

Positive Behaviour Framework

Positive Behaviour Framework

Policy/Procedure Owner: ELT/CMT - Procedure not Policy

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Responsibility for Review: Support for Students Group

Policy Review Frequency: 2 years

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Applicable to students: Yes

Publish on College website: Yes

Consultation:

Undertaken with:	Yes/No:	Date:
Board/Committee		
ELT	Yes	16 September 2025 9 September 2025 2 September 2025
CMT	Yes	17 September 2025
Unions		
Students		
Employees		
Employers/Stakeholders		

Any Associated Documentation, for Reference:

**Fitness to Study Procedure, Safeguarding Policy, Health and Safety Policy
Anti-Bullying and Harassment Policy, Equality, Diversity and Inclusion Statement
Fee and Refund Policy, Admissions Procedure**

ELT SIGN-OFF: Mick Noblett, Vice Principal Curriculum Planning & Delivery



Purpose and Rationale: This procedure aims to provide the framework within which issues of student attitude and behaviour will be handled.

The community of Preston College has a responsibility to adhere to the standards and expectations outlined within the Positive Behaviour Framework. Preston College is committed to transforming lives through education, and by setting high standards and expectations for students including those in further education, higher education and apprentices, we will continue to achieve this.

The procedure aims to clarify:

- Preston College's values
- The standards of attitude and behaviours expected from all students, including Further Education, Higher Education and apprentices
- The role of all staff in promoting positive attitudes and behaviours
- The scale of warnings
- Supportive opportunities at each stage of the Positive Behaviour Framework.

Positive Behaviour Framework

This framework aims to ensure that the College's commitment to learning in a safe and supportive environment is maintained and improved upon. All students have the responsibility to behave in an appropriate and employment focused manner. All staff have a responsibility to promote positive behaviours and appropriately addressing inappropriate conduct in ensuring that students receive consistent, fair and equal treatment. Students and staff are expected to show mutual respect and a commitment to learning, contributing to a safe and enjoyable College community. At times a student will require the supportive structure of the Positive Behaviour Framework to guide their positive progress and address inappropriate behaviours outlined in the College's Behaviour Charter, health and safety regulations, the Student Agreement and the Positive Behaviour Framework.

The Positive Behaviour Framework explains the standards of attitude, behaviour and performance expected from all students. This Framework is applicable at all times whenever students are involved or engaged in College activities, irrespective of where those activities take place. This includes when travelling to and from College on public transport, or taking part in College trips and visits, sporting events and online activity, particularly social media. Serious breaches, or cumulative less significant transgressions, may ultimately lead to permanent exclusion, although the College will always seek to maintain learning opportunities where possible.

The College has high standards and expectations with regards to the attitudes and behaviour of all members of our community, and the following principles should be adhered to at all times.

1. Display a valid Preston College ID card and produce it whenever required by a member of staff. This is important to ensure the ongoing safety of the College community.

2. Be on time (punctual), attend all classes/sessions and communicate reasons for any absence directly to the Absence hotline before 9am on the day of absence.
3. Behave in a respectful way towards others at all times and display the appropriate behaviour and attitude towards learning. This includes incidents of Hate Crime (bullying, harassment, or hostility), for which a zero tolerance approach will be adopted.
4. Smoke or vape only in the designated areas.
5. Not use foul and abusive language or spit on College premises.
6. Not be in possession of, or under the influence of alcohol or controlled drugs.
7. Comply with course requirements, such as appropriate dress, the wearing of uniforms and PPE, meeting coursework deadlines, and tasks and activities set outside of class.
8. Not make inappropriate use of computer and electronic equipment or College property.
9. Use mobile phones and social media appropriately and only when directed by staff to maximise learning opportunities, ensuring that any photographs taken or video recorded is done with the consent of the individual or group involved.
10. Not be in possession of an offensive weapon, or articles made, intended or adapted for use as a weapon.

Please note that the College uses extensive CCTV to keep all individuals safe.

