



## Behaviour Policy

Date Ratified: November 2024

Date Policy due to be reviewed: November 2025

Committee Responsible for policy: Board of Governance

Geraldine Kelly – Chair of the Board of Governors

Review No.	Date	Summary of Changes	Reviewer
1	Nov 2024	Rewards & Recognition. Mobile Phone Sanctions, Overlapping polices to support behaviour.	MA
2	Feb 2025	Included reference to Physical Restraint Policy. Reintroduction of Behaviour plans included.	MA
3			

## **BEHAVIOUR AND REWARDS POLICY**

### **Ethos**

The intention of the Ridge Employability College is to provide a safe, happy, productive and rewarding learning environment at the heart of a successful College that rests on a clearly defined behaviour policy.

At the Ridge Employability College, we strongly believe in creating a positive environment for all members of the learning community. College staff, parents/carers and learners are made aware of the high standards of behaviour expected of all learners at all times.

Positive, constructive behaviour is encouraged by clearly defined rules and learners are encouraged to consult and participate in agreeing how they should behave and present themselves. These are included in our defined 'Core Values' and referred to in the delivery of the curriculum.

Learners are encouraged to be independent in taking responsibility for their choices and are sensitively guided when problems arise. We also recognise that within a climate of inclusion there will be some learners who need a personalised approach to their specific behavioural needs. The importance of taking a multi-agency approach to behavioural management is central to this. We also recognise that we may need to take the lead in consulting and communicating with other agencies and families. Relationships are at the heart of everything we do

Learning in a cohesive environment, promoting good relationships means that people can work together with the common purpose of providing a high-quality learning experience.

The Behaviour Policy may be supported by other college policies that have additional information to support a process depending on the nature of the concern, for example the Safeguarding Policy, Anti-Bullying Policy, E-Safety Policy this is not an exhaustive list.

### **Aims**

The aims of this policy include legislation enacted by the Education Act 2011,

#### **Our aims are for all staff to:**

- Deal with behaviour calmly and consistently.
- Model acceptable behaviour.
- Acknowledge good behaviours regularly.
- Offer learners strategies to deal with their emotions and choose more acceptable behaviours.
- Be friendly and approachable.
- Use de-escalations techniques.
- Refer to the Physical Restraint policy where behaviours meet threshold and is applicable.

#### **Our aim for all learners is to:**

- Feel safe and be protected from harm.
- Be treated with respect and dignity and feel valued as a member of college.
- Understand that their actions have consequences.
- To develop their own strategies for managing their own feelings and behaviour.
- Learn how to deal with real life situations.

The senior leaders of the college believe that, in order to enable effective teaching and learning to take place, good behaviour in all aspects of college life is necessary. It seeks to create a caring learning environment in the college by:

- Promoting good behaviour and discipline.
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect.
- Ensuring fairness of treatment for all.
- Encouraging consistency of response to both positive and negative behaviour.
- Promoting early intervention.
- Providing a safe environment free from disruption, violence, bullying and any form of intimidation or harassment.
- Encouraging a positive relationship with parents/carers to develop a shared approach involving them in the implementation of the College's policy and associated procedures.
- Support a consistent approach with a documented Behaviour Plan that is agreed with learners and families.

## **1. Behaviour**

- 1.1 The College has high expectations regarding positive behaviour and recognises the importance of good relationships. Trust and respect as part of a good, well established relationship, takes time to develop. As a college we support learners to develop this as a skill and use the strength of staff/learner relationships to deal with both positive and inappropriate behaviours.
- 1.2 In any circumstances where a staff member is dealing with inappropriate/challenging behaviour, both learners/staff will be supported to discuss the incident (where and when appropriate and in a way best suited to the learner/staff member) in order to resolve the situation to rebuild relationships. Following the discussion, it is important that good relationships are restored and that the incident is not commented on again. This encourages positive relationships to be restored.
- 1.3 It is important that during the discussion's learners are not criticised in any way and when possible, the discussions should be overseen by a third independent person to act as support.
- 1.4 Recognition of positive behaviours should be recognised and learners engaged in recognition of their achievements.

