

 <p><b>Hope Valley College</b> Nurture - Enrich - Achieve</p>	Policy No. T&L004	<b>Version</b>	<b>2</b>
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	<b>Good Behaviour Policy &amp; Procedures</b>	<b>Author</b>	<b>DPE/DWI</b>
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## 1. PURPOSE

At Hope Valley College...

We want our students to be:

- Happy, confident with high expectations
- Resilient, independent and resourceful
- Caring, friendly and compassionate
- Open-minded and adventurous with broad horizons
- Ambitious, successful leaders and team players, ready for future challenges

In a school that:

- Provides excellent teaching and a wide range of challenging learning opportunities – academically, physically and emotionally
- Values every student as an individual and is ambitious for every student regardless of their background, previous achievements, talents or individual barriers to learning
- Is nurturing, caring and welcoming
- Is reflective and always striving to improve
- Develops student and adult leadership and participation at every level
- Is a community that students, staff and parents are proud of

The aims and objectives of this policy are:

- To actively promote and foster high standards of personal conduct.
- To create positive relationships between all staff and students based on mutual respect and shared goals.
- To celebrate the individuality and uniqueness of each student in a supportive environment.
- To ensure all students have a positive approach to learning and can learn in an environment without interruption.
- To ensure all staff are consistent and proportionate in the application of the behaviour policy.
- To ensure that where behaviour falls short of expectations procedures are followed by all staff.

## 2. OWNERSHIP

This Policy has been created and updated based on consultation with teaching and support staff, students, parents, governors, other stakeholders and has been brought in line with current legislation.

## 3. POLICY STATEMENT

At Hope Valley College we are committed to nurturing our students, providing them with access to enrichment within their education and supporting them to achieve through high quality teaching and learning.

At the heart of how we work are the principles that positive behaviour will be consistently rewarded and behaviour that falls below expectations will not only be consistently challenged but that students will be supported in improving their behaviour, so that they can fulfil their potential. At all times we will endeavour to account for the needs of each student and respond in a way that acknowledges this.

We are very clear that we want all students to access every learning opportunity and where this is being impacted we will challenge the behaviour. As a College we will promote an ethos that values all and has a sense of collective responsibility to ensure that behaviour promotes learning. We recognise that behaviour is a form of communication and each individual is responsible for how they interact with others.

We have high expectations for our students. We are committed to offering the best possible care and guidance to our students and this is the principle that underpins the application of this policy. We believe that every student, with the right support and engagement is capable of meeting our standards. We believe that this will support the happy, compassionate College ethos we promote and is key to ensuring every child fulfils their potential.

As a staff we will

- Deliver teaching that meets the needs of all students
- Be aspirational and have high expectations of students
- Be consistent in our use of rewards and consequences
- Share good practice within College in order to support students
- Use approaches, such as 'emotion coaching' in supporting students to modify and change their behaviour
- Be positive with students and endeavour to have a 'clean slate' approach

To support behaviour, staff will have consistently high expectations of what each student can achieve. We will model behaviour and expectations for students. We will support students in learning how to accept the perspective of others and restore relationships within College when students' behaviour has fallen below expectations.

Students will:

- Actively engage in every learning opportunity, in and out of the classroom
- Respect others and respond in a manner that is appropriate
- Attend College, in correct uniform, fully equipped and ready to learn.

We ask that parents/carers:

- Report to College immediately any home concern or issue that you think may affect their child's behaviour and engagement in College
- Re-enforce College expectations frequently
- Use the management system (Parent Portal) to keep in touch with their child's positive and negative behaviour events as input by staff
- Join College staff in recognising and praising their child's positive attitude in College
- Support College when negative behaviour results in College sanctions
- Use the appropriate avenues for complaint if a parent is unhappy with a decision taken by College staff

As a College we will look to nurture our students and recognise the positive behaviours that they display. There are a wide range of rewards that staff can use to recognise the behaviour and effort of students. These may include:

- Housepoints
- Positive praise postcards
- Contact with home to share positive feedback
- Perfect Term and Perfect Year certificates
- Termly house assemblies
- End of year awards
- Other informal ways of celebrating the success of students

Students will be challenged when their behaviour is below these standards. For example:

- When the behaviour of a student disrupts their own learning or the learning of others
- Effort in activities that is not consistent with a student's capabilities
- When students fail to attend lessons or believe that they can 'opt out' of learning opportunities
- Showing disrespect to any member of the College community or directly making an individual uncomfortable

As a College we are very clear that we will not tolerate the following:

- Discrimination and prejudice
- Violence and aggression towards others
- Dangerous conduct that puts others at risk
- Use of illegal substances
- Truancy

We look to staff to use a wide range of strategies to support students in creating a positive learning environment. However, if staff feel that more informal strategies are not eliciting a modification of behaviour, students will be given the choice to change their behaviour, the chance to make the right decision and then a consequence if the behaviour does not change.

