

 Incorporating Bromley Scope	Version	2
	Date Ratified	11 th September 2025
	Date for Review	1 st September 2026
	Ratified by	Senior Management Team

Bromley Mencap Training Centre Positive Behaviour Statement

Bromley Mencap Centre has high expectations of the learners with their behaviour and conduct. All learners should behave and conduct themselves in a safe and respectful way, towards other learners, members of staff, visitors, and the facilities. Learners are expected to be punctual and maintain high levels of attendance, engaging and interacting during any lessons, activities, and workshops; following instructions and guidance provided to them.

Bromley Mencap Training Centre is a safe, supportive, and enriching environment for learners. Expectations are made clear during the Admissions Process, College Induction and during tutorials or workshops. Learners are also encouraged to collectively agree on a learner code of conduct as an enrichment activity. Learners are made aware of who to report any concerns to and they are closely supervised and monitored whilst at the Training Centre.

Staff will respond, challenge, and educate in response to any concerns relating to behaviour and conduct. Parents or guardians will be kept readily informed and in serious cases, other external agencies will be involved, such as the Police.

All members of staff have a collective responsibility to monitor behaviour and conduct, which is overseen by the Training Centre Curriculum and Quality Manager.

If incidents arise or concerns are raised which are deemed to be misconduct or gross misconduct, the three-stage disciplinary process will be initiated. As far as possible, the learner will be supported and re-engaged through educational and restorative means, which can be adapted and tailored to the learner's individual needs.

Misconduct

The following are examples but not an exhaustive list of misconduct which may result in disciplinary action being taken against learners:

- a) Any breach of any of the learners' obligations set out above (including any breach of Health and Safety).
- b) Failure to follow the reasonable instructions of a member of staff.
- c) Smoking on the Training Centres premises outside of the designated smoking areas.
- d) Cheating or plagiarise the work of other learners (or other authors).
- e) Using offensive or abusive language or behaving in an unmanageable way.

- f) Disrupting any class or any other learning activity, whether or not involving other staff or learners.
- g) Causing damage to any Training Centre buildings, equipment, books or furnishings or any property of others, deliberately or by gross negligence.
- h) Interfering with software or data belonging to (or used by) the Training Centre, or use unauthorised software on the Training Centre equipment, introducing any virus or similar disruptive matter or inappropriately using the Internet.
- i) Participating in theft of property or any other dishonest acts.
- j) Drunkenness on the Training Centre premises or any activity associated with the Training Centre or the use, possession, or supply of any illegal substance.
- k) Consistently failing to attend lessons regularly and punctually without good cause.
- l) Consistently failing to meet deadlines to complete work without good cause.
- m) Bullying, intimidating or harassing any learner, member of staff or visitor to the Training Centre.
- n) Behaving in a way which is (or can be interpreted to be) racially or sexually offensive or which is offensive to those with learning and/or physical disabilities or impediments.
- o) Carrying out any illegal act which may have an adverse effect on the work of the Training Centre or on other learners.

Gross Misconduct

Any particularly serious cases of misconduct may be treated by the Training Centre as gross misconduct. For example, any misconduct involving violence or a serious threat of violence, deliberate damage to property, endangering the health and safety of others, or any criminal activities affecting the Training Centre or other learners likely to be treated as gross misconduct and could lead to exclusion.

It is emphasised that this is not an exhaustive list of the types of case which the Training Centre may treat as gross misconduct.

