

Behaviour & Exclusions Policy

Introduction

South Bank UTC is a community based around our values of innovation, integrity and intent. The UTC actively promotes a culture of high expectation and aspiration, centred on a 'no excuses' approach to all learners. The UTC aspires to develop confident, successful, skilled young people who can make positive contributions to their communities locally and more widely. The UTC is committed to providing an excellent learning environment, where students and staff can feel safe, happy, accepted and integrated. The UTC is an inclusive college in which all cultures, beliefs and individuality are valued, with British Values respected and developed. The conduct policy places emphasis on members of South Bank UTC contributing to the development of a mutually supportive, caring and purposeful learning environment in which all can achieve their potential.

Teaching staff at South Bank UTC are expected to promote the development of positive, professional behaviour in a mutually supportive, caring and purposeful learning environment for all students to achieve their potential. They will be expected to model the values of the UTC in everyday dealings with students. Consistent routines provide an environment in which sessions can be enjoyable, engaging and challenging.

In line with the UTC's focus on developing employability skills, standards of professionalism and good conduct must be maintained at a very high level at all times. It is the UTC's intention to develop a self-managing community. In such a community, the following behaviours will be evident:

SLT role in supporting conduct

The SLT will meet regularly with staff to explore behaviour data. From these meetings and from scrutiny of other data, appropriate personalised intervention is planned. This may include, targeted referrals to SEND, disciplinary panels, parental meetings and the provision of alternative education programmes.

Governors' role in supporting conduct

Governors will monitor and support the behaviour policy. Governors will be expected to participate in Governors disciplinary panels and permanent exclusion meetings.

Modelling by staff

To achieve these outcomes teachers and other UTC employees will be supported so that they are skilled at managing and improving students' behaviour. The Principal and senior leaders will help to create a culture of respect by reinforcing and making explicit the desired standards of behaviour and by supporting their employees' authority to discipline anti-social and disruptive behaviours, and the students who exhibit such behaviours, and ensuring that this happens consistently across the UTC.

Exclusion

With regard to the above, the decision to recommend a student for fixed-term or permanent exclusion will be taken in the following circumstances:

In response to a serious breach of the UTC's Behaviour and Exclusions Policy, beyond that which would result in an internal exclusion

If allowing the student to remain in the UTC would seriously harm the education or welfare of the student or others in the UTC.

Please note that before a permanent exclusion is considered, a 'Managed Move' may be resorted to, if appropriate.

Aims

Exclusion is a sanction used by the UTC only in cases deemed as serious breaches of the UTC Behaviour and exclusion policy. A student may be at risk of exclusion from the UTC for:

Verbal or physical assault of a student or adult

Persistent and repetitive disruption of lessons and other students' learning

Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.

A fixed term exclusion from the UTC can only be authorised by the Principal or the Vice Principal acting on his behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.

In the case of a Permanent Exclusion this can only be authorised by the Principal and should be done after consulting the Chair of Governors, although the final decision rests with the Principal.

The UTC seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the UTC.

The UTC regularly monitors the number of fixed term exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

Application of policy for poor conduct

Year 10 and 11 students are treated differently to the Year 12 and 13 students. In the class room Year 10s and 11s are given three warnings if they disrupt learning. If they receive three warnings then they receive a 30-minute detention that same day. If a Year 10 or 11 is late to school they receive a break time detention on the same day.

Year 12 and 13 student's behaviour is logged by the teacher and parents are called. If a Year 12 or 13 student continues to disrupt learning or is involved in a serious incident, they will receive a 'Strike'. When a Year 12 or 13 receives three or more strikes, then the student could be permanently excluded. A Year 12 and 13 students can also receive a strike for poor attendance or punctuality to lessons.

Responsibility for Exclusion

Exclusion is only administered by the Principal (or, in the absence of the Principal, the Vice Principal who is acting in that role).

Causes for Exclusion

Exclusion, whether internal, fixed term or permanent, may be used for any of the following, all of which constitute examples of unacceptable conduct and are infringements of the UTC's Behaviour Policy:

- Actions which put the student or others in danger
- Verbal abuse to staff and others
- Verbal abuse to students
- Physical abuse to/attack on staff
- Physical abuse to/attack on students
- Bullying of any form including cyber, homophobic and racist bullying
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson
- Unacceptable behaviour which has previously been reported and for which the UTC sanctions and other interventions have not been successful in modifying the student's behaviour.

This is not an exhaustive list and there may be other situations where the Principal makes the judgment that exclusion is an appropriate sanction.

Notification of an Exclusion

Parents and carers will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents or carers.

