



STUDENT BEHAVIOUR MANAGEMENT POLICY

UNITY COLLEGE RULES

- Behave responsibly and with consideration for others at all times;
- All students should follow the 'dressed for business' look and wear the college uniform with pride;
- No outdoor clothing can be worn in college at any time;
- Attend college and all lessons on time;
- Come equipped for all lessons;
- Contact college if you know you are going to be absent. Bring a note when you have been absent and return to college;
- No running or pushing on the corridors;
- Walk on the left on the corridors;
- Food and drink will only be allowed in the café/restaurant areas and will not be allowed in any other area inside the college building. Water being the exception;
- Put all litter in bins;
- Bags and coats may be left in lockers during the day but may not be accessed between lessons. Lockers may be accessed before and after college, break and lunchtime;
- Leave jewellery and expensive electronic equipment at home. Equipment lost at college will not be replaced by college;
- Smoking is **NOT** allowed;
- All students must enter and leave the building through 2 designated areas – the canteen entrance and the far end entrance.

STUDENT CONDUCT

- Students must only enter a Learning Space when a teacher is present. If staff are not present students are expected to line up outside the Learning Space in a quiet and orderly manner.
- Students will be welcomed into the Learning Spaces at the start of each lesson.
- Students are expected to enter the learning space quietly. No personal electronic equipment ie iPods/mobile phones/headphones must be used in the Learning Spaces.
- Food and drink are not allowed in Learning Spaces. Water is acceptable.
- Chewing gum is not allowed anywhere in college.
- It is students responsibility to ensure that they have appropriate equipment for lessons including college planners.
- Every student has the right to learn. Every teacher has the right to teach. The behaviour of all students inside the Learning Space should at all times allow teachers to teach and students to learn.
- All work should be completed fully to the best of students ability.
- College property must be used responsibly.
- Any damage to any college property will be dealt with severely. Costs may be incurred.
- All members of the college community should be treated with respect. High standards of courtesy and manners are vital at all times.
- At the end of the lesson all students must remain in the Learning Space until they are dismissed by the members of staff
- Students are expected to leave the Learning Space in a quiet and orderly manner.

All college rules apply at all times inside the Learning Spaces

Introduction

Unity College believes that the interests of the whole college community are best served where students learn within a calm, safe and well ordered environment which encourages, promotes and rewards good behaviour. This will nurture citizenship amongst students, fostering mutual respect and understanding and a sense of community so that the individual can develop fully and thus contribute to a more ordered society.

The National Curriculum guidelines on Citizenship, Personal and Social Education and Government information on Healthy Colleges all support the principles of self discipline within a community that develops self esteem.

Principles and Aims

- Good behaviour and discipline are essential if effective teaching and learning are to take place. If students are permitted to misbehave at college they prejudice their own educational chances and those around them.
- Students learn where they are motivated. This can be promoted by an effective rewards system that engages students and encourages them to do their best.

The key aim of this policy is to promote the development of the best climate for learning and personal development to take place.

Objectives

- To maintain and improve upon the quality of education offered to our students.
- To promote higher standards of educational achievement.
- To meet statutory obligations.
- To ensure all students receive equality of opportunity.
- To sustain and develop partnerships with all parties involved in supporting the learning of students.
- Rewards students in a variety of ways so that they are motivated to succeed.

