



Learner Behaviour Policy

1. Purpose

The purpose of this policy is to set out the standards and expectations of behaviour of all learners and to support staff when challenged by unacceptable behaviours exhibited by individuals or groups of learners. The policy outlines the expectations we have of our learners' behaviour and the associated consequences of failing to meet those expectations. Good behaviour and self-discipline support effective learning and are vital for learners both during and after their Apprenticeship / Learning activity.

MetaGedu Apprenticeships LTD recognises that disruptive behaviour can often be an indication of unmet social/emotional needs. Any formal response to a learner's behaviour will always consider any causal factors that are influencing those behaviours. In such cases, early intervention is essential to reduce the need for any subsequent exclusion. In this situation the pastoral support team may consider a multi-agency assessment that goes beyond the learner's educational needs.

MetaGedu Apprenticeships LTD understands that the first step to modelling good behaviour is leading by example. This means that all staff, volunteers, and visitors to MetaGedu Apprenticeships LTD must act professionally, responsibly and with integrity. We work hard to ensure that discipline is consistent across MetaGedu Apprenticeships LTD so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately and without discrimination, taking into account Special Educational Needs and Disabilities (SEND), as well as any additional challenges that some vulnerable learners may face.

2. Scope

The principles in this policy apply to all learners on all programmes provided by MetaGedu Apprenticeships LTD.



3. Objectives

Principles and Approach

MetaGedu Apprenticeships LTD sets high expectations for the standards of behaviour for all our learners and apprentices. Shared values, fair and consistent application of rewards and sanctions, and excellent teaching and support are pivotal to promoting positive behaviour and raising achievement.

MetaGedu Apprenticeships LTD is committed to ensuring that our environment supports learning and promotes the wellbeing of learners and staff through a strong sense of community cohesion. The role of MetaGedu Apprenticeships LTD is to create a safe and secure environment for all learners so that they discover, or rediscover, their curiosity for learning and build their confidence. Co-operation, support, and respect are the foundations of our community, and we work hard to provide a safe environment where learners feel included in every aspect of training and are comfortable to voice their opinions.

These expectations are encapsulated by the 'MetaGedu Apprenticeships LTD '3 Rs' approach.

Learners are expected to adhere to the '3 Rs' in the learning environment, the workplace, anywhere on company premises and during such off-site activities as field trips and community projects. All staff are expected to remind learners and define clear expectations throughout the year.

Delivery staff are responsible for managing behaviour in the classroom and work environment, but all employees must provide a supportive presence around MetaGedu Apprenticeships LTD office space and will challenge any learners who do not use MetaGedu Apprenticeships LTD grounds respectfully and behave appropriately.

The Three Rs

To promote a culture of positive behaviours, MetaGedu Apprenticeships LTD staff and learners are expected to demonstrate the 'three **'Rs'**':

Respect
Responsibility
Ready to Learn



Respect

Show Respect:

- for knowledge and learning
- for yourself, towards staff and other learners
- for the opinions, feelings and abilities of other learners and staff
- for the diversity of learners
- for MetaGedu Apprenticeships LTD and its property and facilities
- by discouraging bullying or harassment of others

Responsibility

- Demonstrate a passion for learning by:
- Showing a commitment to learning and having a “can do” attitude
- making a positive contribution in class, in the workplace and on other company activities
- handing work in on time
- attending **all classes, including, where appropriate, English, maths** and other lessons or activities that enhance employability or personal effectiveness
- taking the initiative to improve or maintain MetaGedu Apprenticeships LTD and its grounds or help staff without being asked e.g., by taking your litter with you, reporting breakages of equipment, assisting staff in preparing for classes taking the lead in work, projects, tutorials etc. and encouraging others to join in & stepping forward when others step back

Ready to Learn

Be a learner role model by:

- preparing for learning and bringing in the correct course work and equipment
- being on time (every time) and motivated to learn being involved in volunteering and/or charity work and find work experience opportunities being proactive during individual tutorials in discussing ability, progress and setting realistic but challenging individual targets managing time well to meet deadlines, appointments, and targets
- responding positively to feedback on how to improve the quality of work or behaviour and thinking about the future and how your studies will support this taking responsibility for yourself and making the most of opportunities to improve English and maths skills, to make yourself ‘work-ready’

Contact with Parents and Carers:

For many learners, their parents and carers play a big part in ensuring that the learner is responsible for their own behaviour in learning with MetaGedu Apprenticeships LTD. Where appropriate, we will ask parents and carers to work with MetaGedu Apprenticeships LTD to support their dependent’s learning. This includes informing MetaGedu Apprenticeships LTD of any special education needs or personal factors that may result in their dependent displaying certain behaviours. We will invite parents and carers to attend meetings at MetaGedu Apprenticeships LTD with staff to discuss any behaviour issues and to support any behaviour improvement contracts that are put in place. Parents and carers will usually be contacted in agreement with the learner, but in some circumstances, this may be without



consent. For learners over the age of 18, parents/carers will only be contacted with the consent of the learner and where it is appropriate to do so.