## **Expectations**

- 1 Behaviour: learners are required to follow college rules, core values and behave with consideration and respect towards other learners, members of staff and the public. This applies when in college, travelling to and from college, whilst on college trips, attending training platforms, in work placements and when identifiable as a Ridge Employability College learner in the community.
- 2 Behaviours for Learning: learners are expected to demonstrate positive attitudes towards their learning and demonstrate behaviours that develop their understand. Learners' positive behaviour will be rewarded by the college through a process referred to as 'Rewards & Recognition' by -

Learners who achieve the minimum standards or who have genuinely tried their very best, verbal

praise and feedback should be given immediately.

Subject Leads will share 'Good Work' with Learners & families verbally and evidence work with a 'Good Work' stamp.

TREC social media sites will be updated weekly to inform the wider TREC community of learner's success.

If the college as a whole meets the attendance target of 97% each week by the end of the half term the college will hold an end of half term party/disco with appropriate treats.

Learners who have successfully achieved 100% attendance each term will receive a £15 shopping voucher.

Learners at the end of the academic year in the Annual Awards night who have successfully achieved 100% for the year will receive a hamper and a £15 voucher.

Subject Leads will nominate learners who have demonstrated a positive contribution to their studies and personal targets termly with a £10 shopping voucher

Learner nominated annually for a positive contribution to their subject will receive a chocolate hamper.

At the end of each term all learners who have demonstrated a positive attitude to learning and behaviour will participate in a fun day of their choice (a ballot of options will have presented to learners to select their preferred option through Learner Voice), this is provided the minimum standards of behaviour have been met and they have the support of their Subject Lead for their place on the outing.

Learners with poor behaviour for learning will be challenged using the strategies outlined in this policy.

- 3 Alcohol/Drugs/Aerosols or any illegal substances: learners who come to college showing signs of being under the influence of alcohol, other intoxicants or substances that affect behaviour by impact on prescribed medication will be removed and their parents informed. Serious consequences could potentially follow and this could include police involvement.
- 4 Dangerous items or implements: items which can cause serious harm and pose potential risks to others, such as knives of any description or other items identified as dangerous by the Head of College. Items will be removed and parents informed. Serious consequences could potentially follow and this could include police involvement.
- 5 Smoking: learners must only smoke at break times, using designated areas.
- 6 Punctuality: learners will be in the college and attend lessons at the published times including a period of registration.
- 7 Leaving college premises: learners are not allowed to leave the premises during the college day, including lunchtime unless there has been a written request from parents

and permission is granted by the Head of College.

- 8 Property: learners are expected to treat their personal possessions, those of other learners and the property of the college with due care and respect. Damage to the buildings and equipment of the college will be charged to the learner's parents where the college deems appropriate.
- 9 Valuables: the college will not accept responsibility for the loss of or damage to any item of value, including; electronic equipment or money, brought into the college unless it has been given into the safe keeping of a teacher.
- 10 Mobile Phones/electronic devices (inc. music players) may be brought to the college but must be switched off and in bags during lessons. Mobile phones can be used during free / social time during lunch time. Learners must not access any form of social media whilst on site at the College. No phones are allowed in the toilets. In the event phones are mis-used during college time, the college reserves the right to retain phones securely to prohibit use and return them to learners before the end of the college day.
- 11 Arrive on time to lessons. Bring to session required equipment and respect resources provided by the College.
- 12 Personal Presentation: Understand how important it is to get enough sleep and give consideration to personal hygiene and wear appropriate workwear in preparation for sessions.

### **Protocols for Staff**

- Greet the group.
- All relevant books/equipment should be ready for the start of the lesson.
- Formally register your group before 9:30am.
- Lesson outcomes are to be shared with learners.
- Where learners do not have basic equipment, i.e. pen/paper, provide them with whatever is missing.
- Seating arrangements of the class are clearly the prerogative of the teacher and a written seating plan is highly recommended including the identification of vulnerable learners.
- Appropriate breaks to help regulate behaviour implemented where appropriate.
- Homework (if issued) must be given in sufficient time for all learners to be able to record it.
- Lesson to have a formal closure with orderly dismissal.

## **2. Sanctions**

- 2.1. It is important for learners to learn consequences for their actions. When a learner displays unacceptable behaviours or does not follow the class rules/core values adults play a key part in dealing with the situation that arises. Unacceptable behaviours can fall into two categories: low-level behaviours or high-level behaviours.
- 2.2. Low level behaviours are mainly those which can cause a small disruption to a lesson but offer no serious risk or disruption e.g. talking, fidgeting etc. These low-level

behaviours should be dealt with using a range of techniques within the classroom such as moving the pupil to a different seat, eye contact, or verbal request. It is important that these behaviours are dealt with straight away in an effective manner so that the behaviour does not escalate or become a pattern.

