

# Behaviour for Learning Policy

## September 2024


### Policy Review

This policy will be reviewed in full by the Directors on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Directors on 01.09.24.

It is due for review on 01.09.25 (up to 12 months from the above date).

Signature (CEO) .....  ..... Date ..... 01.09.24.....

Signature (COO) .....  ..... Date ..... 01.09.24.....

### Version Control

Version	Date	Changes
V1	04/09/23	Original document
V2	01/09/24	Updated in line with KCSIE 2024 Rewards system update
V3	04/11/24	Mobile phone and vaping/smoking procedures update

## Statement of Intent

Edit Education encourages all students to take responsibility for their own actions both in and out of the provision and to consider their impact upon others.

We believe

- ✓ The education and success of all students is of equal value.
- ✓ Celebration of diversity in gender, race, creed and ability, by providing quality teaching to raise standards and equalise life choices.
- ✓ That bullying in any form is completely unacceptable and will always be taken very seriously.
- ✓ Respect for the dignity of ourselves and others.
- ✓ Recognition that all members of our community have rights, with complementary responsibilities.
- ✓ Recognition that all students may experience difficulties because of events such as bereavement and family problems.
- ✓ Students who have special educational, physical or emotional needs, should be provided with support to ensure that a disproportionate number of behaviour issues do not arise from these more vulnerable students.
- ✓ A commitment to developing individual potential and autonomy both inside and outside the classroom.
- ✓ Students learn best in a safe and nurturing environment, which promotes a sense of belonging.
- ✓ High student self-esteem and aspiration are essential to success and are best encouraged in a community that celebrates all that is positive.
- ✓ The success of any policy depends on the understanding and support of parents/carers and as such, will be shared with them and their commitment to it sought.

As a provision we want everyone to:

- ✓ Be involved in learning
- ✓ Aim to achieve their highest possible levels
- ✓ Experience and celebrate their success

This means that everyone has responsibility to ensure that:

- ✓ Learning and making progress is the priority
- ✓ Respect, courtesy and consideration between all members of the provision community are a necessary component for success
- ✓ They are honest and co-operative with others

- ✓ They follow the rules and procedures of the provision

We work in close partnership with students, parents, other schools/provisions and agencies in order to be effective and meet the needs of the students.

## **Introduction**

This document is the Behaviour for Learning Policy for Edit Education and any extended services that it provides.

This policy applies to all students, staff (teaching and non-teaching), directors, shareholders and volunteers, temporary and supply/visiting staff, and any sub-contractors working in the provision. It will be reviewed annually by directors and will be publicised to staff, parents and pupils at least once a year. It will also be published on the website.

The principles embedded in this policy link into other policies and guidance relating to: Health and Safety, RSE, Sex and Relationship Education, Anti-bullying, Equal Opportunities, Special Educational Needs, Confidentiality, Attendance, Substance Misuse (including drugs and alcohol), Racism and Homophobia, Educational visits, E- safety, Combating Extremism, School Security, Staff Code of Conduct, Acceptable Use of Technologies etc.

As a provision, we believe in promoting positive behaviour for learning.

We do this by having:

- ✓ Strong provision leadership
- ✓ High standards and high expectations
- ✓ Clear and consistent expectations
- ✓ Clear and consistent boundaries
- ✓ The use of restorative practice to aid a consistent approach to behaviour management

And by providing:

- ✓ The highest quality first teaching
- ✓ A safe, friendly and stimulating learning environment
- ✓ Rewards for positive behaviour
- ✓ Consequences and education for negative behaviour

## **High Expectations**

At Edit Education we expect positive relationships within the whole provision community; we promote positive behaviour by encouraging all staff to have high expectations of students and the encouragement of Restorative Approaches where past behaviours can be discussed and solutions found. Staff receive appropriate training in effective strategies for management of behaviour and understand how to support students to overcome some of the barriers to education that may exist.

#### **a. Positive Relationships**

A key strength of staff at Edit Education is their ability to form positive relationships with students and their parents/carers. All members of staff show unconditional positive regard for the students in spite of any negative behaviour students may display.

#### **b. Restorative Practice**

Restorative practice is a way of working with conflict that puts the focus on repairing the harm that has been done. It is an approach to conflict resolution that includes all of the parties involved. For further guidance and information about restorative practice,

[https://restorativejustice.org.uk/sites/default/files/resources/files/Restorative%20Practice%20Guidance%202020\\_April%202020\\_0.pdf](https://restorativejustice.org.uk/sites/default/files/resources/files/Restorative%20Practice%20Guidance%202020_April%202020_0.pdf)

For restorative practice think sheet see appendix 1.