Serious Wrongdoing

Any student accused of behaviour deemed as Serious Wrongdoing will be temporarily excluded from the College immediately pending an investigation. Temporary Exclusion is not always a punishment and should last no longer than 7 working days – it can allow the College to investigate any alleged incidents and make sure all of our students are safe. The seriousness of the incident and any mitigating circumstances will be taken into account at the resulting Formal Review Meeting (further information can be found in Stage 3, Formal Review Meetings) and the outcome could result in the application of the appropriate level of warning, student action plan or possible exclusion from the College.

Serious Wrongdoing includes, but is not restricted to, the following behaviour:

1. Bullying and harassment of others, including via social media in or outside of the College. The College will not accept harassment of individuals by anyone.
2. Threatening behaviour towards or assault upon students, staff, or members of the public on College grounds or online platforms, including sexual, racial or

homophobic verbal abuse. This constitutes a Hate crime or incident (as defined below).

3. Misusing, damaging or vandalising College property.
4. Theft.
5. Possession of an offensive weapon, or articles made, intended or adapted for use as a weapon.
6. Photographing or videoing another member of the College community without their consent or misrepresenting the College or members of our community on social media.
7. Committing any criminal offence whilst on a College site, on College transport, online platforms or on a College activity. This also includes any time spent offsite during the College day.
8. Deliberate or reckless behaviour that endangers others.
9. Unruly/disruptive behaviour in a classroom/workshop/food outlet/learning centre.
10. Fraud or falsification of College records/ID/data, including the withholding of information during application and enrolment.
11. Dangerous or reckless driving on College premises.
12. Being under the influence of, or in possession of alcohol, illegal drugs and other non-prescribed substances.
13. Plagiarism, cheating or any other form of malpractice in examinations or other formal assessments.
14. Failure to adhere to the examinations 'Notice to Candidates' or examination regulations which are displayed in exam rooms and on the exam notice board.
15. Participating in risk taking activities included in the Prevent Duty.

This list is not exhaustive and the College reserves the right to make the decision about whether or not any action constitutes Serious Wrongdoing.

In relation to Serious Wrongdoing, the College will not hesitate to temporarily exclude or permanently exclude a student in order to ensure the safety of our students, staff and the local community. The College works closely with the police and external stakeholders to keep everybody safe. Preston College operates a robust approach to any Hate Crime or incident, or any incidence of Sexual Harassment or Sexual Assault and will deal with any occurrence as an example of Serious Wrongdoing. We will also report the matter to the police and external stakeholders as appropriate. A Hate crime is defined as "Any criminal offence which is perceived by the victim or any other person, to

be motivated by hostility or prejudice, based on a person's disability or perceived disability; race or perceived race; or religion or perceived religion; or sexual orientation or perceived sexual orientation or transgender identity or perceived transgender identity."

Car parking

The car parks form part of the College campus and only authorised individuals should be using them. If students use the car parks, they must:

1. Observe the 10mph speed limit at all times, and drive in a manner which does not endanger other individuals or vehicles
2. Not use disabled spaces unless in possession of a disabled badge
3. Not park in a manner that obstructs pavements or access ramps.

The College may issue windscreen warnings or resort to invoking the behaviour sanctions where appropriate. The College has extensive CCTV throughout the college campus including all carparks

Stages and Scale of Sanctions

Cause for Concern

Minor incidents (e.g. running down a corridor, being unnecessarily loud, littering, first incident of inappropriate use of college devices) should be positively addressed by the member of staff observing this behaviour. Mention should be made directly to the student regarding inappropriate behaviours, college expectations and ways to improve. As appropriate, a 'cause for concern' should be commented on Promonitor, normally if the staff member is concerned about the student response to intervention.

Formal Action

There are 4 formal stages to the Positive Behaviour Framework. At each stage of the process, students should be offered support and encouraged to engage in the activities and discussions in order to improve their conduct and prevent further behaviours or sanctions from arising. Support is available via the Student Manager and Student Support Team and covers SEND, pastoral development, substance misuse, time management, English and Maths, welfare, mental health and much more.

Stage 1 - Verbal Warning

The purpose of a Stage 1, Verbal Warning, is to seek a positive resolution without further escalation and to formulate a plan of action that supports progression and achievement.