Staff are required to use their discretion when challenging behaviour in classrooms. If a student's behaviour is disrupting the learning environment and they have not made the appropriate choices, they may be required to work in another classroom or to work away from the classroom. This is to allow the learning of other students to continue. Staff will determine whether a further consequence is required. This might include social isolation, faculty detention, after-school detention or isolation. This will be decided based on the individual student and the set of circumstances. As part of this process staff will discuss with the student the behaviour, what might have caused it and how it can be avoided on future occasions. This is to support students in reflecting on their behaviour, outside of the situation, and helping them to understand why that behaviour was inappropriate and damaging to their learning. In the very vast majority of cases we expect that students will be able to demonstrate the appropriate behaviour to support their learning and move forward.

If the behaviour of a student falls below expectations over a period of time, or deteriorates rapidly, broader strategies will be used. These may involve:

- A review of a student's needs to identify any necessary reasonable adjustments
- Report system
- On-going contact with parents/carers
- Mentoring work
- Withdrawal of privileges
- Personalisation of the curriculum
- Referral to external agencies
- Alternative educational placements
- CMT contract
- Governor's contract

On occasions students may also receive a pre-exclusion warning meeting where concerns about a student's behaviour will be outlined and agreement reached about future conduct. Other strategies may be implemented at this stage.

A student may also receive a fixed term exclusion. This could be as a result of a serious breach of behaviour expectations. The principal will take the decision to exclude a student in

consultation with the wider College management team. All exclusions must be fair and legal following the statutory guidance from the DFE.

Following a fixed-term exclusion, a re-integration meeting will take place with the student, a parent/carer and a senior member of staff. At this meeting further support will be discussed, as well as expectations about future conduct.

There are situations where the decision may be taken to permanently exclude a student. There are two situations where this decision would be taken:

- A final formal step in a structured process that deals with persistent and on-going refusal to conform to the College's expectations. This will be done only after a wide range of strategies have been used to support the student. The decision is a clear acknowledgement that these strategies have not been effective and the student has not sufficiently modified their behaviour
- Where there are exceptional circumstances and it is decided that implementing other strategies is not appropriate. Such circumstances may involve:
  - Serious actual or threatened violence against a member of the College community
  - Systematic abuse of a member of the College community
  - Sexual abuse or assault
  - Supplying or carrying illegal drugs
  - Carrying or using an offensive weapon
  - Arson
  - Any offence that the College deems serious enough to warrant exclusion.

The above are indicative of the severity of the incident that would necessitate such a step. Where appropriate the school will consider the involvement of the police.

## **4. PROCEDURES**

### Recognition and Praise

Staff should use praise judiciously to ensure its over-use is not detrimental, but that underuse does not render it ineffective.

- Students should be given verbal/written praise on effort and achievement.
- House points should be issued to recognise an individual's effort or attainment that goes beyond basic expectations.
- Positive Behaviour Events should be recorded on the management system so that parents can view these.
- Staff may contact home when students have shown an outstanding individual / effort / achievement. This also includes departmental post cards.
- Perfect Term Certificates - awarded at the end of each term to recognise consistent levels of behaviour and achievement.
- Awards Ceremony -End of year to recognise progress / attainment and outstanding achievements in key areas.

### Sanctions

We are very clear that inappropriate behaviour that disrupts learning or causes upset or offence will not be tolerated. The sanctions outlined will be carried out in an assertive, non-

confrontational manner. The sanctions are to address the behaviour and not the personality. Staff should apply these sanctions consistently.

### Sanction administration

- Movement to another classroom, teacher detentions, departmental detentions can be issued and should be recorded on the management system
- Staff can request to have a student removed from a classroom when their behaviour is disrupting the learning of others. An after school detention may be issued.
- Students may be placed in isolation. This may be for a variety of reasons including inappropriate behaviour, aggressions towards individuals within the College community or to allow for the investigation of an incident.
- Students may be placed on monitoring cards to help support them to modify their behaviour in lessons.
- Students may be issued with a pre-exclusion warning about future conduct
- For more serious transgressions students may be issued with a fixed term exclusion. Following a re-integration meeting students will be monitored on a Principal's report.
- For on-going transgressions students may be moved onto a CMT contract or a Governor's contract to provide a greater level of monitoring of behaviour, along with clear expectations of behaviour
- If a student persistently fails to modify behaviour and has not responded to all possible interventions a decision may be taken to permanently exclude a student. A decision may also be made in the most extreme of situations.

