



St Helens Adult and Community Learning

LEARNER CONDUCT AND BEHAVIOUR POLICY

V2/Sept26



St. Helens Council



LIVERPOOL
CITY REGION
COMBINED AUTHORITY

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Author	Karen Riley Development Manager (Quality and Achievement)
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Version control

Version	Date	Changes	Next review due
V2 Sept 26	01.09.26	Change of title and more learner friendly language used throughout.	01.09.28
V1.1/Aug23	17.08.23	KR. Update re Head of Service title (now (ACL Team Manager). Update to council policy St Helens Borough Council Equality, Diversity, and Inclusion Policy March 2023	31.08.25
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V1.3/JUL25	31.7.25	- Intro - addition re proportionate response (Pg.4) - Coc – Virtual environments added - Misconduct – restorative approach emphasis, links to E&D/Safeguarding Policies	31.7.27

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LEARNER CONDUCT POLICY AND PROCEDURE

1. Introduction

We aim to provide a welcoming, friendly and inclusive adult learning environment in which all learners can be inspired and achieve their goals. We will promote British Values to all our learners as part of their learning experience. We encourage learners to respect other people's views, backgrounds and experiences, even when they may not agree with them.

To achieve this we have set out our code of conduct, procedures and the action which will be taken if the code of conduct is not followed. The code of conduct and procedures apply to all enrolled learners.

If the code of conduct is not followed, we will work with learners to understand what has happened and agree appropriate actions. Repeated or serious incidents may lead to suspension or exclusion from learning.

2. Code of Conduct (Learner Charter)

The Learner Charter can be found in the Learner Information Pack and outlines what the service expects from learners. This is also communicated as part of the course induction process.

Learners are expected:

- To arrive on time and ready to learn
- To attend regularly and contact us if they cannot attend
- To take part fully and complete learning activities to the best of their ability
- To treat everyone with respect
- To follow Ground Rules as agreed with the tutor
- To let us know if they need support so that we can help them succeed
- To report any behaviour that makes them feel unsafe, uncomfortable or unable to learn to a tutor or member of the ACL team as soon as possible

This Learner Charter is supplemented by a set of Ground Rules that tutors will develop with learners at the start of their course. At the start of each course, tutors and learners will agree class ground rules. These help to create a safe, respectful and positive learning environment for everyone and help us embed and demonstrate British Values.

When learning online, learners are expected to behave respectfully and appropriately. This includes using suitable language, respecting other people's privacy and not sharing inappropriate messages, images or content. Misuse of online learning platforms may result in disciplinary action. Where online behaviour raises safeguarding concerns or involves potentially illegal activity, ACL may take further action and report concerns to appropriate agencies.

3. Misconduct

Wherever possible, staff will work with learners to understand the reasons for behaviour concerns and offer support before formal disciplinary action is considered. When responding to behaviour concerns, ACL will take account of any known support needs, disabilities, additional learning needs, mental health needs, communication difficulties or personal circumstances that may have affected a learner's behaviour.

Disciplinary action may be taken against learners whose behaviour the service considers to be misconduct. If this happens repeatedly or if there is a single very serious violation, the learner may be suspended or permanently excluded.

St Helens ACL operates a zero-tolerance policy on violence, alcohol, drugs, weapons and intoxication. Infringements will be dealt with under Stage 5 of the procedure.

The following behaviours are considered serious and may result in immediate suspension or exclusion:

- threat of violence
- sexual harassment
- extremism and radicalisation
- deliberate damage to property
- putting other people at risk
- bullying or harassment including hate incidents or discriminatory behaviour
- assessment malpractice (including plagiarism)
- improper use of ACL computing systems

These are considered gross misconduct and will be dealt with under Step 4 of the procedure.

Behaviour concerns that may involve safeguarding or discrimination will be addressed in line with the ACL Safeguarding Policy and Equal Opportunities and Diversity Policy.

4. Precautionary Suspension

If a learner is suspected of serious misconduct, or there are concerns that they may present a risk to themselves, other learners or staff, they may be temporarily suspended from learning while the matter is investigated.

A suspension is a precautionary measure and does not mean that a decision has been made about the outcome of the investigation.

