

# Learning Environment Behaviour Guidelines

## Purpose

This document outlines the Learning Environments policy on behaviour.

The Learning Environments recognise that learners and staff have differing learning styles, motivations and needs. Some may need to work in a collaborative fashion or may find working quietly challenging due to SEN, other students' poor behaviour, behaviours stemming from a challenging background or the nature and/or requirements of the task in hand. With this in mind, it is incumbent upon staff and Students to actively recognise the individual and make all efforts to connect in a respectful and professional manner.

Activate Learning is a Trauma Informed organisation, which is an approach to behaviour and personal development which focuses more on the restorative approach to behaviour as opposed to a punitive approach, allowing for the opportunity to learn and grow as an individual.

Taking responsibility and being held to account requires both staff and students to agree to this and ensure that systems are followed, and processes are seen through to a conclusion. Where this is successful, we aim to see a positive change in our students culminating in a dynamic learning community and greater respect for others whilst at Activate Learning.

## Scope

These guidelines work within the wider Activate Learning [Student Behaviour and Disciplinary Policy](#), which can be found on the activate Learning website.

The policy also recognises that each library across the Activate Learning Group welcomes students with differing levels of self-management, and as such may be required to apply the rules consistently but with differing levels of consequence, in terms of reporting.

## Mission Statement

The Learning Environments' mission statement is:

***Learning Environments. A place for quiet study and research***

It should be understood from this that staff are expected to monitor and, when necessary, challenge any behaviours which are:

- Contrary to the Activate Learning Code of Conduct
- Contrary to the Learning Environments' Behaviour Expectations, as outlined in the graphic below.
- Not quiet
- Not related to study or research

The Learning Environments are not social spaces. The provision of social spaces does not fall under the remit of the Digital Education Services team.

## LEARNING ENVIRONMENTS BEHAVIOUR EXPECTATIONS

	RESPECT OF OTHERS	RESPECT OF ENVIRONMENT	RESPECT OF RULE	CONSEQUENCE
LOW LEVEL	 <ul style="list-style-type: none"> <li>&gt; Heavy petting</li> <li>&gt; Preventing other students from focussing</li> <li>&gt; Touching/tapping other students</li> </ul>	 <ul style="list-style-type: none"> <li>&gt; Talking loudly</li> <li>&gt; Interfering with library equipment</li> <li>&gt; Not putting resources back</li> <li>&gt; Having phone sound on loud</li> </ul>	 <ul style="list-style-type: none"> <li>&gt; Adhere to it guidelines</li> <li>&gt; Respect reasonable requests from staff</li> <li>&gt; Adhere to learner contract</li> </ul>	<p>First instance: request from staff to stop.</p> <p>If this is ignored, you will be asked to leave the library and note added on ProMonitor.</p>
MEDIUM LEVEL	 <ul style="list-style-type: none"> <li>&gt; Name calling</li> <li>&gt; Inappropriate personal contact</li> <li>&gt; Invasion of personal space</li> </ul>	 <ul style="list-style-type: none"> <li>&gt; Putting feet on furniture</li> <li>&gt; Damaging equipment and books</li> <li>&gt; Having a phone conversation</li> </ul>	 <ul style="list-style-type: none"> <li>&gt; Answering back staff</li> <li>&gt; Ignoring warnings for low level offenses</li> <li>&gt; Ignoring reasonable requests</li> </ul>	<p>If you have 3 comments on ProMonitor:</p> <p>Step 1: 1 week suspension from Learning Environment.</p> <p>Step 2: If you continue to break the rules on your return you will be suspended for a further two weeks.</p>
HIGH LEVEL	 <ul style="list-style-type: none"> <li>&gt; Bullying</li> <li>&gt; Sexist/racist/homophobic comments</li> <li>&gt; Physical or emotional abuse</li> </ul>	 <ul style="list-style-type: none"> <li>&gt; Eating food, drinking from cans or cups</li> <li>&gt; Vandalism</li> <li>&gt; Continued mistreatment of resources</li> </ul>	 <ul style="list-style-type: none"> <li>&gt; Failure to wear lanyard</li> <li>&gt; Swearing and bad language</li> <li>&gt; Ignoring a request made by a staff member</li> <li>&gt; Refusal to leave the learning environment.</li> </ul>	<p>Further misbehaviour will result in being excluded from the library for 1 term.</p> <p>Remember, the Learning Environments are here to provide you with lots of services that help you learn.</p> <p>Respecting our rules means everyone gets the most out of it.</p>