A student who has been excluded will have the reason for her/his exclusion explained to them by the Principal or Vice Principal so that they understand the nature of their misbehaviour.

Students returning from fixed term exclusion

All students returning from fixed term exclusion are required to attend a reintegration meeting, accompanied by a parent or carer. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent or carer, support staff as appropriate and the UTC.

In some incidents, on the return from a fixed term exclusion, students will be required to attend an integration meeting and will be introduced back into their normal lessons during a phased integration.

Appeals

All correspondence regarding an exclusion from the UTC will inform parents or carers of their right to appeal to the Board of Governors against the decision to exclude. This procedure is clearly set out in the statutory guidance.

The person who should be contacted to initiate an appeal is the Clerk to the Governors.

Internal Exclusion

As an alternative to fixed term and permanent exclusion, the UTC will operate an internal exclusion system where appropriate. Students will be referred to internal exclusion at the Vice Principal's discretion. All referrals will be made in advance, with clear communication with parents/carers issued and records kept as appropriate. Students in internal exclusion will follow an alternative timetable and may study in an alternative venue.

As with fixed term exclusions, a reinstatement meeting with parents/carers is required before a student may return into the regular curriculum full-time.

Monitoring (on report system)

The UTC will use monitoring systems (reports) both paper-based and electronic, to monitor the performance of students. Reports may be issued by coaches, pastoral staff or senior leaders. The UTC will use reports to monitor the transition of excluded students back into the curriculum and will also use reports pre-emptively in order to monitor the performance of 'at risk' students to plan appropriate interventions and support.

Freedom from bullying

South Bank UTC recognises that for students to feel and be safe, they need to be supported and protected from the impact of bullying. UTC also acknowledges its duties and responsibilities under the 2006 Education and Inspections Act, The Equality Act 2010 and the Children Act 1989. These place a duty on all colleges and academies to have measures to encourage good behaviour and prevent all forms of bullying amongst pupils.

In respect of anti-bullying the UTC seeks to:

- Actively involve & inform parents
- Take any concerns seriously and resolve the issue in a way that protects the child
- Respond in line with a range of strategies including restorative justice while taking appropriate disciplinary sanctions
- Enable students to understand the part they can play to prevent bullying, including when they find themselves as bystanders.
- Make it easy for students to report bullying with the confidence of being listened to and incidents acted on. This includes cyber bullying and incidents outside the UTC
- Update policy & practice including new technologies, for instance updating 'acceptable use' policies for computers
- Appropriate to student age, promote tolerance, understanding and challenge prejudice through the PSHE programme
- Work with the wider community such as the police and children's services where bullying is particularly serious or persistent and where a criminal offence may have been committed.

The broader elements of ensuring that students can understand and respond to risk are covered by the UTC's safeguarding practices and through the pastoral programme.

Swearing and foul or abusive language

1. We do not expect students to use foul language.
2. Any swearing at or in the presence of staff or as a result of a reprimand from a member of staff will result in the student being sanctioned.
3. The UTC may exclude a student for swearing at member of staff.

Behaviour outside the UTC

Students who breach the UTC Behaviour for Learning Policy whilst on UTC business such as trips and journeys, sports fixtures or a work-experience placement will be dealt with in the same manner as if the incident had taken place at the UTC.

For incidents that take place outside the UTC and not on UTC business, this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole. This includes behaviour in the immediate vicinity of the UTC or on a journey to and from UTC. Other relevant factors include whether the student is identifiable as a student at the UTC and whether the behaviours could adversely affect the reputation of South Bank UTC.

For acts of aggression or acts which threaten the health and safety of others, the UTC reserves the right to involve the police. Equally, if UTC senior leadership consider that the behaviour might be linked to a young person suffering, or being likely to suffer significant harm, safeguarding procedures may be applied as required.

Illegal/banned substances and items

The UTC has a responsibility to parents and pupils to do all in our power to keep illegal substances away from the environment. We teach students of the dangers associated with drugs and will give guidance to parents and students where a student is involved with drugs. However, we operate the following procedures with relation to drugs:

1. Students found to be supplying drugs on or near the UTC or on the way to and from college will face the risk of permanent exclusion
2. Students found in possession of drugs will be excluded whilst the matter is fully investigated. The sanction that follows will relate to the reasons for possession but possession is likely to result in permanent exclusion.
3. Where the UTC suspects a student is in possession of any illegal substance, s/he will be invited to empty their bag and pockets in the presence of two members of staff. If s/he refuses, the parent will be contacted, the student isolated and the police informed.
4. If we have searched a student's possessions for an illegal substance, we will inform the parents/carers of what we have done explaining the reason for our search without revealing the source of our information.

