

Ark Education Centre: Managing Behaviour Policy

Ark Tuition / Ark Exams

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1. Policy Statement Ark Education Centre, comprising the private examination arm and the tuition division (Ark Tuition), is committed to providing a safe, respectful, and inclusive environment for all students, staff, and visitors. This policy sets out our approach to managing behaviour to ensure that every individual is treated with dignity and respect, and that teaching and learning can take place without disruption.

2. Scope This policy applies to:

- All private candidates attending the Centre for examinations.
- All students attending tuition sessions at Ark Tuition.
- All staff, invigilators, tutors, and volunteers interacting with candidates or students.
- Parents and guardians when on premises or engaging with the Centre.

3. Principles

- Everyone at Ark Education Centre has the right to feel safe and respected.
- Positive behaviour is promoted and reinforced through clear expectations, consistent application, and a culture of mutual respect.
- Behavioural expectations are age-appropriate, inclusive, and aligned with safeguarding principles.
- Incidents of poor behaviour are addressed promptly, fairly, and proportionately.

4. Code of Conduct Students and candidates are expected to:

- Treat staff, peers, and visitors with courtesy and respect.
- Follow instructions from staff promptly and politely.
- Attend sessions and exams punctually and prepared.
- Refrain from disruptive, abusive, or aggressive behaviour.
- Respect the Centre's property and the property of others.

Staff are expected to:

- Model respectful and professional behaviour at all times.
- Apply behaviour expectations consistently and fairly.

- De-escalate issues where possible and seek resolution through dialogue.
- Report serious incidents to the Centre Manager or Designated Safeguarding Lead (DSL).

5. Examination Conduct To maintain the integrity of the examination process, the following expectations apply:

- **Candidate Expectations:**
 - Arrive punctually and fully prepared with required identification and materials.
 - Comply with all JCQ or awarding body regulations.
 - Maintain silence and avoid any form of disruption during exams.
- **Prohibited Items:**
 - Mobile phones, smartwatches, electronic devices, notes, and any unauthorised materials are strictly prohibited in the exam room.
 - Breach of this rule will result in immediate action and possible disqualification.
- **Compliance with Invigilators:**
 - Candidates must follow all instructions issued by invigilators or examination officers without delay.
 - Any form of non-compliance or disrespectful conduct will be documented and addressed.

6. Managing Behaviour Ark Education Centre promotes positive behaviour through:

- Clear communication of expectations at enrolment and induction.
- Recognition and encouragement of positive behaviour.
- Early intervention when concerns arise.
- A stepped approach to managing behaviour:
 - **Verbal reminder** of expectations.
 - **Informal discussion** with student/candidate and parent/guardian (if applicable).
 - **Written warning** outlining concerns and required improvement.
 - **Final warning** with possible exclusion from services or exams.

- **Exclusion or removal** from the Centre if behaviour poses a risk to safety, integrity of exams, or learning environment.

7. Recording and Reporting

- All significant incidents must be logged in the Centre's Behaviour Record.
- Repeated or serious incidents must be escalated to the Centre Manager.
- Safeguarding concerns must be reported immediately to the DSL.
- All examination misconduct will be reported to the relevant awarding bodies and documented in line with JCQ guidelines.

8. Support and Intervention Where appropriate, the Centre will support individuals through:

- Pastoral conversations or mentoring.
- Engagement with parents or guardians.
- Referral to external support services if necessary.

9. Review and Monitoring This policy is reviewed annually or in response to significant incidents or legislative changes. Monitoring of behavioural trends is undertaken to inform improvements in practice.

10. Related Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Complaints Procedure
- Data Protection and Privacy Policy
- Examination Contingency and Access Arrangements Policy