

# BEHAVIOUR MANAGEMENT AND DISCIPLINE POLICY



<b>Approved by GUIDE92 Governance:</b>	December 2023
<b>Policy Review Date:</b>	December 2025
<b>Staff Responsible:</b>	Centre Manager
<b>Governor Link:</b>	Education

## **1. Philosophy**

1.1 At GUIDE92 we value people and learning above all. Our work is guided by the belief that every child matters and has something unique to offer. We believe that individuals achieve more in an environment that sets high standards and demands the personal best.

1.2 GUIDE92 aims to create a safe and supportive environment for learning and behaviour that reinforces values. Our values of mutual respect, cooperation and fair treatment help build positive relationships and promote positive mental health and well-being for our students and all members of GUIDE92.

1.3 We believe that:

- All individuals are to be valued and treated with respect.
- All individuals have the right to work in a secure and safe environment where they are able to achieve their potential.
- Students have the right to learn in a cooperative environment free from disruption.
- Parents have a right to expect that their children will be educated in an environment of care, courtesy and respect for the rights of others.
- Parents have a responsibility to support GUIDE92 in its efforts to maintain a positive learning environment.
- Staff have an obligation to implement GUIDE92's positive behaviour strategy consistently and fairly.

## **2. Aims**

2.1 We aim to offer a framework of acceptable standards of conduct within which GUIDE92 works. The GUIDE92 motto and the student pledge, 'GUIDE92 5 Essentials' and 'GUIDE92 Expectations' all contribute to our discipline policy. Students are expected to observe and comply with these in order to create and maintain a safe and productive learning environment.

### **GUIDE92 Motto**

Nourishing Potential.

### **Student Pledge**

I have chosen to become a GUIDE92 student and to keep up with the high expectations and standards expected from me. This means that I will:

- Take my time here seriously.
- Control my outbursts.
- Be polite and treat all with respect.
- Do as I am asked.
- Build positive relationships.
- Arrive to GUIDE92 Education centre each day on time ready to learn.

### **GUIDE92 5 Essentials**

All students must:

1. Attend GUIDE92 every day and on time.
2. Be polite and respectful to all staff and students.
3. Do as you are asked the first time and do not backchat.
4. Bring your equipment.
5. Do your class work to the best of your ability.

### **GUIDE92 Expectations**

A GUIDE92 student:

- Has respect for themselves and others.
- Is polite and courteous to all.
- Works hard to achieve the best that they can.
- Helps themselves and others to achieve, and is proud of that achievement.

2.2 GUIDE92 will encourage positive behaviour by implementing its behaviour for learning strategy. This strategy is based on giving the student opportunities to amend their behaviour. It incorporates a fair, transparent and consistent escalation of sanctions for poor behaviour. This policy also incorporates the following appendices: The Home School Contract, Health & Safety Policy, Exclusion Policy, Behaviour consequences, Positive classroom climate and the New Parents Handbook.

### **3. New Statutory Powers**

3.1 The Education and Inspection Act 2006 introduced new statutory powers for schools regarding behaviour and discipline. The new measures include:

- The legal rights to confiscate and retain inappropriate items from students such as mobile phones or music players. Members of staff also have the right to dispose of some inappropriate items of student's property.
- Statutory powers to discipline students at times when they are not on the premises of the school and not under the lawful charge of a member of staff 'to such an extent as is reasonable'. Greater legal scope and flexibility in giving students detentions, which may include after school and Saturday detentions.
- A legal duty on schools to make provision for tackling all forms of bullying.

### **4. Using 'Reasonable Force'**

4.1 The Education and Inspection Act 2006 strengthens the legal powers for teachers and other school staff to use 'reasonable force' to prevent students from committing a crime or causing injury, damage or disruption.

### **5. Search for Inappropriate Items**

5.1 Legislation allows the Centre Director and staff authorised by them if they suspect that the student may have a prohibited item to search students.

Prohibited items are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette paper
- Fireworks
- Pornographic images
- Any article that has been, or is likely to be used to commit an offence or to cause personal injury to, or damage to the property of any person.
- Any item banned by the school rules e.g. mobile phones and music players

5.2 Centre Directors are also entitled to use metal detectors and wands to carry out random, non-intrusive searches of students for any weapon.