#### **c. Comprehensive Staff Training**

In order to support all students, regardless of their level of need and behaviours they display, our staff are trained in order to promote positive behaviours and skilfully manage attention needing behaviours. Staff are fully trained in a number of approaches including, (but not limited to) restorative practice, conflict resolution, de-escalation, MAPA (Management of Actual or Potential Aggression). This training is updated when appropriate and enables staff to safely disengage from situations that present risks to themselves, and/or the students. There is a tiered and differentiated approach to staff training to ensure all staff receive the training that is appropriate to their day to day role and job description.

#### **d. Equality**

A lack of understanding of specific protected characteristics, socio-economic status and how trauma can affect behaviour, can lead to staff making ill-informed judgements when engaging with students and carrying out the disciplinary/rewards process. This can have a negative impact on students' behaviour and can cause students to:

- ✓ feel different to other children in some way, or “less than”; can also impact their feeling of belonging or how they see their identity
- ✓ have lower self-belief or self-worth
- ✓ feel powerless and frustrated
- ✓ have reduced aspirations
- ✓ struggle to reach their full potential
- ✓ may be at higher risk of being bullied
- ✓ struggle with mental health issues
- ✓ poor attendance
- ✓ have lower aspirations
- ✓ poor academic performance

Staff should have continuous professional development on awareness of diversity factors that affect behaviour and how to cultivate a positive learning environment for all students.

## **Legislation & Guidance**

The Edit Education Behaviour Policy has taken into account statutory guidance from the Department for Education, along with:

- Section 175 of the Education act 2002
- The Education and Inspections Act 2006
- Equality Act 2010,
- Keeping Children Safe in Education 2024

It should be read in conjunction with the following Policies and guidance:

- Attendance Policy
- Anti-Bullying and Anti-Harassment Policy
- Safeguarding and Child Protection Policy and Guidance
- DfE Guidance, Behaviour and Discipline in Schools
- Use of Reasonable Force – Advice for Head Teachers, Staff and Governing Bodies
- Screening, Searching and Confiscation – Advice for Head Teachers, Staff and Governing Bodies

## **Associated Resources**

Link to A guide to the law for school governors:

<http://www.education.gov.uk/schools/leadership/governance/b0065507/gttl>

Link to the Department's advice on the Equality Act 2010:

<http://www.education.gov.uk/aboutdfe/policiesandprocedures/equalityanddiversity/a0064570/the-equality-act-2010>

Link to Use of Reasonable Force – advice for head teachers, staff and governing bodies:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies/f0077153/use-of-reasonable-force-advice-for-school-leaders-staff-and-governing-bodies>

Link to Screening, Searching and Confiscation – advice for head teachers, staff and governing bodies:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies/f0076897/screening-searching-and-confiscation>

Link to guidance on Dealing with Allegations of Abuse against Teachers and Other Staff:

<http://www.education.gov.uk/aboutdfe/advice/f0076882/ensuring-good-behaviour-in-schools/allegations-of-abuse-against-staff>

Statutory guidance on Dealing with Allegations of Abuse against Teachers and Other Staff (DfE 2011)

Guidance on how to identify and support pupils whose behaviour suggests they may have unmet mental health needs

## **Roles and Responsibilities**

We believe that positive behaviour can be taught and that all staff have a role to play in modelling and promoting such behaviour

### **A. Students**

#### ***Preparation for Learning***

Being on time in the morning is extremely important. If students are late, it not only affects their own learning, but it also affects the learning of others. There are also daily procedures and rules that are necessary for effective learning to take place.

Our expectations of students are that they;

- ✓ arrive at the provision punctually
- ✓ are dressed appropriately for practical lessons
- ✓ hand in mobile phones on arrival at Edit Education
- ✓ hand in vapes on arrival at Edit Education

Regular attendance is also essential to ensure that learning happens and progress is made.

### ***In the Classroom / Workshop***

The classroom is a place for learning.

Co-operation and good behaviour are our expectation.

Disruption in lessons will be taken very seriously and dealt with according to the Behaviour Escalation Protocol (See Appendix 1)

Our expectation of students is that they;

- ✓ are punctual to lessons
- ✓ settle and are ready to learn quickly
- ✓ listen to teachers without interrupting
- ✓ follow instructions
- ✓ do their best, and let others do the same
- ✓ interact sensibly with others when in group or partner activities
- ✓ encourage others to do well
- ✓ are polite and co-operative throughout the lesson.