2.3. High level behaviours include more serious behaviours, where the learner and those around them may be hurt or be at risk. In these situations, de-escalation techniques should be used. These should include:

- Humour
- Distraction
- Time out /cool down period
- Reassurance
- Simple listening
- Re-direction
- Change of facial expression

For both low-level and high-level behaviours, it is important that learners incur sanctions or consequences in order to learn from their experiences. These could include:

- Time out: 'quiet time' on their own either in a quiet area or on a separate table, continuing to do class-based work. Timings will vary dependent on the classroom situation
- Learner stays behind in college if an external visit was planned on timetable.
- If the Learner displays aggressive or inappropriate behaviour and intervention strategies have not worked, or the behaviour is considered severe, Head of College or a member of SLT will support communications with the learner and will contact parents. A strategy will be agreed that may involve the learner going home for the remainder of the day. The stay at home may be extended if further enquiries are required to support re-integration in to the classroom, this this will be kept to a minimum.

If the behaviour continues on more than 3 different occasions, parents will be invited into College to discuss their young person's behaviour with the Head of College. The learners social care team maybe contacted and where appropriate a behaviour plan agreed.

Action will be taken to work with the young person and family to ensure that this type of behaviour does not continue. The possible consequences will be discussed if the behaviour does continue, including exclusion from College.

The College will consider whether the behaviour under review gives cause to suspect that a young person is suffering, or is likely to suffer, significant harm. Where this may be the case, College staff should follow the Safeguarding Policy.

Consideration will be given that the disruptive behaviour might be the result of unmet educational or other needs. At this point, the College should consider whether a multiagency assessment is necessary.

If a disruptive learner is placed in an area away from other learners for a limited period, the College must act reasonably in all the circumstances. Any use of isolation should not prevent the young person from leaving a room of their own free will if this leads to the learner leaving the college sites South Yorkshire Police maybe informed to protect the young person in the community. The College will ensure at all times the health and safety of all learners and any requirements in relation to safeguarding and learner welfare are met.

### **3. Challenging Behaviour**

3.1 Sometimes learners communicate using behaviour. These behaviours can have important functions, in that:

- they give the learner immediate relief.
- they communicate (albeit inefficiently) the learner's feelings and needs.
- they have been practised so frequently that the learner has normalised them and relate to them as being appropriate when they are not.

**This is detailed by the following the stages of the Continuum of Aggression:**

- Calm
- Trigger
- Verbally Agitated
- Verbally Hostile
- Verbally Threatening
- Physically Threatening
- Physically Violent

These stages are hierarchical and learners will progress through the stages at varying different rates dependent on the learner and their unique needs.

All College staff are expected to challenge inappropriate behaviour. If the inappropriate behaviour persists, staff are expected to take the issue to the Head of College or Senior Leaders along with the information about the steps taken to address the behaviour. This should be followed up by completing a report through CPOMs by completing a Cause for Concern/Behaviour/Safeguarding report.

Minor behaviour should be dealt with immediately, it is recognised that persistent minor behaviour issues can have a detrimental effect on not only the learner but the rest of the group. This is why it is important for staff to follow the procedure and use the tutorial process to try and change behaviour prior to using sanctions. The Head of College or Senior Leaders will speak to the learner and look at the best way of moving forward. It might be decided that the discussion is enough and no further disciplinary action is needed.

Major behaviour incidents should be reported directly to the Head of College or Senior Leaders. In most cases these types of incidents would be as a result of actions that have been intended to threaten or harm learners or staff.

Where the behaviour escalates beyond levels that are perceived to be safe and the learner presents a potential risk to themselves and others in the college, senior leaders will take all necessary action to safeguard the Ridge community.

The Head of College may send a learner home, after consultation with that learner's parents/carers and a health professional as appropriate, if the learner poses an immediate and serious risk to the health and safety of other learners and staff support from SYP or other agencies may be involved as appropriate.

A learner may choose to leave college during session as a result of an escalation in their behaviour. This may increase the risk of the learner's safety and risk of personal injury. In this event parents will be informed and SYP advised as a 999 call for urgent response.

