

Behaviour Policy

Nova Training take the behaviour and the attitude of its learners very seriously. Our focus is to prepare and support you in both the classroom workplace and to provide opportunities to reach your aspirations. To do this, we insist on modelling positive behaviour by;

- Treating you with courtesy, dignity and respect
- Provide support to meet your individual needs
- Keep your personal information about you safe and confidential
- Listen to your concerns and ensure your welfare
- Explain all options, plan your learning with you
- Monitor and assess your progress and challenge you to achieve more
- Provide you with a range of support to meet your needs
- Ensure you have your say
- Create a safe and fair learning environment

The learner code of conduct clearly sets out our expectations of you. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. Aim of the behaviour policy.

- To create a culture of excellent behaviour
- To ensure that all learners are treated fairly, shown respect and to promote good relationships
- To help learners take control over their behaviour and be responsible for the consequences of it
- To build a community which values kindness, care, good humour, good temper, obedience and empathy for others
- To promote community cohesion through improved relationships
- To ensure that excellent behaviour is a minimum expectation for all

All staff will treat learners with respect, engagement with learning is always the primary aim. We have a clear procedure in place to manage unacceptable behaviour. Our 3-strike system has been put into place to prepare you for work and/or further education. We will provide encouragement and remind you of the agreed code of conduct and classroom expectations when your behaviour begins to overstep the boundaries.

However, the following behaviour will lead to a strike;

- Lateness to class
- Not submitting your work on time
- Inappropriate dress
- Rudeness
- Disruptive behaviour in class that impacts on the rest of the class or centre

When you have been given a strike, you will be informed privately. Should you reach 3 strikes, you will be asked to attend a formal meeting to discuss your continuation with the programme and your parents/carers will be informed. Depending on the behaviour you may have an agreed action plan to which you must adhere to or you will be asked to leave the programme.

Gross Misconduct

The following behaviours are deemed as gross misconduct and will lead to a fixed term or instant exclusion from the programme;

- Theft
- Sexual misconduct, including harassment
- Assaults or fighting
- Bullying, including cyber bullying
- Wilful damage to property
- Endangering other students
- Bringing the company into disrepute
- Possession of offensive weapons
- Aggressive/threatening behaviour
- Intimidating/discriminatory language and behaviour
- Malicious communications, including those sent electronically or via social media
- Possession (or being under the influence) of any substance that impairs judgement or decision making or is being used against its intended purpose (i.e. illegal drugs, legal substances, alcohol, non- prescribed medication, aerosols)

The above list is not exhaustive and other issues may be judged to be equivalents.

Where appropriate we will always seek to put measures in place to support the learner to achieve their qualification. Regard will be and must be given to the safety of everyone and creating a safe and respectful learning environment.

The Disciplinary Procedure will be followed where behaviour or commitment fails to meet the requirements of the Code of Conduct. Learners will be informed of concerns in writing, invited to a disciplinary meeting, informed of their right to be accompanied and informed of the right to appeal any disciplinary decisions.

The stages of the procedure are as follows:

1. Verbal Warning
2. Written Warning
3. Final Written Warning
4. Termination from the programme

The company may proceed to proposing withdrawal from the programme where a serious breach to the Code of Conduct has occurred, particularly in instances relating to health and safety, theft or equality of opportunity.