### Monitoring Card System

- Progress Card/Pathways Card – tutor or senior house tutor to monitor
- SHT Card – monitored by senior house tutor
- CMT card – monitored by a member of CMT
- Principal's report – monitored by the Principal
- Attendance and punctuality card – monitored by any of the above

### Pre-exclusion

If it is deemed that a student is at risk of a permanent exclusion than a student, along with parents/carers, will have a pre-exclusion meeting where concerns about the current conduct will be outlined and agreement will be reached about the future conduct of the student. A student may at this point be placed on a governor's contract and will also have access to the support measures outlined above.

### Fixed Term Exclusion

A decision to exclude a student will be taken in the following circumstances:

- In response to a serious breach of the College's behaviour policy (e.g. physical assault, verbal abuse, putting themselves or others in danger, bring a knife or any illegal substance into College. This is not an exhaustive list).
- If allowing the student to remain in College would seriously harm the education or welfare of a student or students in College.
- On-going refusal to co-operate with the College expectations of reasonable behaviour.

The Principal will take the decision to exclude a student in consultation with the College management team or after consultation with the Senior House Tutors. All exclusions must be fair and legal (must follow statutory guidance from the Department for Education).

Following a fixed term exclusion a student must have a re-integration meeting with parents/carers and a senior member of staff. The meeting will agree the future conduct of the student. All actions agreed will be formally recorded.

### Permanent Exclusion

The decision to permanently exclude a student is not taken lightly. The College may permanently exclude a student when there is either 'a serious breach, or persistent breaches of the (College's) behaviour policy; and where allowing the (student) to remain in (College) would seriously harm the education or welfare of the (student) or others in the (College).'

This might mean that a permanent exclusion is:

- A final formal step in a structured process that deals with persistent and on-going refusal to conform to the College's expectations of behaviour. This will only be done after a wide range of strategies have been used to support the student. This decision is a clear acknowledgement that all of these strategies have not been effective and the student has failed to sufficiently modify their behaviour
- Where there are exceptional circumstances and is decided that implementing other strategies is not appropriate. Such circumstances may involve:
  - Serious actual or threatened violence against a student or staff
  - Sexual abuse or assault
  - Supplying or carrying illegal drugs
  - Carrying or using an offensive weapon
  - Arson
  - Any offence that the College deems serious enough to warrant exclusion

The above are indicative of the severity of the incident that would necessitate such a step. Where appropriate the College will consider the involvement of the police.

## **5. THE LAW**

If staff deem it necessary, the college can exercise its right to detain students at break, lunchtime, before or after school, even without the consent of parents/carers (Section 5 of the Education Act 1997). If detention is to take place we will endeavour to give 24 hours' notice. However this is at our discretion as we have the power to issue no notice detentions (Education Act 2011).

Fixed Term and Permanent Exclusions are subject to clear national guidelines (the Education Act 2011, the School Discipline Regulations 2012 and Exclusion from maintained schools, academies and PRUS in England 2017) and these are separate from any school/college behaviour policy. The Government supports head teachers in using fixed term exclusion (often known as FTE or "exclusion") as a sanction where it is warranted. The exclusion must be lawful, rational, reasonable, proportionate and fair. Only the Principal can exclude a pupil and it must be on disciplinary grounds. The head teacher must take into account their legal duty of care when sending a pupil home following an exclusion. Every child has a right to an education and schools must take reasonable steps to set and mark work whilst the student is excluded. The parents/carers have a right to be informed as soon as the decision to exclude is taken and the right to appeal to the governing body. The head teacher and governing bodies must take into account their statutory duties in relation to special educational needs (SEN) when administering the exclusion process. This includes having regard to the SEN Code of Conduct and the Equality Act 2010.

### Disruption in the community

We pride ourselves on the behaviour of our students outside of the college and want to ensure that this is maintained. On trips students are expected to behave appropriately and the behaviour policy applies for any transgression. Where inappropriate behaviour occurs when travelling to or from College the College reserves the right to follow the behaviour policy in its entirety.

We would encourage parents/carers to report any instances of inappropriate behaviour, or behaviour that gives a cause for concern. If following a report we believe that a student is at risk then the safeguarding policy will be followed accordingly.

