



Policy/Procedure/Guideline Review

Policy/Procedure/Guideline:	Learner Behaviour Policy
Senior Manager Responsible:	Assistant Principal Learner Experience and Support
Author:	Assistant Principal Learner Experience and Support supported by Head of Learner Experience
Approved By:	SLT and Board
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Changes Made:	<ul style="list-style-type: none"> • East Lancashire Learning Group (ELLG) updated throughout to reflect rebrand. • Removal of publication on Moodle as this no longer reflects operational practice. • Learner referenced throughout and references to learners removed to ensure consistency. • Updated to KCSIE 2025 • Job Descriptions updated to reflect organisational changes. • Role of Quality Team updated to reflect updated operational practice. • Updated Acceptable Use (AUP) in appendix to align with updated E-Safety Policy.

Learner Behaviour Policy

1. Introduction

East Lancashire Learning Group (ELLG) is committed to providing a safe, supportive, respectful, healthy and secure environment for all learners.

To achieve this, we aim to create a welcoming, caring environment where learners are supported to develop positive behaviours, attitudes and self-confidence that enables them to make an effective contribution to the learning community, their local communities, the workplace and wider society in general.

2. Purpose

The aim of this policy is to support managers and staff in the expectation that learners maintain the highest standards of personal conduct, accept responsibility for their own behaviour and model good behaviour and attitudes to encourage others to do the same.

This will be achieved by:

- Ensuring that learners and staff receive the appropriate information and guidance in order to implement the learner behaviour policy.
- Creating a culture of excellent behaviour in an environment where learners can thrive by adhering to the East Lancashire Learning Group Respect Charter (see section 6 and Appendix 1).
- Applying consistency and fairness when addressing issues of poor behaviour that contravenes the Respect Charter.
- Enabling learners to understand, take control and be responsible for their own behaviour in order to be responsible citizen both within the college environment and wider communities.

3. Legislative/Quality Framework

- Education Act 2011
- Equality Act 2010
- Keeping Children Safe 2025
- Malicious Communications Act 1988
- Race Relations (Amendment) Act 2000
- Working Together to Safeguard Children 2015

4. Scope

This policy applies to everyone in our ELLG including all learners, staff and subcontractors and it should be read, understood and adhered to, alongside the policies and procedures listed in Section 10.

5. Definitions

ELLG College sites – East Lancashire Learning Group campus, Accrington and Rosendale College campus and Lancashire Adult Learning, Northlight.

External/Community Venues - Any venue not owned by the College, where learning is delivered by College staff or where learning is delivered on behalf of the College, for example, subcontractor premises.

6. Roles and Responsibilities

In order to support the implementation of this policy the roles and responsibilities of learners, managers and staff are outlined below.

It is the responsibility of **all Learners** to:

- Comply with the Respect Charter.
- Report any inappropriate behaviour to a member of staff.
- Be aware that disciplinary action may be taken as a consequence of not adhering to the learner code of conduct.

It is the responsibility of **All College Staff** to:

- Be aware of the Learner Behaviour policy and associated documents, particularly the Respect Charter and Learner Disciplinary policy.
- Ensure the Respect Charter and expected behaviours are clearly communicated and understood by learners.
- Actively promote positive behaviours both in and out of lessons.
- Address incidents of poor behaviour as they occur on ELLG premises and/or within any learning environment.
- Report and record incidents of poor learner behaviour promptly.

- Attend training and updates as required.

It is the responsibility of **Tutors/Teachers/Trainers** (where applicable) to:

- Ensure the Respect Charter is included in all learner induction in order to raise awareness of expectations with all learners from the onset of their learning.
- Ensure all learners read, understand and agree to adhere to the Respect Charter.
- Make all learners aware of the potential consequences of not adhering to the Respect Charter.

It is the responsibility of the **College Leadership Team** to:

- Be aware of and comply with policy, procedures and all associated documents.
- Be pro-active in the promotion of positive behaviours with learners of all ages.
- Implement related college policies, for example the Learner Disciplinary policy fairly and consistently.
- Support all college staff when undertaking activities to address and promote positive behaviours.

It is the responsibility of the **Learner Experience and Learner Services Teams** to:

- Support managers and staff in the implementation of the Learner Behaviour policy.
- Provide support for learners (where needed) in aspects of improving behaviour, for example behaviour management, counselling service etc.
- Provide reports for the College Leadership Team on learner behaviour as required.

It is the responsibility of the **Quality Team** through quality assurance activities to:

- Monitor and report on learner behaviour within deep dive activity for subjects requiring improvement or areas identified for improvement to ensure any issues are addressed timely by the Head of Division as part of quality improvement action plans as required.

It is the responsibility of the **Learning and Development Team** through quality improvement activities to:

- Identify areas of best practice or areas in need of development in relation to learner behaviour management in classrooms and work with College Leadership Team to ensure relevant CPD opportunities are provided as required.

