

POLICY & PROCEDURE FOR DEALING WITH STUDENT BEHAVIOUR ISSUES

Purpose of the policy

This policy states the responsibilities of the college and trainers in relation to student behaviour issues. It gives clear guidance on the steps to be followed in the case of student behaviour issues.

Definitions

Student – the term student for this policy covers students of the college who are currently studying at Perth College of Beauty Therapy.

Child – The college regards any young person below the age of 18 as a child.

Policy statement

PERTH COLLEGE OF BEAUTY THERAPY is committed to a positive policy of equal opportunity and strives to support students wherever possible. It wishes to create an environment that is safe and welcoming to all students. It is expected that the personal behaviour of students, both within and outside the College, is professional at all times to maintain the reputation of the College. The College and each student have a duty of care to all other students in a class. The College will not tolerate disruption to the smooth running of the classes and the College.

If a student's behavior causes disruption to the class or a student is disrespectful to the trainer or other students the following procedure will be followed.

Levels of behaviour

We have 3 levels of classification for behaviour:

Minor – Examples include:

Talking/disruption in class

Attendance issues including lack of punctuality and leaving early

Not following uniform, presentation or jewellery policy

Not completing course work in set timelines

Being disrespectful to staff or other students which could include continuously interrupting the trainer or refusing to participate

Not having necessary equipment or resources i.e manual, towels, wrap, make up brushes etc.

Ongoing minor – Where any of the above MINOR behaviour issues is repeated 3 times. This is considered “ongoing minor” behaviour issues.

Major – Examples include:

Cheating in assessment tasks

Plagiarism

Discriminating against, or harassing, any person in any manner or for any reason

Acting in an unsafe manner that places yourself and/or others at risk

Acting in an unsafe manner which causes harm to yourself or another person

Being under the influence of alcohol or drugs where this behaviour places yourself or others at risk

Using offensive language or being physically or emotionally intimidating

Committing unlawful actions

Procedure for each level of behaviour – Students 18 and over.

Minor

Complete a contact record each time you need to address or discuss a minor behaviour with a student. Ensure you complete date and time and as much detail as possible.

Ongoing minor

If you have addressed a minor behaviour with a student on 3 occasions this needs to be formalised by using an incident report form. This form must be completed by the trainer and given to the student (18 or over) for signature.

Major

The student should be immediately excluded from class and the RTO Manager will take the necessary steps.

Procedure for each level of behaviour – Students under 18.

Minor

Complete a contact record each time you need to address or discuss a minor behaviour with a student. Ensure you complete date, time and as much detail as possible. When a minor behaviour is repeated twice the RTO Manager should be informed, who will then make contact with the parent/guardian.

Ongoing minor

If you have addressed a minor behaviour with a student on 3 occasions this needs to be formalised. The student should be excluded from the class and the RTO Manager informed, who will then make contact with the parent/guardian.

Major

The student should be immediately excluded from class and the RTO Manager will take the necessary steps.

Complaints and Appeals

Any student subject to this behaviour procedure is to be made aware they can access the Perth College of Beauty Therapy Complaints and Appeals policy and procedure which is detailed in the student handbook.

Forms

- **Contact record** – This is to be used when you have had any general contact with the student or a parent. This contact could include telephone calls. The date and a description of the contact should be written. This form should be left on Andreas desk, it will then be stored in the students file. One form can be used several times. If Andrea is not in and you need to access a previously used form you can find it in the student file.

This form is stored at reception in the folder “general course forms and admin forms”

- **Incident report** – This is to be used when you wish to make a formal record of an incident or misbehaviour in class. This form should be completed and copied to the student for signing. If the student is under 18 the form also needs to be signed by a parent or guardian.

This form is stored at reception in the folder “general course forms and admin forms”