



Community Learning Learner Behaviour Policy 2025-2026

Organisation	Somerset Council
Title	Community Learning Learner Behaviour Policy
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Owner	Beccy Brown
Protective Marking	
Primary Legislation	

Contents

Responsibilities	2
Version History	2

Responsibilities

Responsible	Beccy Brown
Accountable	Michelle Armstrong
Consulted	
Informed	

Version History

Revision Date	Author	Version	Description of Revision
15/4/2025	Michelle Armstrong	Version 1	

Purpose

Somerset Council aims for all learners, accessing any funded community learning workshop or course to have an enjoyable, safe and engaging time with any of our partners. We aim to empower learners to take responsibility for their learning and support them to be successful in achieving their personal, social and economic goals. This policy is based on the principles of mutual respect and responsibility, enabling learners to learn and tutor/facilitators to support learning.

Scope

This policy applies to all learners enrolled on any community learning workshops/courses provided through our established partners and being funded through Somerset Council.

Equality, Diversity and Inclusion

We are committed to equal opportunities. Everyone has a chance to join one of our community learning programmes. We are welcoming and inclusive and actively encourage people of all ages, backgrounds and with different personal attributes to participate. These expectations apply across the community learning team and our partners.

In line with Government guidance Somerset Council and their partners seeks to embed 'British Values' throughout its practice. The defined British Values are:

Democracy

We encourage all adults to see their role in the bigger picture, to know their views count, to value each other's views and values. We will acknowledge your contributions and seek to give you confidence to speak out.

The Rule of Law

Laws protect everyone. Laws, policies procedures and rules govern the country, the neighbourhood and the workplace.

Individual Liberty

We all have rights and freedom of choice. We recognise that others have the same rights.

Respect and Tolerance

We recognise and celebrate our differences. We create an inclusive environment where views, faiths, cultures and races are valued. We will promote diverse attitudes and challenge stereotypes and discrimination.

What can you expect from attending your chosen adult community learning workshop/course?

All our community learning partners are committed to:

- offering a friendly, adult atmosphere that encourages all learners to succeed.
- welcoming, respecting and valuing the diversity and rights of learners and their teams
- ensuring learners well-being and security by providing a safe environment

Learners can expect to receive:

- High quality teaching delivered by suitably qualified and experienced tutors/facilitators.
- Clear information about your learning programme
- High quality course materials (if applicable)
- A safe, accessible and welcoming learning environment.
- Impartial information, advice and guidance on future learning to meet your long-term aspirations/goals.
- The opportunity for you to tell us your views about your learning experience.
- An inclusive environment that celebrates diversity and where you are treated with respect dignity and equity by staff and fellow learners

What we expect from you

- Tell your tutor/facilitator and/or partner staff team if you have a disability, learning difficulty or health problem so support can be provided where needed.
- Treat all fellow learners and staff with respect, dignity and equity.
- Report any concerns to your tutor/facilitator.
- Understand that there is a certain amount of paperwork to be completed to ensure that your needs are met and to record your progress.
- Attend each session of your learning programme.
- Let your tutor/facilitator know if you are going to miss any sessions or are having difficulties attending the learning programme.
- Follow ground rules agreed as a group.
- Follow any health and safety procedures or instructions.
- Report any accidents, incidents or near misses that happen to your tutor/facilitator.

Examples of inappropriate behaviour include:

- Causing persistent disruption to own or others learning.
- Being disrespectful to staff and other learners
- Any form of bullying behaviour
- Discriminatory behaviour that falls outside of the 'British Values'
- Use of rude, offensive or discriminatory language
- Threatening behaviour or abuse
- Possession of any prohibited items, including knives, illegal drugs, and alcohol.

- Plagiarism or cheating on any formal assessments or any actions that contradict awarding organisation regulation.

Please note that this is not a complete list and that there may be other issues that could lead to action being taken.

Procedures for dealing with inappropriate behaviour

Somerset Council have provided partners with guidance on informal and formal procedures to follow in the event of inappropriate behaviour being shown by a group or individual learner.

Informal procedures include following the partners internal procedures, revisiting any agreed ground rules or behavioural expectations and/or having a deescalate conversation with the group or individual learner to discuss the inappropriate behaviour shown and agree appropriate actions.

Formal procedures include a formal meeting between the group or individual, tutor/facilitator and partner programme manager where discussion will be formally recorded, actions agreed and a review date set. If inappropriate behaviour continues or agreed actions are not met in a timely manner the partner holds the right to ask you to leave the workshop/course.

If formal procedures are followed the partner is asked to share the information with Somerset Council community learning team who will keep it on record for 3 years.

If you are asked to leave a workshop/course, you have the right to appeal the decision and should follow our Community Learning complaints procedure.

If you have any questions about how inappropriate behaviour is dealt with within an individual partner, please speak to your tutor/facilitator. If you would like to discuss Somerset Council's approach, please email communitylearning@somerset.gov.uk