

Our UNITED Values and Behaviour Strategy

September 2017 – August 2020

Bradford College
••• Further and Higher Education



Introduction

“Keep your thoughts positive, because your thoughts become your words.
Keep your words positive, because your words become your behaviour.
Keep your behaviour positive, because your behaviour becomes your habits.
Keep your habits positive, because your habits become your values.
Keep your values positive, because your values become your destiny.”

MAHATMA GANDHI, *Open Your Mind, Open Your Life: A Book of Eastern Wisdom*

The way we behave is fundamental to the sort of person we want to be and will become. People come to Bradford College to make a real difference to their lives. They have a vision of what they want to be. How they behave determines whether they will fulfil their vision.

We are all part of the Bradford College family. We are a community that is built around a long tradition of a very positive set of values underpinned by behaviours that support them. Every one of us has an expectation that we will be treated with respect and helped to go around our daily activities with the support of those staff and students we share our community with. Every one of us has an obligation therefore to behave how we would wish others to behave towards us.

We are sure you'll agree when you read this document that our shared values and beliefs are worth supporting and celebrating, that unacceptable behaviours are worthy of challenge in a supportive way.

Our vision for UNITED Values and Behaviours

Bradford College is committed to providing an organisational culture and environment that enhances our students' learning and achievement and our staff's coaching, teaching and supporting roles. We are deeply committed to working together for the benefit of all our students, staff and partners in the local community and across the regions, through the framework of our UNITED Values and Behaviours model.

Our mission to focus on UNITED Values and Behaviours

At Bradford College we encourage positive behaviour and challenge all forms of negative behaviour through our UNITED Values and Behaviours. We firmly believe that the key to challenging negativity and division is unity and integration. Being united is the foundation of positive behaviour. To be truly united we need to feel comfortable enough to challenge and discuss core issues that concern us and work together to find solutions to these issues – solutions that are effective because they lend themselves to our democratic and legal processes.

UNITED Values and Behaviours aim to help to create and foster a community that appreciates the basic rights of all its citizens and is inclusive of people from all backgrounds and are also embedded in the beliefs of all people of conscience.

UNITED Values

Understanding and respect of law

Nurture mutual respect

Individual Liberty

Tolerance of other faiths and beliefs

Equality

Democracy

Key aims

- To safeguard students and build their resilience against all forms of negative behaviour.
- To encourage students to develop their critical thinking skills as part of their learner journey.
- To offer a safe space for students to discuss issues/concerns and to challenge any negative behaviour using constructive resolutions.

Benefits

Students leave the College with their qualifications and also as well rounded individuals who are equipped with the appropriate skills and attitudes to make a positive contribution to whichever society/community in the world in which they choose to live and/ or work.

A statement from our Students' Union partners

The Students' Union is 100% committed to the view that for every student to gain the maximum from the time invested in their studies, the environment in which we learn has to be optimal. Just as important as the physical buildings that we occupy, the culture and atmosphere has to be suited to learning, gaining knowledge and developing our skills. It is only fair that when we make a commitment to invest our time and effort in order to achieve a qualification the College is an environment where that opportunity is maximised.

This strategy is designed to ensure that you feel safe, happy and that you are secure when you are in College. By achieving this you will have every chance to get the best outcome from your efforts.

The Students' Union asks that everyone in the College behaves with courtesy towards each other and helps build a community. If you become aware of any behaviour jeopardising that, we urge you to raise your concern with us or with an appropriate member of staff.

BRADFORD COLLEGE
STUDENTS'
UNION



Our focus on the College Charter (FE) and Student Contract (HE)

The College Charter (FE) and Student Contract (HE) exist to inform students of their responsibilities and entitlements.

The College wants all students to be successful and have a rewarding time when they are with us; the Charter and Contract outline what they should expect as a student and what College expects from them. Our focus on behaviour is underpinned by the College Charter (FE) and the Student Contract (HE).

The behaviours we will always promote and the behaviours we will always challenge have been identified collaboratively by students and staff from discussions based around the College Charter, Student Contract and UNITED Values.



Our focus on behaviour

Six behaviours we will always promote

- Good attendance – aim for 100%
- Being prepared to learn
- Aiming to be your best
- Working together, achieving together
- Respecting yourself and others
- Never giving up. We're here to help

Six behaviours we will always challenge

- Bullying and Harassment
- Disrespect for other people
- Swearing and use of offensive language
- Disrespect for our campus
- People without visible ID
- Smoking in non-smoking areas

Our focus on students

All College students are expected to act in a positive and responsible manner.

These expectations are promoted in a number of ways:

Visual reminders

Our UNITED Values and Behaviour message will be visible in all College buildings as a constant reminder to students.

A series of A1, A3 & A4 classroom, open space and toilet posters, pull-up banner stands, lift stickers, door stickers, plasma screen messages and floor vinyl tiles will convey the six behaviours we will always promote and the six behaviours we will always challenge.

Statements on our learning stairs will reinforce this message.

