



POSITIVE BEHAVIOUR POLICY

2025 - 2026

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1. Purpose

Our primary purpose is for people to enjoy their time with us, pass exams / qualifications, and go on to do bigger and better things. Our vision is to be a place that people trust, a place where people are inspired to fulfil their potential. We want you to have the best possible College experience, therefore we have a range of services and resources to help you succeed.

At Calderdale College, we are with you all the way, offering support in and out of the classroom, assisting with study, revision, and organisational skills. Calderdale College recognises that it has a legal and moral duty to provide a safe and secure learning environment for its students, staff and visitors.

Mutual respect and tolerance should be encouraged and supported amongst the whole College community. A College-wide commitment to improving behaviour will lead to greater student engagement, better support for staff and fewer incidents of negative behaviour. It is vital that we recognise and celebrate the achievements of our students to create an environment that encourages and rewards success.

Our approach is based on strong evidence, showing that encouragement and reinforcement of positive actions are more effective in changing and improving behaviour than focusing primarily on punitive measures.

This Policy Aims to Enable:

- Promotion of positive behaviour
- Appropriate challenging of negative behaviour
- Positive reinforcement and mutual respect
- A consistent approach
- Clarity of roles and responsibilities
- High expectations
- Effective sanctions
- A calm, productive, and safe learning environment

2. Scope

This Policy applies to all members of the College community. It covers all behaviour issues arising within the College and /or whilst engaged in College-related learning or activities.

This Policy requires everyone to play a part, leading to:

- Empowerment for staff and improvement in staff wellbeing
- Collaborative working and shared values
- Improved communication and sharing of information
- Consistent practice across faculties
- Reduction in higher-level disciplinarys
- Increased retention and student satisfaction

Please note, for cases of academic misconduct, individual examination board regulations can dictate specific actions for that exam board/Higher Education (HE) programs. In following this policy and procedure, both this document and the relevant examination board / HE regulations should be referred to.

3. Professional Expectations and Student Code of Conduct

The College has set out clear Professionals Expectations, all students and staff are expected to adhere to these values and display professional behaviours at all times.

Our Professional Expectations are aligned with the Colleges Strategic Plan:

- People:** We are professional and ready to work and learn. We are inclusive, respectful and celebrate diversity.
- Place:** We love our college, support our community and give everyone the opportunity and freedom to thrive.
- Prosperity:** We are ambitious and proud of our goals. We are resilient, foster growth and celebrate success for our students and staff.
- Partnerships:** We build positive relationships and work collaboratively to achieve our shared goals.
- Performance:** We develop technical and academic excellence and are committed to the continual development of all students and staff.
- Planet:** We pledge to play our part in tackling the climate emergency by reducing our carbon footprint and reaching our sustainability goals.

4. Stages of Behaviour Management

4.1 Early intervention (procedures for swift early intervention) – to apply to first half term of educational programme only

It is essential for all stakeholders that students are enrolled on the right course for their needs and aspirations, and that any transition challenges are **identified and addressed within the first half term of their programme**. Early intervention is key to ensuring students who are struggling to meet the professional expectations of Calderdale College receive the targeted support they need, preventing issues from becoming long-term barriers to success.

Any concerns regarding behaviour or attendance must be addressed immediately when they arise. The College will use *Partnership Cautions* to formally record and respond to such concerns, and all actions must be documented on *ProMonitor*.

For students that are RAG rated by their tutors to be at risk by week 4 and any that have not had a noticeable improvement following Partnership cautions being issued. The student—along with their parent or guardian (for those under 18) will be required to attend a *Formal Warning Meeting* in the fourth week of the programme. This meeting will form part of a cross-college *Student Success Evening*, providing an opportunity for students, parents, and tutors to identify barriers, agree on appropriate support, and co-develop an action plan.

Should the concerns persist beyond this stage, and the student has not made sufficient progress, an *Inclusion Panel* will be convened in the seventh week of the programme to review the case and determine next steps.

