



LEARNER BEHAVIOUR POLICY

Strategic Aim	We will enable people to build their independence and confidence in a supportive manner.
Responsibility	Vice Principal, Learning and Skills
Issue Date	03/04/2018

Equality Impact Assessment	17/04/2018
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Learner Behaviour Policy

Welcome to Dumfries and Galloway College, we hope you are looking forward to your studies and will have a successful and enjoyable experience.

As a learner at Dumfries and Galloway College, you have **rights** and **responsibilities**, **which** we encourage you to exercise fully in order to get the most from your time at the college. With so many people from so many different backgrounds, it is important that we all adopt behaviours which will make sure that everyone has an enjoyable and productive learning experience. This Policy has been developed using feedback provided through comment cards, learner voice reviews, learner representatives, course team meetings, and sets out what learners and staff consider acceptable behaviour.

We count on everyone's co-operation following this Policy. However, if you do not follow these requirements you will be referred to the Student Disciplinary Procedure, which could lead to your Suspension/Exclusion/Expulsion from the College. This will have been explained to you during the Induction Process and full copies are available on request. For Learners aged under 16 (and vulnerable adults) the College will inform parents/carers of any disciplinary proceedings. For Learners over 16, other groups, e.g. employers may be informed if appropriate.

Noise

The College has been designed to provide many flexible, open study environments to suit the different needs of individual learners and groups. However, this does mean that noise is much more noticeable and carries much further than it would with closed rooms. In order to cause the least amount of disruption to other users of the college please keep noise levels to a minimum. Do not run, shout, play music or congregate outside rooms (unless you are waiting to go into class) and other study areas (including the library) where people are working. Whilst waiting in corridors learners should stand quietly and not block access for others wanting to move along the corridor e.g. by sitting on the corridor floor.

Library

The Library is a large space with different types of areas or zones, to allow for individual, group, silent and IT study. The library is not a suitable place for groups to meet socially and chat and should not be used for this purpose. In order to protect the books and IT stock no food and drink is allowed in the library area. Costa and the refectory are both available should you wish to relax and meet up with friends during your lunch and other breaks, with other social spaces available.

Smoking

In order to make sure we comply with Health and Safety legislation, smoking (including all variations of electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system (ENDS)) is only allowed in the designated areas, which are clearly marked. Smoking is banned in all other areas, including the College buildings, the main entrance areas, service yards etc. and in college vehicles and contracted transport (buses and taxis).

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Food and Drink

Various food and drinks are served in the Refectory, Training Restaurant, Costa and Zest. Food and drink should only be consumed in these areas with the following exceptions:

- Cold or hot drinks in lidded containers and cold food and snacks are allowed in the 'snack and study' area of the library – the floor between the refectory and Costa.
- No hot food is permitted out with the canteen/refectory/restaurant areas.
- Cold food may be permitted in classrooms, workshops, salons, FAC, ILC or Learning Zone but only with agreement of a member of staff who oversees the room/area.
- Hot or cold drinks in lidded containers may be permitted in classrooms, workshops, salons, FAC, ILC or Learning Zone but only with agreement of a member of staff who oversees the room/area.
- Only bottled water is permitted in the Library area.
- For health and safety reasons, food and drink should only be carried through corridor areas in sealed/lidded containers to reduce the risk of spillage.
- Cold snack food, including sandwiches and crisps can be consumed in the breakout seating areas in the corridors.

Please ensure that food and drink packaging is disposed of in the appropriate bins and please adhere to the self-clearing operations in the Refectory and Costa.

Music

Unless authorised by staff, music must not be played out loud in the building and particularly in learning areas. Phones, iPods, etc may be used in corridors, breakout-seating areas in designated social spaces such as the refectory on the clear understanding that the sound is not audible to others. Music may be allowed in some learning areas with the lecturer's permission.

Mobile Phones

Mobile phones should be switched off or on silent and must not be used when in any learning area such as classrooms, workshops, salons and the library. The only exception to this is when the class lecturer/supervisor has given approval.

Learning Together

The aim of this policy is to enable people to build their independence and confidence through the college being supportive to learners needs. However this has to be done together there are expectations of you as a college learner expectations when in the classroom, workshop, salon, or when working in any learning context in the college. Briefly, this includes the following:

- Taking responsibility for your own learning.

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- Being prepared for your lessons attending on time and working hard during your sessions to achieve success
- Contributing to activities and supporting other learners
- Accepting feedback from your lecturer and responding in a positive manner.
- Ensuring your work is submitted on time and to the best of your ability.
- Showing respect to everyone and college buildings
- Contributing to your own personal development in employability, citizenship and Enterprise.
- Reporting any unacceptable behaviour
- Promote a positive attitude to equality related issues.

Bullying

Learners who engage in any act of bullying or harassment in college or while at any college function, travelling to/from college on college or public transport or in connection to or with any College sponsored activity or service (including internet, cyberspace), are subject to disciplinary action, up to and including suspension, exclusion or expulsion. Where necessary the college will notify the police of the bullying incident. Where it is established that bullying has resulted from a disability which has affected the student's behaviour then due account will be taken of the need to make reasonable adjustment to the process, and in deciding action to be taken.

Other Behaviour

The College is a very busy environment with people of all ages, backgrounds and interests working, studying and visiting. To be fair to all users of the college, the following behaviour is **NOT** acceptable at any time. Please note this list is not exhaustive and other examples can be found within the Student Discipline Procedure.

- Plagiarism/cheating
- Spitting, dropping litter/chewing gum
- Swearing and other offensive language and behaviour
- Bringing alcohol or drugs into College, using or being under the influence of alcohol or drugs on College premises.
- Damage to, or writing graffiti on, college buildings, vehicles and equipment
- Harassment of others or bullying
- Violent or threatening behaviour
- Possession of weapons
- Unlawful behaviour
- Interference with the learning of others and also general college activities
- Theft
- Failure to respect the rights of others

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- Misuse of the college property
- Parking your car/motorcycle/cycle in places other than designated parking areas
- Exceeding the college speed limit (10mph). If you do you may be banned from the car park
- Unauthorised parking in the disabled and car sharing bays.

ID Card

Please note that you must carry your learner identity card with you at all times and show it to any member of staff that requests it. If you do not/cannot produce your ID card when asked you will be required to accompany the member of staff to the Point where they will check your ID using the college IT system. Refusal to accompany a member of staff to The Point will result in disciplinary action.

Our aim is to provide a welcoming, productive, friendly and safe environment for all our learners and to do this we need everyone's co-operation and compliance with this Policy. This has been developed through discussion with learners about the behaviours which help and those which disrupt the learning process. We hope that we can count on your co-operation.

GOOD LUCK with your studies over the coming year and we hope you continue to get the most out of your time at College.

FURTHER REFERENCES

For further details to support this Policy reference should be made to the following documents:

- Curriculum Strategy
- Equality & Diversity Policy
- Anti Bullying Procedure
- ICT Security Policy
- ICT Acceptable Use Policy
- Smoke Free Policy
- Student Discipline Procedure
- Violence in the Workplace Statement and Procedure.

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Quality Manual
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