It will be very clear throughout the College environment that UNITED Values and Behaviour are the norm; it is what we advocate, what we expect and what we celebrate.

Student induction

Positive behaviours will be reinforced throughout the induction period through a range of activities, events and tutorials.

Induction will include a positive behaviour tutorial that focuses on UNITED Values and Behaviour. As part of induction students will be asked to sign up to the code of conduct which promotes our UNITED Values and Behaviour strategy.

The Student Base

The Student Base is consistent in promoting and celebrating positive behaviour in line with UNITED Values and Behaviour by offering support and guidance to students. The Student Base provides safe spaces and places to engage with those challenging and difficult conversations. Students are able to foster and grow trusting, respectful friendships through providing peer-support among themselves. By working together with students, the Student Base builds inclusiveness and empathy amongst students fostering a sense of community both internally and external to the College.

Where there is a need to challenge inappropriate behaviour, the Student Base offers support and guidance through promoting individual and collective learning, this is underpinned by restorative practices. This approach provides opportunity for students to build individual confidence and self-esteem so that they are able to challenge themselves and others.

The Student Base promotes positive behaviour by:

- Offering regular group work sessions with students.
- Offering regular individual work with students.
- Providing a programme of regular events and debates as identified by students.
- Providing access to information and guidance for students.
- Challenging inappropriate behaviour where necessary with students.
- Working closely with other College services.

Diversity Plus

As part of our commitment to tackling inequality and discrimination, advancing equality of opportunity and promoting good relations for all, Diversity Plus promotes UNITED Values and Behaviour.

Diversity Plus contributes to the collective student body's behaviour by challenging stereotypes, actively standing up to bullying and violence, raising awareness of hate crime, mental health and wellbeing as well as learning disabilities, whilst celebrating equality, diversity and inclusion.

Diversity Plus promotes Equality and Diversity and aims to:-

- Organise events and activities that benefit students' experience at Bradford College.
- Encourage inclusive culture within College.
- Educate others in areas of equality, diversity and inclusion.
- Raise awareness of the Equality Act 2010.
- Work with all students and departments to celebrate diversity.
- Listen to and discuss various queries and suggestions from students and staff.
- Invite national and local positive role models to come and speak to students.
- Engage with external organisations and communities in order to enhance students' journeys at Bradford College.

- Continuously work towards improving Equality, Diversity, Community Cohesion and Active Citizenship in an FE and HE context.



Class rules

All class groups are encouraged to devise their own class rules in collaboration with their lecturer. This should be done at the start of the learning journey and be agreed by all members of the group.

The rules should acknowledge and complement UNITED Values and Behaviour and be on display or accessible in the learning environment.

Progress Coaches

Progress coaches promote UNITED Values and Behaviour through induction activities, group tutorials and one-to-one meetings with students.

The role of the Progress Coach involves:

- Promoting the expectation and understanding of the UNITED Values and Behaviours and the six behaviours to promote and the six to challenge.
- Working closely with students, their parents/carers and colleagues to ensure the students act in accordance with UNITED Values and so maintain UNITED behaviour.
- Challenging students not demonstrating UNITED Values and Behaviour. Clarifying expectations and supporting the students to improve. If appropriate, signposting students to appropriate cross-college support.
- Where behaviours are unsafe or are ongoing record these causes for concern, then escalating these to the appropriate member of staff.

Recognition of positive behaviour

The College will strive to foster and nurture a set of positive values which support the development of each individual student's readiness for employment and citizenship. It is important that the College actively promotes and celebrates positive behaviour through various means. This may include:

- Everyday interaction to commend positive behaviour in the classroom, around the College or any environment where the student is learning / training.
- Specific recognition of positive behaviour such as:
 - Free tickets to end of year celebration events.
 - Reward visits to restaurants, cinema and day trips.
 - Games and group activity sessions.
 - Student planned reward sessions.
 - Awards, certificates and prizes.
- Whole College periodic promotion of positive behaviour through College-wide campaigns, including close working with the Students' Union.
- Graduation Valedictory prize events for students who have excelled during their Higher Education learning journeys.

Our focus on staff

Everyone who works for or at Bradford College is expected to model the UNITED Values and Behaviours through their actions and conduct.

In particular, when managing student behaviour, they must act in a polite and respectful manner whilst being firm and clear about expectations.

UNITED Values and Behaviour is promoted to staff through the following ways:

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Staff development:

Promoting positive behaviour in the classroom

The Learning Excellence Programme in College promotes UNITED Values and Behaviour and offers all staff the opportunity to take part in a workshop session aimed at sharing strategies for managing behaviour in the classroom.

The session takes a psychological approach to managing behaviour exploring the role of personality and four basic approaches from Marzano's meta-study that have been found to improve behaviour in class.

A restorative approach is advocated and the use of a script to challenge inappropriate behaviour is explored.

The session aims to provide staff with the confidence and skills to challenge disruptive behaviour in class in a consistent and unified manner.