4.2 Stage 1 – Partnership Cautions

The Partnership Caution should be student-led with opportunities for reflection; the ProMonitor template is structured to support this discussion. It is an opportunity to consider the impact on themselves, their learning, and the wider impact on others. The desired outcome is that the behaviour will not be repeated because the student has understood the consequences without punitive measures. Agreed actions should be recorded to support the student.

Who Should Be Present:

- The Student
- Staff issuing coaching caution
- Student advocate, if requested (always offered)

Who Can Issue Them:

Partnership Cautions can be issued by Coaches, Curriculum Tutors, and should be recorded on ProMonitor.

What Needs to Happen:

- Students MUST be present when they are issued with any sanction and they must be aware of the appeals process.
- Students are given the opportunity to reflect upon their undesirable behaviours.
- Students are supported to agree on specific actions, which are reviewed on a given date.
- Staff record on ProMonitor in the meetings section and add a comment to alert relevant staff.
- Student is sent a letter detailing the level of disciplinary action, appeals process, and information on how to get support.
- When a student is under 18 years of age Parents/carers/guardians and/or external agencies are informed by phone call, email, or letter.
- Once 2 coaching cautions have been issued, any following misdemeanours will be dealt with at the Formal Warning stage.
- If required, referrals should be made for further support to appropriate external agencies for specialist support or Student Services for in-college support or signposting.

4.3 Stage 2 - Formal Warning

The purpose of the Formal Warning is to clearly indicate the nature of the behavioural change that is required and outline any behaviour that would automatically trigger a request for an Inclusion Panel, which may result in exclusion from college.

Who Should Be Present:

- The Student
- CAL or HOF and Student Services staff
- Curriculum admin to take minutes
- Student advocate, if requested (always offered)
- When a student is under 18 years of age Parents/carers/guardians (always invited)
- Support agencies, where appropriate (always invited)

Who Can Issue Them:

Final warnings can be issued by Curriculum Area Leaders (CALs), Heads of Area, and should be logged on ProMonitor.

What Needs to Happen:

- Students MUST be present when they are issued with any sanction and they must be aware of the appeals process.
- All Final Warnings should offer support to improve and not be issued for minor classroom management issues.
- The full offer of support should be clearly communicated with the student and when a student is under 18 years of age parent/guardian and documented on ProMonitor.
- Students are given the opportunity to reflect upon their undesirable behaviours.
- Students are supported to agree on specific actions, which are reviewed on a given date.
- Students should be informed that the Final Warning has a duration of 3 months, after which this can become 'spent' and that all warnings will remain on the student's record after the end date (spent), for the remainder of the academic year.
- Student sent a letter detailing the level of disciplinary action, appeals process, and information on how to get support.
- When a student is under 18 years of age Parents/carers/guardians and/or external agencies are informed by letter.
- Staff record on ProMonitor in the meetings section and add a comment to alert relevant staff.
- If required, referrals should be made for further support to appropriate external agencies for specialist support or Student Services for in-college support or signposting.

4.4 Stage 3 - Inclusion Panel

The Inclusion Panel is responsible for deciding the outcome of Stage 3 Behaviour issues where the desired improvements have not been made following an intervention programme, or deciding the sanction for a behaviour that meets the threshold for gross misconduct. The process is an opportunity to engage the student and reinforce the positive - even at stage 3. It is important to give the student a chance to reflect on how they can improve and have their voice heard. The Student Services team will work collaboratively with HOFs and CALs as part of the decision-making process on whether exclusion is final decision. There is a

strategic drive within Halifax and West Yorkshire to reduce suspensions and exclusions.

The inclusion panel consists of the SLT, Head of Student Services, Head of Area. In serious cases where it is not appropriate for a member of the college staff to be present, an external chair may be appointed. The purpose of the Inclusion Panel is to review the behaviour of the student and assess the likelihood of change and improvement. The outcome could result in exclusion from college.

Who Should Be Present:

- The Student
- Panel members (at least three) It will be desirable that the chair is the Head of Student Services whenever possible.
- Student advocate, if requested (always offered)
- When a student is under 18 years of age Parents/carers/guardians (always invited)
- Support agencies, where appropriate (always invited)

Who Can Refer to the Inclusion Panel:

Referrals to the Inclusion Panel can be made by Curriculum Area Leaders (CALs) and Heads of Faculty (HOFs).

