

Behaviour Policy

1. Mission Statement

Wigan UTC offers a completely new experience of education for its students.

Our commitment to teaching and learning of the highest standards, and our expectations that all students strive for success is supported by an education provision that ensures real life industry sector experience, development of a true and representative portfolio of industry standard skills, an atmosphere of creative excitement, a genuine engagement with the pursuit of knowledge plus delivery of the full range of academic qualifications.

2. Statutory Guidance and DfE Requirements

Behaviour and Discipline in Schools – Jan 2016

Education Act 1996, 2002 and 2011

Education and Inspections Act 2006

School Standards and Framework Act 1998

School Information (England) Regulations 2008

Education (Independent School Standards) (Amended) (England) Regulations 2014

The School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012

3. Links to other Trust and School Policies and Documents

Staff Handbook

Anti-Bullying Policy

Preventing Extremism and Radicalisation Policy

Safeguarding and Child Protection Policy

SEN Policy

4. Purpose of the Policy

This policy is intended to ensure that Wigan UTC remains a positive and safe environment for students and staff. Students have the right to learn and work, and teachers to teach, without disruption from others. Everyone has a right to feel safe in our UTC irrespective of their race, gender, religion, sexuality or specific need.

Leaders are responsible for monitoring the fair and consistent implementation of this policy and for ensuring its effectiveness.

The information in this policy will be communicated as follows:

- To students in their student planner and via relevant sections of the UTC website.
- For parents and carers, as part of the induction guidance, and on the relevant sections of the UTC website.
- Annually the policy will be made available to all staff, students and parents or carers in writing.

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5. Behaviour Policy Details

5.1 Responsibilities of Staff

Staff are expected to maintain order in a respectful and responsible manner. Teachers and school staff are expected to:

- Be punctual, consistent and fair in ensuring the expected behaviour outlined below is adhered to across the UTC
- Provide a safe and supportive learning environment
- Manage lesson changeovers so that they are reasonably quiet and orderly, and that students are not dismissed early
- Maintain constructive communication and relationships with students and parents/carers
- Deal with incidents restoratively wherever possible
- Be smart in their dress code and abide by the UTC staff code of conduct

5.2 Expectations on Behaviour

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, the school environment and others. We expect students to:

- Arrive on time to the UTC and lessons
- Be in correct uniform
- Follow reasonable instructions
- Engage in lessons fully
- Try hard to complete classwork, home learning and coursework
- Treat other students and all of the UTC and wider Trust community with respect
- Follow instructions first time
- Be helpful, polite and honest
- Show care and compassion to others
- To act respectful and courteous to the wider community, whilst representing the school or wearing UTC uniform

Examples of behaviour that will be deemed as unacceptable are:

- Swearing
- Violence or threatening behaviour
- Damage to property
- Being in possession or use of a weapon
- Dealing, possession, handling or use of drugs
- Rudeness
- Not following teaching staff's instructions
- Distracting others
- Not completing classwork, home learning or coursework
- Bullying

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- Discriminatory language or behaviour such as racism, sexism, radicalisation or homophobia
- Lateness to school or lessons, including persistent lateness
- Truancy from school or lessons, including persistent truancy
- Abuse of the UTC email or ICT systems
- Knowingly or actively bringing non-staff or non-current students onto the school site
- Malicious allegations about staff or students
- Libelous comments about staff or other students on any form of social media or web platform

Behaviour that gives cause to suspect that a child is suffering, or is likely to suffer, significant harm such as persistent disruptive behaviour, shall be assessed using the school's Safeguarding and Child Protection Policy.

5.3 Procedures

If an incident is deemed serious enough to involve exclusion, the UTC will endeavour to contact the parents on the day of the incident.

A letter will be sent home within 24 hours outlining the reasons for the exclusion and the measures parents can take in relation to them.

Work will always be provided for the length of the exclusion.

If the child is to return to the UTC, parents will be requested to meet with a member of the Year Team or Leadership Team on the day that the student returns to ensure such events don't reoccur.

Procedures to appeal against a decision are clearly outlined in the letter.

5.4 Consequences and Exclusions

Consequences

If behaviour falls below the expectations outlined above, the following action may be taken:

- Incidents may be recorded on the UTC Information System
- Students may be removed from class by the on-call system
- Sending students home to change their uniform
- Asking students to make up for lost time
- Verbal reminder of behaviour expectations around the UTC
- Parental meeting
- Withdrawal from lessons on a temporary basis
- Confiscation of items
- Teacher, department or school detentions (detentions are dealt with specifically in the Appendix)
- Internal, Fixed Term and Permanent Exclusions (exclusions are dealt with specifically below)

Exclusions

Internal Exclusion – For persistent misbehaviour some students may be asked to complete their set work in the Isolation Room which is supervised by a member of the Senior Leadership Team. These students will not be permitted to be in communal student areas during breaks or lunchtimes.

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Fixed Term Exclusion – The school will use fixed term exclusion when a single serious incident occurs, or persistent misbehaviour continues after other sanctions listed above have been exhausted. All incidents are investigated fully and both students and parents have the opportunity to reply via statements and parent/carer and staff meetings.

In-line with procedures stated above all fixed term exclusions will be notified by telephone and letter, including details of the incident or behaviour.

Students will be issued with work for the period of their exclusion and a reintegration meeting interview will be held prior to readmission, of which parents or carers are expected to attend.

