

Learner Relationship Management (Citizenship and Conduct) Policy

Scope and Purpose of Policy

This policy is underpinned by the College vision – Inspirational, Inclusive and Influential and will support the College to work towards our key drivers of Quality, Efficiency and Growth. The policy will incorporate the following principles:

- Those who access Cardiff and Vale College must be **free from discrimination**.
- Learners will be supported to **enable** them to achieve their **potential** while at College, in an environment which removes or minimises disadvantage, takes steps to meet their needs and which encourages participation.
- We will support learners to develop the skills they need to **progress** successfully through their lives.

The purpose of this policy is to

- Ensure a fair and consistent framework where positive behaviour is encouraged and recognised and in which disciplinary issues can be resolved within a supportive environment.
- Encourage a whole College approach to issues relating to behaviour management and the promotion of positive working relationships between all staff and students.
- Provide clarity regarding behaviours expected of learners and staff.
- Determine the principles and procedures which will apply in the event of a learner of the College being considered to behave in an unacceptable manner or, if they fail to sustain a satisfactory academic record.
- Determine procedures and guidance and support to all staff when dealing with issues relating to behaviour management or poor academic progress.

This policy applies to all students on learning programmes regardless of mode or location of study.

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Last Revision Date:	20/06/18
Next Revision Date:	20/06/20

This policy applies to all staff, whether an academic or business role within the college.
This policy applies to all partners and franchise organisations.

This policy applies to visitors to college

Policy Statements

The College is committed to:

- Developing procedures to outline how the requirements of the policy will be carried out in practice and which will fully meet associated legislation and guidance.
- Outlining roles and responsibilities as part of the linked procedures.
- Training all staff fully in the linked procedures and the underpinning legislation and guidance; this training will be at an appropriate level for their role.
- Informing all those affected by this policy and the linked procedures of their content along with implications for them; this will include partners and franchise organisations.
- Providing the necessary resources to enable the linked procedures to be achieved efficiently and effectively.
- Recording and monitoring data associated with this policy and its procedures, paying particular reference to any external requirements such as legislation, guidance etc.
- Reviewing the above data to consider the effectiveness of this policy and its procedures to support continuous improvement.

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Legislation and Guidance

None

Equality and Diversity Statement

In accordance with College procedures, an Equality Impact Assessment (EIA) will be undertaken on this policy.

Health and Safety Implications

None associated with this policy.

Linked Procedures

- Learner Relationship Operational Procedures
- Bullying and Harassment
- Fit to Study
- Substance Misuse
- Health and Safety
- Equality and Diversity
- Safeguarding
- Student Complaints
- Additional Learning Needs and Wellbeing

Location and Access to the Policy

This is available from the website/ staff intranet/ Moodle and may be out of date if printed.

Date approved:	20.06.18
Approved by:	CQSA
Review date:	June 2020

Responsible Manager:	Head of Additional Learning Needs and Wellbeing
Executive Lead:	Deputy Principal , Sharon James
Accessible to Students:	Yes

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