Key Partners

At Unity College our “Partners in Learning” include all learners, children and adults, all teachers and all of those who support them”. Our partners in learning include the Governors, all staff, parents, the local community including businesses and a broad range of other agencies such as Connexions and Police Service.

a) The Role of the LEA

The LEA will ensure:

- The development, implementation and review of appropriate systems and frameworks to match the variety of the behaviour support needs of students with the provision of support.
- Provision of appropriate professional development and individual training opportunities.
- The availability of support to colleges by providing and guidance and information;
- The availability of support to students and families by providing access, as appropriate to support systems, personnel and other services;
- The availability of advice and consultancy to colleges, other professionals and other agencies/bodies;
- Representation on appropriate bodies and with appropriate agencies;
- The development of research, within and beyond the LEA and the dissemination of findings;
- Provide funding to support the individual needs of students.
- Develop strong leadership
- Use a consistent approach
- Develop classroom management

b) The College will:

- Encourage self respect and self discipline the students;
- Encourage mutual respect and understanding between all members of the wider college community;
- Encourage appropriate behaviour through use of the vivo reward scheme.
- Promote and develop positive relationships;
- Demonstrate commitment to a preventative and problem solving approach;
- Encourage the development of a stimulating and caring environment, conducive to effective teaching and learning;

- Provide strategies to help students with behaviour problems, and use students support systems where necessary.

This will be achieved through:

- Following the consistency and consequences document
- The college aims which will reflect the importance of good order and behaviour;
- The effective communication of policies and procedures to all concerned.
- Ensuring all students are clear about the expected standards of behaviour.
- Rewarding students for doing what is expected.
- Working with the College Council in order to incorporate the views of the students in decision making and evaluation.
- Providing an appropriate curriculum (personalised where necessary).
- Effective partnership and liaison with feeder colleges and parents/guardians and other necessary agencies.
- Appropriate training opportunities for staff.
- Recognising that each adult has a responsibility for the personal, social and emotional well being of all students.

c) College Governors will:

- Make resources available to support the College's behaviour and rewards policy;
- Be aware of their statutory obligations;
- Be aware that they represent the wider community;
- Consider the behaviour and rewards policy aims and principles when recruiting and selecting staff.

Entitlements

The College in its behaviour and rewards policy will ensure through active partnership entitlements to:

a) Students

- Opportunities to develop self esteem and self discipline;
- An orderly, caring, supportive and stimulating learning environment;
- Fairness, equality and equity;
- Sensitivity and consistency in all dealings related to rewards and discipline;
- Opportunities to have needs identified and met appropriately;
- A broad and balanced curriculum that is suitably differentiated;
- Access to positive role models;
- An emphasis on praise and rewards;
- A wide range of relevant learning opportunities;
- A right to express their views through the Student Voice and Student Council;
- An Inclusion Centre where severely disruptive students can continue their education without being excluded and enable others to continue their education without interference.
- A Student Support Centre where students can be supported in their learning when necessary.

b) Staff will:

- Follow consistency and consequences document.
- Work in an environment which is safe and secure and which values good order and has a structure and resources to implement good discipline;
- Have appropriate guidance and support from the LEA and Governors;
- Have access to appropriate training.

c) Parents will:

- Be treated as equals in the educational partnership;

- Be regularly and actively involved in the review of the social and educational development of their children;
- Be positively involved in seeking a shared and constructive solution to any problems that have arisen;
- Be in contact with teaching staff where appropriate;
- Be informed if their child is in danger of exclusion or placed in the Inclusion Centre/Student Support Centre.

d) Governors will:

- Be informed and consulted where appropriate in any matters relating to this policy;
- Be given access to appropriate resources to support the College in managing behaviour effectively;

Monitoring and Review

This policy will be monitored by Senior Leader responsible for the Student Support Services with staff from the Inclusion Centre, Student Support Centre and Alternative Curriculum Mentor, it will be reviewed annually.

Appendices

Procedures:

- Consistency and Consequences
- Inclusion Centre
- Student Support Centre
- Alternative Curriculum / Personalised Learning
- Rewards
- Vulnerable students and additional support agencies

Behaviour and Discipline

In order to create an atmosphere where acceptable behaviour is the normal 'Partners in Learning' must be aware of the expected standards. Unity College believes in creating a culture of responsibility for self and an awareness of others rather than one where rules dictate behaviour.

The College has a set of College Rules and Student Conduct. This has been negotiated by students and leads to entitlements for all to work in a safe, secure and industrious atmosphere.

