

Behaviour Policy

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Triple Skillz is committed to creating a teaching and learning environment where the learning, social and personal needs of its learners are addressed and where learners are helped to achieve in an atmosphere of safety and mutual respect. By removing barriers to learning we aim wherever possible to support transfer back into mainstream secondary education, further education or the world of work. Everyone is expected to behave in a reasonable way, to accept responsibility for their behaviour and encourage others to do the same. We believe in a working partnership with referrers, parents/carers in order to support a young person's placement at Triple Skillz.

The Purpose of the Behaviour Policy:

- To provide a simple, practical code-of-conduct for staff, learners and parents which recognises behavioural norms,
- Positively reinforces behavioural norms,
- Promotes self-esteem and self-discipline,
- Teaches appropriate behaviour through positive interventions.

Expectations At Triple Skillz

We believe all of our learners can do well. We encourage success by supporting them to meet the following expectations:

- Be ready to learn.
- Be on time.
- Eat and drink in appropriate places.
- Switch off and hand in mobile phones, iPods etc.
- Be Respected and Respectful
- Listen to others and expect to be listened to
- Use appropriate language.
- Keep hands, feet, objects and personal comments to yourself.
- Look after the building, displays and equipment.
- Be safe.
- Follow classroom rules for health and safety.
- Be in the right place at the right time.

Behaviour Policy Statement

Most behaviour will be managed in the Provision however a learner will sometimes be required to leave the premises. In case, an appropriate staff member will contact parents and the referring School or Partnership.

Examples of behaviours that stop learners doing well and could result in sanctions are:

- Verbal or physical abuse of staff
- Bullying – physical, verbal, emotional
- Sexual harassment of any kind including grooming, ‘shadowing’ students
- Prejudice on grounds of race, age, gender, sexuality, disability and others
- Carrying an offensive weapon
- Use or sale of alcohol, tobacco and any illegal drugs.
- Deliberate damage or theft of property
- Deliberate disruption of others’ learning
- Smoking in or around the building
- Absconding).

Code of Conduct

Respect: Everyone deserves respect, and it is essential that all staff and learners show respect towards each other, including both individual’s and Triple Skillz property.

Safety & Security: It is a fundamental right for everyone to feel safe and secure at Triple Skillz. We seek to avoid risk to each other and ourselves through analysis of each situation and planning. Bullying and intimidation is not accepted at Triple Skillz.

Teaching & Learning: Promote a positive learning environment and recognises the value of all forms of achievement. We recognise the importance of praise and support and agree to take responsibility for ensuring teaching and learning are not disrupted by others.

Responsibility: Each learner and member of staff has a duty to take responsibility for their actions.

Communication: We believe in keeping everyone informed of what is happening at Triple Skillz. Everyone has a right to be heard and have his or her views respected.

At all times, we aim to communicate a positive image of Triple Skillz in the Community.

Expectations of staff

- Value learners and seek to build positive relationships with them to maintain a conducive learning environment.
- Set high standards of behaviour that are consistent across the board.
- Be fair and consistent with all learners in all aspects of their work.
- Be positive in recognising achievement and ensuring that positive feedback and praise is given to the learner.
- Monitor learner’s attendance and punctuality, reporting to schools and Partnerships.
- Communicate concerns and praise to the students, parents and schools and partnerships.
- Adopt a duty of care towards the learners.
- Set work that is interesting, relevant and appropriate to the learner’s ability.
- Recognise and reward positive behaviour.
- Treat learners with fairness and respect at all times.

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Staff Guidelines

Inappropriate behaviour is likely to occur when learners lack a sense of purpose and /or structure, are presented with opportunities to misbehave or are struggling to deal with external factors unrelated to education. Certain measures can be employed to prevent these and other potentially damaging situations from arising.

Staff should aim to create a calm atmosphere that is conducive to work and learning by:

- Planning differentiated learning experiences that are relevant to the learners academic and social needs.
- Offering varied tasks that are sufficiently challenging and achievable.
- Demonstrating flexibility where planned activities fail to engage learners.
- Teaching with appropriate pace; ensuring that there is a clear sense of progression.

