



UNIVERSITY
TECHNICAL COLLEGE BOLTON

BEHAVIOUR POLICY

2018-2020

Approved: Chair IMC

Date: 18th July 2018

Date for Review: July 2020

Revision History:

Revision History			
Revision	Date	Owner	Summary of Changes
1	January 2018	LM	Reference made to Growth Mindset strategies and revision to Classroom Standards
2	July 2018	LM	Inclusion of new Classroom Expectations Reference to DfE Statutory and Non-Statutory Guidance
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Introduction

The Behaviour Policy draws on principles of good practice, is founded on the UTC ethos and underpins the culture of the UTC.

The Behaviour Policy

In addition the Behaviour Policy:

- Supports students to take personal responsibility for their actions- actions which are modelled through the ethos of 'Every Day is an Interview';
- Supports the worked-based environment and models professional expectations in line with those of partners from industry;
- Underpins a culture of encouraging students to focus on successful outcomes for their 'end game';
- Has a visible strategy which promotes positive and focused conversations to reinforce expectations driven by students' aspirations;
- Encourages and supports students in their progress towards being considerate and tolerant of others, in line with the British Values statement of the UTC.

The guiding premise of the UTC is that externally imposed discipline, whilst it may be necessary in certain instances, is a reactive response to that which has already happened. It is therefore, of limited efficacy in addressing the prospective and long-term social needs of students. The UTC therefore encourages students to be courteous, honest, work hard with endeavour and self-discipline.

Such encouragement is delivered through day-to-day contact with each individual student and through the corporate life of UTC Bolton and the 'Every Day is an Interview.'

Teachers praise and reward behaviour which reflects the UTC's values through the positive Growth Mindset postcard process. Praise of a public nature is used in group meetings and especially in assembly to give public acknowledgment of achievement. Rewards and punishments are applied fairly and consistently.

Legislation

The UTC Behaviour Policy is compliant with:

- Keeping Children Safe in Education DfE Statutory Guidance (2016)
- Keeping Children Safe in Education DfE Statutory Guidance (draft 2018)
- Behaviour and Discipline in Schools: guidance for Governing Bodies DfE (updated Sept 2015)
- Use of Reasonable Force in Schools- advice for headteachers, staff and Governing Bodies DfE (July 2013)
- Screening, Searching and Confiscation- advice for Headteachers, staff and Governing Bodies DfE (updated Jan 2018)

Role of the Interim Management Committee

The Interim Management Committee (IMC) has responsibility for ensuring:

- The UTC has an up-to-date and appropriate Behaviour Policy which complies with relevant DfE Statutory and Non-Statutory guidance;
- Staff, students and their parents/carers have been consulted in the drafting/updating of the Behaviour Policy;
- They regularly review the Behaviour Policy.

Principles Underpinning the Behaviour Policy

- **Early Intervention:** Intervention is prompt where there is poor behaviour or attendance so it is clear that such behaviour will not be tolerated;
- **Rewarding Achievements:** Positive recognition of the achievements of individual students, class or year group is celebrated through assemblies, awarding Growth Mindset postcards, termly reward trips;
- **Supporting Behaviour Management:** A holistic approach to managing and promoting positive behaviour ensures consistency and transparency. The Pastoral Leaders for each Key Stage work with the Director of Inclusion to support resolution to behaviour issues;
- **Working with Parents/Carers:** The UTC encourages parents/carers to support behaviour and attendance through home-College Learning Agreements,

parents' meetings and newsletters. The UTC Attendance and Punctuality Policy provides details on the role of parents/carers.

- **Involving Students:** Students help to reinforce the UTC Bolton Behaviour Policy by active involvement in contributing to the writing and implementation of a range of policies including anti-bullying and social media. They also contribute suggestions and make proposals through the Student Leadership Team, Student Council and during Activate sessions;
- **Commitment to Equal Opportunities:** Parents/carers and students are made aware that the UTC has an Equal Opportunities Policy and is committed to equality of opportunity for all students. The UTC monitors the impact of its policies and procedures on different groups (by race, gender and disability). The effectiveness of such policies are reviewed by the Interim Management Committee;
- **Study Support:** Many activities, including Intervention sessions, reinforce the work of the UTC and progress of students.