Staff development:

Promoting positive behaviour outside of the classroom

The Student Base staff will actively contribute to continued personal and professional development of College staff by offering safe spaces and places that:-

- Recognise that each staff member is the expert of their own experience.
- Celebrate best practice with College staff.
- Challenge poor practice with College staff.
- Provide safe spaces and places to have those challenging and difficult conversations with College staff.
- Offer opportunities for collective learning and development with College staff.
- Offer opportunities for individual learning and development with College staff.
- Offer opportunities to reflect on experiences for College staff both collectively and individually.



The staff disciplinary process

A key part of the UNITED Values and Behaviour strategy is ensuring all our staff treat student, guests and each other with respect. In the very rare cases that staff behaviour is contra to the UNITED Values and Behaviours of the College, redress can be sought through the complaints, disciplinary and grievance processes found:-

The student disciplinary process

A key part of the UNITED Values and Behaviour strategy is the development of a clear process to enable staff to discipline students appropriately where necessary and with full regard to the restorative approach. In addition this process will be supported by:-

- Clear lines of communication, reporting and recording mechanisms.
- Training and support will be available to all staff involved in the Student Disciplinary process.
- Supporting documents (College Charter F.E., Student Contract H.E, Code of Conduct F.E., Student Positive Behaviour and Disciplinary Policy, Bradford College Prevent Strategy, Student Disciplinary procedures and UNITED Values and Behaviour Strategy).

Our focus on being safe



The UNITED Values and Behaviour Strategy supports the College's priority of student and staff safety.

Stay Safe: Safeguarding

Bradford College prides itself on being a safe, motivational and enjoyable place to learn by putting student safety first.

For most of our students their learning journey, whilst being challenging and rewarding, is event free. But we do recognise that for some of our students this isn't the case and they may experience a crisis or other difficulties and upset during their time with us.

The safeguarding team is able to provide appropriate support and guidance to students at these times through listening and believing.

The safeguarding team also has strong and extensive working relationships with other College services and also external services that we are able to sign post students for additional support and guidance

ID checks

As part of the UNITED Values and Behaviour strategy's focus on feeling safe in College, regular ID checks will take place:

In class

- Teaching staff and progress coaches remind students of the importance of wearing clearly visible College ID cards in class and at all times on the College premises.
- Checks on students and staff wearing of ID cards will be made by Heads of Department and Programme Area Leaders during departmental and cross-college thematic learning walks.
- For staff and students involved in the University Centre programmes ID is required as above with staff and student checks taking place on an ongoing basis to remind everyone of the importance of safety, security and accessible support.

Out of class

- All students and staff are required to wear, visibly, their College ID card whilst on the College premises.
- Students presenting at College without their College ID will be directed towards B16 in the Old Building (HE students) or the One Stop Shop in the David Hockney building (FE students).
- Individuals on College premises without ID will be challenged.
- Abuse of College ID will be treated as a disciplinary matter.

All staff are responsible for ensuring this requirement of students is met.

College ID cards remain the property of the College and may be withdrawn at our discretion.

Security Team

The College Security Team, directed by our Facilities Officer, will aim to create a safe and welcoming environment for the College community.

They will actively support the aims of the UNITED Values and Behaviour strategy in the following ways:

- Conducting regular walk-throughs of all College buildings.

- A schedule of walk-throughs is shared with staff.
- Reminding students of their responsibilities in relation to UNITED Values and Behaviour.
- Ensuring staff, students and visitors are meeting ID requirements.
- Making suitable interventions where behaviour of students, staff or visitors is not supportive of our UNITED Values and Behaviours.
- Suitably recording and evidencing their interventions in line with College policies.
- Offer training (along with student base staff, student services staff and the College Police Liaison Officer) on how to challenge disruptive behaviour in a confident, fair and consistent manner.
- Offer staff the opportunity to shadow security

College Police Liaison officer

The College Police Liaison Officer will work closely with our Security, Safeguarding and Student Services teams to promote and reinforce the UNITED Values and Behaviours, by:

- Providing a first point of contact with the Police when required.
- Promoting good relations between the Police and the College community.
- Providing safety awareness workshops to students and staff.
- Helping to educate students on relevant legal frameworks and help students understand where the behaviours they are displaying may be considered criminal.
- Providing early interventions which avoid the criminal justice process.
- Updating College staff on live cases, where this is deemed appropriate.

Our Guests

As one of the largest regional providers of further and higher education with a wide range of specialisms and expertise, the College welcomes many guests. We would encourage our guests to familiarise themselves with our UNITED Values and

Behaviours and would hope they would also engage with the inclusive, respectful learning community ethos we nurture. To support our guests we provide access to:-

- Our UNITED Values and Behaviour Strategy.
- Policy on Freedom of Speech and Events guidance.
- The varied work of the College, our student body, our areas of interest and expertise can be found on our website to give our guests an understanding of the organisation we are.

Related documents

College Charter (FE)

Student Contract (HE)

Code of Conduct (FE)

Student Positive Behaviour and Disciplinary Policy

Student Disciplinary Procedures

Bradford College Prevent Strategy