We work with parents and carers to understand the needs of the learner and any specific behaviours. We believe that, in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. Where appropriate, MetaGedu Apprenticeships LTD provides regular reports to parents and carers via the electronic learner management system, telephone, and at parent/carer events.

We encourage parents and carers to communicate with MetaGedu Apprenticeships LTD if they have a concern about the learner's behaviour. We promote good behaviour within MetaGedu Apprenticeships LTD curriculum and provide regular reminders and reinforcement of company rules and expected standards of behaviour.

We recognise our legal duties under the Equality Act 2010 in respect of learners with Special Educational Needs and/or Disabilities (SEND). Whilst all learners identified with SEND are covered under this behaviour policy, we recognise that these learners often require support, which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available to all learners. An Individual Behaviour Plan will be used for learners with SEND that cause them to display challenging behaviour. Advice will be sought from external agencies, where necessary, to assist with putting in place appropriate support strategies. These will be monitored and reviewed regularly.

Misconduct

Misconduct means inappropriate and unacceptable behaviour which breaches the Purpose of this policy. Some examples of behaviours which are unacceptable to MetaGedu Apprenticeships LTD are given below for guidance purposes. These are examples and the list is not exhaustive. It is important to understand that even minor breaches of the code of conduct may be treated as serious misconduct if they are persistent or repeated.

The following behaviour is regarded as completely unacceptable and will always result in stage three of the disciplinary procedure and possible exclusion

- persistent verbal abuse to staff and others persistent verbal abuse to learners
- physical abuse to/attack on staff
- physical abuse to/attack on learners' indecent behaviour
- damage to property
- misuse of illegal drugs
- misuse of other substances



- theft
- Trying to influence delivery staff performance with grades/ feedback on/for the learner by implying or suggesting the use of another company policy or organisation to gain preferential treatment
- serious actual or threatened violence against another learner or a member of staff
- sexual abuse or assault
- supplying an illegal drug
- carrying an offensive weapon
- arson
- any action that brings MetaGedu Apprenticeships LTD into disrepute, on-site or off-site
- unacceptable behaviour which has previously been reported and for which Company sanctions and other interventions have not been successful in modifying the learner's behaviour
- behaviour that falls under the PREVENT agenda
- Any form of cheating/intended deception during an assessment/exam.

The following items are not allowed in Assessments / Classes / Workshops under any circumstances:

- Knives or other Weapons
- Fireworks
- Drugs* / Legal Highs
- Alcohol
- Pornographic Material
- Any materials that contravene the Prevent Duty

***Drugs**

MetaGedu Apprenticeships LTD will not tolerate drug use of any sort on Company property or during off-site Company activities. MetaGedu Apprenticeships LTD takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or is harmful. Learners may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

Prescription drugs: carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.



Non-prescription drugs: some over-the-counter drugs can be harmful if misused. Learners should not carry these in Assessments/Classes.

Medication: MetaGedu Apprenticeships LTD acknowledges that it may be necessary for some learners to take medication during classes / Assessments. Where appropriate, parents and carers should make MetaGedu Apprenticeships LTD aware of this in writing as soon as their dependent starts taking the medication.

Alcohol: consuming, carrying or supplying alcohol is strictly prohibited. Any learner involved in any alcohol-related activity may be permanently excluded.

All of these rules also apply when travelling to and from the company or when engaged in learning activities away from Company premises e.g., in the workplace.

Gross Misconduct

Any particularly serious case of misconduct may be treated by MetaGedu Apprenticeships LTD as gross misconduct and may enter the disciplinary process at Stage 4 of the procedure.

4. MONITORING AND REVIEWING

The policy will be monitored and reviewed annually by the Senior Management Team

The effectiveness of the policy will be measured through:

- Analysis of stakeholder feedback
- Module and course evaluations/reviews
- Analysis of complaints and disciplinary trends

5. EQUALITY IMPACT ASSESSMENT

MetaGedu Apprenticeships LTD is committed to the promotion of equality, diversity and providing a supportive environment for all members of our community. Our commitment means that this policy has been reviewed to ensure that it does not discriminate (either intentionally or unintentionally) any of the protected characteristics of age, disability, gender (including gender identity), race, religion or sexual orientation and meets our obligations under the Equality Act 2010. Therefore, this policy has no adverse impact on any of the above protected groups.



Version	Date Reviewed	Next Review	Reviewed by	Role
V9	23/06/22	January 2023	Alan Wilson	Head of Apprenticeships
Signature				