3.2 Most behaviour evolves rather than changes and therefore there is no quick fix. When challenging behaviour occurs, the staff working with those learners find the situation difficult and may need support. After incidents of challenging behaviour, it is important that members of staff are given the necessary support. They should be given time to complete the CPOMs report. Time should also be allocated for staff to be debriefed by a third party. Learners should also be debriefed in the format most appropriate to them. This helps to rebuild relationships that otherwise may breakdown. Referral to wellbeing team for ongoing support is available.

#### **4. Disciplinary and Exclusions**

No disciplinary action will be taken against a learner until the circumstances have been investigated.

4.1 In the case of alleged gross misconduct, it may be appropriate for learners to be asked not to attend College until an incident has been investigated further (for their own or others' safety or to ensure a fair investigation). If this is the case then Senior Leaders must ensure that parents/carers are informed. If appropriate, the Head of College or Senior may ask a learner not to attend college whilst the investigation is carried out. The Chair of Governors must be informed if a learner is suspended pending investigation.

4.2 At every stage, a learner has the right to be advised of the reason for disciplinary meetings, to hear the evidence against him/her and to state his/her case.

4.3 If a learner does not attend a disciplinary meeting which he/she has been instructed to attend, the meeting can take place and a decision made in his/her absence.

4.3 Where any member of staff has reason to believe that a learner is at risk of significant harm e.g. sexual abuse, grooming, radicalisation or sexual exploitation, the member of staff should alert the Safeguarding Lead, so that appropriate safeguarding and protection action can be taken.



4.4 If the learner is 16 – 18 they have a legal right to have a parent/carer accompany them to the meeting. As all learners are considered vulnerable that attend the college this right will be extended to apply to all learners 16-25. In the absence of a parent or carer a member of support services may accompany the learner.

## 5. Disciplinary Offences

To protect the learning environment, the College takes seriously any breaches of College policies and will follow the College's Learner Disciplinary Procedure should this happen.

The following are some examples of misconduct.

**(This is not an exhaustive list and each incident will be reviewed individually)**

- Any breach of health and safety or other procedures of the College, as outlined at induction;
- Any bullying (including cyber bullying), intimidation, taunting (including any racist or homophobic comments), verbal abuse or the use of any violence or threat of violence towards any person;
- Any failure to follow the reasonable instructions of a member of staff;
- deliberately or by gross negligence causing damage to any College buildings, equipment or furnishings or any property of others;
- Any misuse of substances as defined by the Drug and Alcohol Misuse Policy, any interference with hardware, software or data belonging to or used by the College or other learners;
- Any smoking within College buildings; or any centres used for College activities;
- Any cheating, plagiarism or copying of the work of other learners;
- Any unduly noisy or any unruly behaviour or the use of foul or abusive language;
- Disrupting any class or any other College activity, whether or not involving staff or other learners;
- Any behaviour which is socially or sexually offensive;
- Any behaviour which is racist, sexist, or discriminatory against others on grounds of their disability, religion, sexual orientation, transgender identity, age;
- Any behaviour which could bring the College into disrepute; (e.g. posting inappropriate messages on social media about staff or other learners, committing a criminal offence);
- A significant drop in attendance which has a negative effect upon academic performance.

## 6. Gross Misconduct

The following are some examples of gross misconduct: **(This is not an exhaustive list and each incident will be reviewed individually.)**

- Theft of any kind;
- Threatening behaviour or assault;
- Discrimination of any kind (including racial, homophobic and disability);
- Bullying or harassment including cyber bullying;
- Deliberate damage to property (College and personal property);
- endangering the health and safety of others;

- Any potentially criminal activities affecting the College or other learners;
- Possession and/or use of alcohol;
- Possession and/or use of illegal substances;
- Cheating, plagiarism, forgery and gambling;
- Inappropriate access to web material deemed unsuitable;
- Inappropriate use of college e-mail;
- Committing a criminal offence.

## **7. Criminal Offences:**

Where any member of staff has reason to believe that a learner may have committed a criminal offence, the College may refer the matter to the police and may continue disciplinary proceedings under this procedure or suspend the learner pending any outcome with the police. The college reserves the right to recommence proceedings under the disciplinary procedures once any criminal proceedings are known

## **8. Disciplinary Process**

8.1 The disciplinary procedure may be exercised by any member of staff who has appropriate authority. This includes the Head of College and SLT or Designated Safeguarding Lead and Deputy Safeguarding Lead.