5. Criminal offences

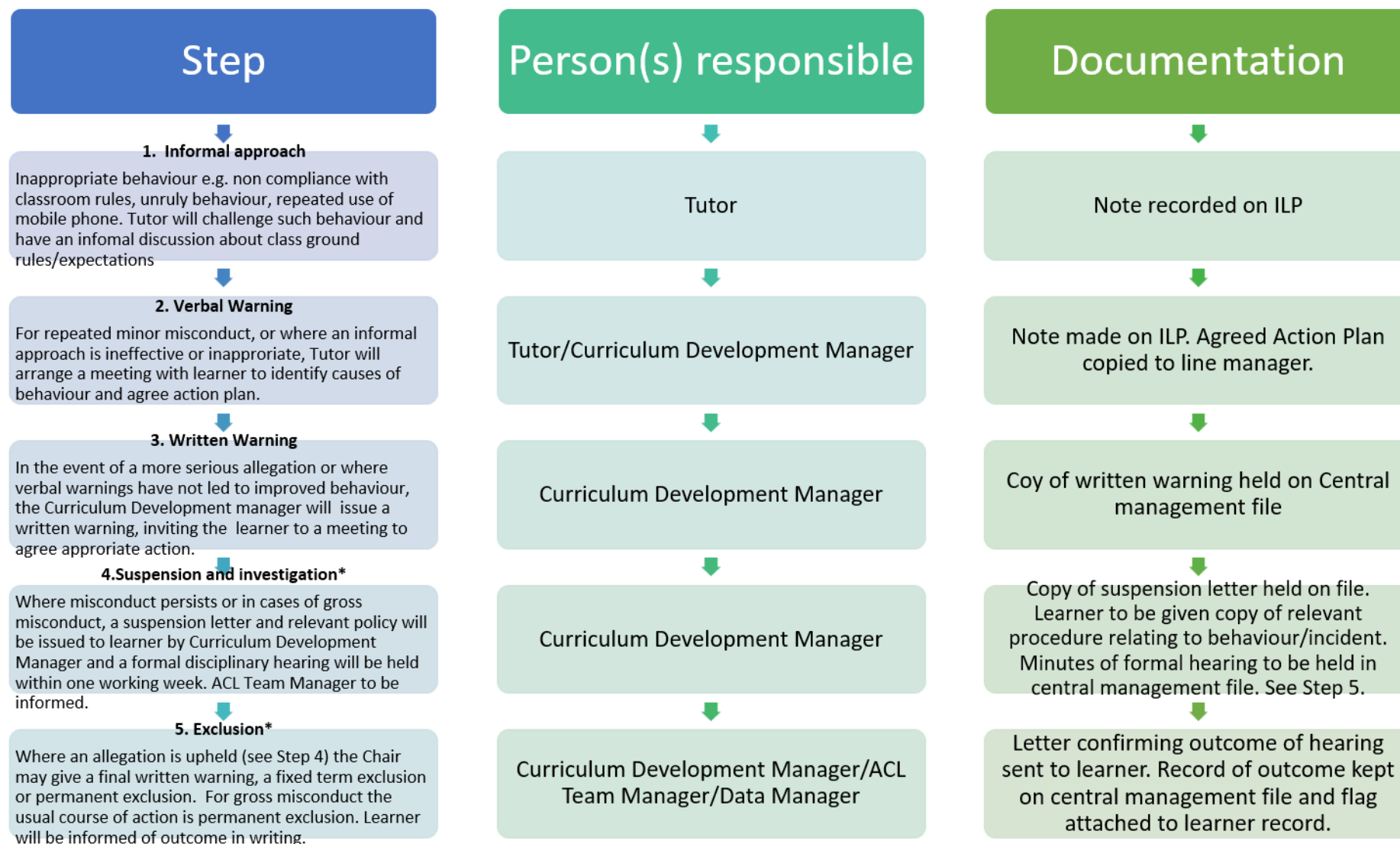
If ACL believes that a criminal offence may have taken place, the matter may be reported to the police.

Where appropriate, ACL may continue to follow its own conduct and disciplinary procedures alongside any police investigation.

6. Stages of the Learner Disciplinary Procedure

Please refer to Appendix 1: Learner Disciplinary Procedure Flowchart for full disciplinary process.

Appendix 1: Managing Behaviour Concerns Flowchart



*A learner has the right to be represented or accompanied by a person of their choice at the formal disciplinary hearing. They have the right to appeal within 5 days working days of formal disciplinary/exclusion decision. All appeals should be made in writing to the ACL Team Manager. St Helens Borough Council ACL reserves the right to permanently exclude learners.