If students do break the code of conduct or misbehave then the Consistency & Consequences policy should be applied. **These need to be followed consistently by all staff so that students are aware of the consequences of their actions.**

In the Learning Space: If the student still fails to behave and a variety of techniques have failed the classroom teacher refers to Head of Faculty. They may try to accommodate the student within another classroom/lesson in the area.

The Personal Development Tutor may decide to use the Report Card System in order to monitor behaviour/effort/attainment/attendance/punctuality.

If these actions fail to bring about improvements in behaviour the Head of Area/Faculty or Personal Development Tutor will contact the Behaviour Leaders to discuss possible strategies. This might include placing a student on report book and completing a Pastoral Support Programme, asking parents to come into college.

If these actions fail a Student Support Centre referral could be considered for each lesson they are accommodated in the centre.

Concern referrals **must** be filled in if a teacher wishes to inform or ask for support in the Student Support Centre. The referral form **must** state what action has been taken by the referring member of staff. **It is essential that the paperwork is filled in as this is evidence of unacceptable behaviour which might be needed if a student does need to be excluded or a pastoral support plan is to be drawn up.**

Malicious Allegations against Staff

Malicious allegations made against staff by students will be dealt with following our consistency and Consequence Policy and our Behaviour Policy.

Pastoral Care for Staff

The college will make sure staff are supported as far as possible when unfounded malicious allegations are made. This will be dealt with by the Headteacher.

Behaviour Systems

Detentions outside normal college hours

These should be organised by individual staff, subject / faculty based, whole college and are generated automatically. Where detention is outside college hours 24 hours notice will be given in writing. Detentions will take place straight after college between 3.30pm-4.30pm.

Lunchtime Detentions

Staff do not need to give 24 hours notice for a lunchtime detention.

Report Cards

PD Tutors should use the Report Card System – Green (Stage 1), Yellow (Stage 2) and Red (Stage 3). Appropriate letters should be sent before the student is put on Report Card. Keep parents informed – by letter or by phone (keep a log / record of this and place in students file).

Report Book

Major concerns about students should be discussed with Behaviour Leaders. Once the Report Card system has been used Behaviour Leaders will monitor Report Books.

Parental Meetings

PD Tutors should arrange meetings with parents of students who are causing concern – it is usually more productive to do this in the first instance.

Keeping parents informed (recording everything) makes major concerns easier to handle. (Parental Meetings / Interview forms are in the Behaviour Leaders office / meeting room).

Behaviour Leaders

Major incidents should be reported / discussed with Behaviour Leaders who can authorise further sanctions.

House Leaders

House Leaders may issue Progress Books in order to monitor the progress of individual students in all subjects.

Student Support Centre

Students who are having difficulties with behaviour in individual subjects or students with medical, school phobic issues may be referred to the Student Support Centre for support.

Inclusion Centre

This is an alternative to a fixed term exclusions and is used in line with the Consistency & Consequences Policy. The Inclusion Centre day runs from 10.45am – 4.30pm.

Pastoral Support Plans

In severe cases if Behaviour Leader feels that a student's behaviour is continuing to deteriorate than a Pastoral Support Plan may be considered. This will require parental and students input (A CAF may also need to be considered). A multi-agency assessment may be considered at this point.

Fixed Term Exclusions

Fixed term exclusions will be issued following the Consistency & Consequences Policy. A meeting with parents must be arranged for any students following a 5 days or more fixed term exclusion.

Permanent Exclusions

A permanent exclusion remains the decision of the Headteacher.

On Call (C4 Sanction)

If a student misbehaves in a way that could put them at risk of exclusion i.e. a severe incident of misbehaviour then the office should be contacted. They will then sent a member of staff who is on call to the lesson who will then, with negotiation, decide whether the student should stay in the lesson or remove them. The on call member of staff will try to place the student with the Head of Faculty if this is not possible or the incident is so serious that the student is not allowed to remain in lessons with other students, alternative accommodation should be sought.