8.2 Stage 1 (Inappropriate behaviour) of the disciplinary procedure may be dealt with by way of an investigation and disciplinary interview. The member of staff conducting the interview reserves the right to exclude the learner if the Behaviour Policy is breached. If the learner does not attend any interview, disciplinary action may proceed. This is the initial stage of the disciplinary process. A formal meeting with the learner will explain the inappropriate behaviour. The learner must be informed they are in stage 1 of the disciplinary process. The meeting should be conducted as soon as possible after the incident has been identified and within one week. The Head of College, SLT or Designated Safeguarding Lead/Deputy Safeguarding Lead can chair the meeting. The learner may be accompanied by their parent or carer. Possible outcomes of the meeting are:

1. No Action or
2. A Verbal Warning with an action plan to improve and parent/carer informed.

The meeting will be recorded on the individual learner record. The learner may appeal in writing within five working days of the meeting to the Head of College.

8.3 Stage 2 (serious and repeated misbehaviour) will be dealt with by way of an investigation and a disciplinary hearing. The learner may be suspended. The disciplinary hearing will be conducted fairly by the Head of College, Curriculum Lead or Designated Safeguarding Lead. The second stage of the disciplinary process is for persistent inappropriate behaviour, failing to meet stage 1 action plan or for more serious allegations. Learners must be informed they are at stage 2 of the process. The meeting should be conducted as soon as possible after the incident has been identified and within one week. The learner will be presented with their conduct and then invited to present their statement. The learner may be accompanied by their parent or carer. Possible outcomes of the meeting are:

1. No Action or

2. A Written Warning with an action plan to improve and parent/carer informed. The meeting will be recorded on the individual learner record. The learner may appeal in writing within five working days of the meeting to the Head of College.

8.4 Stage 3 (gross misconduct) of the disciplinary process is for serious and gross misconduct and for when learners have failed to meet the terms of the action plan at stage 2. Learners must be informed there are at stage 3 of the process. The Head of College will hold the disciplinary hearing within 7 working days of suspension or the incident. The Curriculum Lead or Designated Safeguarding Lead will explain the process to the learner and the parent/carer and present the conduct issue. The learner will be given the opportunity to present their statement. The learner may be accompanied by their parent or carer. Possible outcomes of the meeting are:

1. No Action or
2. A Final Warning with an action plan to improve or
3. Exclusion.

If exclusion is an outcome this will be confirmed with the learner and their parent or carer as appropriate within three working days of the hearing. The outcome will be recorded on the individual learner record. The learner may appeal in writing within five working days of the meeting to the Head of College.

8.5 Note 1: At any time during the operation of this procedure either side has the right to request an adjournment, the adjournment request will be considered by the Head of College, if considered reasonable, it will be granted.

## **9. Making an Appeal**

9.1 Learners who wish to make an appeal must do so in writing, within five working days from the outcome of the meeting.

9.2 An appeal hearing will be held with a Member of the Board of Governors

9.3 Any appeal must state the grounds for appeal. The grounds for appeal are:

The punishment is too severe for the offence

The learner is not guilty of the behaviour of which he or she is being accused.

The Procedures have not been followed

9.4 An appeal hearing will be arranged within 10 working days of the notice of an appeal being lodged.

9.5 An appeal hearing will be arranged which will follow the same format as a disciplinary hearing as detailed above, save that the learner or Parent/carer will start the hearing by explaining the grounds for his/her appeal.

9.6 The final decision of the appeal panel will be communicated in writing to the learner and parent/carer within 2 working days of the appeal panel interview. The decision will be final.

## **10. Breaching a suspension**

Breaching a suspension will be regarded as a further serious breach of the disciplinary code, and subject to further disciplinary action.

### **11. Variations and Amendments**

Looked After Children/Children in Care and care leavers:

The Safeguarding Lead must be informed of the suspension of any such learners, or any disciplinary action which may result in a looked after child being excluded from college.

### **12. Exclusion Procedure**

A decision to exclude a learner, either for a fixed period or permanently is seen as a last resort. The College is responsible for communicating to learners, parents/carers and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct.

No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

#### **Reasons for Exclusion:**

- Serious breach of the College's rules or policies
- Risk of harm to the education or welfare of learners or others in the College

Any exclusion will be at the recommendation of the Head of College and at the discretion of the Board of Governors.

#### **Temporary Fixed Term Exclusion:**

A temporary exclusion should be for the shortest time necessary. Ofsted evidence suggests that 1-3 days is usually enough to secure benefits without adverse educational consequences.