During this period of exclusion parents are legally responsible for their child's whereabouts, with the possibility of a £50 penalty notice if the child is found in a public place without reasonable justification.

Permanent Exclusion – this step is taken with serious and careful consideration. Under normal circumstances the UTC will issue an initial 5 day fixed term exclusion while the incident is investigated fully. At the end of the 5 day period a permanent exclusion may be issued depending on the outcome of investigations.

The UTC holds a zero tolerance policy to possessing, handling, use or dealing in classified drugs and the use of or dealing in legal highs and will automatically lead to the involvement of the police and an automatic permanent exclusion.

The possession of any weapons such as (but not exclusive to) knives, guns and BB guns will also lead to automatic permanent exclusion.

The possession of phone or internet pornography will lead to an automatic and permanent exclusion.

The use of excessive violence, for example one-sided encounters or gang related incidents, will lead to an automatic and permanent exclusion.

For exclusions beyond 5 days, the UTC will provide suitable alternative provision.

5.5 Incidents outside of the UTC

In accordance with the Department for Education's 'Behaviour and Discipline in Schools' the UTC has a statutory power to discipline students for misbehaving outside of UTC premises, to such an extent as is reasonable (and outlined in section 5.4 above). The disciplinary action will only be taken on UTC premises or elsewhere when the student is under the lawful control of a staff member.

The UTC will only respond to incidents outside of our premises that are non-criminal in nature and bullying, which is witnessed by a member of staff or as is reported to the UTC.

UTC staff may discipline students for misbehaviour when the student is:

- taking part in any UTC-organised or UTC-related activity or
- travelling to or from the UTC or
- wearing UTC uniform or
- in some other way identifiable as a student at the UTC (including digital conduct, for example on social media platforms).

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Misbehaviour at any time may be disciplined by staff, whether or not the above conditions apply, provided that the behaviour:

- could have repercussions for the orderly running of the UTC or
- poses a threat to another student or member of the public or
- could adversely affect the reputation of the UTC.

5.6 Powers to use reasonable force

Reasonable force can be used to prevent students from hurting themselves or others, from damaging property and to maintain good order and discipline in the classroom.

Force may be 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 should always depend on the individual circumstances.

Reasonable force will not be used as a punishment.

Principals and authorised staff may use force as is reasonable given the circumstances when conducting a search without consent for:

- knives or weapons
- illegal drugs
- legal highs
- alcohol
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- articles that have been or could be used to commit an offence, cause personal injury or damage to property;
- and
- any item banned by the school rules identified in the Student Handbook

5.7 Powers to search

Section 5550ZA (3) of the Education Act 1996 outlines the power to search without consent for “prohibited items” including:

- knives or weapons
- illegal drugs
- legal highs
- alcohol
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images

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- articles that have been or could be used to commit an offence, cause personal injury or damage to property; and
- any item banned by the school rules identified in the Student Handbook

Searches without consent will always be carried out on the UTC premises or, if elsewhere, where the member of staff has lawful control of the student, for example on UTC-organised trips.

UTC staff can search students for any item with consent. They are not required to have formal written consent from the student for this sort of search.

The searcher, where it is practicable to do so, will be the same sex as the student and a witness will be present.

The staff member will decide in each case what constitutes reasonable grounds for a search. CCTV footage can be used in order to make a decision as to whether to search for an item.

Students who refuse to cooperate with a search where he or she is suspected of having a banned item in his or her possession, will face an appropriate disciplinary penalty.

The extent of the search will not require any student to remove clothing except outer clothing, which is defined as anything not worn directly next to the skin or immediately over a garment being worn as underwear.

When the search includes the discovery of an electronic device the staff member conducting the search may examine any data or files on the device if they believe there is good reason to do so.

If inappropriate material is found on the device the staff member must decide whether to delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

5.8 Confiscation of inappropriate items

There are two legal provisions which enable UTC staff to confiscate items from students:

Section 94 of the Education and Inspections Act 2006 offers the general power to discipline. This enables the member of staff to confiscate, retain or dispose of a student's property as a punishment, so long as it is reasonable in the circumstances. Staff are protected from liability for damage to, or loss of, any confiscated items provided they have acted lawfully.

Items that are confiscated will be dealt with in the following manner;

- knives, weapons, illegal drugs, stolen items, items that have been used to cause an offence and (where reasonable) pornographic images will be immediately and always handed over to the police
- tobacco and cigarette papers, fireworks, pornographic images, or other articles that could be used to cause an offence and any items banned by the school will be down to the discretion of the confiscating officer when to return. All items will only be returned to the student's parent or carer.

Items of value, such as (but not limited to) mobile phones or games consoles will be endeavoured to be stored in a locked cupboard until a parent or carer can arrive to retrieve them. However the UTC holds no liability for damage to, or loss of, any items confiscated lawfully.

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5.9 Multi-Agency Assessment

When a student is displaying consistent disruptive behaviour, the school will consider whether a multi-agency assessment is necessary. The agencies involved may include:

- Local Police
- CAMHS (Child and Adolescent Mental Health Services)
- Public Health Organisations
- YPAS (Young Persons Advisory Service)
- Local Authority Youth Offending Service
- Other extended services agencies

These agencies have specific professional expertise which will meet the student's individual needs.

Parents or carers will be invited to work together with the school to establish clear targets for improvement and support measures (both at home and at the school) needed for the student to achieve these.

Regular reviews will be taken to assess progress and make amendments as needed.