

Behaviour policy and statement of behaviour principles

Shooters Hill Sixth Form College

December 2022



SHOOTERS HILL
SIXTH FORM COLLEGE

Adopted and ratified by:	Principal
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Accountability:	Governing Body
Responsibility:	Senior Leadership Team
For Action By:	All Staff and Students
For Information to:	Wider Stakeholders

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1. Aims

This policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline **how students are expected to behave**
- Summarise the **roles and responsibilities** of different people in the college community with regards to behaviour management
- Outline our system of **rewards and sanctions**

2. Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- [DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy online

This policy complies with our funding agreement and articles of association.

3. Definitions

Misbehaviour is defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Inappropriate dress

Serious misbehaviour is defined as:

- Repeated breaches of the college rules
- Any form of bullying

- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Vandalism
- Theft
- Fighting
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Tobacco and cigarette papers
 - Fireworks
 - Pornographic images
 - Any article a staff member 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 student)

4. Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or

	performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

- Students and/or their parents should report any incidents of bullying to any member of staff
- Staff must report any incidents of bullying to Alex Rolfe, Assistant Principal.
- Alex Rolfe, Assistant Principal will conduct a full investigation into any reported incident of bullying. This investigation will be carried out either by Alex Rolfe in person or by a nominated member of staff on his behalf.
- If the investigation finds that a student or group of students are found to have been involved in the bullying of another student, sanction procedures outlined in section 7 of this policy will be applied.
- The college will offer full support to any students who have been bullied, and those vulnerable to bullying. This may include external referral including police involvement in serious cases.

5. Roles and responsibilities

5.1 The governing board

The governing board is responsible for monitoring this behaviour policy's effectiveness and holding the principal to account for its implementation.

5.2 The principal

The principal is responsible for reviewing and approving this behaviour policy.

The principal will ensure that the college environment encourages positive behaviour and that staff deal effectively with poor behaviour and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

5.3 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular students
- Recording behaviour incidents (see appendix 3 for a behaviour log)

The senior leadership team will support staff in responding to behaviour incidents.

5.4 Parents

Parents are expected to:

- Support their child in adhering to the student code of conduct
- Inform the college of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly

6. Student code of conduct

Students are expected to:

- Behave in an orderly and self-controlled way
- Show respect to members of staff and each other
- In class, make it possible for all students to learn
- Move quietly around the college
- Treat the college buildings and college property with respect
- Dress appropriately at all times. See appendix 4 for more detail about student dress expectations.
- Accept sanctions when given
- Refrain from behaving in a way that brings the college into disrepute, including when outside college

7. Rewards and sanctions

7.1 List of rewards and sanctions

Positive behaviour will be rewarded with:

- Praise
- Letters or phone calls home to parents

The college may use one or more of the following sanctions in response to unacceptable behaviour:

- A verbal reprimand
- Sending the student out of the class
- Expecting work to be completed at home, or at break or lunchtime
- Referring the student to a senior member of staff
- Letters or phone calls home to parents
- Agreeing a behaviour contract

We may use Student Services in response to serious or persistent breaches of this policy. Students may be sent to Student Services during lessons if they are disruptive, and they will be expected to complete the same work as they would in class. Alternatively, students may also be given work and sent home for the remainder of the day if their behaviour continues to be disruptive or if they are repeatedly failing to follow staff instructions.

Student Services is managed by Alex Rolfe, Assistant Principal

The college operates a flag system. Where there are no behavioural issues, a student will be classed as "Green Flag". Students whose behaviour is poor will be classed as "Orange Flag" and will be monitored through the use of behavioural contracts. Parents will be informed. Students whose behaviour continues to be problematic will be classed as "Red Flag". Red Flag students may be subject to the colleges' disciplinary and appeals procedure and may be prevented from internal progressing at the discretion of the Principal, Vice Principal and relevant Assistant Principal.

7.2 Off-site behaviour

Sanctions may be applied where a student has misbehaved off-site when representing the college, such as on a college trip or on the bus on the way to or from college.

7.3 Malicious allegations

Where a student makes an accusation against a member of staff and that accusation is shown to have been malicious, the Principal will discipline the student in accordance with this policy.

Please refer to our Safeguarding and Child Protection Policy for more information on responding to allegations of abuse.

The headteacher will also consider the pastoral needs of staff accused of misconduct.

