



College Conduct Policy

October 23

The Sand Project ethos regarding Behaviour Management

We train young people in a working environment to prepare them for working life, as they move towards independence.

We feel it is important to give the trainees as close an understanding of employment as possible, and our behavioural expectations reflect the needs of our commercial business, as well as remaining mindful of the needs of our other trainees.

Trainee Voice

We believe the likelihood of success for our trainees can be increased by giving each person a role in developing their own behaviour policy, outlining expected behaviours, inappropriate behaviours and suggested outcomes and sanctions where necessary. This will also contribute to their work-related learning and deepen their understanding of future employer needs.

Each trainee will be expected to work with us to create their own behaviour policy based on this initial framework.

Sand Project EXPECTATIONS WITH REGARD TO TRAINEES

Trainees will be expected to:

- Conduct themselves around the building in a safe, sensible manner and show respect to others
- Accept that sometimes changes happen at short notice and be prepared to accommodate these in a pragmatic way
- Take constructive and respectful feedback from SAND staff and other trainees and reflect on this to improve future conduct
- Accept that whilst preferences will try to be accommodated, this is not always possible
- Arrive on time to college or shifts if on a work placement.
Arrive ready to start college at 8:45am.
- Inform the college in advance of 8:45am if they are running late or are unable to attend
- Seek permission from their Group Lead, giving a valid reason, if they need to leave the college site before 2:45pm.
- Dress appropriately for college or their work placement shift
- Arrive washed, smelling nice and in clean clothes
- Follow reasonable instructions given by the facilitator
- Behave in a kind and polite manner to all staff, trainees and customers (no swearing, grumpy attitudes or being rude)
- Show respect for the opinions and beliefs of others
- Observe the college's healthy living guidelines
- Follow the health and safety guidelines
- Respect college equipment, furniture and resources
- During break times keep the volume of devices down low or use headphones
- Eat food at break times only and in the agreed areas.
- No nuts to be brought into college or eaten at college.
- No sleeping on the sofas in the common room!

Sand Project EXPECTATIONS WITH REGARD TO STAFF PERSONAL AND PROFESSIONAL CONDUCT

Staff will be expected to:

- Arrive on time to college
- Create a swift and purposeful start to the college day
- Reinforce clear expectations of professional conduct
- Deliver a suitably planned and structured session which meets all individuals' work learning needs
- Remain objective in sessions to ensure a safe learning environment
- Support and resolve incidents of inappropriate behaviour by following the college's procedures
- Promote and reinforce positive personal conduct in the workplace
- Provide a safe environment where trainees can make progress
- Be aware of the role of the DSL, including how and when to contact them and be aware of their responsibilities with regard to safeguarding.

Sand Project EXPECTATIONS WITH REGARD TO PARENTS/GUARDIANS

Parents and guardians are expected to:

- Work in partnership with staff to ensure work appropriate behaviour
- Inform staff of any concerns as soon as they arise
- Respond to concerns raised by members of staff
- Not call the trainees during session times
- Contact the Pastoral Lead or their Group Lead if their young person has contacted them during the day with any concerns or requests to leave early
- Support trainees to contact the college INDEPENDENTLY, where possible, if they are going to be late or absent / this supports work readiness
- Support trainees in moving towards coming to college INDEPENDENTLY, correctly equipped and prepared to work

THE POSITIVE REWARD SYSTEM

It is important that achievement and good professional conduct are rewarded. To ensure this reward is meaningful and motivational to trainees it is important to us that trainees help establish the reward system.

We are asking trainees for their suggestions.

Mentoring Scheme

The Sand Project promotes the identification and development of peer mentors within the trainee cohort to support with the learning and development of fellow trainees.

UNACCEPTABLE BEHAVIOURS AND SANCTIONS

Examples of Minor Unacceptable Behaviours identified by The Sand Project

- Unjustified late arrival to a college
- Inappropriate choice of clothing
- Unsatisfactory presentation and personal hygiene
- Inattentiveness during sessions
- Use of mobile phone during college sessions
- Unkindness towards other trainees
- Persistently not respecting the needs of other trainees

Sand Project suggested SANCTIONS for Minor Unacceptable Behaviour

- Discussion (away from customers)
- Corrective action
- Diversion to alternative task
- Temporary attendance at an alternate space

Examples of Serious Unacceptable Behaviours identified by The Sand Project

- Truancy from college & shifts
- Extreme rudeness to staff, other trainees and customers
- Aggressive and threatening behaviour
- Smoking/vaping on site
- Refusal to comply with other sanctions
- Refusal to observe health and safety rules
- Compromising the health and safety of others
- Using site apparatus in a threatening or dangerous way
- Intentionally damaging college equipment
- Theft from college, staff, trainees, customers or during work placements and visits
- Bullying
- Racial/sexual harassment including use of offensive language that demeans people with any protected characteristic.

Sand Project suggested SANCTIONS for Serious Unacceptable Behaviour

- Contact with parent/guardian
- Incident recorded in trainee file and shared with referral team
- Corrective action tasks
- Possible police action

The following behaviours will result in police and/or social services involvement and could lead to the permanent termination of a

trainee's placement (subject to discussion with the referral team)

- Bringing an offensive weapon to college (laser pens, knives, pellet guns, fireworks, scissors, this list is not exhaustive)
- Bringing or using drugs on site
- Sexual or physical abuse against another person
- Repeated significant theft or damage to college resources
- Any other behaviour that breaches the earlier stages of this code of conduct