#### Mobile device and headphones policy

Students are not allowed to have mobile devices out in the building, including the corridor, unless they have specific permission from College staff. Students can use mobile devices and headphones at break and lunch time outside of the building.

If a student has a mobile device or headphones visible inside the building without permission it will be immediately confiscated, taken to reception at the end of the lesson for safe keeping, the parent/carer will be texted inviting them to collect any confiscated items from reception at their convenience.

#### Searching of students

Schools do not need your child's consent to search them if they think your child has prohibited items, including:

- weapons, e.g. knives
- alcohol
- illegal drugs
- stolen goods
- tobacco products, eg cigarettes
- pornographic images (of any kind, e.g. tabloid topless pictures and 'lads' mags' as well as extreme adult material)
- fireworks
- anything that has been, or is likely to be, used to cause injury or commit an offence
- anything banned in the school rules

These things will be confiscated and the appropriate procedures will be followed in accordance with 'Searching, screening and confiscation' Advice 2018.

#### Physical Intervention

College staff can and will use physical intervention in exceptional circumstances. In some cases they have a legal duty of care to use physical intervention.

The College expects staff will only use force in circumstances where:

- The consequences of not intervening were sufficiently serious to justify the use of force
- Achieving a safe outcome by other means had either been tried and exhausted
- The risks associated with not using force outweigh those of using force.

For full details see the College's Physical Intervention Policy

#### Prejudice-based incidents

All forms of prejudice-based incidents should be reported to staff. Any form of prejudice including racism, homophobia, anti-Semitism or any form of discrimination based on culture,

religion or ethnicity will incur a sanction and may be reported to the Local Authority. [See Appendix 3)

### Parent Complaints Procedure

If a parent/carer is concerned about a detention issued by a member of staff they should contact their child's tutor, Pastoral Officer or Senior House Tutor in the first instance. Parents will be informed in writing of their right and procedure to appeal against any exclusion issued by the Principal.

Parents/carers should use the College's "Complaints Procedure" for any further complaint.

### Student Complaints Procedure

Any student who is unhappy with how the rewards or sanctions within this policy have been administered can raise this. Initially it should be raised with the teacher or with that particular head of department. If students are uncomfortable with this they could raise it with a member of staff they trust e.g. form tutor or SHT. If a student is unhappy with the outcome they can choose to raise this with a more senior member of staff.

## **6. LINKED POLICIES**

- College Code of Conduct
- Grievance Procedure
- Child Protection – Safeguarding Children Policy
- Anti-bribery and Corruption Policy
- Disciplinary Policy for School Staff
- Finance Policy and Procedures
- Safeguarding Policy
- Peer on Peer Abuse Policy

## **7. MONITORING AND EVALUATION**

College procedures will be monitored by the Principal and all CMT, who will review and evaluate behaviour three times a year to the Governors (as part of the Governors' Dashboard and in evaluating exclusions in the Principal's report) with more comprehensive data analysis annually.

## **Appendix 1: Drugs and Substance Abuse Policy**

**This policy has evolved as a result of consultation between the Personal and Social Education Co-ordinator and the Teaching & Learning Committee of the Governing Body. It has been presented to the staff, parents, health education professionals and the full governing body.**

In dealing with drug use and possession incidents our response will differ according to the circumstances and to the nature of the substance involved. The response will balance the need to consider legal implications with a concern for the care and welfare of those involved and the rest of the College.

Our responsibilities are to parents/carers and to our students. We also have a clear responsibility to stay within the law. We shall therefore work consistently and closely with parents/carers, health professionals and with the schools police liaison officer as appropriate.

The use of illegal substances is not allowed within the College. Student use of tobacco, e-cigarettes, alcohol and substances open to abuse is not allowed. Adult use of alcohol on-site is acceptable during infrequent social occasions outside of the school day and adult use of tobacco is not allowed on-site.

Where a student has been involved in a drug related incident in College the College will inform his/her parents/carers. The College will reinforce positive health behaviour and offer referral to health professionals as necessary. Where the substance is illegal, the Principal will inform the police.

### **Over the counter medicines**

Unless absolutely necessary these should not be brought to College. There is always the danger that they may be shared, causing an unexpected adverse reaction in another student.

### **Prescribed medicines**

Medications for self-administration should be kept by the student, but only in the original, labelled container. It is strongly advised that a spare inhaler is kept, along with all other medications securely at Reception.

It is illegal for a student to give prescribed medicine to another student.

Staff are not in a position to administer medication to students. There is a nominated member of staff who can do this with written parental consent being in place.