8. Behaviour management

8.1 Classroom management

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

- Create and maintain a stimulating environment that encourages students to be engaged
- Display Student Expectations or their own classroom rules
- Develop a positive relationship with students, which may include:
 - Greeting students in the morning/at the start of lessons
 - Establishing clear routines
 - Communicating expectations of behaviour in ways other than verbally
 - Highlighting and promoting good behaviour
 - Concluding the day positively and starting the next day afresh
 - Having a plan for dealing with low-level disruption
 - Using positive reinforcement

8.2 Physical restraint

In some circumstances, staff may use reasonable force to restrain a student to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- **Always be used as a last resort**
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents (see appendix 3 for a behaviour log)

8.3 Confiscation

Any prohibited items (listed in section 3) found in students' possession will be confiscated. These items will not be returned to students.

We will also confiscate any item which is harmful or detrimental to college discipline. These items will be returned to students after discussion with senior leaders and parents, if appropriate.

Students using vapes outside of the designated smoking area will have their vape confiscated and destroyed.

Searching and screening students is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

8.4 Student support

The college recognises its legal duty under the Equality Act 2010 to prevent students with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the student.

The college's special educational needs co-ordinator will evaluate a student who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a student, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

9. Student progression

To ensure a smooth transition to the next year, students will go through an internal progression process at the end of each academic year.

To ensure behaviour is continually monitored and the right support is in place, information related to student behaviour issues may be transferred to relevant staff at the start of the term or year. Information on behaviour issues may also be shared with new settings for those students transferring to other schools and colleges.

Students who have consistently displayed poor behaviour and are recorded as a "Red Flag" may be prevented from internally progressing at the end of an academic year at the discretion and agreement of the Principal, Deputy Principal and relevant Assistant Principals.

10. Exclusion and Appeals

In cases of serious misbehaviour, the college may make the decision to exclude a student on a temporary or permanent basis. Exclusions will be notified in writing to the relevant parent/guardian and are at the discretion of the Principal based on the advice of any evidence available including witness statements if appropriate.

An appeal may be made to the Clerk of the Governing Body of the College in writing within 10 working days of the date of the formal notification of the decision to exclude. It should set out the specific grounds on which the appeal is being made. The appeal provides the opportunity to establish that correct procedures were followed and that the outcome was based on a fair process.

The college will appoint a member of SLT to represent the college at the appeal hearing

The Clerk will convene an appeal hearing which will include 3 members of the Governing body as soon as possible, normally within 10 working days of receipt of the appeal in writing.

Any new evidence from the appellant must be sent to the Clerk at least five working days prior to the appeal hearing to allow for it to be circulated to all parties. This may delay the timing of the appeal.

The appellant may prepare a written statement of their appeal case. A member of SLT representing the college may also prepare a written statement. Such statements, together with other relevant or new evidence must be with the Clerk at the latest five working days prior to the appeal hearing.

Governors and the appellant will have identical papers at the appeal hearing.

The member of SLT representing the college manager and the appellant may each choose to have an advisor present.

Governors will reconsider the evidence and the decision to exclude and take into account any new evidence or procedural complaint.

Witnesses should only be present to give evidence and answer questions.

The Governor's decision is final and when given will be confirmed in writing within five working days of the appeal being held.

11. Training

Our staff are provided with training on managing behaviour as part of their induction process. This will proper use of restraint training for relevant staff.

Behaviour management will also form part of continuing professional development.

A staff training log can be found in appendix 2.

12. Monitoring arrangements

This behaviour policy will be reviewed by the Principal and the quality standards committee every three years At each review, the policy will be approved by the Principal.

13. Links with other policies

This behaviour policy is linked to the following policies:

- Attendance & Punctuality
- E-Safety
- Health & Safety
- Safeguarding & Child Protection

Appendix 1: written statement of behaviour principles

- Every student understands they have the right to feel safe, valued and respected, and learn free from the disruption of others
- All students, staff and visitors are free from any form of discrimination
- Staff and volunteers set an excellent example to students at all times
- Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy
- The behaviour policy is understood by students and staff
- The exclusions policy explains that exclusions will only be used as a last resort, and outlines the processes involved in permanent and fixed-term exclusions
Students are helped to take responsibility for their actions
- Families are involved in behaviour incidents to foster good relationships between the college and students' home life

The governing board also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.