#### **Persistent or Cumulative Problems:**

Exclusion for a period of time from half a day to 15 days for persistent or cumulative problems would be imposed only when the College had already offered and implemented a range of support and management strategies. These could include:

- Discussion with the learner
- Mentoring
- Monitoring Report
- Discussions with parents/carers
- Target setting
- Checking on any possible provocation
- Mediation
- Counselling
- Internal exclusion

Exclusion will not be used for minor incidents (e.g. lateness, or poor academic performance).

#### **Single Incident:**

Temporary exclusion may be used in response to a serious breach of rules and policies or a disciplinary offence. In such cases, the Head of College or in the Head of College's absence, the SLT or Designated Safeguarding Lead/Deputy Safeguarding Lead, will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the College's policies. The learner will be encouraged to give his/her version of events and the Head of College will check whether the incident may have been provoked, for example by bullying or racial harassment.

The decision to exclude a learner rests with the Head of College or in the Head of College's absence, a member of SLT or Designated Safeguarding Lead/Deputy.

#### **Permanent Exclusion:**

A permanent exclusion is a very serious decision and the Chair of Governors will consider the Head of College's decision to exclude before enforcing it. As with a temporary exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of college rules and policies or a disciplinary offence such as:

- Serious actual or threatened violence against another learner or a member of staff
- Possession or use of an illegal drug on the premises
- Carrying an offensive weapon
- Persistent bullying
- Racial harassment
- Theft from college or a work placement setting.

#### **The Decision to Exclude:**

If the Head of College decides to permanently exclude a learner, he/she will:

- ensure that the approved exclusion procedure is followed
- ensure that there is sufficient recorded evidence to support the decision
- explain the decision to the learner
- contact the parents/carers, explain the decision and ask that their young person be collected
- send a letter to the parents/carers confirming the reasons for the exclusion, whether it is a permanent or temporary exclusion, the length of the exclusion and any terms or conditions agreed for the learner's return
- plan how to address the learner's needs on his/her return
- plan a meeting with parents/carers and learner on his/her return

Exclusion should not be enforced if doing so may put the safety of the learner at risk. In cases where parents/carers will not comply, for example, refusing to collect their young person, the learner's welfare is the priority.

#### **Behaviour Outside College/Community:**

Learner behaviour outside college while on college business e.g. trips or work placement, is subject to the college's Behaviour Policy. Inappropriate behaviour in such circumstances will be dealt with as if it had taken place in college.

For inappropriate behaviour outside the college, when not on college business, the Head of College may exclude a learner. If there is a clear link between the inappropriate behaviour, not maintaining good behaviour and discipline among the college body as a whole or a select group, where it is deemed to be damaging to the reputation of the College, exclusion may be considered to a group of learners but they will follow an individual disciplinary process.

#### **Marking Attendance Registers Following Exclusion:**

When a learner is excluded temporarily, he/she should be marked as absent using Code E.

#### **Managed Move:**

In cases where the Head of College and parents/carers agree that the progress of the learner has been unsatisfactory and the learner is unwilling or unable to profit from the educational opportunities offered, this is not exclusion and, in such cases, the Head of College along with the Local Authority will assist the parent/carer in placing the learner in another educational setting.

#### **Removal from the College for Other Reasons:**

The Head of College may send a learner home, after consultation with that learner's parents/carers and a health professional as appropriate, if the learner poses an immediate and serious risk to the health and safety of other learners and staff, for example because of a diagnosed illness such as a notifiable disease. This is not an exclusion and should be for the shortest possible time.

Fixed term exclusions may be used, again after SLT planning meetings and discussions and probably only after an exceptional incident where a learner or member of staff has been violently assaulted and a cooling off period is needed.

Permanent exclusions will be extremely rare and a course of absolute last resort. A permanent exclusion would never be arrived at without planning meetings and consultations with parents/carers, multi-agency and LA representatives. It is however, a course of action available at a point when learner or staff safety is severely compromised.

### **15 Possible outcomes of a Disciplinary Hearing**

15.1 Stage 1 disciplinary outcomes include verbal warnings and an action plan. Verbal warnings will be disregarded after one full term.

15.2 Stage 2 disciplinary outcomes include first written warnings and an action plan, these will be disregarded after 1 academic year, in the event an additional written warning is issued in this period this will term a final written warning that will be removed after 2 academic years, and records of exclusions will be kept indefinitely.