The Student Manager will meet with the student to determine the circumstances surrounding the allegations. During this time, the student and Student Manager will discuss the causes of inappropriate behaviours as well as ways to make improvements. Discussions should include mutually agreeable strategies to support positive engagement at College and realistic targets to avoid further escalation of sanctions in

the future. Parents, carers and employers will be contacted as appropriate, in line with data protection legislation. Progress against the agreed plan will be monitored weekly over a four week cycle and positive improvement will be celebrated. If performance does not improve during the review cycle, then the student will move to the next stage of the process.

Examples of behaviour that might trigger a verbal sanction for first offences: persistent smoking or vaping outside of designated areas, inappropriate use of computer equipment, persistent failure to display an ID card or disruptive behaviour.

Verbal Warnings will normally be issued by the Student Manager, but they can also be undertaken by Curriculum Leaders, the Pastoral Manager or members of the College Management Team.

Stage 2 - Written Warning

The purpose of Stage 2, Written Warning, is to address persistent and continuing displays of negative behaviours. Curriculum Leaders will issue Written Warnings, but they can also be undertaken by the Pastoral Manager or members of the College Management Team. Normally escalation to Stage 2 results from the targets set at stage 1 not being met or recurrences of identified inappropriate behaviour. However, inappropriate behaviour can be escalated directly to stage 2 at the discretion of the College. The Curriculum Leader will meet with the student to determine the circumstances surrounding the allegations. During this time the student and Curriculum Leader will discuss the causes of inappropriate behaviours as well as ways to make improvements. Discussions should include mutually agreeable strategies to support positive engagement at College and realistic targets will be set to avoid further escalation of sanctions. Additional support will be incorporated into the targets in order to give the student the best possible chance to succeed. Support can include but is not limited to, counselling, mentoring, mental health services, academic and study skills. Following the meeting a written letter will be sent, confirming the Written Warning including inappropriate behaviours and agreed targets. Parents, carers and employers will be contacted as appropriate in line with data protection legislation. Progress against the agreed plan will be monitored weekly over a four week cycle and positive improvement will be celebrated. If performance does not improve during the review cycle, then the student will move to the next stage of the process.

Examples of behaviour that warrant a written warning include, but are not limited to, repeated behaviours where previous warnings and interventions have been unsuccessful, persistent disruptive behaviour in class/workshop and inappropriate use of college resources including IT facilities.

Stage 3 - Final Written Warning

A Stage 3, Final Written Warning, represents the most serious escalation of alleged inappropriate behaviour and/or continual breaking of the Behaviour Charter and will be issued by a Director or Assistant Director of School, or a member of the College Management Team. When the Final Written Warning is issued, it will include an agreed action plan with targets, incorporating any additional support requirements. Progress against the plan will be monitored weekly over a four week cycle and positive

improvement will be celebrated. If performance does not improve during the review cycle, then the student will move to the next stage of the process.

Alleged incidents of serious wrongdoing can be referred directly to stage 3 without the requirement of previous stages. In the event of alleged Serious Wrongdoing the student will be temporarily excluded from College pending the outcome of the meeting and any associated investigation.

Examples of behaviour that might trigger a Final Written Warning for first offences include serious disruptive behaviour, bullying, dangerous driving, harassment or aggressive behaviour towards others.

Temporary Exclusion:

Temporary Exclusions can be issued by members of the College Management Team,

Temporary Exclusion is not always a punishment in its own right. It allows time to investigate an incident and allegations pending an outcome and to ensure the health and safety of all staff and students. The seriousness of the incident and any mitigating circumstances will be taken into account at the resulting Formal Review Meeting and the outcome could result in the application of the appropriate level of sanction, student action plan with targets or Permanent Exclusion from the College. Students who are temporarily excluded must abide by the terms of their Temporary Exclusion and in some cases, depending on the nature of the allegations, will have access to remote learning and support to minimise the impact on their learning. If students fail to comply with any conditions of Temporary Exclusion, this will be taken into account at the resulting Formal Review Meeting.

At this stage a Formal Review Meeting will be scheduled and the student will be invited to attend the meeting within 7 working days of the Temporary Exclusion. Parents, carers and employers will be contacted as appropriate and in-line with data protection legislation.

