

Learner Behaviour Policy 2025 - 2026

1. Purpose

Central Training Group is committed to providing a safe, respectful, and productive learning environment for all learners, staff, employers, visitors, and partners.

This policy sets out the standards of behaviour expected from learners attending our centres and participating in any activity associated with the organisation, including conduct outside of training premises where it may impact the organisation's reputation.

2. Scope

This policy applies to all learners:

- Attending classroom-based training
 - Participating in workshops, assessments, exams, or reviews
 - Representing the organisation at external events or employer premises
 - Engaging in online learning platforms or digital communication channels
 - Outside of training hours where conduct may affect the safety, reputation, or integrity of the organisation
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3. Expected Standards of Behaviour

Learners are expected to:

- Treat staff, fellow learners, employers, and visitors with dignity and respect
 - Follow reasonable instructions given by staff
 - Attend punctually and participate positively in learning activities
 - Always use appropriate language
 - Respect diversity and promote equality
 - Take responsibility for their own learning and conduct
 - Maintain professional standards, including appropriate dress where required
 - Use equipment, facilities, and resources responsibly
 - Follow all health and safety procedures
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4. Unacceptable Behaviour

The following behaviours are not acceptable and may result in disciplinary action:

4.1 Disruptive Behaviour

- Persistent talking over others or interrupting sessions
- Refusal to participate in learning activities
- Distracting others from learning
- Failure to follow staff instructions

4.2 Aggressive or Abusive Conduct

- Verbal abuse, threatening language, or intimidation
- Physical aggression or threatening behaviour
- Harassment, bullying, or victimisation
- Discriminatory language or actions relating to protected characteristics

All the above relate to both in person and online interactions.

4.3 Damage or Misuse of Property

- Vandalism or deliberate damage to equipment or facilities
- Theft or unauthorised removal of property
- Misuse of IT systems, including accessing inappropriate content

4.4 Substance Misuse

- Attending training under the influence of alcohol or drugs
- Possession, use, or distribution of illegal substances
- Misuse of prescribed medication affecting safety or learning

4.5 Health and Safety Breaches

- Ignoring safety instructions
- Bringing prohibited items onto premises
- Engaging in unsafe behaviour that risks harm to self or others

4.6 Academic Misconduct

- Plagiarism
- Cheating in assessments or exams
- Falsifying evidence or documentation
- Collusion with others to gain unfair advantage

4.7 Inappropriate Use of Social Media or Online Platforms

- Posting offensive, discriminatory, or defamatory comments about the organisation, staff, or learners
- Sharing confidential or sensitive information
- Engaging in online harassment connected to the organisation

4.8 Mobile Phone Use in Learning Sessions

- To support an effective and distraction-free learning environment, the use of **mobile phones and similar personal communication devices is not permitted during learning sessions**, unless **explicit authorisation** has been given by the tutor for a specific purpose (e.g., learning activity, assessment support, accessibility need).
- This aligns with recent Department for Education guidance which expects learning settings to operate as mobile-phone-free environments during teaching and learning activities unless exceptions are agreed.
- Unauthorised use of mobile phones in learning sessions is considered a disruption to learning and may result in the application of behaviour sanctions as outlined in this policy.

4.9 Child on Child Sexual Violence and Sexual Harassment

Central Training Group operates a zero-tolerance approach to child-on-child sexual violence and sexual harassment.

Sexual violence and sexual harassment between learners is never acceptable and will not be dismissed as “banter,” “part of growing up,” or “just having a laugh.” Such behaviour may constitute a criminal offence and will always be taken seriously.

This includes, but is not limited to:

- Sexual comments, jokes, or gestures
- Unwanted sexualised touching
- Sexual assault
- Sharing sexual images or videos without consent (including online)
- Pressuring, coercing, or intimidating another learner into sexual activity
- Up-skirting or any invasive behaviour
- Online sexual harassment, including via social media or messaging platforms

All concerns will be managed in line with the Central Training Group Safeguarding and Child Protection Policy.

Where appropriate, referrals may be made to external agencies, including the police or local safeguarding partners.

Learners found to have engaged in child-on-child sexual violence or sexual harassment will be subject to the disciplinary procedure and may be suspended or removed from programme.

Central Training Group is committed to creating an environment where learners feel safe to report concerns and where victims are supported, protected, and taken seriously.

5. Bringing the Organisation into Disrepute

Learners must not engage in behaviour outside of training premises that could reasonably be considered to damage the reputation of Central Training Group.

This includes, but is not limited to:

- Criminal activity
- Public misconduct while identifiable as a learner (e.g., wearing branded clothing, posting publicly about the organisation)
- Offensive or inappropriate social media activity linked to the organisation
- Harassment or inappropriate conduct towards staff, learners, employers, or partners outside of training hours
- Actions that undermine public confidence in the organisation

Where off-site behaviour has a direct or reputational impact on the organisation, disciplinary procedures may be applied.

6. Prohibited Items

To ensure the safety and wellbeing of all learners, staff, and visitors, the following items must not be brought into any Central Training Group centre or associated learning environment.

This list is not exhaustive, and the centre reserves the right to deem any item inappropriate where it presents a risk to safety, wellbeing, or the learning environment.

The following items are strictly prohibited:

1. Weapons and Dangerous Items

- Knives of any kind (including pocketknives and multi-tools)
- Bladed or pointed articles
- Firearms (including imitation or replica firearms)
- BB guns or air weapons
- Explosives or fireworks
- Any item carried with the intention of causing harm

2. Illegal Substances and Related Items

- Illegal drugs or psychoactive substances
- Drug paraphernalia
- Any unidentified substances
- Alcohol
- Nitrous oxide or similar canisters

3. Offensive or Harmful Materials

- Pornographic or sexually explicit material
- Material promoting extremism, hate, or discrimination
- Stolen property
- Items intended to harass, intimidate, or threaten others

4. Hazardous Items

- Chemicals or flammable substances
- Laser pens
- Vapes or e-cigarettes (unless in designated smoking/vaping areas where permitted by centre rules)
- Large tools or equipment not required for learning activities

5. Items That Disrupt Learning or Safety

- Speakers or amplified sound devices
- Gaming devices not required for educational purposes
- Any object deemed unsafe, disruptive, or inappropriate by staff

7. Searches and Confiscation

Where there is reasonable suspicion that a learner is in possession of a prohibited item, authorised staff may request that the item be surrendered.

- Prohibited items may be confiscated.

- Illegal items will be reported to the police.
- Parents/guardians may be informed where the learner is under 18.
- Disciplinary action will follow in accordance with this policy.

Failure to comply with a request to surrender a prohibited item may result in suspension pending investigation.

8. Disciplinary Procedure

Where unacceptable behaviour occurs, the following staged approach may be applied (depending on severity):

- Cause for Concern Meeting
- Informal verbal warning
- Formal written warning
- Final written warning
- Temporary suspension
- Removal from programme

Serious misconduct (e.g., violence, safeguarding concerns, criminal behaviour, serious reputational damage) may result in immediate suspension pending investigation and could lead to removal without prior warnings.

All disciplinary actions will follow a fair and transparent process. Learners will have the opportunity to respond to allegations and may be supported during formal meetings.

9. Safeguarding and Wellbeing

Where behaviour raises safeguarding concerns, the organisation's Safeguarding Policy will be followed. Support may be offered where behaviour is linked to personal or welfare issues.

10. Appeals

Learners have the right to appeal against formal disciplinary decisions. Appeals must be submitted in writing within 5 working days of the decision.

11. Monitoring and Review

This policy will be reviewed annually or sooner where legislative or organisational changes require it.