15.3 Stage 3 disciplinary outcomes include suspension or expulsion from College

15.4 Depending on the seriousness of a learner's actions, or the persistent disregard for College procedures, a learner can be disciplined through this procedure at the stage which the College considers to be the most appropriate. In extreme circumstances for example, Gross Misconduct, a learner can be taken straight to stage 3, without having to go through stages 1 and 2.

#### **16 Amendments:**

It may be necessary to change some procedural aspects of this code. The College may make such changes as it sees fit subject to informing the learner concerned and subject to consideration of fairness. Without limitation, such changes may include disciplinary or appeals interviews being conducted by different persons due to absence, or if the person who would otherwise be conducting the interview had previously had close personal involvement in the matter to be considered. The College may amend this code from time to time.

#### **Roles and Responsibilities**

##### **The classroom teacher (including mentors /cover supervisors where appropriate)**

Most inappropriate behaviour in the classroom can be avoided through the planning of effective lessons that meet the needs of the class and when the class teacher outlines and insists that the college's clear expectations are followed, consistently applied and communicates the following principles at all times:

- Respect for others' rights, notably those of the teacher to be able to teach his/her lesson as planned and the other learners to be able to learn.
- Fair and honest treatment of any person in the room.
- Co-operation between teacher and learners.
- Update ILDP/Learning Steps with in depth knowledge of each learner.

It is expected that the teacher will be proactive in ensuring good behaviour by:

- Understanding the needs of the class with specific attention made to the EHCP and Behaviour Support Plan with in-depth knowledge of each learner,
- Having a class seating plan based upon the needs/strengths of the learners.
- Communicating classroom standards clearly.
- Being punctual and positively meeting and greeting learners before every lesson. Learners must not be delayed at the end of lessons.
- Completing the attendance register at the start of every lesson by 9:30am.
- Leaving the room in a good state for its next user.

##### **Learning Mentors**

- To support learners in meeting the expectations of the college (as set out in other documents).
- To reinforce college discipline procedures appropriate.
- To reinforce the codes of conduct both within the room and generally around the college.

All of the above to be conducted in a positive and appropriate manner.

##### **Senior Leadership Team/Head of College**

- To support all staff as and when required.

- To actively patrol the college when on call to help prevent behaviour incidents escalating and to deal with disciplinary problems as quickly as possible.
- To provide the means for individual learners to be isolated from the rest of the college when the situation requires this.
- To communicate directly with parents/carers over serious cases.
- To provide support for colleagues teaching in their subject areas. Such support can be provided through:
  - Showing awareness of the implications of setting decisions and proactive modification if necessary.
  - Ensuring all rooms are good learning environments.
  - Providing moral and practical support when required.
  - Buddying teachers with appropriate colleagues to develop behaviour management within their area.
- Provide strategies and solutions for colleagues that engender effective relationships with learners that provide opportunities for learners to succeed.

#### **Chair of Governance**

- To support Head of College and senior leaders as and when required.
- A decision of the Head of College to implement a permanent exclusion is a very serious decision and the Chair of Governors will review and confirm the action.

#### **Behaviour for Learning**

<b>1</b>	<p><b>Outstanding</b></p> <ul style="list-style-type: none"> <li>• You are ready to learn immediately at the start of lesson</li> <li>• You contribute to the lesson throughout and ask questions which further develop your understanding</li> <li>• You complete all work including higher level challenge questions</li> <li>• You work independently and demonstrate aspiration to work beyond expected levels of progress</li> <li>• You seek feedback to improve your work</li> <li>• You seek extra challenge and persevere</li> </ul>
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2	<p><b>Good</b></p> <ul style="list-style-type: none"> <li>• You arrive to lesson ready to learn</li> <li>• You contribute to the lesson throughout</li> <li>• You work well independently when required</li> <li>• You work well with others and will not let others prevent you from doing your best</li> <li>• You improve your work based on all forms of feedback</li> <li>• You attempt challenging work with a positive attitude</li> </ul>
3	<p><b>Inconsistent</b></p> <ul style="list-style-type: none"> <li>• Your behaviour for learning is mostly good however something has let you down, this could be : <ul style="list-style-type: none"> <li>○ You are not on task <u>all</u> of the time and needed a reminder to concentrate</li> <li>○ You are not fully equipped</li> <li>○ You are not putting in 100% effort</li> <li>○ You do not contribute to the lesson</li> </ul> </li> <li>• You are not making expected progress.</li> </ul>
4	<p><b>Serious Concern</b></p> <ul style="list-style-type: none"> <li>• Your behaviour for learning requires the teacher to give verbal warnings, which may be because: <ul style="list-style-type: none"> <li>○ You do not work independently when required and go off task</li> <li>○ You talk at inappropriate times or shout out</li> <li>○ You distract learning</li> </ul> </li> <li>• You have a negative effect on the lesson.</li> <li>• You are not making expected progress</li> </ul>