What Needs to Happen:

- A hearing should take place within 10 College days from the point of request.
- Students will receive at least 3 days' notice of the hearing.
- Students MUST be present when they are referred to the Inclusion Panel and they must be aware of the appeals process.
- Students should be informed that the Inclusion Panel could lead to exclusion, fixed term or permanent.
- Students are given the opportunity to reflect upon their undesirable behaviours and present their case.
- The panel will consider all available evidence and the student's history of behaviour and interventions.
- The evidence for exclusion should be presented by the curriculum HoF / CAL or designated investigating officer.
- Before the hearing, any associated statements or information (including CCTV where appropriate) will be provided to the Chair in advance. It is the Chair's decision as to their use in the hearing.
- The panel will have the opportunity to ask questions of staff and student.
- The student, with agreed assistance from their advocate(s), will have the

opportunity to present their case against exclusion, including any mitigating circumstances.

- The panel will then withdraw to make its decision. It can recall either side to seek any points of clarification. The panel may choose to discuss resolution directly with the student.
- In making its decision the panel will work to the criterion of reasonable probability rather than the weight of the evidence required in a legal court (beyond all reasonable doubt).
- Possible outcomes may be: student is able to remain in college. Options include remaining on current programme, request to transfer to alternative programme or complete remainder of course via remote learning, where this is possible.
- Exclusion for remainder of academic year.
- Exclusion for remainder of academic year and following three years.
- Permanent exclusion.
- Student will be sent a letter detailing the outcome of the Inclusion Panel, appeals process, and information on how to get support.
- When a student is under 18 years of age Parents/carers/guardians and/or external agencies are informed by letter.
- Staff record on ProMonitor in the meetings section and add a comment to alert relevant staff.
- If required, referrals should be made for further support to appropriate external agencies for specialist support or Student Services for in-college support or signposting.

Point to note:

- The panel may choose to refer students to appropriate advice and guidance services or access additional positive intervention services and / or issue a behavioural contract.

4.5 Inclusion Panels of students with EHC Plans

When an exclusion is considered appropriate, this decision must be made in partnership with the Local Authority and subject to an emergency EHCP review. An exclusion can only be considered when all possible reasonable steps to avoid exclusion have been exhausted.

If there is clear evidence that all possible reasonable steps have been taken and an exclusion is still assessed as appropriate, then:

- An emergency EHCP review must be called PRIOR TO THE STUDENT BEING EXCLUDED.
- Evidence must be presented to show what reasonable steps have been taken

- to avoid exclusion.
- Evidence that the behaviour the student is being excluded for is not part of their disability.

5. Suspending a Student

- 5.1 Cooling off periods can be allowed after one-off incidents which do not pose an ongoing risk. Cooling off periods should last for 24 hours maximum UNLESS there is a risk of harm to student or others. This should be logged in student comments on ProMonitor.

Student suspensions can be agreed at Curriculum Area Leader (CAL) level or by the Duty Manager for a maximum of 48 hours UNLESS there is a risk of harm to student or others.

Please note: If suspensions are not correctly reported the student is officially 'missing from education' therefore ALL suspensions should be logged on ProMonitor under a suspension meeting and a comment added for the attention of 'support'.

When students return to College or online learning they must meet with their Enhance coach/ tutor / CAL who will discuss the events leading to the cooling off period and agree any appropriate further actions.

Parents / carers must be informed for any student under 18 years of age being sent home or being suspended. In the case of a request to suspend vulnerable students e.g. students with an EHCP, Looked After Child, Young Parents, Young Carers, those working with the Youth Justice Service, Care Leavers, for more than 24 hours a scrutiny panel chaired by the Head of Student Services, Safeguarding Manager should be requested. This must be requested via the suspension request form.