### **Smoking**

Hope Valley College discourages the use of tobacco and actively discourages smoking by students. This includes the smoking of tobacco or e-cigarettes in the immediate vicinity of the College or travelling to or from College. The use of tobacco by students is not allowed and any tobacco products, e-cigarettes or means of lighting cigarettes, will be confiscated and returned to parents/carers. The College site is a non-smoking site.

As smoking by students is not allowed, students in a group with smokers will be deemed to be condoning this, and so those students associating with smokers will be liable to the same sanctions as those caught smoking. This message will be made clear to students.

Any use of tobacco/e-cigarettes/associating with smokers will result in the parent being informed, and an after-school detention will be given. Arrangements may be offered for counselling by a health professional (e.g. with the School Nurse running smoking cessation groups). Students who are caught offending a second time will be placed in five lunchtime detentions, with parents notified of this.

Step 1 – after College detention

Step 2 – social isolation – 5 lunchtimes

Where students show no response to the sanctions above an interview will be arranged between the student and the Principal, or Deputy Principal, where a pre-exclusion warning will be given. A subsequent failure to observe the rules will result in a one-day exclusion. Sanctions for smoking will operate on a termly basis, for this purpose there being three terms per year.

### **Alcohol and other legal intoxicants**

As a part of our care and concern for our students any incidents of the use of alcohol and other legal intoxicants in College or travelling to or from College brought to our attention will be shared with parents/carers.

If any student is found to be involved with alcohol and other legal intoxicants within the College parents/carers will be informed immediately and the student removed from the premises. A fixed term exclusion of up to five days may be given in order to fully investigate the circumstances, to ensure that there is a fair and reasoned response. Confidential medical counselling will be offered to both the student and their parent/carer.

Before the expiry of the exclusion the student, parents/carers, the Principal, member of CMT and a member of the Governing Body will meet to discuss the matter. Subsequent to this meeting students will be required to assure the Governors of their future behaviour via a written contract, which will require the support of parents/carers. Breach of this contract may lead to permanent exclusion. Should the matter be resolved before the expiry of the exclusion then the remaining period of exclusion will be revoked and expunged from school records.

Parents/carers have the right to appeal against a permanent exclusion to the appeals committee of the governing body. These rights will be fully explained.

### **Illegal substances**

*The involvement with illegal substances on premises in terms of possession, using, sharing buying and/or selling may lead to permanent exclusion.*

As a part of our care and concern for our students any incidents of the use of illegal substances brought to our attention in College or travelling to or from College will be shared with parents/carers.

Any illegal substances found on the premises will be placed in the College safe, and the police asked to collect them.

If any student is found to be involved with an illegal substance within the College parents/carers will be informed immediately, police advice sought and the student removed from the premises. A fixed term exclusion of up to five days may be given in order to fully investigate the circumstances, to ensure that there is a fair and reasoned response.

Confidential medical counselling will be offered to both the student and their parent/carer. Should the matter be resolved before the expiry of the exclusion then the remaining period of exclusion will be revoked and expunged from school records.

Before the expiry of the exclusion the student, parents/carers, the Principal, a member of CMT and a member of the Governing Body will meet to discuss the matter. Subsequent to this meeting students cannot be readmitted to the College unless they can assure the Governors of their future behaviour via a written contract, which will require the support of parents/carers. Breach of this contract may lead to permanent exclusion.

Parents/carers have the right to appeal against a permanent exclusion to the appeals committee of the governing body. These rights will be fully explained.

### **Guidelines for staff in dealing with drug related incidents**

The normal pastoral structure should be adhered to. The tutor has a vital role to play, supported by Senior House Tutors and the College Management Team. Any incidence of suspected illegal drug use in or out of College should be reported to the Principal.

When talking to a student stress that confidentiality cannot be guaranteed by teachers. Confidential medical advice can be obtained from medical practitioners. If an illegal substance is considered to have been taken remain calm and unthreatening to the student and refer to the Principal. Open-ended questions are more likely to gain useful information from a student than questions requiring just a yes/no answer.

Any substance considered to be illegal and / or intoxicating should be collected by the member of staff finding it, given at once to a member of CMT, sealed in a suitable container and placed in the safe. It is important for you to gain a witness to this action. Any cigarettes, lighters, matches or alcohol found on a student in College should be placed in the College safe prior to collection by parents/carers. Contact with the media on any drug related incident should be the sole responsibility of the Principal. Professional discretion should be exercised in talking about such incidents out of College.

**STUDENTS SUFFERING ANY ADVERSE EFFECTS OF INTOXICATING SUBSTANCES MUST NOT BE LEFT ALONE.**