**Appendices to the Behaviour Policy are reviewed annually and are linked to the needs of all learners. They can be and added/updated/removed as appropriate. They are available to provide guidance on how to support the understanding of conditions that may affect how a learner presents. They should be used in conjunction with the Behaviour Policy to help define actions that could be mis-interpreted and should not to be defined as a behaviour when the action is condition related.**

**The current appendices are not an exhaustive list of the conditions that affect young people at the college and does not reflect the extensive staff training undertaken to support young people with prescriptive conditions and additional needs.**

## **Behaviour Policy Appendix 1 – Attention Deficit Hyperactivity Disorder (ADHD)**

Attention deficit hyperactivity disorder (ADHD) is a mental health disorder that can cause above-normal levels of hyperactive and impulsive behaviours. People with ADHD may also have trouble focusing their attention on a single task or sitting still for long periods of time. Both adults and children can have ADHD.

- routine is very important
- adults need to display patience
- clear boundaries
- learners need time to reflect on their actions due the impulsive nature
- ask learner to repeat back to staff so we know what they have understood
- use a reward scheme
- a learner triggers/warning signs
- avoid large groups/social gatherings
- have an identified area and time to calm down/reflect
- use small teaching groups
- remove distractions/ensure a calm environment
- allow regular breaks
- learners should be given time to make apologies

All these have a common factor in that learners need time and space to reflect on their actions and calm down because very often due to the impulsive nature they have done things without thinking and they haven't meant it, usually once they have started they are unable to stop because they need more time to process information than other learners.

Board of Governance agreed Appendix 1

Signature: Geraldine Kelly – Chair of the Board of Governors Date: February 2025

## **Behaviour Policy Appendix 2 – Autistic Spectrum Condition (ASC)**

Autism Spectrum Condition (ASC) is referred to as a developmental disability caused by differences in the brain. Some young learners with ASC may also have additional diagnoses of anxiety, depression or SEMH alongside genetic conditions.

It's believed there are multiple causes for ASC that combined result in a change to the way the brain develops. Young learners with ASC will often communicate, behave, interact, and learn in differing ways to their neurotypical peers. Although often nothing around out how they look will set them apart from said peers other than the struggles often displayed through certain behaviours.

- Autistic people tend to respond well to structure.
- They can often have known triggers that can be avoided.
- Set learners clear SMART plausible boundaries.
- They can be rigid in their thinking and may need more time to process an instruction or any tasks set, it can often be extremely beneficial to break these down to achievable stages.
- Be the 'detective', you know your planned day and the young learners and by pre-empting some behaviours this may potentially help de-escalate situations.
- Behaviour is almost always a form of communication and when a young learner is in a meltdown, time is needed in a low arousal, calming environment away from their peers.
- When the situation is calmer then reasons can be explored and strategies can be discussed to support future instances.
- Help young learners to see consequences as being fair.
- Where possible allows for some flexibility (e.g. they could potentially adapt the rule whilst still achieving your underlying goal).
- Frame rules in positive ways clarifying whatever you want the young learners to do rather than in fact what they are not allowed to do.
- Remember it can take extra time for young learners to process what is being asked of them alongside themselves processing what they need help with.
- Consequences for any behaviours need to be implemented the same day where possible to be effective and then every day is a new one with a fresh start.

The cognitive abilities of learners with ASC will perpetually vary significantly, it is a wide spectrum.

Some learners with ASC may have far more advanced conversation skills whereas some are nonverbal. Learners with ASC may need a lot of help in their daily lives, social skills and guidance with regard to PSHE, although many are capable of work in an appropriate capacity with support.

Young learners with ASC often respond well to routine though may repeatedly feel out of control in many aspects of their lives so will often habitually try and manipulate certain situations especially where there is a demand avoidant profile identified. This is not necessarily linked to behaviour and is often a coping strategy where we need to support the learners with the skills to regulate these needs.

Board of Governance agreed Appendix 2

Signature: Geraldine Kelly – Chair of the Board of Governors Date: February 2025