- 5.2 Students who pose a risk to themselves or others may be suspended from College pending further action / formal hearing, with agreement from the HOF or The Head of Student Services. During the period of suspension an investigation will be carried out into the alleged offence; the hearing must take place within **10 college days of the suspension / incident**.

During the suspension period, the student will:

- Only attend College for a specific meeting arranged by the member of staff in charge of the investigation.
- If necessary, statements can be taken over the phone or received by e mail.

- Continue to complete and submit work electronically where possible.
- Not seek to contact anyone else involved in the investigation.

Wherever possible, suspended students should be offered online learning materials to support them to continue their education.

All students that are suspended for more than 48 hours should receive a welfare call from an Adviser within 24 working hours of the suspension and a leaflet detailing local support agencies should be included in the letter to parents.

All suspensions must be communicated to the student and when a student is under 18 years of age parents / carers by phone call and must be confirmed in writing within 2 days of the suspension if it is likely to be longer than the 'cooling off period'. All factual information and actions taken relating to the suspension should be recorded on ProMonitor for the attention of all relevant staff.

5.3 Suspension due to police investigation into criminal or high-risk behaviours

Students may be suspended without prejudice if they are being investigated by the police for a crime that is judged to have a potential harmful impact on students or staff in college. A suspension may also be applied if the college becomes aware of behaviour that opposes our values or brings the college into disrepute. If the college becomes aware of any criminal activity (either in college or not) we have a duty to report this to the police. Examples of such high-risk crimes / behaviours would include any safeguarding matters involving abuse or criminal behaviour targeting children or vulnerable adults, sexual assaults and rape, crimes that are relevant to the programme of study (e.g. IT based fraud or misuse by an ICT student), crimes of violence, hate crimes. This list is not intended to be exhaustive and the decision should be taken after assessing the potential risk to those in the college environment and to the student in question. The decision to suspend must be taken in consultation with the Head of Student Services, the DSL, Head of Student Services.

The suspension is to protect the student and others and will be reviewed once the outcome of the police investigation is known or we are informed by Police that the risks are no longer in place. Wherever possible, the suspended student should be allowed and supported to complete their programme of study (study at home, planned tutorial meetings, etc.). This will not always be possible if the matter arises early in the college year. Each case will be assessed on an individual basis.

6. Enrolment Scrutiny Panel hearings

When a student has been issued with a fixed term exclusion e.g. rest of academic year, they may apply to study at Calderdale College once this period of time is over. Before their application is processed, an Enrolment Scrutiny Panel hearing will take place. This panel will assess the suitability and readiness of the student to continue their education with us. The panel will consist of The Head of Student Services and the HoF or CAL for the course applied for.

Where a student has been subject to a fixed term exclusion and college has evidence of further misdemeanour either at college or elsewhere, a risk assessment will be completed. Where the outcome of the risk assessment is that the student is 'high risk', it is not necessary to convene a panel. At this point the application can be refused along with an extension to the fixed term exclusion or issuing of a permanent exclusion.

A panel may be convened if further discussion is needed to consider an extension to the fixed term exclusion or issuing of a permanent exclusion. The outcome will be communicated within 7 days of the decision being made.

The panel's decision may be appealed based upon the submission of new evidence or evidence of procedural irregularities.

7. Student Appeal Procedures

7.1 Appeal against a Final Warning

Students who wish to appeal against the issuing of a Final Warning must appeal in writing to The Head of Student Services stating their reasons.

Appeal against Final Warning will be considered by a Head of Area and Head of Student Services from another curriculum area who may decide to review the evidence in a formal meeting attended by the student, parent / carer or advocate and the course tutor. Members of the Student Services management team and / or the Safeguarding team may need to be involved at this point. The student will be informed of the decision by e mail or in writing.

7.2 Appeal against Exclusion, Withdrawal or Enrolment Scrutiny Panel decisions

In the case of any appeal against Withdrawal, Exclusion, and Enrolment Scrutiny panels the student will need to apply in writing to the Deputy Principal within 10 working days of being notified of the outcome.

The appeal will need to set out reasons why the exclusion is unfounded or unjustified. Grounds on which an appeal will be considered are the submission of

new evidence or evidence of procedural irregularities.