Formal Review Meetings

The student will be invited to attend a Formal Review Meeting regarding stage 3 warnings, Serious Wrongdoing or a Temporary Exclusion and it is encouraged that they be accompanied by a supportive family member or trusted adult if they wish. In the case of an apprenticeship, the employer should be informed and invited to attend. The College will provide reasonable language and translation support during the meeting, upon request.

The meeting:

- Welcome and introductions
- Aim of the meeting and potential outcomes
- Outline of allegation/s, review of documentation or visual evidence
- Student response/s
- Summarise the allegation/s and student response/s
- Opportunity for third party contribution

- Close and thanks.
- Student and guest leave the campus
- Decision of the panel will be communicated to the student by phone call and letter within 5 working days.

Possible outcomes of Formal Review Meetings:

1. Student returns to College with no sanctions
2. Student returns to College with Verbal/Written/Final Written warning and support in place.
3. Student returns to College with other conditions attached
4. Student is temporarily excluded from College*
5. Student is permanently excluded from College*

Students returning to College should report directly to their Director of School who will return their ID badge.

Permanent Exclusion means that the student will be immediately removed from their College programme, and that they will not be able to enrol onto any course until the next academic year as a minimum. Future readmission will be at the discretion of the College and will take into account the reasons for the exclusion and any change in circumstances.

A permanent exclusion will be confirmed in writing, and the College will share this information with appropriate stakeholders including parents or carers, employers and local authorities for example.

*For students in receipt of 24+ Loans, HE Loans or who are self-financing their studies, the College's Fee Refund Policy applies. The policy can be found on the College's website, <http://www.preston.ac.uk/refunds/>

**For students with an Education Health and Care Plan (EHCP) who are permanently excluded, an Early Annual Review will be arranged. The purpose of an Annual Review is to identify barriers to learning, discuss support needs and signpost to new education providers.

Appeals procedure

Students have the right to appeal against disciplinary action taken, although on occasion, the College may choose to not hear the appeal.

Appeals against Verbal, Written and Final Written warnings should be made in writing, with the student clearly stating the reason for appeal, and given to the appropriate Director of School. The outcome of the appeal will be given in writing within 5 working days. The Director of School will only investigate the specific reasons for appeal stated, and will communicate an outcome in writing within 10 days of receipt of the appeal.

Appeals against Exclusion from College should be made in writing to the Principal within 5 working days from the date of the exclusion letter. The student, in their letter, should clearly state the grounds for the appeal and also include details of any new or further information, which they wish to be taken into consideration.

An Appeal Investigator (but not the person who originally issued the removal from college) will be appointed by the Principal. The role of the Appeal Investigator is to investigate the stated grounds for appeal, and they will recommend a decision to the Principal within 8 working days of receipt of the appeal. The student will receive in writing, formal notification of the outcome of the appeal, within 10 days of submission.

If an appeal is successful and the student is allowed to return to College, any amendments will be made to their College record. The decision of the Appeals Investigation will be final.

Excluded students re-applying to the College

Any student excluded from College may re-apply to the college for the following academic year. However, re-admission will depend upon authorisation from the Executive Leadership Team, after an interview and consultation with a Vice Principal has taken place. If the student is accepted to study, a formal agreement will be issued with criteria clearly stating the conditions that must be met by the student. Should the student not meet the criteria after a six week review of the agreement then the student will be permanently excluded from the College.

14-16 Pupils

The procedure applies equally to 14-16 pupils, however where a 14-16 pupil is a part-time student at the College, direct correspondence will be between the College and the School and not the parent/carers. As such, when applying the procedure, for 14-16 part-time students, please substitute parent/carers with school and direct all written correspondence to the relevant contact at the school. Please also note that contact with the School should only be made by the Student Manager or Director of Curriculum (14-19) or in exceptional cases members of the Executive Leadership Team.

Appendix A - Procedures for staff when following the Positive Behaviour Framework.

All staff have a responsibility to promote positive behaviours and address inappropriate conduct, ensuring that students receive consistent, fair and equal treatment. Students and staff are expected to show mutual respect and a commitment to learning, contributing to a safe and enjoyable College community.