7. Record Keeping

All concerns, discussions and decisions made about learner behaviour and the reasons for those decisions will be recorded centrally on Pro-monitor.

Continual or serious learner behaviour concerns, will be referred to and managed within the Learner Disciplinary policy.

If there is a complaint about the conduct and/or investigation of matters involving learner behaviour, the normal college complaints policy will apply.

Any records on pro-monitor should be factual, concise and avoid any personal judgments or comments.

8. Dissemination

- East Lancashire Learning Group Staff Hub
- East Lancashire Learning Group, Nelson and Colne College, Accrington and Rossendale College and Lancashire Adult Learning Websites

9. Monitoring and Review

This policy will be reviewed on an annual basis by the Assistant Principal Learner Experience and Support and Head of Learner Experience with supporting procedures being amended in year if appropriate.

10. Related Policies and Procedures

Documents related to the policy are:

- Respect Charter
- Learner Disciplinary Policy
- Drugs and Alcohol Policy
- Bullying and Harassment Policy
- Learner Acceptable Use Agreement
- E- Safety Policy
- Safeguarding Children and Vulnerable Adults Policy, Procedures and Guidance
- Additional Learning Support Policy
- At Risk Procedure
- Stop and Search Policy
- Equality and Diversity Policy

11. Management Responsibility

The Assistant Principal Learner Experience and Support has overall management responsibility for this policy within East Lancashire Learning Group. Day to day management responsibility for this policy is devolved to The Head of Learner Experience.

12. Appendix

Appendix 1 – Respect Charter

Appendix 2 – Acceptable Use Agreement

OUR RESPECT CHARTER

We recognise that our College has a responsibility to create and maintain a **respectful, safe and positive environment** for everyone in all aspects of College life.

Our Respect Charter sets out clear **rights** and **responsibilities** in relation to **behaviour** and **attitudes** which all students can expect from us and in return what we expect from you.

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East Lancashire
Learning Group

R

READY TO LEARN.

You have the **right** to learn here, accessing high quality teaching and learning.

You are **responsible** for being ready to learn and to play an active role in lessons by being curious, contributing and listening to others.

E

ENVIRONMENT.

You have the **right** to a clean, purposeful and inspiring learning environment that you can call your own.

You are **responsible** for taking ownership of your own conduct in shared spaces ensuring that we are a sustainable College.

S

SAFETY.

You have the **right** to feel safe and be safe here at College.

You are **responsible** for keeping yourself and others safe through your actions.

P

POSITIVE.

You have the **right** to high expectations and the belief that you can achieve.

You have the **responsibility** to arrive at College with a positive and curious mindset and 'can do' attitude.

E

EMPLOYABLE.

You have the **right** to be taught the necessary skills and behaviours to enable you to reach high quality professional or technical careers.

You have the **responsibility** for developing the skills and behaviours needed for your next steps.

C

CULTURE, EDI AND SOCIAL NORMS.

You have the **right** to be a valued member of the College community where all relationships are based on positive interactions, care, empathy, warmth, trust and cooperation.

You have the **responsibility** of respecting yourself and others and celebrating diversity so that everyone feels valued and included.

T

TEAM ELLG.

You have the **right** to access opportunities that develop you as an individual and help you to develop positive networks that will support you to cooperate both now and in the future.

You have the **responsibility** for cooperating and collaborating with others and join in extracurricular activities, events and community projects, as well as to cooperate and collaborate to achieve personal or shared goals.

Appendix 2: Learner Acceptable Use Agreement

All learners are responsible for using the East Lancashire Learning Group (ELLG) digital technology systems in accordance with the Learner Acceptable Use Agreement.

Below is a summary of the expectations for learners to follow in relation to the use of IT equipment:

Acceptable Use Agreement – Your obligations and expected behaviour

- I understand that I must use ELLG systems in a responsible way, to make sure there is no risk to my safety or to the safety and security of the systems and other users.
- I will keep my username and password secure – I will not share it or try to use any other user's user id and password.
- I will not disclose or share personal information about myself or others when online.
- I will report any unpleasant or inappropriate material or messages.
- understand that ELLG systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try to make large downloads or uploads which might take up internet or storage capacity and prevent others from carrying out their work.
- I will respect others work and property and will not engage with others files, without the owner's permission and knowledge.
- I will be polite and responsible when I communicate with others.
- I will not distribute images of others without their permission.
- I will only use my personal devices in ELLG in accordance with the standards and rules set out in this agreement.
- I understand there are risks in accessing internet sites and information and I will not upload, download or access inappropriate material.
- I will not use any programs to try to bypass the filtering and security systems put in place by ELLG to protect its staff and learners.
- I will not open any hyperlinks in emails or documents, unless I know and trust the person sending them.

- I will not try to change any device settings or to install any software which is not approved by ELLG.
- I understand that if I fail to comply with this agreement, I may be subject to disciplinary action.
- I will read and comply with the ELLG AI Policy.