A member of SLT and the Head of Student Services will review the panel's decision and decide whether there are grounds for an appeal hearing to be held. The student will be informed of that decision by e mail or in writing.

If the decision is that the appeal is justified due to the submission of new evidence or claimed procedural irregularities, an appeals panel will then be convened by a member of SLT.

The procedure for the hearing is set out below:

- Only witnesses and documents identified to the Chair in advance of the hearing will be referred to during the hearing itself.
- The student or their advocate will be invited to state the grounds of their appeal.
- The panel will have the opportunity to ask questions of the student or their advocate.
- The chair of the original panel will then present their case.
- The panel will have the opportunity to ask questions of the chair of the original panel.
- Both sides will have the opportunity to summarise their cases.
- Both sides will withdraw from the hearing, leaving the panel to deliberate in private. The panel can recall either side to seek points of clarification.
- The panel will normally inform the student of their decision by phone call followed by a letter sent within 5 working days.

8. Conclusion

- 8.1 This Positive Behaviour Policy aims to create a supportive and productive environment for all members of the College community. By focusing on positive reinforcement, mutual respect, and clear, consistent procedures, we aim to improve student behavior, engagement, and success.
- 8.2 All staff and students are encouraged to work together to uphold the values and expectations outlined in this policy.

9. Policy Review

Review Date	Reviewed by:	Initial Approval by:	Final Approval by:	Next Review Date:	Review Period
June 2024	Curriculum, Quality & Standards Committee	Senior Leadership Team	Corporation Board	July 2025	1 year
Nov 2024	Head of Student Experience & Wellbeing	Senior Leadership Team	Corporation Board	July 2025	1 Year
October 2025	Head of Student Experience & Wellbeing	Senior Leadership Team	Corporation Board	October 2026	1 Year

Change(s) Made	Reason for Change
4.1 – Stages of Behaviour Management	Inclusion of Early Intervention Programme
Appendix 1	Inclusion of Code of Conduct form

10. EQUALITY IMPACT ASSESSMENT

Initial Assessment Conducted by:	Date:	Final/Approved Assessment Conducted by:	Date:
Head of Student Services	October 2025	EDI Co-Ordinator	October 2025

11. PUBLICATION

Audience:	Published:
Staff	Staff Internet
Students	Moodle / Student App College Website

Appendix 1 – Code of Conduct

We use our Code of Conduct so that all of our learners are clear about what is expected of them when they are at College or involved in College activity outside of our premises.

Please read the Code of Conduct carefully. It is important that you understand that, when you enrol, you are agreeing to keep up these standards of behaviour in the interests of yourself, other learners and staff.

As a learner at Calderdale College:

- ✓ You must treat everyone with respect and dignity making sure that your behaviour does not make any other person feel uncomfortable or discriminated against, and does not interfere with the learning of others
- ✓ You must attend and be on time for all classes and activities
- ✓ You must report an absence using the MyCalderdale App and notify tutors no later than 15 minutes after the start of your first class. Alternatively call 01422 357357 and select Option 3 to report an absence. You must follow this process for each day you will not be in college. For long periods of absence, please use the call-in option.
- ✓ You must take personal responsibility for your own learning and make active use of the Learning Resource Centres, Study Support and Student Services
- ✓ You must complete all work set for you within specified deadlines
- ✓ You must take an active part in reviewing your progress with the support of your tutor
- ✓ You must seek help from your tutor, Study Support Worker or Student Services if you need it
- ✓ You must act in a manner that does not put yourself or others at risk of harm
- ✓ You must wear and have visible your ID card at all times on College premises
- ✓ You must only use College property and equipment for approved purposes related to your programme of study
- ✓ You must participate in the College Behaviour process if required
- ✓ You must smoke only in the designated smoking areas

You must not:

- ◆ Create or transmit material via mobile telephones, College systems or Social Media e.g. Facebook, Twitter which is designed to or likely to cause offence, annoyance, inconvenience or needless anxiety to others or the College
- ◆ Sexually harass other college users either in person or online
- ◆ Enter the College premises under the influence of alcohol or substance misuse.
- ◆ Consume or possess alcohol and/or illegal substances
- ◆ Cause malicious damage or steal the property of the College or from other learners, staff or visitors to the College
- ◆ Gain unauthorised access or make unauthorised modifications to College files or computer material
- ◆ Enter any part of the College to which you are not allowed
- ◆ Carry any weapon or use any other object in a threatening manner
- ◆ Submit work for assessment that is not your own (plagiarism)
- ◆ Behave in any way which adversely affects the reputation of the College
- ◆ Breach Internet and general IT user rules as set out in the College Acceptable Use Policy

If you are involved in any act of misconduct you will be subjected to the College disciplinary process which may result in your exclusion from the College.

You can find further details of the College Behaviour Process and other College policies on the College Website, Student App and from Student Services.

Do you have any unspent* convictions? Yes ☐ No ☐

***For further guidance on unspent convictions please speak to Information Advice & Guidance.**

Calderdale College is an inclusive college and we want all of our learners to be well cared for. We therefore ask all learners to declare if they have any unspent criminal convictions. If you answer yes, you will be asked to provide further details. This does not automatically affect your admission, but allows the College to undertake a risk assessment and provide support as appropriate.

Learner Signature

Date

The Enrolling Officer must tick the method of learner verification required for the Learner Registration Service:

Relationship with School ☐ Passport ☐ Driving Licence ☐ ID Card/Other National ID ☐ NI Card ☐
Cert of Entitlement ☐ Bank/Debit Card ☐

Other type seen.....None provided. ☐

Signed (on behalf of the College)

Staff Code

Appendix 2 - Examples of Misconduct

Stage	Examples (not Exhaustive)
Stage 1- Partnership caution: Early signs of patterns of unwanted behaviour	• Disruptions in class which despite attempts to correct there was no improvement • Continued or refusal to not wear lanyard • Failing to attend College prepared for study (e.g. not bringing uniform/materials) • Minor disruptions anywhere on campus • Lateness and attendance concerns which has not been corrected after being addressed through the attendance procedures.
Stage 2 – Formal Warning: To be instigated where, in the validity of stage 1 or at the review of the action plan, agreed improvements have not been made or behaviour warrants moving immediately to Stage 2	Repeated incidents of which have been addressed and recorded at Stage 1 or; • Potential bullying of other students including cyberbullying • Disrespect of students, staff or College property • Further continuous attendance/lateness issues where there are no mitigating circumstances • Failure to adhere to College Health and Safety or safeguarding policies • Misuse of college systems
Stage 3 – Inclusion Panel: To be instigated where, in the validity of a Final warning or at the review of the conduct action plan, agreed improvements have not been made or behaviour warrants moving immediately to Stage 3	Failure to improve or Incident of alleged serious/gross misconduct including the following: • Any incident of violence • Any incident that results in the student being involved with police as a suspect in an incident (whether in or out of College) • Theft • Fraudulent claiming of student benefits • Academic misconduct (which will also be subject to awarding body guidelines and sanctions) Applies to FE and non-FE students only • Dealing or distribution of drugs or alcohol whilst at College • Putting the safety and wellbeing of staff or other students at risk • Bullying including cyberbullying • Carrying weapons when on College premises • Any abuse towards staff or other students, i.e. physical, financial, sexual, emotional and verbal. • Fighting, assault or threatening behaviour • Bullying

	• Any action likely to endanger seriously the health and safety of any student, member of staff or any other person • Theft or fraud • Deliberate or reckless damage to College property or equipment • Acting in a manner (including through the use of information technology) which would bring the college into disrepute • Unlawful behaviour which interferes with the legitimate freedom of speech, ideas or action of any other learner or member of staff • The possession of any obscene material on college premises or the use of college resources to access or distribute the same • Serious antisocial behaviour (e.g. acts of indecency) • Offences in connection with the college's examinations or assessments • Plagiarism i.e. copying part or whole of someone else's work and claiming it as their own
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