### ***Behaviour Towards Others***

At all times in Edit Education, we expect students to treat others with consideration. This means students should:

- ✓ treat each other fairly, giving everyone an opportunity to contribute, and with respect and care.
- ✓ be considerate in their actions towards others, and refrain from behaviour which humiliates or hurts others.
- ✓ recognise, tolerate and celebrate their individual differences
- ✓ show empathy to others, consider others' feelings and students should forgive others and not bear grudges.
- ✓ tell the truth at all times.
- ✓ do their best for themselves and for the community, use their talents to help others, show appreciation and humility.
- ✓ trust in restorative practice.
- ✓ represent Edit Education appropriately at all times whether on or off the premises. respecting other people's property and the provision environment

### **As a provision, we will NOT accept**

- ✗ bullying of any kind, including name calling, threats and intimidation
- ✗ racism or sexism, including name calling and any other type of harassment
- ✗ verbal or physical aggression
- ✗ abusive or foul language to any member of the provision community
- ✗ damage to property, the building or graffiti

### ***Behaviour in The Community***

Students' journeys to and from Edit Education, whilst on public transport, and when out on alternative placements, and educational visits are equally important. Students will be expected to:

- ✓ promote a positive image of the provision
- ✓ respect members of the community and their property

Alongside student responsibilities, we firmly believe that students have the right to:

- ✓ Be treated with respect and care.
- ✓ Be protected from discrimination, bullying and intimidating behaviour.
- ✓ Be treated fairly.
- ✓ Feel safe.
- ✓ A fresh start.
- ✓ Be told the truth and be listened to.
- ✓ Learn in peace, free from distracting and disruptive behaviours from other people.

### **B. Teaching & Support Staff**

Everything we do at Edit Education affects the way our students behave, for 'behaviour' is not an isolated phenomenon; it occurs in contexts and interactively with self and others. Achieving good behaviour is the collective responsibility of all staff in relationship with students.

Positive behaviour is encouraged throughout the day with acceptable behaviour taught and modelled by staff as appropriate for the students' age and level of understanding.

Staff at Edit Education are committed to:



- ✓ Ensuring that constructive relationships are formed between staff and students
- ✓ Creating a reflective and considerate community where students can learn peacefully and be happy
- ✓ Providing a curriculum made relevant by the assessed and identified needs of each student
- ✓ Valuing the individual strengths which students and staff can equally contribute to the development of positive and co-operative relationships at the provision.
- ✓ Setting suitable learning challenges
- ✓ Responding to students' diverse learning needs
- ✓ Overcoming potential barriers to learning and assessment for individuals and groups of students
- ✓ Using a restorative approach to all behaviour incidents

Staff at Edit Education endeavour to

- ✓ Ensure the safety and wellbeing of all and will be alert to whether the misbehaviour may be linked to the student suffering, or being likely to suffer, significant harm. In this case the provision staff will follow its safeguarding policy
- ✓ Protect the environment
- ✓ Protect the student from self-inflicted abuse or injury
- ✓ Divert the student from inappropriate to an appropriate behaviour
- ✓ Curb or divert obsessive behaviour in order to allow learning to take place
- ✓ Teach students to have self-control and subsequently to take responsibility and be accountable for their actions
- ✓ Teach students that actions and choices have consequences
- ✓ Allow a student to develop and demonstrate positive abilities and attitudes

In order to promote a positive ethos and a positive learning environment staff will:

- ✓ Communicate! - Constant and clear communication between all staff
- ✓ Circulate! - Know where students are
- ✓ Be consistent! - In response and attitude
- ✓ Be physically and emotionally 'present'
- ✓ Be aware of physical presence
- ✓ Use humour when appropriate
- ✓ Be interested and concerned in what is going on with and for the students
- ✓ Consistently work on maintaining positive relationships.

- ✓ Try to raise self-esteem through positive reinforcements. Praise where appropriate.

Staff should use the Behaviour Escalation Flowchart (see Appendix 1) to inform the level of intervention for specific behaviour types and staff responsible.

## **C. Pastoral**

All staff have at Edit Education have a responsibility for pastoral care. We want Edit Education to be a safe and happy environment for all of our students. We take a holistic and nurturing approach to education and are keen to develop the whole individual. We have adopted a range of strategies to support both the academic and socio-emotional development of our young people.

With regards to pastoral care, we co-ordinate:

- ✓ The safeguarding and wellbeing of students
- ✓ Mentoring young people to reduce barriers to learning.
- ✓ Organising informal education programmes which focus on enhancing young people's social skills and improving their self-esteem and self-belief
- ✓ Encouraging good attendance and supporting our pupils' academic attainment
- ✓ Supporting and working with families/carers
- ✓
- ✓ Supporting young people whilst they re-integrate into mainstream school.
- ✓

We work in close partnership with a wide range of specialists from other agencies. These include:

- ⇒ Early Help
- ⇒ Children's Safeguarding Partnerships
- ⇒ Inclusion support/Education Psychology Service
- ⇒ Connexions
- ⇒ Youth Offending Service
- ⇒ Community Health Services: School Nurses, CAMHS
- ⇒ Barnardos
- ⇒ Educational Welfare Service
- ⇒ The Fire Service
- ⇒ The West Midlands Police

⇒ Host settings

We strongly believe that it is only by working as a team with a unified vision and commitment, that we can improve the life chances of our young people.

