

DERBY COLLEGE GROUP POLICY



Positive Behaviour Policy

Policy Number:	CUR-003
Executive Owner:	Deputy CEO
Owning Strategy / Department:	Student Experience and Inclusion
Approval Board / Committee / Group:	Curriculum Performance Committee
User Group:	DCG Employees and Students
Relevant To:	All employees dealing with student behaviour, all students
Implementation Date:	July 2011
Approval Date:	October 2019
Review Period Start Date:	November 2026
Expiry Date (Next Review Date):	January 2027

Date:	September 2025
Ref:	Updated V2025
Originator:	Vice Principal of Student Experience and Inclusion
Area:	Student Experience and Inclusion

POLICY – PROCEDURES – GUIDELINES – RELATED DOCUMENTS

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Policy Accountability and Implementation

Policy Title:	Positive Behaviour Policy
Policy Author / Reviewers:	Vice Principal of Student Experience and Inclusion Head of Student Development Behaviour & Engagement Manager
Policy Implementation:	Vice Principal; of Student Experience and Inclusion Head of Student Development Behaviour & Engagement Manager
Policy Monitoring and Compliance:	Behaviour & Engagement Manager
Policy Review Timeline:	Annual
Synopsis: To clearly communicate the expectations of behaviour and conduct of Derby College Group (DCG) and to clarify the planned consequences that will be implemented to create learning opportunities when expectations are not met	

Policy Classification and Publication

Classification

- Not Classified (NA)

Publication

- Intranet – Policy portal
- Student VLE

Empowering/related legislative and/or authoritative references:

Impact Assessment reference: IA46 2014

Periodic Policy Review / Change History

Note: Please make it clear if change/review relates to procedures, guidelines and associated documents only or it is a rational for a new or substantive policy review

Version	Reviewed / Modified by:	Change History	Advisory committee / groups or specialists	Review / Meeting Date/s

V2	Head of Ilkeston and Student Support Services			July 2015
V3	Head of Ilkeston and Student Support Services	No major changes	DP Education and Learner Experience	July 2016
V4	Head of Ilkeston and Student Support Services	No major changes	DP Education and Learner Experience	July 2017
V5	Head of Ilkeston and Student Support Services	No major changes	Deputy CEO	September 2018
V6	Team Manager Student Engagement	Review of content to reflect the promotion of positive behaviours rather than "management" of unwanted behaviours. Incorporation of <i>Searching and Screening</i> and "Reasonable Force" policies. Increased reference to the variety of student groups engaging in College activities.	Deputy CEO	October 2018
V7	Team Manager Student Engagement	Full review, minor amendments.		August 2019
V8	Team Manager Student Engagement	Reviewed: No major changes		October 2020
V9	Director of Student Experience and Pastoral Support	Removed the statement about 'residential students' Amended Job titles	Deputy CEO	November 2021
V10	Director of Student Experience	Updated the Disciplinary Procedure: Defined low-level behaviour (p.g3) Included a statement on an investigation (p.g3)	Deputy CEO	August 2022

	and Pastoral Support Behaviour & Engagement Lead Pastoral Lead Director of Health and Safety	Reviewed the exclusion panel approach in relation to students re-enrolling (p.g8) Added a section around Vulnerable student (p.g8) New Visible Membership Card and ID Procedure introduced. Student Engagement – Behaviour Assessment Matrix and Consistency of Action Table	Deputy Principal SLT	28.09.2022
V11	Director of Student Experience and Pastoral Support	Removed section in relation to the Schools provision		
V12	Director of Student Experience and Pastoral Support	Slight amends Included a definition of hate speech Update to the Visible ID procedures November 2024 - Updated titles - Updated process for exclusion	Behaviour and Engagement Lead	July 2024 November 2024
V13	Vice Principal – Student Experience and Pastoral Support	Disciplinary policy Reformatted processes into table Strengthened the clarity relating to apprentices Screening, Searching and Confiscation Procedure Added a section on knife arches Strengthened section on bag searches	Head of Student Development Behaviour and Engagement Manager Head of Apprenticeships Head of Rolls Royce Director of Health and Safety (DSL) Director of Estates and Property	September 2025

			CPC Corporation	10/03/26 23/03/2026
V14	Vice Principal – Student Experience and Inclusion	New procedures for: - Mobile Phones - Vaping and Smoking	DCEO Vice Principals (Vocational and technical Education, Academic Education and land base) Director of H&S / DSL Behaviour & Engagement Manager	May 2026

1. Policy Statement

This policy applies to all individuals engaged in activities at Derby College Group (DCG), including students, employees, and visitors. By attending DCG, individuals agree to uphold and abide by the principles outlined in this Positive Behaviour Policy.

