

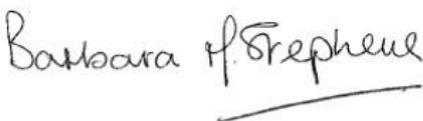


ENERGY COAST UTC

BEHAVIOUR POLICY

2017-2019

Approved: Barbara Stephens, Chair of Governors

Signed: 

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Introduction

Energy Coast UTC provides a caring, supportive and positive, professional environment which enables all students to thrive. Individuals are encouraged to take responsibility for themselves and behave in a manner commensurate with high standards and expectations. This Behaviour Policy covers all aspects of the work of the UTC and sets out expectations, individual responsibilities, recognition of positive behaviour, and the consequences of failing to meet expectations. A positive, inclusive and respectful environment is a key feature within the College, central to which is the maintenance of good behaviour. Everyone at the College has a responsibility to contribute to a positive atmosphere which places value on learning, respect, tolerance and mutual respect.

Aims and Objectives

The Energy Coast UTC Behaviour Policy aims to:

- Ensure the management of behaviour is consistent, fair and managed in a timely manner;
- Ensure positive behaviour is recognised, promoted and rewarded;
- Maintain a climate that supports effective learning, teaching and achievement

There are four objectives to the Policy:

1. Positive behaviour is recognised and supported;
2. Individuals understand and accept responsibility for their actions and behaviours and their potential impact on others;
3. The environment and climate for learning across all aspects of the UTC is positive, professional and stimulating;
4. The framework for managing and improving behaviour of students is known by all connected to the UTC on and off-site, and effectively implemented.

Principles

To ensure the achievement of the aims and objectives of the Behaviour Policy, all staff, students and those directly connected to the UTC on and off-site are expected to:

- Show respect and tolerance for one another;
- Recognise that positive behaviour is rewarded, whereas inappropriate behaviour will lead to consistent, timely sanctions;
- Accept that the potential for inappropriate or unacceptable behaviour should be prevented by positive attitudes and approaches;
- Understand and respect the entitlement of everyone to work and learn in a secure, safe and mutually respectful environment;

- Act as appropriate ambassadors for the UTC at all times;
- Promote positive behaviour;
- Understand and accept the principles of the Behaviour Policy.

The UTC defines acceptable behaviour as that which demonstrates courtesy, respect, tolerance, co-operation, a commitment to learning and consideration, from all students relating to their interactions with other students, all UTC staff, and with visitors or other persons on and off-site.

At the UTC examples of unacceptable behaviour include non-compliance with codes of conduct and this policy, all forms of verbal abuse and name calling, threatening language or behaviour, intimidation, physical abuse, bullying and harassment in all forms, racist, sexist and homophobic abuse and or language, deliberate damage, criminal behaviour and / or theft of College property on or off-site.

Roles and Responsibilities of Governors

The Governing Body of Energy Coast UTC has a responsibility to ensure the College has an appropriate Behaviour Policy which is readily available and subject to regular review.

Principal

The Principal has a responsibility to ensure that the Behaviour Policy adopted by the Governors is fully implemented and followed by all those connected to the College, on and off-site and is effectively implemented; staff and others receive appropriate training in relation to the policy, and that it is monitored, reviewed and updated in accordance with timescales.

In addition, the Principal will report to Governors on matters related to the policy.

Vice Principal (Pastoral)

The Vice Principal (Pastoral) will ensure that:

- The procedures for dealing with behavioural issues are managed correctly in accordance with the Behaviour Policy;
- All behavioural issues are investigated and dealt with in accordance with procedures outlined in the Behaviour Policy;
- All staff are inducted in the Behaviour Policy procedures and updated as appropriate;
- All staff model positive behaviour to students;
- All students are fully aware of the contents of the Behaviour Policy;
- An appropriate environment exists for positive behaviour to thrive;

- All incidents of poor behaviour are recorded and dealt with consistently and appropriately in accordance with the Behaviour Policy;
- The UTC rewards systems (official name to be confirmed) are known and implemented consistently.
- All staff will recognise students for positive behaviour as recognised within the UTC rewards system and issue rewards accordingly.

All Staff

All staff working on site at the UTC or off-site, have a responsibility to ensure they are fully conversant with all aspects of the Behaviour Policy, ensure consistency in dealing with rewards and any sanctions, and record and report any incidents appropriately.

This also includes any staff who may be employed through a third party such as cover staff and staff employed through our educational partners.

Students

All students at the UTC have a responsibility to act in accordance with the College Behaviour Policy at all times, both on and off-site, and contribute to a positive and supportive culture and environment.

Implementation

All staff, students and parents/carers have a responsibility to implement the Behaviour Policy and must recognise that behaviour which disrupts a student's own learning or that of others, cannot and will not be tolerated. The Home-College Agreement establishes a code of conduct for students' behaviour at all times on and off-site. Parents/carers and students are required to sign the Home-College Agreement as an indication of support. The Home-College Agreement can be found in **Appendix 1**.