## **D. The COO**

The COO holds prime responsibility for ensuring good conduct. In doing so, the COO is supported by the Provision Leadership Team (PLT) and will:

- ✓ Monitor standards of teaching and learning
- ✓ Ensure all staff are clear on the procedures for dealing with unacceptable behaviour
- ✓ Monitor the consistent application of this policy
- ✓ Respond to serious incidents and consider whether it is appropriate to notify the police. If the behaviour is criminal or poses a serious threat to a member of the public, the police will always be informed.
- ✓ Make the decision relating to suggested exclusions
- ✓ Liaise with parents when necessary
- ✓ Alert directors, share holders and host provisions to any serious incidents
- ✓ Evaluate and review the policy on a regular basis.

## **E. Parents/Carers**

We will ensure that parents/carers are kept informed of all aspects of their child's education. This includes their attendance, academic progress and attitude.

Parents will be informed of Edit Education's expectations before students commence and will be directed to Edit Education's behaviour policy at induction..

## **1. Preventative and Remedial strategies for the prevention of negative behaviour**

Addressing the challenges that students face in a constructive and supportive way can prevent negative behaviour from occurring within the educational environment.

## **Holistic Assessment**

All students are required to complete a range of holistic assessments with personal, social and academic aspects. This includes a triage to assess the level of support and intervention required for the emotional and mental wellbeing of students. (See Appendix 5).

## **Risk Assessments**

All students are subject to a risk assessment on entry to Edit Education. The risk assessment is a working document which should be updated every half term and as incidents occur. The risk assessment should inform the types of intervention/strategies to address each behaviour/safeguarding concern. Effective implementation of these resources will ensure that preventative and remedial strategies are available to staff in the management of behaviour.

## **Student Voice for Wellbeing**

Edit Education will provide a platform for students to express their concerns, thoughts, opinions and recommendations around how they can be supported in the areas of emotional and mental wellbeing, safeguarding and diversity.

## **Rewards and Sanctions**

### **Rewards**

Positive behaviour is noticed, acknowledged and rewarded through the Edit Education Points system where students score points for being on task, being verbally appropriate, being physically appropriate and cooperating. Students' efforts and achievements will be recognised via the reward system and celebrations.

The top 3 pointes scorers per half term will be rewarded individual prizes of their choice (clothing/gaming/voucher etc).

Parents/carers will be contacted to share praise. Images of student's practical work will be shared with parents/carers and host schools on half-termly reports.

Students with 100% attendance will also be rewarded.

### **Sanctions**

Although we are not a school, in order to provide consistency and support host schools, Edit Education will follow the regulations that relate to discipline in schools.

Teachers have statutory authority to discipline students whose behaviour is unacceptable, who break the provision rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006).

Teachers can discipline students at any time the student is in the provision or elsewhere under the charge of a teacher, including on visits.

Teachers can also discipline students in certain circumstances when a student's misbehaviour occurs outside of the provision.

Teachers can confiscate students' property.

To be lawful, the punishment (including detentions) must satisfy the following three conditions:

1. The decision to punish a student must be made by a paid member of provision staff or a member of staff authorised by the COO;
2. The decision to punish the student and the punishment itself must be made on the provision premises or while the student is under the charge of the member of staff; and
3. It must not breach any other legislation (for example in respect of disability, special educational needs, race and other equalities and human rights) and it must be reasonable in all the circumstances.

We expect any member of Edit Education to report any kind of behaviour which is hurtful or harmful to others including, bullying, racism or sexism, or which causes damage or threatens the health and safety of others.

Inappropriate behaviour is addressed, recorded and appropriate sanctions put in place.

Sanctions are recorded in the students daily notes and correlate accordingly to the behaviours displayed by the student. This allows us to monitor any trends in the student's behaviour and put appropriate early interventions in place.

We may issue a warning to the student, followed by a phone call home and a formal letter where necessary.

Some behaviours are considered to be “**Bottom Line**” at Edit Education and will lead to fixed term exclusion these include:

- |                         |
|-------------------------|
| ✖ Serious assault       |
| ✖ Distribution of drugs |

- ✖ Use of offensive weapons in the provision
- ✖ Vaping/smoking onsite

## **Exclusions Protocol – Internal & Fixed Term**

Fixed term exclusions are only issued as a last resort where a student's behaviour has exceeded the normal sanctions, and the incident is so serious that a fixed term exclusion is appropriate.

It is not an option to send a student home unofficially so all requests to return home must be treated as a fixed term exclusion and recorded as such on the register.

However, should we suspect that a student is under the influence of an illegal substance and/or unfit to learn we will call parents/carers and send the student home. The host school will be notified via the attendance contact and DSL should this be appropriate.

Similarly, if a student refuses to hand in items or to be searched then we will call parents and send the student home. The host school will be notified via the attendance contact and DSL should this be appropriate.