The sending teacher will be expected to provide work and complete the behaviour on-call log on PARs

On call should only be used for severe unexpected incidents. If the on call teacher is called out to deal with the same student in the same lesson then the Curriculum Area needs to take action to try to solve the problems prior to misbehaviour occurring.

The on call teacher may ask for support from the Behaviour Leaders/Faculty Heads/Student Support Services if they are dealing with several incidents in a lesson.

Behaviour logs must be maintained.

As stated above, ensuring good discipline is the responsibility of every member of staff so all should take action if they find a student not following the code of conduct or acting in an inappropriate manner. Staff should follow the Consistency & Consequences procedures.

Headteachers have specific statutory power to discipline students for poor behaviour outside of the college premises Section 89(5) of the Education and Inspections Act 2006 gives Headteachers the power to regulate students conduct when they are not on college premises and are not under the lawful control of a member of college staff. This can relate to any bullying or behaviour incidents occurring anywhere off the college premises, such as a college, public transport, outside local shops or in a town/village centre. Discipline outside of college may be applied when the child is:

- Involved in a school organised activity
- Travelling to and from college
- Wearing college uniform
- Identifiable as a student at the college

The Headteacher has the statutory power to discipline students when the behaviour;

- Could have repercussions of the orderly running of the college
- Poses a threat to another student or a member of the public
- Could adversely affect the reputation of the college

Prohibited Items

At Unity College we strive to have a community which is safe and secure. There are a number of items that are prohibited and must not be brought onto college premises. Any item that could be considered a weapon, any type of illegal substance, tobacco product, controlled drug, fireworks or any other item that can put the health and safety of our college community at risk.

Screening, Confiscation and Search for Prohibited items

A senior member of staff can carry out a search without consent if they have reasonable grounds for suspecting a student has in their possession: knives, blades, alcohol, tobacco products, controlled drugs, fireworks, stolen items or other prohibited items.

Colleges have a common law duty to search students with their consent for any item that is expressly banned by the college rules. This search can include looking in the students bag and locker, asking them to turn out their pockets.

Unity College will search students if there is any suggestion that a student may be carrying a prohibited item. Students will be searched by a senior member of staff. Refusal to be searched will result in the college imposing disciplinary sanctions. If a student refused to be searched they will not be allowed to remain on college premises.

Confiscation

Should a student arrive at college with items that are prohibited will lead to the college confiscating these items. Where items are confiscated they will be returned to the student/parent at the earliest convenience. Should an item be a weapon or controlled drug then it will be handed to the police. Alcohol will be disposed of by the college. If stolen goods are recovered then this will be returned to the rightful owner if this can be established by the college. Staff are protected from liability for damage or loss to confiscated items.

Guidance states that there is no legal requirement to inform parents /guardians when alcohol, illegal drugs or potentially harmful substances are found but as a college we will inform parents at the earliest opportunity.

Power to use Reasonable Force

Staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property and to maintain good order and discipline in the classroom. **NOTE:** this will always be used as a last resort.

This policy does not stand alone and should be used alongside the following Policies:

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| Safeguarding Policy | Procedures for Assessing Risk |
| Anti-bullying Policy | Induction and Code of Conduct for Staff |
| Racial Incident Policy | Intimate Care Policy |
| Harassment and Discrimination Policy | Safer recruitment Policy and Practice |
| Use of Physical Intervention Policy | Confidentiality |
| Educational Visits Policy | One to One Working |
| Intimate Care Policy | Children in Care |
| E-safety Policy | Equality |
| Health & Safety Policy | SEN Policy |
| Drug and Substance Mis-use Policy | |
| Behaviour Management Policy | |
| Child Looked After Policy | |
| Attendance Policy | |

This Policy was updated on

This Policy will be reviewed