The list of banned items includes knives, fireworks, pointed articles and sharp articles (It must be noted that these are examples, and this is not an exhaustive list)

1. Students should not bring into the UTC any offensive weapons such as guns, knives, or fireworks.
2. Students must not bring on to the UTC site any item/article that is deemed to endanger the community of the UTC; this is in accordance with the Offensive Weapons Act 1996, Chapter 26, 139A (4) (See page 8). This act states that it is a criminal offence to bring any such item/article on to the premises of a College.
3. This also includes any item that has a blade or point and would not in normal circumstances be classed as an offensive weapon (under the above Act).
4. Students must not bring any imitation/replica firearm/knife or other replica/imitation weapon on to the college site.
5. If a student is in the possession of any such item(s) in the UTC it will result in parents/carers being contacted and a high likelihood of the student being permanently excluded from the UTC, irrespective of there being any intent by the student to use the item, sell the item, or if the item is concealed. The police will also be informed of the incident.
6. On the rare occasion where a student wishes to bring a dangerous item/article on to the UTC site that would not usually be used within the normal day-to-day circumstances, then the parents of the child must apply in writing to the Principal giving at least three working days' notice. The letter must contain the reason(s) why the student wants to bring such an item on to the UTC premises and where they intend to store it for safe keeping. Under no circumstances may an item be brought in to the UTC on the same day as the letter is received by the Principal (Examples of such events where students may wish to bring such items on to the college premises are props for a drama production or props for speaking and listening in English, where a student may talk about a hobby or demonstrate how something works, e.g. fishing equipment).

Alcohol

1. Students are not permitted to bring alcohol on to the premises or consume alcohol on the premises.
2. If a pupil is found in possession of or consuming alcohol, parents will be contacted immediately, and the student will be required to be taken home and a meeting will take place with a senior member of staff. It is highly likely that an exclusion will follow.
3. Students who have consumed alcohol before arriving to the UTC and who are intoxicated are likely also to receive a sanction.

Screening and searching students

The UTC acknowledges its duties and responsibilities under the Education Acts of 1996 and 2011, Education and Inspections Act 2006 and Health and Safety at Work 1974 in respect of screening and searching students. As a result, UTC employees may search students' clothing, bags or lockers without consent for any banned item we believe could cause harm. This process will be governed by internal procedures and will only be undertaken by designated staff. The UTC may give due regard to police involvement or initiating safeguarding processes. If a student is search then this is recorded and parents are informed. The search is never in public and always includes two members of staff (gender appropriate).

Prohibited items are:

- knives and weapons
- alcohol
- illegal drugs; 'legal highs'
- stolen items
- tobacco, cigarette papers, shisha
- 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 item banned by the college rules which has been identified in the rules as an item which may be searched for.

The use of reasonable force

UTC acknowledges its duties and responsibilities under the 2006 Education and Inspections Act in which all UTC employees have a legal power to use reasonable force to prevent students committing a criminal offence, injuring themselves or others, or damaging property and to maintain good order and discipline amongst students.

It should be noted that employees cannot be directed or required to intervene but will be supported where reasonable force is deemed appropriate. This process is one which requires appropriate training.

Malicious accusations against UTC staff

UTC recognises that there may be occasions which are justified when a student needs to raise issues about the actions of a UTC employee and has procedures for dealing with concerns. However, where the allegation is clearly one of malicious intent or fabrication, UTC will give due regard to the most appropriate disciplinary sanction to be taken which may include fixed term or permanent exclusion, as well as referral to the police if there are grounds for believing a criminal offence may have been committed.

UTC will also take seriously inappropriate use of technologies including mobile and social networking sites which are targeted at UTC employees.

Active Involvement of Parents/carers

The UTC believes strongly in the power of working in close co-operation with parents/carers and of the rights and desirability of parents being actively involved in the education of their child. UTC will therefore seek to involve parents/carers actively on behaviour for learning issues. Approaches will include:

- Early involvement
- Phone calls
- Meetings
- Letters
- Emails and text messages
- Supporting students on reports
- Home school agreement
- Request to attend re-integration meetings
- Invitations to agency meetings
- Follow up & routine communication
- Parental Portal

Parents/carers are welcome to approach the UTC for informal or formal discussions about their child's education.

Monitoring, Evaluation and Review

The Senior Leadership Team will monitor the implementation and effectiveness of this policy review it annually using data on exclusions and other consequences and report to the Board of Governors. The policy will be promoted and implemented throughout the UTC.

Date created: Sept 2020
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