All exclusions must be sanctioned and reported in line with host school agreements and authorised by the COO or CEO before being issued. At Edit Education, exclusions will not be used for:

- Minor incidents
- Poor academic performance
- Lateness or truancy

The External Exclusions Protocol (see Appendix 3) details the process that must be followed when issuing an exclusion and post exclusion.

## **Length of Fixed Term Exclusion**

The law allows a school to exclude a pupil for up to 45 days in a school year. However, at Edit Education, individual exclusions will be for the shortest period necessary.

The student must return to Edit Education on an agreed date between parent/carer, COO/CEO and host school. Upon their return, the student should be accompanied by a parent/carer for a post exclusion meeting.

A Post Exclusion Meeting Record (see appendix 4) must be completed.

### **Mobile Phones (handed in on arrival)**

Edit Education understand that students may require access to their mobile phones before and after their day at the provision, but we do not want students to have access to their mobile phones throughout the day. On entry to the provision each student turns off and hands in their device to staff. Mobile phones will be labelled and safely stored within a lockable cupboard in the staff office. Students can collect their mobile phone at the end of their day at Edit Education.

Students who refuse to hand in their mobile devices on arrival will be refused entry to the provision. Contact will be made to parents/carers and host schools. Appropriate sanctions will be put in place by the CEO/COO.

### **Weapons Related Exclusions**

Any weapon-related exclusion will be reported to the Police and host provision. This will assist agencies in accessing positive interventions. "Weapons" include:

- a) Those either made (e.g. knuckle-duster, dagger, gun) or adapted (e.g. broken bottle) for causing injury to the person; and
- b) Weapons such as kitchen knives, spanners, hammers intended to cause injury to the person.

### **Vapes/smoking (handed in on arrival)**

On arrival at Edit Education students must hand in their vape/cigarettes.

Vapes/cigarettes will be labelled and safely stored within a lockable cupboard in the staff office. Students can collect their vapes/cigarettes at the end of their day at Edit Education.

The negative health risks associated with vaping and smoking will be addressed as part of our PSHE curriculum.

Students who refuse to hand in their vape/cigarettes on arrival will be refused entry to the provision. Contact will be made to parents/carers and host schools. Appropriate sanctions will be put in place by the CEO/COO.

If we have suspicions students are vaping any other substance other nicotine (specifically THC) we will test the vape liquid. Parents/carers will consent to this on the Edit Education consent and medical form. Should a student possess a THC vape then they will be issued with a fixed term exclusion.

## **Use of Reasonable Force**

Members of staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property. (See Appendix 5). Professional training in Positive Handling is provided by a recognised training provider (MAPA) for appropriate staff in order to operate this policy.

We will *a/ways* inform parents about serious incidents involving the use of force and these will be recorded using the Restraint Incident Report Forms (see Appendix 6)

## **Acts of Violence & Aggression Against Members of Staff**

Edit Education operates a Zero Tolerance Policy with regards to acts of violence and/or aggression against members of staff.

The Local Authority, host schools, directors and shareholders have a statutory obligation to ensure the provision of a safe and secure environment for all staff.

If a member of staff chooses to report an incident of violence and/or aggression to the Police, then charges may be brought against the individual concerned and Alternative Education may be sought for the student.

## **Allegations Against Staff/Pastoral Care for Staff Accused**

Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not the default option and alternatives to suspension will always be considered. In some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected. In the event of suspension, the provision will provide support and a named contact for the member of staff.

The full procedures for dealing with allegations against staff can be found in *Keeping Children Safe in Education (DfE, 2024)* and in the provision's Managing Allegations policy and procedures.



Where an allegation is found to be intentionally malicious the student will be issued with a formal warning

## **Confiscation of inappropriate items (searching and screening)**

Upon arrival at Edit Education in the morning, all students will be screened for inappropriate items. This will involve the use of a hand-held portable metal detector (security wand).

All staff have the powers to confiscate, retain or dispose of a student's property, so long as it is reasonable in the circumstances (See DfE Guidance on Screening, searching and confiscation 2023 for more information).

The power to search without consent for "prohibited items" includes:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property
- Any other item banned by Edit Education

Weapons, knives and pornography will always be handed to the Police, other items will be handed in to the COO who will ask a parent/carer to collect from our provision (see Appendix 7 – Bladed Article Protocol and Appendix 8 - "West Midlands Police - Weapons in Schools Guidance Document" see appendix 9)

## **The Power to Discipline Beyond the Provision Gate**

Disciplining beyond the provision gate covers the provision's response to all non-criminal bad behaviour and bullying which occurs anywhere off the provision premises and which is witnessed by a member of staff or reported to the provision. This includes: any bad behaviour when the student is:

- ⇒ taking part in any provision-organised or provision-related activity
- ⇒ travelling to or from the provision
- ⇒ is identifiable as a student at the provision.

or, misbehaviour at any time, whether or not the conditions above apply, that:

- ⇒ could have repercussions for the orderly running of the provision
- ⇒ poses a threat to another student or member of the public
- ⇒ could adversely affect the reputation of the provision.

