**Purpose**

It is the aim of Lifelong Learning and Skills (LLS) to create an atmosphere at all training sites and venues conducive to learning, which makes all staff and learners feel safe and secure and:

1. Ensures that all learners attending courses delivered through LLS funding are aware of expectations in relation to their own behaviour
2. Ensures that all learners attending LLS training sites and community provision are aware of the behaviour they can expect to receive from LLS members of staff

**Principles**

1. To provide an atmosphere that is conducive to learning for all
2. To provide an atmosphere that makes learners and staff feel safe
3. To provide an atmosphere that encourages learners to voice their opinions on the training they are receiving
4. To ensure learners have a right to confidentiality when in discussion with LLS staff or management

**Responsibilities**

All LLS staff

**Learners**

To uphold expectations of behaviour as set out in this policy. LLS will ensure that all learners are informed of the following during induction, and continues to be implemented throughout all sessions:

1. The commitment and behaviour we expect from learners
2. The support and behaviour learners should expect from all staff
3. The Safeguarding policy, including Prevent
4. The Equality, Diversity and Inclusion policy, and behaviour expected in relation to this
5. The Complaints policy
6. The Disciplinary policy
7. SCC Health, Safety and Wellbeing policy, and behaviour expected in relation to this
8. Attendance policy and how this relates to their individual courses
9. Behaviour expected in the workplace (work experience and apprenticeships)
10. Sickness and holiday procedures
11. Absence and authorised absence

At induction learners will also be made aware of the behaviour expected of them; this is not a definitive list, but for example will be expected to behave in a way that:

1. Does not offend others
2. Does not discriminate (see Equality and Diversity policy)
3. Shows care, consideration and respect for all peers and staff
4. Is safe and responsible
5. Does not prevent learning taking place
6. Shows commitment to their course and learning and participates in all elements of the programme
7. Ensures they attend all required activities on times – following the absence procedure when required
8. At enrolment learners to sign the Minimum Expected Standards of Behaviour (see Appendix 1)

**Staff**

All staff will be required to follow the Sheffield City Council Officers’ Code of Conduct, and they will be responsible for making sure they keep updated with any changes to the code. In addition, learners can expect staff to:

1. Give friendly and respectful support
2. Help all learners access relevant Careers, Information, Advice and Guidance (CIAG)
3. Give/organise additional support for learners where required
4. Ensure that all sites/venues are friendly and welcoming and conducive to study
5. Access relevant materials and resources for learners
6. Respond to complaints and problems raised by learners, ensuring that the correct procedures are followed
7. Report any safeguarding or prevent concerns to the safeguarding lead immediately
8. Display behaviours that they expect in any professional or learning environment which demonstrates respect, tolerance and understanding

**Complaints/Grievances**

Should the behaviour of any learner not meet the required standard the disciplinary procedure will be followed.

**Forms / resources associated with this staff guidance**

Appendix 1 - Minimum Standards of Behaviour

**Appendix 1**

Here at LLS we have high expectations for all staff and students and we want to give you an excellent learning experience. The list below tells us all what we must do to ensure we achieve this.

Students:

* Attend all your lessons and be on time, including maths and English if part of a 16-19 (16-24 with an EHCP) study programme or an apprenticeship
* Bring a pen and a notebook and be ready to join in the class
* Wear any special clothing required for your course, also known as PPE
* Treat the centre and all the equipment with respect
* Work hard during your lessons and do what your tutor and mentor ask you to do
* Only use your mobile phone when your tutor allows you to
* Don’t swear and be respectful to staff and other students
* Don’t be loud and be considerate to staff and other students
* Keep your classroom and all other areas tidy
* Ask for help when you need it
* Take part in reviews and meetings about your course and how you are doing with your learning
* Any student who appears to be under the influence of alcohol or drugs whilst on campus, or representing the centre at events or on field trips, will be challenged and may be suspended from their study programme

Staff:

* We will treat you as an adult and show you respect and care
* Will keep you safe and help you understand how to do this for yourself
* Will listen to you carefully and help you explain things clearly
* Will make sure that they help you understand what you have learnt
* Will support you to learn new skills and teach you how to use them
* Will help you deal with any problems you have and teach you how to do this for yourself
* Will help you decide what you are going to do after your course is finished and teach you how to explain this to others

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| --- | --- | --- | --- | --- | --- |
| Student Name |  | Student Signature |  | Date  |  |
| Staff Name |  | Staff Signature |  | Date |  |