

# Positive Behaviour Policy

Policy Number:	FCP2.08
Version Number:	2
Policy Status:	Approved
Approval Date: First Version	August 2015
Ratified Date: Current Version	12 February 2018
Ratified by:	Vice Principal Academic Strategy
Responsible for policy:	Head of Student Experience
Responsible for implementation:	Senior Managers, Academic Managers, Academic Heads, Named Contacts, Lecturers, Guidance Staff
Date of last review:	February 2026
Date of next review:	September 2028
Equality Impact Assessed	Yes
Equality Impact Assessed Date:	23 February 2018
Equality Impact Committee Assessed Date:	26 March 2018

## Document Change History

Document Version	Section (No. or Heading)	Description of change(s)	Date of change
2	Page 4 Page 7 Page 9	Addition of inclusion of the College Charter Malpractice now includes inappropriate use of AI Inclusion of Generative Artificial Intelligence Policy	Feb 2026
	All	This policy was reviewed and there were no changes to the content. Review date was updated.	September 2023
	All	Added a statement to mention use of harassing or offensive language on Teams Chat and sharing of inappropriate images or information.	September 2021
	All	This policy was reviewed and there were no changes to the content. Reference to Manager of Wellbeing and Support was updated to Head of Student Experience. Review date was updated to September 2023.	September 2021
	8	Addition of LGBTQIA specific example	May 2021
	Examples of misconduct	Addition of Covid-19 breach of conduct	September 2020
	All	No changes required – the review date of the procedure is extended to February 2022	February 2020
	All	Addition of Academic and Quality Lead, Academic Manager and Academic Head to replace Curriculum Manager	September 2019
	All	This policy is replacing previous Policy on Supporting Positive Student Behaviour and Engagement.	12/02/2018
1			

## Contents

1	Purpose .....	4
2	Scope.....	4
3	Context .....	4
4	Responsibilities .....	4
5	Our Partnership with You .....	4
6	Fife College Expectations.....	6
7	Developing a Culture of Respect .....	6
8	Inappropriate Behaviour .....	6
9	Associated Documents.....	9

## 1 Purpose

The purpose of this Policy is to acknowledge, encourage and promote positive student behaviour in Fife College by:

- Encouraging a supportive College approach to issues relating to behaviour management and the promotion of positive student behaviour in line with other policies.
- Supporting all staff when dealing with behaviour management and the strategies and implications.
- Adopting a consistent framework and promoting positive behaviours. Students will be guided to adopt suitable strategies, encouraging the potential to resolve disciplinary issues.
- Implementing a supportive policy and procedure will promote positive behaviour practice while recognising appropriate disciplinary interventions.

## 2 Scope

The Fife College Positive Behaviour Policy promotes the standards expected of staff and students ensuring that the reputation of the college, and its integrity, are not compromised both on and off campus.

## 3 Context

Fife College is fully committed to ensuring behaviours are aligned to equality and diversity for all students and staff, regardless of background and personal circumstances.

## 4 Responsibilities

Promoting the importance of being a responsible citizen and a clear understanding of expectations students and staff will follow. Where this ethos is not adhered to, behaviour strategies will target unsatisfactory behaviour.

## 5 Our Partnership with You

Students and staff working together to create a College where everyone can succeed and reach their potential in line with our College Charter.

**Here are our commitments TO you ... and what we expect FROM you:**

### **Learning & Achieving:**

- **We commit to:**
  - Providing you with information about your course and what to expect.
  - Giving you regular feedback on your progress.
  - Ensuring classes follow the timetable with the minimum of disruption.
  - Helping you become more employable.
  - Offering IT, study and library resources.

- **We expect and will support you to:**
  - Come to College ready to learn.
  - Attend all of your classes.
  - Ask questions if you do not understand.
  - Meet deadlines and hand work in on time.
  - Work well with other students and external partners as appropriate e.g. on work placement
  - Develop as an independent learner.
  - Manage your time, balancing your studies with home and work responsibilities.
  - Follow the College policies and procedures.
  - Ask for assistance when needed.

### **Working Together:**

- **We commit to:**
  - Working with and supporting students according to their individual needs.
  - Supporting class representatives and helping them to represent students at course meetings.
  - Asking about your experiences of the College so we can learn how to make it a better place.
  - Listening to you if something is not good enough or you have a complaint and work with you in a fair way to resolve the problem.
  - Protecting your personal information in line with the Data Protection Act.
- **We expect and will support you to:**
  - Enjoy how mixed the College community is and appreciate diversity.
  - Share your experiences of the College, for instance by taking part in surveys or becoming a Class Representative.
  - Tell us if you have concerns so we can try to improve.
  - Use the Student Portal to keep your personal and contact information up to date.
  - Use the Student Portal to monitor progress and attendance.

### **Help when you need it:**

- **We commit to:**
  - Offering you personal, learning and careers advice and guidance.
  - Providing general and specialist learning support.
  - Helping you meet the costs of studying, including offering EMA, Bursary and Support funding.
- **We expect and will support you to:**
  - Take the initiative to make the most of the support available (talk don't walk)
  - Play your part in putting support plans into action.

