

## **Behaviour for Learning Policy**

### **1.0 Introduction**

Genesis Training Group aims to create a welcoming and supportive environment for learning, in which professional working relationships are based on mutual respect. Staff are committed to maintaining high expectations of professional conduct as an essential contribution to the educational and social experience of learners, and their happiness and wellbeing whilst engaged in learning.

The purpose of this policy is to identify the conduct expected of learners while working with Genesis Training Group and to highlight relevant related procedures should this conduct not be exhibited consistently. Learners are required to sign the policy as evidence of their commitment to upholding this policy and code of conduct.

### **2.0 Expected Behaviour**

#### **2.1 Summary of Expectations**

All learners are expected to behave in a manner that supports their own and others' learning, achievement, and progression. This includes supporting the safe and effective operation of Genesis Training Group.

Examples of positive behaviours include:

- Commitment to their own learning and a positive contribution to learning activities
- Allowing other learners to learn and contribute without disruption
- Treating other students, staff and the public with dignity and respect
- Supporting action to prevent and address discrimination, bullying and harassment
- Compliance with college policies and procedures.

#### **2.2 Commitment to learning**

In order to fulfil their individual and group potential while engaging in course and programmes, it is expected that learners will:

- Arrive punctually for planned sessions and commit to the time required of them
- Listen attentively and participate fully in learning sessions; recognising the individual needs and paces of group members in a fair and accepting manner and sharing relevant experiences where appropriate
- Respect the knowledge and authority of staff, querying and raising constructive questions where appropriate without being inappropriately challenging

- Make relevant staff aware of any changes to circumstance which may affect their commitment to learning, including learning needs or barriers

### **2.3 Interaction**

In order to support the creation of an inclusive and professional environment, conducive to learning for all group members, it is expected that learners will:

- Speak to one another and to staff with respect and courtesy at all times, including during stressful periods such as preparation for assessment
- Value the diversity of the group and work actively to eradicate discrimination of all kinds, including unintentionally offensive speech or behaviour.
- Develop and maintain awareness of the value of diversity within the classroom and workplace, challenging any preconceptions and championing diversity
- Develop and maintain awareness of appropriate safeguarding behaviours, including the process for making staff aware of any concerns about peers

### **2.4 Openness and honesty**

Genesis Training Group respects all learners, recognising the value in individual differences. In order support and manage individual learners effectively and with the respect they deserve, Genesis Training Group encourages learners to be open and honest about themselves with the staff involved in supporting them.

Circumstances which learners are encouraged to disclose include, but are not limited to:

- Chronic or acute health issues, including mental health issues
- Medication and its side effects
- Disabilities, including invisible disabilities
- Learning difficulties
- Emotional triggers or trigger periods (such as finding particular times of year difficult due to anniversaries)

All disclosures made to staff will be discussed only with relevant team members, and only with the express permission of the learner concerned (unless the learner is aged under 19, in which case parents/guardians may be consulted).

Disclosure of personal circumstance facilitates an inclusive and diversity-positive culture and is encouraged in order to support individuals as fully as possible.

### **2.5 Safe and professional use of IT equipment**

The safe and professional use of computer technology and the internet are pivotal for the maintaining of a secure society. Accordingly, it is expected that learners will not, under any circumstances, use Genesis Training Group IT equipment for:

- Any illegal activity
- Creation or transmission, or causing the transmission, of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material
- Creation or transmission of material with the intent to cause annoyance, inconvenience or needless anxiety
- Creation or transmission of material with the intent to defraud
- Creation or transmission of defamatory material
- Creation or transmission of material such that this infringes the copyright of another person.

Genesis Training Group has a statutory duty under Section 26(1) of the Counter-Terrorism and Security Act 2015, known as the Prevent Duty, to have due regard to and aid the process of preventing people from being drawn into and supporting terrorism. In line with this duty, learners must not create, download, store or transmit extremism-related material with the intention of supporting or spreading terrorism.

