



**The Spark Group**

## **Behaviour and Code of Conduct Policy**

### **Our Commitment**

At The Spark Group, we want everyone to feel safe, respected, and supported.

We believe positive behaviour helps everyone learn and do their best. This policy explains how we work together to create a positive place to learn and work.

### **Our Approach to Behaviour**

We:

- Treat everyone fairly and with respect;
- Encourage positive behaviour and celebrate success;
- Support learners to grow in confidence and independence;
- Deal with poor behaviour quickly, calmly, and fairly

Bullying, harassment, unsafe behaviour, or discrimination are not acceptable.

### **What You Can Expect From Us**

We will:

- Provide a safe, welcoming learning environment;
- Treat you with respect and value your differences;
- Deliver engaging, practical training to help you be successful in the workplace;
- Offer support if you are struggling with your learning or wellbeing;
- Listen to your feedback and use it to improve

### **What We Expect From You**

To help create a positive learning environment, we expect you to:

#### *Respect and Behaviour*

- Treat staff, other learners, and visitors with respect;
- Follow reasonable instructions from staff;
- Avoid bullying, threatening, or disrespectful behaviour

#### *Attendance and Learning*

- Arrive on time and be ready to learn;
- Take part in all learning activities;
- Complete your work on time and to the best of your ability

## *Health and Safety*

- Follow health and safety rules and signs;
- Wear safety equipment (PPE) when required;
- Look after buildings, equipment, and learning spaces;
- Always wear your ID badge and lanyard on site;
- Smoke or vape only in designated areas;
- Do not bring or use drugs or alcohol on site

## *Keeping Everyone Safe*

To help keep everyone safe and well:

- Follow staff instructions at all times;
- Keep areas clean and tidy;
- Wash your hands regularly;
- Stay at home if you are unwell and let us know;
- Clean your workspace or equipment as required

## **If There Are Behaviour Concerns**

Most behaviour issues will be dealt with through conversation and support. If behaviour continues or is more serious, we may:

- Give a warning;
- Set clear expectations for improvement;
- Reduce your bursary payment/s (where eligible);
- Contact parents, carers, guardians, personal advisers, social workers, or other appropriate support contacts;
- Temporarily remove you from activities;
- In serious cases, stop your training with us

Any action taken will be fair and based on what has happened.

## **Safeguarding and Support**

If we are worried about your safety or wellbeing:

- We will follow safeguarding procedures;
- We may share concerns with our Designated Safeguarding Lead;
- Your safety will always come first

## **Other Policies**

This policy works alongside:

- Safeguarding Policy;
- Bullying and Harassment Policy;
- CCTV Policy;
- Health and Safety Policy;
- Attendance and Punctuality Policy;
- 16-19 Bursary and Free School Meals Policy

## Approval

This policy has been approved by The Spark Group's Senior Leadership Team.

<b>Version number:</b>	2.0
<b>Document written by:</b>	Debbie Sturridge, Business Manager
<b>Date:</b>	13.01.26
<b>Review due:</b>	December 2026

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## Learner Agreement

By signing below, you confirm that:

- You have read and understood this policy
- You agree to follow the expectations
- You understand that action may be taken if the policy is not followed

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	