

## **6. Review**

This Learner Behaviour Policy should be reviewed every two years.



We work in partnership with our students so they can make the most of their learning experience and feel proud to be a Glasgow Kelvin College Student.

We have expectations of our students and we respect that you will also have expectations of us as we form a partnership to reach our goals.

# STUDENT CHARTER

## We expect you to:

Be respectful and courteous to all

Engage actively in your learning to achieve your goals

Participate fully in College life and to shape our future direction

Attend classes and complete work on time to fulfil your full potential

Be responsible for your own learning and progress

Have a student voice and be represented on the Board, its committees and other College committees

Explore and enjoy your learner journey in and out of the classroom

Build relationships to grow and develop citizenship skills

Take responsible care of your health and safety and that of others.

Keep cameras on, when possible, during online lessons

Remember that online lessons are private spaces so respect the privacy of others by not sharing content

## You can expect us to:

Provide an equitable, inclusive and welcoming environment

Facilitate learning to help you achieve your goals

Provide opportunities to co-create your learning and support you to shape your learner journey

Provide learning resources, ongoing support and feedback

Facilitate freedom to express and debate views within the law

Provide access to a range of services to support your needs

Offer impartial guidance to support all stages of your learning journey

Provide opportunities to be active in the student association and wider College activities

Provide you the opportunities to be represented at all levels of College life

Treat you with respect in line with College values, policies and procedures

Protect all collected student data in line with our GDPR Privacy Notice

Be responsible for your Health and Wellbeing while attending College

THE KEY TO SUCCESS IS YOU