## **Appendix 1**

### **Restorative Think Sheet for Victim.**

**Student:**

**TUTOR:**

**DATE:**

**What happened?**

**What were you thinking of at the time?**

**What have you thought about since?**

**What has been the worst thing about this for you?**

**Who has been affected by what you have done?**

**In what way have they been affected?**

**What do you think you need to do to make things right?**

**Restorative Think Sheet for Perpetrator.**

**Student:**

**TUTOR:**

**DATE:**

**What happened?**

**What were you thinking of at the time?**

**What have you thought about since?**

**Who has been affected by what you have done?**

**In what way have they been affected?**

**What do you think you need to do to make things right?**

## **Behaviour Escalation Flowchart - Appendix 2**

### **COO/CEO**

#### **Tier 2 (escalation to PLT)**

1. Parents/carers called and asked to support.
2. Parents/carers invited in for a meeting to discuss behaviour.
3. Loss of privileges.
4. Exclusion.
5. Placement end.



#### **Tier 1 (restorative practice)**

1. Issue first reminder with a firm but fair explanation of behaviour that is expected. Reinforce expectations and explore the behaviour using restorative language.
2. Warning that points will be affected if behaviour doesn't change. Reinforce expectations and explore the behaviour using restorative language.
3. Points affected. Reinforce expectations and explore the behaviour using restorative practice.
4. Group restorative and completion of restorative think sheet or five minutes out for the perpetrator and completion of restorative think sheet.

Steps and tiers may be missed depending on the severity of the student's behaviour.





## Appendix 3 – Fixed Term Exclusion Protocol

1. Authorisation for exclusion to be sought from CEO/COO who will consider agreement with host organisation before decision is made.



2. Parent/carer called and informed:
  - a. Reason for call
  - b. Reason for exclusion
  - c. Gain parental consent to dismiss the student
  - d. If unable to confirm a date and time of post exclusion meeting with parent during the phone call, inform parent/carer that a member of staff will be in contact to confirm time/date before the end of the day (15:00) or at the earliest opportunity



3. Student to be dismissed



4. Agree time and date for post exclusion meeting with relevant staff member



5. Record exclusion details
  - a. Student name
  - b. Reason
  - c. Length of Exclusion
  - d. Date and time of post exclusion meeting



## Appendix 4 - Post Exclusion Meeting Record

<b>Student Name:</b>	<b>Date:</b>	<b>Reason for Exclusion:</b>	
<b>Attendees:</b>			
<b>Student Voice:</b>			
<b>Parent Voice:</b>			
<b>Staff Voice:</b>			
<b>Interventions agreed:</b>			
<b>Signed:</b>			
<b>(Student)</b>	<b>(Parent)</b>	<b>(Edit Education Staff)</b>	<b>(other)</b>



## **APPENDIX 5 – Use of Reasonable Force**

### **Key Points**

- Provision staff have a power to use force and lawful use of the power will provide a defence to any related criminal prosecution or other legal action.
- Suspension should not be an automatic response when a member of staff has been accused of using excessive force.
- Senior staff should support their staff when they use this power.

### **What is Reasonable Force?**

1. The term 'reasonable force' covers the broad range of actions used by most staff at some point in their career that involve a degree of physical contact with students.
2. Force is usually used either to control or restrain. This can range from guiding a student to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.
3. 'Reasonable in the circumstances' means using no more force than is needed.
4. As mentioned above, staff generally use force to control students and to restrain them. Control means either passive physical contact, such as standing between students or blocking a students path, or active physical contact such as leading a student by the arm out of a classroom.
5. Restraint means to hold back physically or to bring a student under control. It is typically used in more extreme circumstances, for example when two students are fighting and refuse to separate without physical intervention.
6. Staff should always try to avoid acting in a way that might cause injury but in extreme cases it may not always be possible to avoid injuring the student.

### **Who Can Use Reasonable Force?**

- All members of staff have a legal power to use reasonable force.
- This power applies to any member of staff at the provision. It can also apply to people whom the CEO/COO has temporarily put in charge of students such as unpaid volunteers or parents accompanying students on a provision organised visit.

### **When Can Reasonable Force be Used?**

- Reasonable force can be used to prevent students from hurting themselves or others, from damaging property, or from causing disorder.
  - In a school, force is used for two main purposes – to control students or to restrain them.
  - The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.
- The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used.