### **6. Malicious Allegations of Abuse Against An Adult**

6.1 When it has been shown that a young person has made a malicious allegation against a member of staff the young person will receive a sanction. In issuing the sanction the following will be taken into account:

- The nature of the allegation
- What the young person was trying to achieve by making the allegation

- The evidence from the investigation carried out by the Centre Director or Chair or Governors.
- The individual needs of the young person
- The young person's previous behaviour record.

6.2 Once the sanction has been decided the parents will be invited in to meet with the Centre Director or the Chair of Governors. The young person will also meet with the adult the allegations were made against in the presence of Centre Director or the Chair of Governors. The adult will be consulted throughout the procedure. The incident will be recorded and the situation monitored by the Centre Director or the Chair of Governors.

#### **To achieve our aims we will:**

- Expect students to follow and conform to the code of conduct.
- Communicate our policy to staff, parents and students.
- Recognise and reward good behaviour through our rewards system.
- Expect students to be self-disciplined and take responsibility for their own actions.
- Where sanctions are necessary they will be appropriate and proportionate to the nature of the conduct.

#### **Success Criteria:**

- Fewer incidents of poor behaviour are recorded.
- Fixed term exclusions reduce in number.
- The number of good/outstanding lessons increase.

### **7. Positive Behaviour Management**

7.1 Students respond best to praise, encouragement and reward. Incidents of inappropriate behaviour can be reduced by focusing on positive aspects of the student's behaviour, and by de-escalating conflict.

### **8. Strategies for Positive Behaviour Management**

- Be polite and respectful to all students whatever their behaviour: never shout, use sarcasm or belittle a student. We believe in discipline with dignity.
- Use emotion coaching; identify the emotional motivation for the behaviour and respond appropriately.
- Use the reward system consistently.
- Praise/reinforce good behaviour.
- Ignore minor, attention-seeking behaviour and publicly praise those doing the right thing.
- Criticise the action, not the student.
- Sanction the individual, not the whole group.
- Reprimand students on their own, not in front of the group.
- Encourage students to apologise and repair the relationship. Explain how their behaviour has made you feel.
- Consistently follow GUIDE92 procedures.
- Display good work.
- Consistently refer to and use language in the GUIDE92 motto, Student Pledge, GUIDE92 5 Essentials and GUIDE92 Expectations.
- Defuse conflict by remaining calm.
- Do not enter into power struggles with children on their terms and at their level.

### **9. Rewards**

9.1 Rewards are available to all students and achievable by all. They are available for all aspects of students learning and experiences at GUIDE92. Rewards must be awarded consistently, fairly

and regularly by all staff. It is essential that we focus on and emphasise the positive aspects of our students' performance and reward good work, effort, performance and behaviour.

## **10. Student Responsibilities in the Classroom**

### **10.1 GUIDE92 students:**

- Arrive on time.
- Concentrate in class and listen to teachers' instructions.
- Bring basic equipment needed for each class.
- Always try to do their best work.
- Set out work as required by teachers.
- Work in groups without raising the sound level to disturb other groups.
- Wait for their turn to speak in discussion groups and question and answering sessions.
- Help other students who may be having difficulties.
- Never shout out and rush around.

## **11. Health & Safety**

### **11.1 GUIDE92 students:**

- Never supply any illegal drug as this is strictly forbidden. Supplying drugs will mean automatic permanent exclusion
- Do not use any type of cigarettes or alcohol on the way to, from and whilst on GUIDE92 premises.
- Do not vandalise GUIDE92 equipment [including fire alarms]. This will lead to exclusion and an expensive bill for repairing the damage.
- Do not bring on to GUIDE92 site any dangerous articles [including knives, fireworks and any sort of firearm or harmful chemicals].
- Deposit rubbish in the bins placed around the GUIDE92 site and do not drop litter.
- Do not leave GUIDE92 during the day unless consent is given in advance.