Commitment to the Behaviour Policy		
Commitment	Students	Staff
Safe Environment	I will protect the environment and never litter or damage property. I will not bring into the UTC anything that might do harm or damage to other students, staff or the environment	We will build a safe and secure community based on relationships which actively promote respect, care and opportunity for all.
Dress for Success	I will follow the dress code and dress professionally at all times	We will model the professional dress expectations required in a professional workplace.
Attendance and Punctuality	I will take responsibility for meeting my attendance target	We will lead by example and ensure we hold

	of at least 96% and ensure that I attend every meeting and learning opportunity on time.	students accountable for their attendance and punctuality.
Progress	I will know my agreed targets in all my subjects and ensure that I am doing all I can to exceed these.	We will give students meaningful feedback that helps them make progress and improve. We will ensure that students receive regular updates on their progress and have regular opportunities to discuss these.
Professionalism	I will display a professional working ethos when in class by following basic rules that promote successful learning and support a safe environment e.g. respecting other students and staff, not using my mobile phone unless asked, not having chewing gum, fizzy or energy drinks or eating during learning.	We will use agreed structures to support all students and consistently build a professional learning environment.
Aspire	I will develop deep knowledge and understanding of the world around me so that I can become an active, responsible citizen capable of improving the world.	We will provide the very best teaching methods and utilise the most relevant learning technologies to support students to exceed their expectations and

		become an expert in their chosen field.
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Classroom Expectations

The following classroom expectations have been agreed by staff, students and parents/carers as appropriate expectations of students whilst attending UTC Bolton.

The UTC Bolton Student:

- Will arrive promptly, with the correct equipment.
- Will not chew gum, and will be wearing the correct uniform.
- Will remove their bag at the start of the lesson and place it under the desk.
- Will sit in their given seat, unless told otherwise.
- Will not leave the room, or their seat, without permission from the teacher, except in an emergency.
- Will only drink water in lessons, but never in Science rooms.
- Will not have their phone or headphones visible.
- Will respect the teacher and their peers.
- Will not argue with their teacher if they are given a C1, C2, C3 or C4.
- Will feel safe and contribute to lessons.

Failure to comply with the Classroom Expectations will result in the following sanctions.

Classroom Sanctions

C0	Full Co-operation Students co-operate through a sense of personal responsibility and commitment to the 'Every Day is an Interview' ethos. Achievement Points and Growth Mindset recognition are important strategies.
C1	Positive Reinforcement Students reminded of the UTC ethos and their commitment to positive behaviour. One day our visitors could be your future employer. Students issued with first warning. Initials placed on board.

C2	Positive Reinforcement Second warning issued. Behaviour comment logged on SIMS.
C3 Recall	Formal Reinforcement The student is given a Recall at the end of the UTC day (16.10 – 17.00). No notice is required but parents/carers will be informed via telephone or text.
Safety Net	Student sent with work to a colleague within the subject team.

Screening and Searching of Students

- In line with *Screening, Searching and Confiscation- advice for Headteachers, staff and Governing Bodies* DfE (updated Jan 2018) the UTC will use its powers to screen and search students if they are suspected of being in possession of:
 - Illegal drugs;
 - Any weapons such as knives, guns, BB guns;
 - Alcohol, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles;
 - Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

Incidents where a member of UTC staff has screened or searched a student will be recorded in SIMS, the Principal will be informed and parents/carers notified.

Recording of incidents will comply with the UTC Data Protection Policy (2018) which incorporates the General Data Protection Regulations (May 2018).

Use of Reasonable Force

The term '**reasonable force**' covers the broad range of actions which could be used by teachers at some point in their career that involve a degree of physical contact with students.

‘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.

‘Reasonable in the circumstances’ means using no more force than is needed.

Control means either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of a classroom.

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.

‘Reasonable force’ can be used to prevent students from hurting themselves or others, from damaging property, or from causing disorder. 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 will always depend on the individual circumstances. The UTC will always make reasonable adjustments for disabled students and students with SEND. It should be noted that the UTC does not require parental consent to use force on their child.

Reasonable force may be used in the UTC to:

- Remove disruptive students from the classroom where they have refused to follow an instruction to do so;
- Prevent a student behaving in a way that disrupts a UTC event, trip or 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 in the College grounds;
- Restrain a student at risk of physically harming themselves.

'Whether the force used is reasonable will always depend on the particular circumstances of the case. The use of force is reasonable if it is proportionate to the consequences it is intended to prevent. This means the degree of force used should be no more than is needed to achieve the desired result.' *Behaviour and Discipline in schools: guidance for Governing Bodies* DfE Statutory Guidance (Updated Sept 2015)

In deciding what is a serious incident, teachers should use their professional judgement and consider the:

- Student's behaviour and level of risk presented at the time of the incident;
- Degree of force used;
- Effect on the student or member of staff;
- The age of the student.

All members of UTC staff have a legal power to use reasonable force.

UTC staff will 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.

The UTC will not use force as a punishment.

Any incident where a member of staff has had physical contact with a student will be recorded in the Physical Handling Log, contact made with parents/carers and the incident may be referred to the LADO and reported to IMC.

Recording of incidents will comply with the UTC Data Protection Policy (2018) which incorporates the General Data Protection Regulations (May 2018).

