

14 – 16 College – Behavioural Policy

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1. Introduction

The 14 – 16 College recognises it has a responsibility to encourage excellence in attendance, punctuality and behaviour. This maximises the learning that takes place and prepares students for the world of work. Our key focus is to raise students' aspirations by working in partnership with students and their families to reduce instances of inappropriate behaviour and increase the potential for every student to achieve. Good discipline is essential to ensure that all students can benefit from the education offered by the 14 – 16 College.

In order to enable effective teaching and learning to take place, good behaviour in all aspects of College life is necessary. The College seeks to create a caring, supportive learning environment by:

- a Encouraging and acknowledging good behaviour and discipline.
- b Promoting self-esteem by encouraging students to value and respect themselves and others.
- c Providing a safe environment free from disruption, violence, bullying and any form of harassment.
- d Promoting early intervention.
- e Ensuring a consistency of response to both positive and negative behaviour.
- f Encouraging a positive relationship with parents and carers to develop a shared approach to the implementation of the College's behavioural policy.
- g Encouraging students in the 14 – 16 College to take responsibility for their behaviour.
- h Making clear behaviour which is unacceptable.

This policy sets out Hugh Baird College's position on what constitute acceptable behaviours in the 14 - 16 College community. It is expected to be adopted by teaching and support staff, as well as students and users of the College's services and covers all students studying within the 14-16 College. As a provider of 14 – 16 education within an FE setting, the statutory legislation and guidance on Exclusion from maintained schools, academies and pupil referral units in England does not apply. However, full account has been taken of the guidance in the drafting of this Policy.

2. Rewards & Sanctions

All staff in the 14 – 16 College will support students to manage and meet the expectation of being a successful student, acting as positive role models and using praise, encouragement and celebration to promote good behaviour.

Where behaviour is considered to be inappropriate a range of clearly defined sanctions will be applied and their use will be characterised by clarity of why the sanction is being applied and what change in behaviour is required.

3. Student Code of Conduct

As a student in the 14 – 16 College you will be expected to behave in a way that creates an environment where teaching staff can deliver fun and unmissable lessons, and all students can learn, and make progress, to achieve to their maximum potential.

It is expected that you will:

- a) Arrive at College on time and be punctual for all lessons.
- b) Bring the equipment needed and be prepared for learning.
- c) Enter the classroom calmly, following instructions given by the teacher.
- d) Put away mobile phone and any other items which may cause a distraction in lesson.
- e) Actively engage in all lessons.
- f) Show respect for your own learning and that of others.
- g) Be silent when requested.
- h) Complete all work to the best of your ability
- i) Listen to members of staff and following instructions politely and calmly.
- j) Treat the College's property with respect and not deface buildings or drop litter.
- k) Treat all College staff and fellow students with respect and not insult or swear at anyone.

4. Sanctions

It is important to have a consistent procedure to deal with any misbehaviour which threatens the learning or security of other students and/or hinders the tutor's ability to teach effectively. Poor behaviour must not be allowed to limit learning or prevent others from progressing. To achieve this goal, positive desirable behaviour will be rewarded with praise and rewards and consistent and clear sanctions will be applied for unacceptable behaviour.

Within the 14 – 16 College, a clear behaviour ladder is implemented where first and foremost the classroom teachers, is responsible for ensuring good classroom behaviour. Support will also be provided by the Progress Coach, and senior leaders in the College in cases of persistent or serious misbehaviour

Sanctions Ladder

Stage	Indicative Behavioural Issues	Sanctions may Include	Responsibility
Stage 1	Low level disruption in class Calling out/Chatting Failure to follow Instructions Not paying attention Infringement of Mobile Phone Policy	<ul style="list-style-type: none"> • In class sanctions • Reminder of rules • Entry in Red Book if poor behaviour persists 	Class Teacher
Stage 2	Persistent low level disruption Throwing items in class Failure to follow standards for behaviour after level 1 sanction Second infringement of Mobile Phone Policy	<ul style="list-style-type: none"> • Exclusion from lesson to Intervention • Contact with parents • One to one with Progress Coach and behaviour support plan • After College Detention with Progress Coach (15 - 30 minutes) • Internal Exclusion 	Class Teacher & Progress Coach

Stage	Behavioural Issues	Sanctions may Include	Responsibility
Refusal by a student to attend intervention, either by staying within the lesson or by truanting, or attending intervention and behaving inappropriately will result in immediate progression to stage 3 and a one day Fixed Term Exclusion.			
Stage 3	Failure to complete level 2 sanctions Failure to meet targets set in Behavioural Action Plan More serious disruption to lessons	<ul style="list-style-type: none"> • After School Detention with Assistant Head (30 minutes) • Parents meeting • Behavioural Report Plan • Internal Exclusion (up to half a day) • Fixed term exclusion (Up to 3 days) • Formal Warning 	Assistant Head
Stage 4	Failure to meet targets set in Behavioural Action Plan Failure to complete work issued during fixed term exclusion Failure to attend after school detention Serious and significant disruption to lessons Serious disciplinary offence	<ul style="list-style-type: none"> • Fixed Term Exclusion up to 5 days • After School Detention with Deputy Head (45 minutes) • Parents meeting • Multi Agency Review • Internal Exclusion (Up to a Full Day) • Permanent Exclusion Warning 	Deputy Head
Stage 5	Failure to attend after school detention. Failure to complete work issued during fixed term exclusion Failure to meet targets set in Behavioural Action Plan Serious and significant disruption to lessons Repeated serious disciplinary offence Gross misconduct	<ul style="list-style-type: none"> • Deputy Head Monitoring report • Fixed Term Exclusion up to 5 days • Multi Agency review • Internal Exclusion (Maximum two Days) • Managed move • Transfer to Alternative provision • Permanent Exclusion 	Assistant Principal

