



# POLICIES & PROCEDURES

## Behaviour Policy

Reviewed on: 16/10/2024  
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## 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.

Oxford Energy Academies 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 Oxford Energy Academies may consider a multi-agency assessment that goes beyond the learner's apprenticeship needs.

Oxford Energy Academies understands that the first step to modelling good behaviour is leading by example. This means that all staff, volunteers, and visitors to Oxford Energy Academies must act professionally, responsibly and with integrity. We work hard to ensure that discipline is consistent across Oxford Energy Academies 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.

## SCOPE

The principles in this policy apply to all learners and apprentices on courses provided by Oxford Energy Academies.

## OBJECTIVES

Oxford Energy Academies 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.

Oxford Energy Academies 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 Oxford Energy Academies 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 Oxford Energy Academies approach to teaching and learning. Learners are expected to show respect and responsibility in the learning environment, the workplace and anywhere on Oxford Energy Academies premises.

All staff are expected to remind learners and define clear expectations throughout the year. Tutors are responsible for managing behaviour in the classroom and work environment, but all staff must provide a supportive presence around Oxford Energy Academies office space and will challenge any learners who do not use Oxford Energy Academies premises respectfully and behave inappropriately.

## EXPECTATIONS

To promote a culture of positive behaviours Oxford Energy Academies staff and learners are expected to demonstrate:

### Respect:

Demonstrate respect and tolerance:

- for knowledge and learning
- for yourself, towards staff and learners
- for the opinions, feelings and abilities of other learners and staff
- for the diversity and equality of others
- for Oxford Energy Academies culture and ethos
- for Oxford Energy Academies 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 Oxford Energy Academies and in the workplace
- handing work in on time
- attending all classes, including activities that enhance employability or personal effectiveness
- taking the initiative to improve or maintain Oxford Energy Academies and its grounds or help without being asked e.g., by taking your littler with you and reporting breakages of equipment

### Ready to Learn

Be a learner role model by:

- taking responsibility for yourself and making the most of opportunities
- being prepared for learning with correct equipment
- being punctual every lesson and managing time well to meet deadlines and targets
- being motivated to learn and participate
- being proactive during individual meetings for discussing ability and progress and setting realistic but challenging individual targets
- responding positively to feedback on how to improve the quality of work or behaviour and thinking about the future and how your attitude will support this

## MISCONDUCT

Misconduct means inappropriate and unacceptable behaviour which breaches the Purpose of this policy. Some examples of behaviours which are unacceptable to Oxford Energy Academies 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:

- persistent verbal abuse to staff
- persistent verbal abuse to other learners
- physical abuse to staff
- physical abuse to other learners'
- indecent behaviour
- damage to property
- misuse of illegal drugs and other substances
- theft
- 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 Oxford Energy Academies into disrepute, on-site or off-site
- any form of cheating/intended deception or plagiarism during an assessment or exam

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

- knives or other weapons
- fireworks

- drugs\* and legal highs
- alcohol
- pornographic material
- any materials that contravene the Prevent Duty

## Drugs

Oxford Energy Academies will not tolerate drug use of any sort in or on college property or during off-site activities. Oxford Energy Academies 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. Some over-the-counter drugs can be harmful if misused and should not be brought into college.

Medication: Oxford Energy Academies acknowledges that it may be necessary for some learners to take medication during classes and assessments. Learners should make Oxford Energy Academies aware of this in writing as soon as they start taking the medication.

## Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited in or on Oxford Energy Academies property. Any learner involved in any alcohol-related activity may be permanently excluded.

## EQUALITY IMPACT

Oxford Energy Academy 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.