Appendix 2: staff training log

Training received	Date completed	Trainer/training organisation	Trainer's signature	Staff member's signature	Suggested review date

Appendix 3: behaviour log

Student's name:	
Name of staff member reporting the incident:	
Date:	
Where did the incident take place?	
When did the incident take place? (Before college, after college, lunchtime, break time)	
What happened?	
Who was involved?	
What actions were taken, including any sanctions?	
Is any follow-up action needed? If so, give details	
People informed of the incident (staff, governors, parents, police):	

Appendix 4: Student Dress Code

Shooters Hill Sixth Form College affords students the flexibility to dress appropriately to the learning environment in which they are participating. In certain settings, it is necessary to impose some dress regulations based on health and safety. In addition, students are required to abide by any dress code regulations imposed by specific course programmes and individual placement providers. This Policy should also be read in conjunction with any dress codes for staff which may pertain and will serve as additional guidance to staff.

The College's specific dress policies are set out below.

Expectation.

Students are not permitted to wear hoods up indoors and must remove caps, hats and coats when in classrooms or workshops. Headscarves may only be worn in class if the student has a genuine religious, cultural heritage or medical reason for this. All cases would be at the discretion of the Principal if any concerns were raised by teachers or fellow students. Students will be asked to remove or cover up items of clothing that contain offensive words, promote illegal activity or inappropriate views such as racism, homophobia or misogyny. Clothing should be appropriate for an adult learning environment and should not be overly revealing.

Health and Safety

In laboratories, workshops, studios, kitchens, outdoor education and similar teaching practice settings, students must ensure they are dressed in a manner appropriate to their environment. Generally:

Clothing: Must be comfortable. Shorts may not be permitted in laboratories for protection against any chemical spillage. Headscarves should be firm, secure safe and not interfere with the wearing of any personal protective equipment. Protective clothing such as overalls, lab coats eyewear or gloves will often be required to be worn and should be removed and placed or disposed of carefully when no longer required. If there is any risk of entanglement in moving parts of machinery, loose clothing must not be worn (e.g. sleeves, ties etc).

Footwear: Must be low heeled and should protect the feet should any chemical spillage occur. If there is a risk of a sharp or heavy object injuring the feet, then protective footwear will be required. Footwear appropriate for outdoor education activities and when using the college's indoor sports facilities must be worn where indicated by supervising staff, failure to do so will prevent you taking place in the planned activities.

Jewellery: The wearing of jewellery must be in compliance with a health and safety risk assessment. There may be some activities where it will be necessary to remove jewellery (e.g. some sports activities, working with moving machinery where there is a risk of entanglement).

Hair: Long hair should be tied back/secured if there is a risk of entanglement in equipment or moving machinery or if prevention of contamination is required. Specific clothing requirements or restrictions will be detailed on a risk assessment.

Individual placement providers

The College and all its students must abide by any dress code policy determined by individual placement providers which usually cover student placements and trainees. Students must check any limitations as part of their placement search and allocation.

Exams

Students must bring their Shooters Hill Sixth Form student identity card to each examination. Aside from any restrictions imposed by professional bodies, candidates sitting an examination may be required to remove any facial covering for the purposes of visual identification. Students must co-operate with staff and minimise any wider disruption to exam arrangements.

Security/identification All students are expected to wear their identification cards on site at all times. Identification photographs must show the full face. The identity of students can be verified at any time by any member of staff and students are expected to adhere to this request.

Breaches of regulations and/or complaints Breaches to this policy could amount to misconduct within the Behaviour policy and disciplinary action may follow accordingly. Repeated failure to remove hoods when inside the college building may result in a student being banned from wearing clothing with a hood when on the college site

Any complaints can be raised through the College's normal complaints procedure

Appendix 5: Student Expectations

- ▶ Wear your lanyard and pass at all times, do not wear hoods up indoors and remove caps, hats and coats when in classrooms or workshops.
- ▶ Be organised and come prepared for all lessons bringing everything you need for every lesson. Do not bring food and drink other than water to lessons.
- ▶ Be punctual for all classes and attend every lesson.
- ▶ Make good use of independent study time and complete all homework tasks on time and to a good standard. Only submit for work for assessment that is your own.
- ▶ Ensure that mobile phones are switched off in all lessons unless you have been specifically told by your teacher to use them.
- ▶ Engage in reviewing your progress by keeping ProPortal up to date and speaking to your teachers about your progress regularly.
- ▶ Be respectful at all times to staff and other students.
- ▶ Comply with all Shooters Hill Sixth Form College policies including the Student Code of Conduct, Anti-Bullying Policy, Behaviour for Learning Policy, E-Safety Policy and Attendance and Punctuality policy.
- ▶ Do not take holidays in term time.
- ▶ Attend work experience and behave appropriately.