Cause for Concern

Concerning behaviour should be addressed by the member of staff witnessing the behaviour. All staff have the responsibility to positively address inappropriate behaviours and reinforce College expectations. In doing so the member of staff should provide strategies and ways for the student to make improvements and learn from the event. For recording purposes and only if wider support is required, the member of staff witnessing and responding to inappropriate behaviours should note the cause for concern on ProMonitor along with the actions taken and the guidance provided to the student.

Staff should log inappropriate behaviours via Promonitor comments as 'A Cause for Concern' marked for the attention of relevant staff, as well as being visible to the student. This facility should be used to document low level concerns, particularly around course performance. Cause for Concerns are a good way of building a picture and alerting the Student Manager and other key staff of potential problems, allowing for early interventions.

Stage 1 Formal Verbal Warnings, and Stage 2 Written Warnings:

Staff should continue to have high expectations for students addressing any inappropriate behaviours. Should behaviours escalate to stage 1 or 2, the appropriate member of staff should record the incident via Promonitor as 'A cause for Concern', marked for the attention of the appropriate Curriculum Leader and Student Manager.

Student Managers (stage 1) or Curriculum Leaders (stage 2) should meet with the student to discuss alleged allegations seeking to explore the situation in full to provide an appropriate outcome. Parents/carers to be contacted as appropriate, in line with data protection legislation.

Recording process:

- The Student Manager/Curriculum Leader must input the Verbal or Written warning directly onto ProMonitor, making it visible to student/parent/employer.
- Concerns of a Safeguarding or Prevent nature should be recorded on 'MyConcern' for the safeguarding team to oversee.
- Mutually agreed targets/action plans and support interventions should be arranged and logged on Promonitor including targets by the Curriculum Leader or Student Manager.
- A comment for the attention of any member of staff associated with the student should be logged. In the event of a Written Warning the comment should also be made for the attention of the appropriate Curriculum Administration Team to enable them to generate a letter.
- If appropriate, the Student Manager or Curriculum Leader should make contact with the parent/guardian to discuss the concerns.

- In the case of a Written Warning a formal letter will be sent home from the Curriculum Support team outlining reasons for and actions resulting from the sanction. The letter will then be uploaded to ProMonitor.

Stage 3

Recording process:

- The Director of School or delegated person must input the Final Written Warning directly onto ProMonitor, making it visible to student/parent/employer.
- A comment for the attention of any member of staff associated with the student should be logged. The comment should also be made for the attention of appropriate Curriculum Support team to enable them to generate a letter or phone call inviting them to the Formal Review meeting.
- The Formal Review Meeting will be conducted by the appropriate Director of School.
- The Director of School will liaise with internal and external stakeholders as appropriate and collate a range of information to better understand the alleged allegation.
- The Director of School will record notes from the meeting via Promonitor meetings as well as any outcome, and agreed targets as appropriate
- Curriculum Administration Teams must be added the meeting. A Final Written Warning letter will be sent confirming the discussions and agreed actions from the meeting.
- If a student is excluded from College a note must be made on EBS and withdrawal process be completed by Curriculum Administration Team.

Temporary Exclusion

- Students should be informed by a member of the College Management Team of their Temporary Exclusion, removing their student ID badge and asking them to remain off site until a Formal Review Meeting is arranged.
- Temporary Exclusions should be logged via Promonitor under 'meetings', making it visible to student/parent/employer as appropriate.
- Where possible students' parents/carers/employers should be informed of a Temporary Exclusion, as appropriate with data protection legislation.
- A date for a Formal Review Meeting is agreed with the student, and if appropriate parents/carers and employers, within 7 Working days of the initial Temporary Exclusion.
- If appropriate, the student should be given work or access to remote learning during their period of Temporary Exclusion and a Special Leave mark be issued during the Temporary Exclusion period.

A comment for the attention of any member of staff associated with the student should be logged. The comment should also be made for the attention of the appropriate Curriculum Support team to enable them to generate a letter confirming the Temporary Exclusion and agreed Formal Review Meeting, alternatively a phone call could be made to confirm the meeting time and date.