DCG is committed to fostering a safe, inclusive, and respectful learning environment. This policy sets out clear expectations for behaviour across the DCG community and outlines the procedures and sanctions that may be applied in cases of non-compliance.

Our Expectations: The 5Ps of Professional Behaviour

To promote a culture of excellence and mutual respect, DCG has defined five aspirational behaviours expected of all students and employees:

- **Positive**
- **Polite**
- **Punctual**

- **Prepared**
- **Professional**

These expectations are communicated clearly, revisited regularly, and displayed prominently across all DCG sites to ensure they are understood and upheld.

Policy Aims

- To promote a culture of positive behaviour and respectful relationships.
- To support students in being ready to learn and able to progress.
- To encourage personal responsibility and awareness of the impact of behaviour on others.
- To recognise the effects of trauma and implement supportive strategies that foster positive behaviour.

Non-Tolerance and Safeguarding

DCG maintains a zero-tolerance approach to:

- Violence and abuse
- Drugs and alcohol (on-site or under the influence)
- Possession of weapons
- Incitement of hatred, terrorism, or discrimination
- Bullying and harassment, including hate speech and online abuse

Such behaviours may result in disciplinary action, including exclusion. However, DCG also recognises its duty to educate and rehabilitate where appropriate, assessing each case individually and in line with statutory and legislative requirements.

Duty of Care and Safety Measures

DCG has a duty of care to ensure the health, safety, and welfare of all individuals participating in college life. To maintain a safe and open environment, DCG may conduct screening and searches for prohibited items. Searches may be carried out:

- With consent from the individual
- Without consent, where there are reasonable grounds to suspect possession of a prohibited item

These actions are governed by DCG's **Searching and Screening Procedure** and are compliant with **Article 8 of the European Convention on Human Rights**, which allows for proportionate and justified interference with the right to privacy in the interest of safety and order.

Use of Reasonable Force

In rare and extreme circumstances, where there is a high risk of physical harm, staff may use **reasonable force** as a last resort to prevent injury or escalation. Any use of force must be:

- Proportionate
- In line with college procedures and training
- Focused on ensuring safety

DCG will fully support any employee who acts in accordance with policy and training to protect students or staff from harm, including in the event of legal proceedings.

Commitment to a Positive Culture

DCG is dedicated to creating a calm, safe, and inclusive environment. Employees are expected to respond promptly to any incidents of altercation, incitement, or infraction to prevent escalation. All members of the DCG community share responsibility for maintaining a respectful and supportive atmosphere.

2. Definitions

“Bullying and Harassment” refers to behaviour which has the purpose, or effect, of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

“Code of Conduct” refers to the Derby College Group Student Code of Conduct – found in the student handbook and the Derby College Group Employee Code of Conduct.

“Consequence” refers to an implementation of disciplinary sanctions as per the Disciplinary Procedure.

“Controlled Drug”. The Crown Prosecution Service (CPS) defines a “Controlled Drugs” as drugs:

"specified as being of Class A, B or C, as set out in Parts I, II or III of Schedule 2 to the <Misuse of Drugs> Act." ([CPS website](#))

A list of currently controlled medicines and drugs can be found here:

<https://www.gov.uk/government/publications/controlled-drugs-list-2>

"Disciplinary Procedure" refers to the set of escalating sanctions that can be implemented when a student's conduct and behaviour is in breach of the student code of conduct.

"Expectation" refers to Derby College Group's expectations of students and employees as outlined in the Derby College Group Student Code of conduct and the Derby College Group Employee Code of Conduct. These are summarised as the 5 Ps of Professional Behaviour: Positive; Polite; Punctual; Prepared; Professional.

"Employee", where differentiated, refers to any individual employed by DCG to fulfil its activities.

"Hate Speech", which includes online, refers to is a term with varied meaning and has no single, consistent definition. It is defined by the Cambridge Dictionary as "public speech that expresses hate or encourages violence towards a person or group based on something such as race, religion, sex, or sexual orientation"

"Last Resort" refers to when, to maintain the safety of a student, students, employee and/or employees is to employ the use of "reasonable force".