All complaints about the use of force will be thoroughly, speedily and appropriately investigated through the UTC Complaints Procedures.

Persistent or Serious Breaches of the Behaviour Policy

The Principal will use his/her judgement in deciding when offences have become sufficiently regular or are sufficiently serious to justify Fixed Term or Permanent Exclusion. Most serious disciplinary cases will continue to be dealt with through the use of Learning Agreements.

- Violence will automatically lead to the exclusion of the one who struck first or who by harassment caused the altercation to begin. Retaliation will be dealt with on the merits of the case. The degree of provocation, the need of a student to defend him/herself will be taken into account.
- Students who aid or abet serious breaking of the UTC Behaviour Policy will themselves be the subject of severe sanctions.
- The UTC regards persistent verbal abuse and threatening words or actions, peer-on-peer or on-line as bullying and this will be dealt with in the same manner as would physical bullying in line with the UTC Anti-Bullying Policy. The UTC will not tolerate any form of hate crime.
- Theft will lead to temporary exclusion as a matter of course. Although help and support to remediate the problem will be given.

Fixed Term Exclusion

The Principal may exclude a student for up to 45 days in a UTC Bolton academic year. Where a student is excluded for a fixed term period the exclusion should be for the minimum time to ensure that the student and others in the UTC understand that the behaviour has been unacceptable. Any period of exclusion longer than 5 days requires notification to the Local Authority as the student has to be in education after 5 days.

Indiscipline of a very serious nature will result in a student being dealt with by a Learning Agreement, as well as a possible Fixed Term exclusion.

When a student is excluded for a fixed term period of more than a day or two the Principal will arrange for the student to receive work to complete at home and have it marked when she/he returns to the UTC.

Parents/carers are expected to collect their child from the UTC and make appropriate provision for them during the period of exclusion.

Parents/carers are informed of the above action via the Learning Agreement process which is used to record issues of poor behaviour, discipline or poor work.

Fixed Term exclusion is reasonable and proportionate to the offence; account will be taken of any special circumstances individual students may have.

Additional Support for Students Who Have Been Excluded

- Following a Fixed Term exclusion, on re-entry to the UTC, parents/carers will be invited to talk with the Director of Inclusion or Principal.
- Students who have been excluded are usually placed on a Learning Agreement which has specific targets for the student.
- Students who are excluded are often placed on attendance, behaviour or work performance reports so that their progress is monitored.
- If the student is excluded for behavioural difficulty then an assessment of performance in class and that of behaviour across all the staff who teach the student is made, with a view as to whether the student needs to be placed on the Special Educational Needs register.
- Students who have identified Special Educational Needs or are on stages of assessment will have their progress reviewed and discussion will take place with the parents/carers and SENCO as to next steps.
- Restorative approaches may be used when and where appropriate to ensure a return to full co-operation.

Permanent Exclusion

Permanent Exclusion will be used when the student has shown her/himself to be unwilling to accept the normal control mechanisms of UTC Bolton or when not to exclude would put members of staff and students at risk of harm.

It will also be used for incidents of severe violence, e.g. attack on a member of staff. The Principal will inform the Police of incidents of violence against staff or students or when a criminal offence has been committed.

Permanent Exclusion will be used for students possessing, handling, using or dealing in classified drugs and will automatically lead to the involvement of the Police. The possession of any weapons such as knives, guns, BB guns will automatically lead to exclusion.

Parents/parents will receive a Permanent Exclusion letter outlining the reasons for the exclusion, the details of the Interim Management Committee Discipline Meeting which will take place within 15 working days of the first day of exclusion and details of organisations which can provide advice and support. Details regarding the appeals process are also contained within the letter.

The Clerk to the IMC will send a letter to the parents/carers inviting them to attend a discipline hearing consisting of governors from the IMC.

During the meeting the UTC will present to the Discipline Panel the reasons for Permanent Exclusion, and parents/carers will have the opportunity to present their case, if they attend.

The Panel will make a decision to uphold or reject the decision of the UTC to permanently exclude.

If parents/carers are unhappy and would like to appeal the decision, the UTC will make provisions for an independent panel to review the case. The decision of the independent review panel is final.

Full details can be found in the UTC Exclusions Policy.

The Power to Discipline beyond the UTC Gate

Students may be subject to the UTC Behaviour Policy when behaviour outside the College grounds is unacceptable and has the potential to bring the UTC into disrepute. This includes:

- Taking part in any UTC-organised activity or visit;
- Travelling to or from the UTC;
- Wearing the UTC uniform or in some other way identifiable as a student at the College;
- Misbehaviour at any time, whether or not the conditions above apply, that:
 - Could have repercussions for the orderly running of the UTC;

- Poses a threat to another student or member of the public.