The Behaviour Policy is communicated to all new students through the induction process; it is further reiterated through assemblies and within the curriculum. New staff are familiarised with the Behaviour Policy during induction. The Behaviour Policy can be found on the UTC website.

Any revisions to the Behaviour Policy will involve consultation with staff and students.

Recognition and Rewards

A positive environment which expects and recognises good behaviour is at the heart of the UTC. Students receive recognition for making positive contributions in relation

to sound academic and technical work and effort and sustained good behaviour. Given the high expectations of all at the College such rewards will be recognised through the UTC rewards system (official name TBC). This behaviour can typically include, supportive behaviour towards others, consistently high levels of effort, exceptional contribution to the wider community, outstanding attendance and notable activity in relation to students' relative performance.

Action to Improve Behaviour

Students have a right to expect sanctions to be applied for poor behaviour which make clear distinctions between serious and minor infringements of expected standards. Sanctions are applied fairly, consistently, proportionately and reasonably, taking account of SEND, disability and the needs of vulnerable students, and offering support as appropriate.

Appendix 2 gives guidance on action that can be taken to improve the behaviour of students.

All staff contribute to managing and imposing sanctions in accordance with expectations and procedure in **Appendix 2**. Sanctions are appropriate and take account of individual needs, age and understanding, and are applied in a professional, controlled and consistent manner.

Prevention Strategies

The UTC is proactive in creating an environment and culture within which acceptable behaviours and code of conduct are well known, shared and understood. A component of this are the proactive strategies taken to prevent inappropriate behaviour occurring. Intervention and prevention takes into account the needs of individual students and includes aspects of:

- Enrichment programmes and personal development;
- Peer mentoring;
- Personal tutoring and support programmes;
- Appropriate differentiation of the curriculum offer;
- Differentiated learning, teaching and support strategies;
- Referral to the Local Authority services where appropriate;
- Counselling and anger management courses.
- Communication with parents and other student stake holders where appropriate i.e. via letter, emails, phone calls, etc.

Investigating Incidents

The UTC investigates all reported incidents of student misbehaviour in accordance with the Behaviour Policy. Parents/carers are notified according to procedures in **Appendix 2** of incidents of misbehaviour in which their child has been involved. Staff receive training, support and advice for the conduct of any investigations, including in respect of the recording of evidence and the taking of witness statements.

Where it is appropriate to do so, the College notifies the Police and other relevant bodies of the incident. Feedback from any investigation undertaken is provided to relevant persons, together with recommendations for action. A copy of the results of all investigations undertaken is held on record until such time as the student leaves the College; it is then securely destroyed. Where an investigation finds that there is no case to be heard, the report will be securely retained by the College but will not be kept within the student's file.

Where necessary, the student will be given either a Fixed Term or Permanent Exclusion.

The Behaviour Policy should be read alongside the UTC Exclusions Policy and the UTC Attendance and Punctuality Policy.

Appendix 1: Home – College Agreement

Energy Coast UTC

Home / UTC Agreement

Policy Statement

In line with sections 110 and 111 of the School Standards and Framework Act (1998) the Governing Bodies of all academies, including UTCs, must publish a Home-College agreement and associated parental declaration and must take reasonable steps to ensure that all registered parents/carers of students sign the parental declaration to indicate that they understand and accept the contents of the Home-College agreement.

Name of Student:

A successful education rests on a three-way partnership between the student, his or her parents/carers and Energy Coast UTC (ECUTC). A successful partnership depends upon a 100% commitment from each party.

Energy Coast UTC agrees to:

- Treat students fairly, care for their safety and wellbeing and promote their happiness at the UTC;
- Have high expectations of all students and endeavour to help them reach their full potential;
- Ensure that they are well taught and are enabled to achieve their best in all aspects of UTC life by promoting high standards of work and behaviour;
- Support them to develop a sense of responsibility and to be considerate of others;
- Provide a wide range of academic and technical curriculum areas and a variety of enrichment activities;
- Provide appropriate academic and vocational guidance to enable all students to fulfil their potential and to make informed choices at each stage of their education;
- Keep parents/carers well informed of their child's academic progress and attainment;
- Notify parents/carers if a child is absent without permission, following procedures in the UTC Attendance Policy;

- Liaise regularly with parents/carers as need arises, in relation to their child's well-being and/or behaviour;
- Ensure that in addition to Parents' Evenings, an opportunity will always be made available to discuss students' progress.
- Keep all students safe in accordance with the UTC Safeguarding Policy;
- Keep all students safe online in accordance with the UTC Acceptable User Policy.