"Pre 16 School Student" refers to a student who is on roll at a local school but who, through agreement with the school, is also enrolled on a vocational programme at DCG. These students still remain, ultimately, the responsibility of their school, however they are still subject to the same expectations of any other student.

"Prohibited Item" is anything that is illegal or deemed to be unsuitable to be brought onto a college site. This includes:

- Knives and weapons
- Controlled Drugs and Psychoactive Substances as defined by the [Misuse of Substances Act 1971](#) and [Psychoactive Substances Act 2016](#), including vape oils and any other products containing any other substance listed in the above acts

- Products containing TBC (Tetrahydrocannabinol) oil and/or CBD (Cannabidiol) oil (see “**Psychoactive substances**” for further clarity)
- Stolen items
- Alcohol*
- Tobacco and cigarette papers*
- Fireworks*
- Pornographic images*
- Any article that a member of staff reasonably suspects has been, or is likely to be used:
 - To commit an offence
 - To cause personal injury to, or damage to the property of, any person (including the student).

NB: A without consent search cannot be conducted on a student who is 18 years of age or older for any item marked with an ‘*’.

“**Purpose-Driven**” refers, for the purposes of this policy, to decisions made and actions taken, when a student is in breach of the Code of Conduct, that have the purpose of creating a learning opportunity and providing support conducive to the student meeting the expectations of DCG as outlined in The 5Ps. Purpose-driven actions may be utilised independently from the DCG Disciplinary Procedure but the DCG Disciplinary Procedure may not be invoked without considering and implementing purpose-driven action.

“**Psychoactive Substance**”. The World Health Organisation (WHO) defines a psychoactive substance as:

“substances that, when taken in or administered into one's system, affect mental processes, e.g. cognition or affect.” ([WHO website](#))

THC oil is a psychoactive substance and therefore is judged to be inappropriate for consumption or presence on a college site, even when contained in legal and non-controlled products (non-medicines) due to its effect on cognition and mental processes as defined by the WHO above. If found on a college site items containing THC oil can be confiscated and anyone found in possession can be Timed Out as per the Disciplinary Procedure, if deemed to be appropriate and purposeful (mitigating risk, allowing for investigation and/or creating a learning opportunity).

CBD oil is not deemed to be a psychoactive substance, as per the WHO's [Critical Review Report](#), and does not appear to have any significant effects, positive or negative, on the people who use it; it is primarily a muscle relaxant. However, many of the "over-the counter" products that contain it are not required to have the rigorous tests that medicines are and are not regulated, leading to the amount present and the ingredients included in combination with it also being unregulated and untested. Because of the above, DCG categorises CBD oil with alcohol, as legal (for 18+) but inappropriate on a college site and therefore is a prohibited item.

For the purpose of this Procedure, "Controlled Drug" and "Psychoactive substance" are synonymous and will both be referred to as "Controlled Drug" from this point forward.

"Reasonable Force" is defined as a degree of force that is in proportion to the context and circumstances. It is intended to prevent harm and is the minimum needed to achieve the safety of an individual and/or others.

"Reasonable in the circumstances" means using no more force than is needed.

"Responsible Adult" refers to a parent/guardian/carer or adult designated as having legal responsibility and/or parental rights for a student under the age of 18 or vulnerable adult.

"Role Model" refers to an individual who exemplifies the expectations of Derby College Group.

"Screening" is a low contact/no contact method using of a hand-held metal detector to identify if an individual is in possession of a prohibited item.

"Searching" is the process of searching an individual's person, clothing and/or baggage for prohibited items within DCG's statutory rights.

"Student", where differentiated, refers to any individual enrolled on a college study programme or course, including apprentices, HE students, mature students, those attending college through agreement with school, on a part-time basis and on short courses.

“Trip/Visit” refers to any activity organised by DCG for students to partake in on or off-site. This Policy and related documents are relevant even when activities are off-site and/or abroad.

“Us” and **“We”** throughout this document are synonymous; it is essential for the success of a positive behaviour approach that, in terms of expectation of conduct, there is no differentiation between the expectations of employees and students.

“Work Experience” refers to activity undertaken at college or in a workplace by a student through agreement with DCG, employers, workplaces and Students for the fulfilment of Student Study Programmes.

“Nontolerance” refers to DCG's approach to behaviours relating to: violence, drugs and alcohol, incitement of hatred, terrorism, discrimination, and bullying and harassment of any kind. (Including on-line and peer on peer abuse).