## **12. Property**

### **12.1 GUIDE92 students:**

- Do not bring any banned items to school. These include: mobile phones, iPods, MP3/4 players, PSPs, Gameboys, expensive jewellery and dangerous implements of any kind.
- Do not get involved with any sort of buying and selling between students.
- Do not take property from other students' clothes, or bags; theft of property belonging to GUIDE92, or other students, will lead to a serious sanction, and may involve the police.

## **13. General Behaviour**

### **13.1 GUIDE92 students:**

- Use polite language that does not cause offence to others. Offensive language includes swearing, racist, sexist and homophobic language.
- Respect others and never use threatening behaviour or use physical violence to another student or adult. Such behaviour will lead to an exclusion.
- Never bully another student; bullying of any sort will not be tolerated.
- Take care of GUIDE92 environment.
- Put litter in the bins provided.
- Never bring chewing gum into GUIDE92.
- Keep to the left while moving around the building and behave in an orderly fashion in the corridors.
- Stay in the classroom unless permission has been given to leave.

## **14. The Wider Community**

### **14.1 GUIDE92 students:**

- Never congregate around GUIDE92 entrances.
- Are polite to those who live near GUIDE92.
- Are quiet, calm and polite on public transport.
- Avoid getting into arguments even if they have been treated unfairly – in such cases they tell their teacher who will speak to those involved.
- Use the pedestrian crossing
- Use the pavement rather than walking in the road.

## **15. Use of GUIDE92 Computer Network**

### **15.1 GUIDE92 students:**

- Never use a computer to harm/bully other people or interfere with their work.
- Never damage a computer and its connections, other IT equipment or the network in any way.
- Never interfere with the operation of the network by installing any software, including shareware and freeware.
- Never use any computer designated for 'Staff use only'.
- Never violate copyright laws, view, send or display offensive messages or images
- Never waste the disk space allocated.
- Never trespass into folders, files or work stored in areas other than their Home folder or allocated 'Shared' area.
- Never use the internet or other resources to access offensive sites or sites that are unrelated to school work.
- Notify a member of staff if he or she encounters, even by accident, students, materials, files or folders that violate this code.
- Are prepared to be held accountable for their actions and for loss of privileges if this code is broken.
- Never give others access to personal passwords and take responsibility if they allow access to their files.

## **16. Consequence Model**

16.1 High standards of behaviour are built upon the consistent and fair enforcement of GUIDE92 rules and our combined efforts to motivate the students to achieve their full potential.

16.2 GUIDE92 operates a consequence model whereby poor standards of behaviour are categorised into 4 levels of seriousness. These range from:

C1 – Low level misbehaviour

C2 – More serious misbehaviour, persistent level 1 behaviour

C3 – Behaviour serious enough to warrant a meeting with the Centre Director.

C4 – Behaviour serious enough to consider a permanent exclusion.

### **16.3 Sanctions Must Be:**

- Used to restore a positive working relationship
- Used to put right any wrong that has been done; students should help the member of staff or student that they have wronged
- Appropriate to the offence
- Familiar to and understood by all
- Applied fairly, consistently & promptly

### **16.4 Monitoring Cards**

Students exhibiting poor standards of behaviour across 3+ subjects may be placed on a corresponding monitoring card, which uses a traffic light system Green, Yellow and Red.

Monitoring cards are supervised by the following staff:

Green	Teacher
Yellow	Key Stage Leader
Red	Centre Director

16.5 Parents must be informed before a student is placed on a monitoring card. Students report to the relevant member of staff at the end of each day to review the day's comments. Any unsatisfactory comments will lead to an escalation of card. If students respond in a positive way for 1 week on a particular level card they can go down a level and continue on this level for a further week. Should the student's behaviour cause concern once they are off card, they will return to being monitored on a card.

### **17. Pastoral Support Plans (PSPs)**

17.1 These are for students who have failed the red card and are therefore at serious risk of exclusion. The PSP involves the parent, GUIDE92 and possibly external agencies in improving the student's behaviour. Students report to Centre Director.

### **18. Parental Interview**

18.1 Request an interview with parents if you have concerns about a student's learning/behaviour. Minute the meeting and place a copy in the student file.

18.2 No student should be placed on a monitoring card or PSP without parents being informed.