### **Schools Can Use Reasonable Force To:**

- ✓ remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- ✓ prevent a student behaving in a way that disrupts an event or a visit;
- ✓ prevent a student leaving the classroom where allowing the student to leave 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 student, or to stop a fight in the playground; and
- ✓ restrain a student at risk of harming themselves through physical outbursts.

### **Schools cannot:**

- ✗ use force as a punishment – it is always unlawful to use force as a punishment.

## Appendix 6

		CAMPUS			
STUDENT		DoB		Yr	

		DATE	start TIME
Where did the incident begin?			
How did the incident begin?			
What staff were present?		What students were present?	

		TIME of restraint	
What did you do to try to defuse the situation before using restraint?			
What behaviour was the pupil presenting that warranted restraint?			
Describe what happened?			
How was the pupil restrained?		Restraint duration	
Was anyone else involved in restraint?		Other Witnesses?	

		YES/NO	
STUDENT injuries?		Body Map?	

First Aid checked?		By who?	
STAFF injuries?		Body Map?	
First Aid checked?		By who?	
ACCIDENT BOOK completed?		Further Notes	

		YES/NO	
Property damaged			
DAMAGE reported?		Charge for damage?	

What do you think this behaviour was about?			
What would you do differently next time to avoid the need for physical restraint?			
ACHIEVEMENT plan potential changes?		Updated YES/NO	
STUDENT risk assessment potential changes?		Updated YES/NO	

			YES/NO	
How informed				
Parent/Carer comments				
DATE		Time		

		STAFF	
DATE		Time	
COPIES to			

		PLT	
DATE		Time	
FURTHER ACTIONS			

## APPENDIX 7 – Screening, Searching and Confiscation

### Power to search pupils without consent

In addition to the general power to use reasonable force described above, the CEO/COO and authorised staff can use such force as is reasonable given the circumstances to conduct a search for the following “prohibited items”<sup>1</sup>:

- ✓ knives and weapons
  - ✓ alcohol
  - ✓ illegal drugs
  - ✓ stolen items
  - ✓ tobacco and cigarette papers
  - ✓ fireworks
  - ✓ pornographic images
  - ✓ any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.
- ✗ Force **cannot** be used to search for items banned under the provision rules.

Separate guidance is available on the power to search without consent – DfE- Searching, Screening and Confiscation. Advice for schools. July 2022.

## APPENDIX 8 – Bladed Article Protocol

In the event of information that a pupil has a knife on provision premises, the following procedure should be considered.

- ✓ Locate the pupil and two staff take the student to a designated place free from obstacles
- ✓ The student should be searched to try and locate the weapon
- ✓ The knife/weapon is to be secured and placed in the provision safe with incident information
- ✓ Student's parents/carers and host organisation to be informed
- ✓ Police to be called (999) if there is any immediate danger to other students or staff
- ✓ Police to be called (101) with details of the offender and incident details on each occasion
- ✓ Force Intelligence Bureau (FIB) Form to be completed and emailed to the following [fib@west-midlands.pnn.police.uk](mailto:fib@west-midlands.pnn.police.uk)
- ✓ Student can be excluded and asked to leave the site if this matter does not require immediate police intervention.
- × ***At no point should the student be left unattended***

## APPENDIX 9 Weapons in Schools Guidance Document





## Introduction

This document has been created for guidance, support and to raise knowledge around the powers and law when dealing with offensive weapons.

West Midlands police are committed to keeping pupils safe, reducing the risk of young people getting drawn into crime or anti-social or extremist behaviour, improving the safety of the provision site and surrounding area, building positive relationships between pupils and the police, promoting shared values and improved community relations generally within the provision and wider community.

## Core Principles

As young people develop maturity they naturally experiment with their behaviour and test boundaries. The younger they are the less capacity they will have for restraining themselves, resisting temptation or resisting peer pressure. They will mature at different rates and will have less life experience than adults. We would also expect them to benefit from a greater opportunity to learn from their mistakes, being more able to change their behaviour and attitudes than adults. Young people will also suffer a greater impact from social stigma or a criminal record, affecting their future opportunities and prospects. Effective integration back into their communities is a key consideration.

None of this excuses poor or criminal behaviour. It actually increases the need to intervene at a low level, to show that actions have consequences, and that harm is being caused. But we must also be careful, in acting positively, to take into account immaturity and ensure we don't inadvertently damage a young person's future. Police disposals should assist in one or more of the following:

- Confront young people with the consequences of offending.
- Help develop a sense of personal responsibility.
- Manage a clear risk to young people within the community.
- Reinforce the serious nature of weapon-related crime.
- Strengthen factors that reduce the risk of re-offending.
- Encourage reparation.
- Encourage the restoration of relationships of trust.
- Define, agree and reinforce the responsibilities of parents.