The recognition of achievement is important.

Triple Skillz Reward learning and positive behaviour by:

- Using spontaneous praise.
- Informing staff and peers of progress in the learner's presence
- Asking the learner to share their work with others - particularly when key workers and staff from schools make visits to Triple Skillz.
- Collecting important pieces of work for learner achievement portfolios
- Displaying work prominently and attractively
- Providing extracurricular activities
- Informing parents of positive experiences and achievements
- Award in house certificates
- Prizes awarded when staff agree that a learner has earned recognition.
- Reward time

It is preferable to prevent unwanted behaviour from occurring. Dealing with unacceptable behaviour wastes time, can lead to confrontation and is stressful for everyone involved. This principle is relevant to all aspects of work, both academic and social.

At Triple Skillz everyone is expected to behave in a reasonable way, to accept responsibility for their behaviour and encourage others to do the same. We will always try to deal with behaviour at Triple Skillz. We will try at all times to only contact parents at home regarding positive behaviour or when behaviour has escalated to a point that is deemed as dangerous or having a significant negative impact on other learners.

The following will not be tolerated at Triple Skillz:

- Verbal or physical abuse of staff
- Bullying – physical, verbal, emotional o Sexual harassment of any kind
- Use of mobile phone's during lessons - it is expected that mobile phones are handed in 10am before lesson starts. Learners will be given phones back at lunch times but are expected to hand them back in before the afternoon lesson starts.
- Prejudice on grounds of race, age, gender, sexuality, disability and others
- Carrying an offensive weapon
- Use or sale of alcohol, tobacco and/or illegal drugs.
- Deliberate damage or theft of property
- Deliberate disruption of others' learning
- Smoking - it is a non-smoking site

Potential sanctions/disciplinary actions:

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- Time out from group sessions
- 1 - 1 support to discuss potential reasons for negative behaviours.
- Verbal warnings
- Phone calls made to school or Partnership.
- Phone calls made to parents.
- End of day briefings are used to update staff about learners' behaviour.
- Possible fixed term exclusion.
- Invite parents and schools/partnerships to a meeting to discuss behaviour.
- Possible permanent exclusion.

Anger Management

Anger is often at the root of negative behaviour in education, and an anger management approach can be of practical help in difficult situations. Anger is often the 'fight' response to a perceived threat, and can be used as a response to frustration, as a way of getting what we want and as a release of pent-up emotion, all things which any tutor will have encountered! Although we cannot control all the frustrations and pent-up emotions of learners, we can equip them with the skills to express anger effectively. These ideas may help to avoid the 'hit and hurt' culture:

- Don't greet a learner's anger with your own. A child that has lost or is losing control needs you to be calm and rational.
- Never go from cold to hot. Learners need to be able to track your displeasure at their behaviour. Be specific, not general, in reprimands.
- Offer learners a chance to talk to you about how they are feeling and give them the opportunity to engage their emotions through the work they do in your lessons.
- Encourage learners to recognise their own positive behaviour.
- Give genuine praise that is specific and targeted as much as possible.
- Think about how learners gain your attention in lessons. Be sure that they know how good social behaviour will be noticed.
- Allow time to 'cool down' when needed.

Preventative measures

Much of the time-wasting behaviour in lessons stems from learners' interactions with each other. Many tutors find it useful to devise agreements with their learners about the way in which they should communicate. When learners are first referred to Triple Skillz it is a good time to discuss this with learners. You could agree 'rules' relating to the way that learners:

- Speak to each other and to staff.
- Listen to staff and instructions.
- Move around the room.