### **A safe and sustainable College:**

- **We commit to:**
  - Providing a safe, secure and sustainable place to learn.
  - Raising our recycling rates and cutting our waste and carbon emission levels.

- **We expect you to:**
  - Take care of College property.
  - Follow health and safety rules.
  - Smoke only in designated areas on campus.
  - Live sustainably, including using the recycling facilities.

## 6 Fife College Expectations

Implementing and promoting positive behaviour to enable and support a safe learning environment while supporting equality and diversity. Take responsibility for your own behaviours. Inappropriate behaviours will be addressed through college procedures.

## 7 Developing a Culture of Respect

Expectations of Fife College encompass all aspects of respect and trust ensuring these priorities are implemented within delivery of academic training and learning. Developing a professional and diverse workforce who will take this ethos and practice into the community for a sustainable economy.

## 8 Inappropriate Behaviour

Students and staff have the right to feel safe and supported within the college environment, confident that unacceptable behaviour will be managed appropriately. Expectations of respect, trust, integrity and the opportunity to develop full potential will be incorporated within programme delivery.

- The management of inappropriate behaviour will be addressed by college staff by using the Positive Behaviour Procedure.
- Alleged breaches of behaviour will initiate an investigation which may lead to a disciplinary hearing, where you are entitled to be accompanied by a friend, family member, and a member of the Students' Association or the NUS for support. You will have a chance to speak at the hearing and anyone who accompanies you may also speak on your behalf if you wish but only when directed to do so by the Chair.
- An appeal process will be available at all stages of the disciplinary process in line with the procedure.
- The positive behaviour procedure may be instigated regardless of any civil or criminal proceedings which may be pending in relation to the alleged breach of behaviour.

Formal disciplinary matters will be dealt with in strict confidence at all times. Accountability for the overall management of student behaviours is the responsibility of the Senior Leadership Team, however, all staff have responsibility to ensure the behaviour policy and procedure is adhered to.

The following are examples of misconduct which may result in disciplinary action being taken against students. This list is not exhaustive:

- Any failure to follow the reasonable instructions of a member of staff (N.B. Failure to follow reasonable instructions may result in a student's removal from College or from online activity).
- Any smoking or vaping on College premises (inside buildings, out with designated smoking areas, or any property owned or operated by the College)
- Any bullying, intimidation, taunting, verbal abuse or the use of any violence or threat of violence towards any person whether in person or online.
- Ensure to always act and work appropriately whilst on College campuses and when working online. Ensure that when attending classes or attending meetings online you are presentable and when working online that you are working within a suitable remote environment e.g. an office or quiet/private space.
- Whilst working online on College systems, not engaging in any group chat conversations deemed to be offensive, profane or harassing and not sharing sensitive information or images that are deemed as adult, racy, and gory.
- Partake in any homophobic, biphobic, or transphobic bullying towards lesbian, gay, bisexual or transgender students or staff.
  - homophobic bullying: when people behave or speak in a way which makes someone feel bullied because of their actual or perceived sexuality
  - biphobic bullying: bullying that directly targets an individual's bisexual identity
  - transphobic bullying: behaviour or language that makes a person feel unwelcome or marginalised because of their perceived or actual gender identity
- Any aggressive behaviour or the use of foul or abusive language.
- Malpractice with intent to deceive i.e. cheating, including using unauthorised and/or unacknowledged sources, including the work of other students, and including plagiarism and the inappropriate use of AI.
- Deliberately or by gross negligence, causing damage to any College buildings, equipment, books or furnishings or any property of others.
- Participating in, or willingly permitting, unauthorised interference with software or data belonging to or used by the College.
- Any theft of property or any other dishonest acts.
- Appearing under the influence of drugs or alcohol while on College premises, working and attending online classes and activities or while engaging in activity associated with the College (e.g. work experience, college trips).
- Cheating in sport through the use of drugs or other means. (Please click on the following link for more information) <https://www.fife.ac.uk/courses/subject-areas/sport-and-fitness/ukad/>
- The use, possession, supply, or intent to supply, of any controlled substance or alcoholic beverage.

- Any behaviour which is racially or sexually offensive or which is offensive to those with learning difficulties and/or disabilities.
- Any behaviour, which could bring the College into disrepute.
- Any illegal act, which may have an adverse effect on the work or reputation of the College, other students, staff or visitors.

## 9 Associated Documents

Document Title	Location
Assessment and appeals procedure	iLearn
Learner Guide: A Guide for Complaints 2017 URL	iLearn
Learner Guide: Misuse of Drugs & Alcohol File	iLearn
Learner Guide: Malpractice (Plagiarism and Cheating) File	iLearn
Policy: Misuse of Drug & Alcohol File	iLearn
Policy Anti-Harassment & Bullying (Students) File	iLearn
Positive Behaviour Procedure	iLearn
Procedure: Anti-Harassment and Bullying	iLearn
Policy: Attendance File	iLearn
ICT Acceptable Use Policy File	iLearn
Generative Artificial Intelligence Policy	iLearn