We will be firm, fair and consistent with young offenders. We will separate the young person themselves from the behaviour they have exhibited. Decision makers must have regard to the principal aim of the youth justice system, which is to prevent offending by children and young people. Consideration must be given to the interests of the young person when deciding whether it is in the public interest to prosecute. Youth Offending Teams (YOTs) are our key partners in tackling youth crime and their experience and skills should be utilised to the full.

In the interests of our communities, victims and offenders, West Midlands Police have agreed to make most decisions on offence resolution for young offenders in partnership with Youth Offending Services. Joint Decision making will facilitate a partnership approach and improve outcomes. We believe that more time and effort invested in dealing with offending behaviour at this early stage will better serve our communities in the long run.

### **Incident Reporting**

Where the police School Link Officers (SLO) are not available and an immediate police response to an incident at the provision is required, dial 999. For example: a student has been detained in possession of a knife on provision premises and poses, or is likely to pose, a risk of: -

1. Danger to life.
2. Use or immediate threat of use, of violence.
3. Serious injury to a person.
4. Serious damage to property.

When there isn't such a clear and present immediate risk, provision staff have the option of reporting incidents directly to their SLO or through the police non-emergency number by dialling 101.

Due to the serious nature of weapons possession and potential consequences, contact should be expeditious in order that future risk is managed, and behaviour confronted.

The SLO will, wherever possible, utilise the disposal of lower-level offences by 'community resolution' to avoid disproportionately criminalising young people. The SLO will seek the views of the head teacher to establish the preferred method of disposal with all factors taken into consideration. When a community resolution is not an option we would consider a range of other disposal methods including caution, voluntary interview and, in the most serious cases, arrest.

Any articles intended/used in an incident will be seized by the police and destroyed, schools/provisions are asked to retain items in a safe place until police attend.

### **Outcomes/ Specific benefits**

Through proactive partnership working between police and schools/provisions to tackle weapon-related incidents the following benefits and outcomes can be achieved.

#### **Schools/provisions will:**

- Be helped to identify, challenge and support pupils most at risk of causing harm and offending through benefiting from the professional expertise a police officer can bring, and other partners accessible through police contact i.e. Youth Services, Youth Offending Services.
- Experience a calmer school/provision environment which is more conducive to learning and achieving and where all members of the school/provision community will feel safer and understand the consequences of weapon possession.
- Be provided with greater opportunities to work with partners, helping to support more effective interventions with pupils and families.
- Uphold a reputation for maintaining a safe school/provision environment where weapon possession isn't tolerated and where assistance is provided to prevent and deter and divert young people from future offending.
- Be able to evidence joint preventative action for any future serious case review, including how risk has been managed and young people safeguarded.

#### **The police will:**

- See reductions in youth crime and anti-social behaviour, through identifying and dealing with issues at an early stage in school/provision.
- Continue to develop partnership working with local schools/provisions through shared understanding and cooperative working.
- Be able to identify and support children and young people who feel threatened by crime and anti-social behaviour through prevention and early intervention.
- Have the opportunity to develop relationships and talk to young people about local crime issues, including if there are problems around gang culture, group offending, weapon carrying or risks from violent extremism.

## **Law and Definitions**

Possession of a weapon is a criminal offence. The law provides police with specific powers to safe guard the public; the following definitions provide police with power to deal with incidents involving weapons.

### **Offensive Weapon**

Any person, who without lawful authority or reasonable excuse, proof of which shall lie on him, has with him in any public place any offensive weapon, shall be guilty of an offence

*Contrary to section 1 prevention of crime act 1953*

Any article made or adapted for use for causing injury to the person, or intended by the person having it with him for such use by him, or by some other person.

### **Going Equipped**

Any person, when not at his place of abode has with him any article for use in the course of, or in connection with any burglary or theft

*Contrary to section 25 theft act 1968 (as amended by fraud act 2006)*

### **Carrying a bladed or sharply pointed article**

Any person who has with him any article, which has a blade or is sharply pointed in a public place without good reason or lawful authority, commits an offence.

*Contrary to section 139(1) criminal justice act 1988*

### **Carrying a bladed or sharply pointed article on provision premises**

Any person who has with him any article, which has a blade or is sharply pointed or any offensive weapon on provision premises without good reason or lawful authority commits an offence.

**Power of entry and search: Carrying a bladed or sharply pointed article on provision premises**

A constable may:

- Enter and search school/provision premises and persons on school/provision premises for bladed articles, pointed articles, offensive weapons if reasonable grounds to believe offence or possession of such an article is or has been committed.
- Seize and retain anything found.
- Use force, if necessary.

The meaning of offensive weapon can be broken down into two categories:

- a) Those that are offensive per se, that is, those either made (e.g. knuckle-duster, dagger, gun) or adapted (e.g. broken bottle) for use for causing injury to the person; and
- b) Weapons not so made or adapted (e.g. kitchen knife, spanner, hammer) but intended by the person having it with him for causing injury to the person.