But pay attention to the way in which the agreements are phrased. For example, 'listen' carries a more positive message than 'don't talk'. Tutors are often able to establish very early on who, in their classes is most likely to disrupt. This predictability can be tedious, but it does offer tutors the scope to anticipate negative behaviour, use specific tactics to avoid the negative behaviour and praise at the earliest opportunity. All these approaches are preventative tools that can help to pre-empt the persistent low-level poor behaviour. Keeping up the momentum 'Tutors are guardians of learners' right to learn, but the deal cuts both ways, with learners being guardians of your right to teach. Remember the best way to avoid negative behaviour is to ensure the learner is engaged immediately in class and thus has no time to 'think' about misbehaving.

Safety

Staff are expected to:

- Exercise personal responsibility for the safety of themselves and learners in their care.
- Observe the safety rules of the provision and, in particular the instructions given for an emergency.
- Make themselves aware of basic safety evacuation procedures in accordance with those of the hired facility.
- Report unsafe matters to the Manager of Triple Skillz. If they are related to the facility the owner must be informed.
- Ensure all accidents and injuries to any person on the premises are logged in the accident book and the Manager is informed. If they are related to the facility the owner must be informed.
- At all times staff should be aware of their responsibility towards the learners **Anti-Bullying Policy**

Triple Skillz's policy clearly states that bullying is unacceptable and what learners and staff should do if they are the victim of bullying or if they witness bullying taking place. All incidents of bullying must be dealt with in accordance with the policy and then recorded on the relevant document.

Guidance on the use of Technologies:

Learners are expected to hand their phones to staff at 10am before lessons begin. Phones will be put in a container and locked in the cupboard. Learners can have their phone back during lunch time but are expected to hand their phone back to staff before the afternoon lessons start. Phones will then be handed back to students at the end of the day.

Laptops and iPad's are provided for students to use during the course of the day to support learning or for students to use during reward time. Staff monitor the use of laptops and iPad's throughout the day and the use of social media is prohibited.

Guidance on the right to search search students:

- Staff can search a learner for any item if the pupil agrees - 2 staff need to be present.
- The Manager and staff authorised by them have a statutory power to search learners or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item (for example a weapon or illegal substances).
- Staff will use a wand to search for prohibited metal items.

Prohibited items are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects 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 (including the learner).
- The Manager, and authorised staff, can also search for any item banned by Triple Skillz which has been identified in the rules as an item which may be searched for.

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Guidance on confiscating prohibited items.

Triple Skillz staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to Triple Skillz' discipline.

Guidance on the use of Restraint

Restraint is not used at Triple Skillz.

At Triple Skillz we aim to maintain a secure, caring and stimulating environment in which learners are encouraged to have respect for themselves and each other. Whilst expectations in our Behaviour Policy remain pertinent, it is necessary, in light of the Covid-19 pandemic, to make some adjustments for the safety of all learners and staff. It is to be used in conjunction with, and read alongside, the Behaviour Policy, Anti-Bullying Policy, E-Safety Policy and Peer-on-Peer Abuse Policy.

Covid Amendments:

Arrivals, Departures and Moving round Triple Skillz.

Learners will be expected to tell a member of staff if they are unwell and are exhibiting signs of Coronavirus this will result in them going into the spare office (isolation room) until collection can be arranged. Learners must have a responsibility for their own equipment e.g., water bottles and ensure that these are not shared with other pupils.

Hand washing and Hygiene.

Students will be expected to follow all hand washing and hygiene routines while at Triple Skillz. Learners will wash hands /use antibacterial gel before entering Triple Skillz, after returning from the outside, before and after eating and at regular intervals during the day.

Learners will be reminded not to touch their face, mouth, nose or eyes while at Triple Skillz.

Should a Learner refuse to follow these routines, disciplinary procedures and sanctions will be used (see below).

Pupil's working from home

Triple Skillz will offer work for learners that have to work from home, if interacting with other pupils or staff online, learners should always be kind and respectful to each other and respectful and obedient to staff, remembering at all times that that staff are not 'friends' with, or peers to, pupils. Learners should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online, will be taken very seriously. This is also the case of for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to Triple Skillz during this time.