Detentions

A staged series of detentions will be used to reflect the seriousness of the issue being tackled. A student who fails to attend an issued detention will be escalated up the sanction ladder. All detentions will be recorded on Promonitor by the issuing member of staff. Parents/Guardians will be informed in circumstances where an out of hours' detentions exceeds 15 minutes and will be given at least twenty-four hours' notice.

5. Persistent Disruptive Behaviour

The 14-16 college recognises that some disruptive behaviour may be the result of underlying support needs not being met and will seek to identify any causal factors, intervening early in order to reduce the need for a subsequent exclusion.

Where a student demonstrates persistent disruptive behaviour, a multi-agency assessment will be arranged with a view to implementing an appropriate Behavioural Support Plan. The multi-agency review will be conducted by the Deputy Head and will include:

- The student
- Parent/guardian(s)
- Progress Coach
- External support agencies
- Alternative provision
- Local Authority
- Any other relevant individual or agency
- 14 – 16 College administrator for recording the meeting content

Students with Additional Needs

It is recognised that particular considerations needs to be given to addressing behavioural issues with students with EHC plans and those who are looked after. The College will engage proactively with parents in supporting the behaviour of students with additional needs and will work proactively with foster carers, children's home workers and the local authority to consider what additional support may be required

If a student is at risk of exclusion, the College will work in partnership with key stakeholders to assess the ability of the College to meet the students SEN. If a student has an EHC plan, an early annual review or interim/emergency review may be requested.

6. Temporary Fixed Term Exclusion

Fixed-term exclusion means that the student is excluded from attending College for between one and 5 days. An excluded student will receive a work pack to complete which must be completed and returned to the Progress Coach for review. Failure to complete the work issued will result in progression to the next stage of the disciplinary sanction ladder.

The offences listed below will likely lead to a period of fixed-term exclusion. In exceptional circumstances, they may lead to permanent exclusion:

- a) Seriously disruptive behaviour including refusal to follow instructions.
- b) Refusal to comply with Mobile Phone policy
- c) Threatening or confrontational behaviour towards a member of staff or another College student.
- d) Fighting/assault of a member of staff or another College student.
- e) Aggressive derogatory and/or discriminatory insults/speech towards a member of staff or another College student.

- f) Disruptive behaviour whilst in Intervention.
- g) Racial/sexual/homophobic harassment.
- h) Bullying.
- i) Possession of drugs or the use of any illicit substances or materials
- j) Smoking on College premises
- k) Graffiti or property damage.
- l) Persistent refusal to obey rules.
- m) Behaviour likely to bring the College into disrepute.
- n) Serious breach of Mobile Phone Policy

In determining whether or not a fixed term exclusion should be applied, the relevant manager will gather the available evidence, including, where practicable, allowing the student to present their case, taking statements from relevant witnesses and reviewing CCTV footage. In determining how to proceed, the Assistant Principal will consider the evidence on the balance of probability.

The Assistant Principal is determining whether or not a student should be subject to a temporary fixed term exclusion will take into account any contributing factors that have come to light following an incident of poor behaviour. Where is determined by the Assistant Principal that a temporary Fixed Term Exclusion should be applied the following action will be taken:

- a) Notification of the temporary fixed term exclusion will be made either in person or by telephone to parent/guardian(s) and the opportunity provided for any questions/concerns to be raised.
- b) Confirmation of the temporary fixed term exclusion will be sent in writing providing the following information
 - The reason for the exclusion
 - The period of the exclusion
 - An explanation of the parents right to make representations to about the exclusion to the Board of Governors and how these should be submitted.
 - Notification of the parent/guardian's responsibility to ensure that the student is not present in a public place during College hours.
 - Guidance on sources of free and impartial information
 - Details of the reintegration meeting which will be held on the first day of the students return to College and to which the parent/guardian is required to attend.

A student may be excluded for up to 45 days in a College academic year.

7. Permanent Exclusion

The decision to exclude a student permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered.

- I. As a final, formal step at the end of a concerted process which has been followed to address repeated disciplinary offences using a wide range of other strategies, including fixed-term exclusion, without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour.