Signed:



Date: 23rd May 2017

Principal

As a Parent/Carer I agree to:

- Ensure that my son/daughter attends the UTC regularly, on time, following the UTC dress code, with all the equipment that is needed;
- Have high expectations of my child and work with the UTC to ensure they fulfil their potential;
- Notify the UTC on the first day of any absence by telephone and follow all procedures as detailed in the UTC Attendance Policy;
- Inform the UTC about any problems which might affect the work or well-being of my son/daughter;
- Support with work at home, such as revision, and provide a suitable place for my child to study;
- Attend consultation evenings and any requested meetings regarding my child's progress and/or well-being;
- Support my son/daughter in responding positively to the expectations and requirements of the UTC;
- Support the UTC in reinforcing high standards of behaviour;
- Ensure my child complies with the UTC Acceptable User Policy;
- Understand that if my child has their phone in lessons, it will be confiscated and I may have to come into the UTC to collect it.
- Avoid taking holidays during term time, in compliance with the UTC Attendance Policy.

Parents/Carers will be liable to pay full examination costs if:

- Your child does not attend the examination for which they have been entered, unless there is medical evidence;
- You ignore advice from teaching staff and have your child entered for the higher tier of an examination;

- Your child has not completed the necessary course work, unless there is documented medical evidence.

Signed:.....(Parent/Carer) Date:.....

Signed:.....(UTC) Date:.....

Name:

As a Student, I agree to:

- Work hard and make a positive contribution to the UTC;
- Attend on time each day and be punctual to all my lessons on and off-site;
- Ensure I bring all equipment with me each day;
- Dress according to the UTC Dress Code;
- Work hard and do all my classwork and any extended learning as well as I can;
- Always behave in an acceptable manner and agree not to chew gum, use inappropriate language or run around the UTC or any of-site provision.
- Be responsible for taking home all communications from the UTC;
- Take responsibility for any actions and understand that any sanctions given will need to be followed;
- Follow through all consequences for any poor behaviour;
- Adhere to the Student Acceptable User Policy;
- Not use a mobile phone in lessons and understand it will be confiscated if one is used;
- Treat the UTC's facilities and equipment and those of partner organisations with respect and keep the buildings free from litter;
- Treat other students, staff of the UTC, partner organisations and visitors with respect and be polite and courteous to each other at all times;
- Inform a member of staff if I have any concerns regarding the well-being and safety of myself or other students.

Signed:.....(Student) Date:.....

Signed:..... (UTC)

Date:.....

Appendix 2: Action to Improve Behaviour

Low Level or Minor Disruptions	
Examples of Behaviour	Expected Action
Lateness to lessons without valid and verifiable reason	Verbal reprimand issued Teacher records lateness on SIMS
First and second minor disruptive offence in same lesson	Verbal reprimand by teacher
Failure to bring appropriate equipment to lesson	Verbal reprimand, recorded on SIMS
Mobile phone or MP3/ technology unnecessarily or inappropriately used in lesson	Teacher confiscates mobile device, recorded on SIMS Mobile device returned at the end of the day

Repeated disruption, persistent lateness or non-compliance	
Examples of Behaviour	Expected Action
Persistent lateness –for a session, from lunch/break, similar patterns emerging	Teacher records on SIMS Form Teacher informed Form Teacher liaises with Attendance and Punctuality Officer Sanction letter sent to parents/carers
Persistent failure to bring equipment	Teacher liaises with Form Teacher
Repeated non-compliance regarding mobile phones/technology	Teacher liaises with Form Teacher Parents/carers required to collect confiscated items

Third minor disruptive offence in same lesson	One or more of following: Incident logged on SIMS Student temporarily removed for private discussion and returned to class, making up time during catch up session Form Tutor informed Student required to attend detention
Incompletion of learning in lesson	Student required to attend catch up session
Serious continual disruption or refusal to co-operate	
Examples of Behaviour	Expected Action
Refusal to attend arranged catch up session	Form Tutor to re-arrange and inform parents/carers
Refusal to co-operate; defiance; verbal abuse of others; insolence; throwing items Multiple catch up sessions	Stage 1 Stage 1 verbal warning issued to student which stays live on SIMS for 1 month and is reviewed immediately prior to expiry Student placed on report Parents/carers informed
Repetition of above behaviour Failure to respond to Stage 1 warning	Stage 2 Stage 2 warning which lasts 2 months logged on SIMS 1 day internal exclusion imposed and parents/carers informed Parents/carers involved in re-integration meeting
Failure to improve behaviour or respond to Stage 2 warning	Stage 3 Stage 3 warning issued and logged on SIMS

	Assistant Principal (Pastoral) meets with student and parents/carers Behaviour Contract is signed
More serious offences including physical attacks, obscene and abusive language or failure to respond to Stage 3 warning	Stage 4 Assistant Principal (Pastoral) meets with student and parents/carers and issues student with Fixed Term external exclusion Assistant Principal (Pastoral) meets with the student and parents/carers at the re-integration meeting Further behaviour contract is signed. All details logged on SIMS
All attempts to bring about positive changes have not succeeded or a sufficiently serious threat is posed to the health and safety of staff, students or the UTC building. Any criminal activity by a student will automatically result in a Permanent Exclusion, for example, being in possession of a firearm or causing arson.	Stage 5 Permanent Exclusion