3. Principles

This policy sets out the positive and professional behaviour expectations of individuals at Derby College Group.

4. Scope and Limitations

This policy applies to all employees, students and others engaging in DCGs activities, college life and on visits/trips (including abroad).

Students on a trip who are deemed to be in serious violation of this Policy and/or who are judged to be a safety concern may have their responsible adult(s) contacted and a request made to collect the student, even when abroad. In these circumstances these collection arrangements will be agreed with the employee leading the trip, at the cost of the responsible adult(s).

Students partaking in Work Experience as a part of their study programme will continue to be subject to the same expectations during their work placement as

when they are "in college". This means that they are also subject to the same consequences if they do not fulfil these expectations. When students are in a workplace and there is a breach of any element of the code of conduct then the employer should contact their link Work Experience Officer to discuss at their earliest opportunity.

There may be specific circumstances, contexts and occasions when reasonable adjustments may need to be made for an individual who has disclosed an inclusion need and whose conduct and behaviour is affected by factors outside of their control. This will be considered on an individual basis by the Behaviour and Engagement Manager, in consultation with other relevant professionals, when appropriate.

5. Responsibilities

Every employee has a responsibility to role model our expectations, communicate our expectations, support students to understand these expectations and challenge when expectations are not being met. Wherever possible this should be done swiftly, informally and at the time of the breach of the expectations. If these breaches are more serious, or are persistent, then formal disciplinary sanctions, as outlined in the Disciplinary Procedure, should be implemented. Our responsibility, as a college, is to support our students to understand the expectations and associated skills that will benefit them at college, in their community and in the workplace. It is important that we all recognise this responsibility.

The Vice Principal of Student Experience and Inclusion is responsible for the development and implementation of the arrangements covered by this policy.

The Vice Principal of Student Experience and Inclusion, Head of Student Development, Behaviour and Engagement Manager, Vice/Assistant Principals/ Heads / Directors, Team Managers, Teachers, Personal Tutors, Student Experience and Pastoral Coaches are responsible for the delivery and implementation of the Positive Behaviour Policy in all area(s).

6. Implementation Arrangements

Employees are obligated to make themselves aware and check their understanding of DCG policies which are contained within the Policy section of the intranet. Updates and amendments to procedures are disseminated and revisited periodically during team time, CPD and team meetings.

Employees, students and parents have access to this policy on the [DCG website](#), it can also be found on the DCG intranet.

7. Monitoring and Review

The Positive Behaviour Policy is subject to regular review. The policy and the implementation arrangements which underpin it will be formerly reviewed on an annual basis. The review will take into account the views of employees, students and local and national planning and guidance documents. DCG reserves the right to make whatever changes it deems appropriate.

8. Guidelines

[Use of Reasonable Force Guidelines](#)

[Student Handbook](#)

[Visible Membership Card and Identification Procedure](#)

[Vaping and Smoking Procedures](#)

[Mobile Phone Procedures](#)

[Confidential Investigation Checklist and Report](#)

[Confiscated Item Disposal Record](#)

[Confiscated Item Storage Record](#)

[Formal Witness Statement](#)

[Search Record Form](#)

9. Procedures

Derby College Group's [**Disciplinary Procedure**](#) outlines the consequences (sanctions) related to minor, significant and persistent breaches of DCG's expectations as outlined in this document and in both the Student Code of Conduct and Employee Code of Conduct. These consequences range from a "Reference Comment – Behaviour" for relatively minor infringements of the expectations, to the "Recommendation for Exclusion" for infringements related to the wilful creation of hazards to the continued health, wellbeing and/or safety of others or persistent negligent acts that impact the learning, health, wellbeing and/or safety of others. Further explanations of these terms and other related sanctions can be found in the Disciplinary Procedure. This procedure also covers its relationship with students on trips and residential.

Please also see related procedures:

[Searching, Screening and Confiscation Procedure](#)

10. Templates / Forms

See relevant Guidelines and Procedures for appropriate forms.

11. Related Documents

Student Engagement - Behaviour Assessment Matrix and Consistency of Action Table

Attendance Policy

Student Bullying and Harassment Policy

Fitness to Study Policy

International Policy

Safeguarding Policy

Pastoral and Wellbeing Policy

Visible Membership Card and Identification Procedure

Academic Misconduct and Malpractice Policy