- II. The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence.
- III. These might include:
- Serious actual or threatened violence against another student or a member of staff.
 - Sexual abuse or assault.
 - Possession of, using or supplying an illegal or dangerous substance on College premises.
 - Carrying a weapon.
 - Arson.
 - Criminal offences committed on College premises or whilst on the way to or from the College.
 - Behaving in a manner which may endanger self or others
 - Non-compliance with safety notices or instructions given by staff about the use of equipment or tools.
 - Willful damage to College equipment or facilities including graffiti
 - Malicious allegations against staff
 - Theft
 - Unlawful use of a mobile phone to record and or transmit images of staff or students

The above instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously harms the education or welfare of other students or staff. In determining whether or not a student should be permanently excluded, the Assistant Principal will assess all the available evidence, including, where practicable, allowing the student to present their case. Account will also be taken of any contributing factors that have come to light following the incident of poor behaviour.

Where it is determined by the Assistant Principal that a student should be permanently excluded, the following action will be taken:

- a) Notification of the permanent exclusion will be made either in person or by telephone to the parent/guardian(s) and the opportunity provided for any questions/concerns to be raised.
- b) Confirmation of the permanent exclusion will be sent in writing providing the following information
- The reason for the exclusion
 - Confirmation that it is a permanent exclusion
 - An explanation of the parents right to make representations to about the exclusion to the Board of Governors and how these should be submitted.
 - Notification of the parent/Guardian's responsibility to ensure that the student is not present in a public place during College hours.
- c) Notification of the permanent exclusion will be provided to the Board of Governors and the Local Authority. If the student lives outside the local authority area, notification will also be sent to the Student's "home authority."

- d) The parent/Guardian will be informed of the right of appeal and the timescale within which this must be submitted.

Governing Body Appeal

If a parent/guardian wishes to appeal a decision to permanently exclude a student, a letter of appeal should be sent to the Director of Governance within 10 working days.

An appeal hearing will be scheduled as soon as possible, normally within 15 term days and the appeal panel will consist of three independent Governors,

The following individuals will be invited to attend

- The excluded student and their parent(s)/guardian(s)
- The Assistant Principal (14 – 16 College)

At least five term days in advance of the meeting all relevant information will be circulated to all parties, this will include where relevant, the student's disciplinary record, EHCP, and other support plans. If required, the student and their parent(s)/guardian(s) may be accompanied by a friend or representative.

At the hearing, the Assistant Principal will present a summary of the circumstances which have led to the decision to permanently exclude the student. The student and or their parent/guardian will be invited to make representations regarding the decision and should clearly set out the basis on which they are asking for the decision to permanently exclude to be reversed.

The Disciplinary Committee will review all of the information presented and after due consideration reach a decision to either:

- Uphold the appeal and direct reinstatement of the student immediately or on a particular date.
- Not uphold the appeal and support the decision to permanently exclude the student.

The outcome of the disciplinary committee will be communicated in writing to the parent(s)/guardian(s), the Assistant Principal (14 – 16 College), and the local authority within 5 College term days. The decision of the Governors will be final.

8. The use of restraint and reasonable force

Parent(s) and Carer(s) need to be aware that under section 93 of the Education and Inspections Act 2006, the law allows adults authorised by the Assistant Principal of the 14 – 16 College to use such force as is reasonable to prevent a student:

- Committing a criminal offence.
- Injuring themselves or others.
- Causing damage to property.
- Engaging in any behaviour prejudicial to maintaining good order and discipline.

Force may be used to guide or restrain. This can range from guiding a student to safety by the arm to more extreme circumstances such as breaking up a fight or restraining a pupil to prevent violence or injury.

The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and will always depend on the individual circumstances. As a general rule staff will not make physical contact with students however reasonable force may be used to:

- remove a disruptive student from the classroom where they have refused to follow an instruction to do so;
- prevent a student behaving in a way that disrupts a College event, trip or visit;
- prevent a student leaving the classroom where allowing them to do so would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a student from attacking a member of staff or another pupil, or to stop a fight; and
- restrain a pupil at risk of harming themselves

9. Searches and Confiscation

Under Section 2 of the Education Act 2011, the College has a duty to search and confiscate any items which it believes pose a threat or danger to students or any other person on College premises. This does not require consent, but wherever possible this will be sought. If a student refuses to cooperate, a search will only be carried out if he/she is reasonably suspected of having a prohibited item(s):

- knives or weapons
- Alcohol
- A controlled drug
- Stolen property
- Other inappropriate items deemed to present an unacceptable risk

A search will be conducted by a member of staff authorised by the Assistant Principal and will be the same gender as the student, and in the presence of another adult, where possible of the same gender. Students will only be required to remove outer clothing such as coats and jumpers and a search will be conducted in a manner as to minimize embarrassment and distress. A search may include a student's personal possessions, including any bags and locker. The police may be called to deal with a search if that is considered appropriate.

Parent(s)/Carer(s) will be informed of any items confiscated and any item considered to be a weapon will be passed to the police.

10. Review

Implementation of this policy will be monitored by The Assistant Principal, Life Skills & Young People to ensure it is consistently and fairly applied and reviewed annually.

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