## **2.6 Drugs and alcohol**

Genesis Training Group takes a zero-tolerance approach to the holding of drugs and alcohol on its premises or on any premises from which it operates. We aim to support learners in reducing risk taking activity as part of their preparation for life and work, which includes the misuse of drugs and alcohol – as such, any individual suspected to be under the influence of drugs and/or alcohol while learning will be asked to leave the premises.

## **2.7 Health, safety and security**

Genesis Training Group expects all learners to take full responsibility for their own health, safety and security while on site, by complying with the following rules:

- All learners must sign in and out of the building each time they enter or exit – including when on lunch breaks
- Appropriate Personal Protective Equipment (PPE) must be worn as guided by tutors
- Appropriate attire must be worn
- Health and safety concerns, accidents and/or near misses should be reported immediately to a member of staff
- If someone on site is not identified by a lanyard, learners should check who they are before opening doors for them etc
- In the event of an emergency, a member of staff must be notified immediately
- Smoking is only permitted in designated smoking areas

- Litter must be placed within the designated bins around the site

## **2.8 Sexual harassment**

Sexual harassment is unlawful under the Equality Act 2010 ('the Act'). It is also unlawful to treat someone less favourably because they have either submitted a complaint of sexual harassment or have rejected such behaviour. Under the Act, sexual harassment is defined as occurring when a person engages in unwanted conduct of a sexual nature that has the purpose or effect of:

- violating someone's dignity, or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for them

Sexual harassment includes a wide range of behaviours including but not limited to:

- sexual comments or jokes/banter
- displaying sexually graphic pictures, posters or photos
- suggestive looks, staring or leering
- propositions and sexual advances
- making promises in return for sexual favours
- sexual gestures
- intrusive questions about a person's private or sex life, and discussing your own sex life
- sexual posts or contact on social media
- spreading sexual rumours about a person
- sending sexually explicit emails or text messages
- unwelcome touching, hugging, massaging or kissing
- criminal behaviour, including sexual assault, stalking, grooming, indecent exposure and sending offensive communications
- Predatory behaviour
- Coercion

Sexual harassment by a learner towards a member of staff employee and/or another learner will not be tolerated and may result in exclusion from the course.

## **2.9 General conduct**

As a matter of course, it is expected that learners will act within the law at all times and not engage in any activity or behaviour that is likely to bring them or Genesis Training Group into disrepute. It is acknowledged that there may be occasions on which learners are dissatisfied with the support they receive from staff. On these occasions, learners should refer to the Genesis Training Group Complaints Procedure.

### 3.0 Learners with Special Educational Needs and/or Disabilities

Where a learner has disclosed a disability and/or learning difficulty, reasonable adjustments that may be required will be put in place. This will ensure that the nature of the alleged inappropriate behaviour and the procedures are fully understood, and that the student is able to respond to the allegations effectively. This should always include the involvement of the Safeguarding and welfare team.


### 4.0 Police Involvement

Where a criminal act has been, or is alleged to have been, carried out by a learner against another learner, the victim should be informed of their right to report the incident to the Police if they so wish, and supported in making this decision. In cases where the Police have made an arrest or pressed charges against a learner, Genesis Training Group will liaise closely with the Police and make suitable adjustments to internal processes to avoid prejudicing the case in any way. Such adjustments will be carefully communicated to all relevant parties. Where incidents involve a criminal action against the provider, Genesis Training Group reserves the right to report such cases to the Police. In such cases approval for Police contact should be sought from a member of the Executive team.

### 5.0 Declarations

#### 5.1 Genesis Training Group declaration

Failure to comply with any of the requirements of this policy is taken very seriously, and may result in disciplinary action being taken.

Signed: 

**Name:** Joseph Lennard

**Position:** Operations Director

#### 5.2 Learner declaration

I confirm that I have read and understood this policy, and agree to adhere to the expected behaviours and IT code of conduct

**Signed:**

**Name:**

**Date:**

**Version Control**

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**Review and Ratification**

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February 2023	Process change

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