

# The City of Leicester College



## Behaviour for Learning Policy – Including Behaviour Statement and Exclusion procedure 2021-22

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Chair of Governors: John Andrews	<i>J S Andrews</i>	






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## Behaviour Statement

At The City of Leicester College, we believe every student should be displaying excellent conduct and behaviours for learning. We set out our expectations using the Character Pillars and our Character Program that runs through Tutor Time, our rewards, our sanctions and our reporting to parents.

The TCOLC student expectations are the standards we set for ourselves when in college. Rewards are given out for showing the character pillars in school but equally sanctions are entered when the expectations are not adhered to. A summary of these expectations are below:

	<b>TCOLC STUDENT EXPECTATIONS</b>
 Intellectual Character	<b>I will strive to think about my learning critically and will be active, not passive. I understand that being an ambitious independent learner is key to my success.</b>
 Moral Character	<b>I will consciously choose to act with honesty and respect. I understand the importance of accepting others beliefs and their equal right to have a voice.</b>
 Performance Character	<b>I will be resilient, committed and determined in my attitude to my learning. I will be on time and in uniform every day. I understand my attendance is directly related to my outcomes.</b>
 Community Character	<b>I will be a positive and responsible member of the TCOLC community. I will act with kindness and be civil to every member of my community, helping others where I can.</b>

Evidence suggests sanctions must always be immediate (a detention three days later doesn't work with children) and it must be specific to the issue. Therefore, corrections will always be set for the same day (unless in the final lesson of the day when it would be unreasonable to ask families to change their travel arrangements). We believe that relationships are key and teachers work with students to repair any issues in a lesson quickly by visiting students in the detention on the same day it is issued.

We also ensure excellent behaviour is effectively rewarded through a graduated system and publicly recognised.

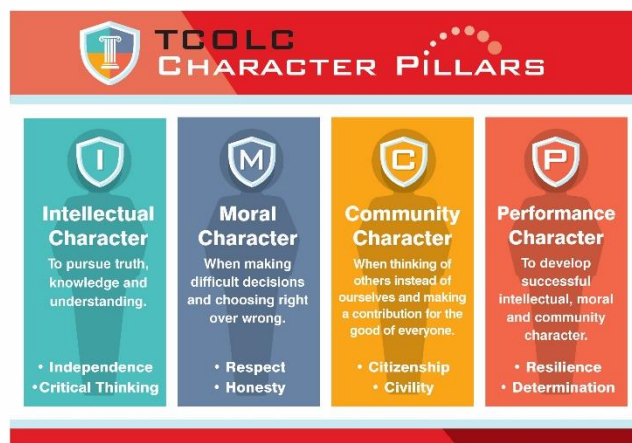
The pastoral team has key systems to ensure behaviour of every student and groups is monitored regularly and interventions taken when necessary to ensure students have to put up with minimal disruption in lessons and indeed feel safe when in college. The college has an Anti-bullying policy to ensure that any incidents of bullying are tackled quickly, the victim is well supported and perpetrator is sanctioned and reintegrated.

We actively work with students parents carers and staff to ensure behaviour is corrected before we reach the point of exclusion. In the instances where this does take place we ensure students are reintegrated with a meeting with parents and key staff. Any students that have repeated exclusions will all have an intervention aiming to actively help them change their behaviour.

We take a pro-active response to dealing with local and national issues with behaviour. The Pastoral Deputy Headteacher line manages the PSHE curriculum and Character program to ensure that students are aware of and studying relevant issues that could affect them. The college also regularly has external visitors from various agencies working with both students and staff.

## Rewards for Positive Behaviour and Learning

Rewards form a key part of life for the learners at The City of Leicester College. All rewards are given under the TCOLC character Pillars:



Rewards are issued by all staff through classcharts. Two positive behaviour points are issued to students when they significantly demonstrate positive behaviour traits under each specific strand. The staff member will tell the student when they are rewarded and which pillar it is under. As a parent or student you will soon be able to easily check your rewards when the student and parent apps are released through class charts.

Students also rewarded for accumulation of points in half termly assemblies, this could be in the shape of badges, certificates, confectionary prizes and vouchers. See the table below:

Award	Description	Award threshold
Character points	Demonstration of character pillar traits in lesson and social times	+2 per reward 80 points = Bronze Button badge 200 = Silver Button Badge 350 = Gold Button Badge 600 = Bronze metallic pin badge 750 = Silver metallic pin badge 900 = Gold metallic pin badge
Character challenge points	By completing challenges outside of lessons each half term	TCOLC character challenge metallic star badge -bronze, silver and gold
Head of School award	Presented to the student in each year group with the most positive character points over a term	Certificate, Phone call made to parents and an invitation to meet the Head to discuss their school experiences
Attendance awards	Students demonstrating Performance Pillar through their school attendance figures	100% attendance = Certificate / confectionary / £10 amazon prize draw entry voucher. Highest tutor group = Confectionary / group

		certificate Highest year group = School Trophy
Character on the spot prizes	CLT drop in to lessons and acknowledge outstanding demonstration of TCOLC character pillars	Confectionary and double points
Certificates for outstanding demonstration of TCOLC Character pillars	Awarded to students for participation in out of lesson activities or demonstration of TCOLC character in addition to classroom behaviour.	Certificate awarded

### **Warnings, Corrections and Red Line (The Escalating System)**

.If a student receives two corrections in one day, they will serve an hour detention. Serious negative behaviour will result in a student being placed in Red Line where they will be taken out of lessons and working either in Behaviour support or a member of the pastoral team. Wherever a Red Line is unfortunately required, we believe the most important thing is to have a restorative conversation with the student and their family; This will always be done by a member of the pastoral team and families will always be called to discuss the incident.

When a serious incident has occurred at the college, a full investigation will be undertaken. This will involve taking statements from students and staff where needed. Parents will always be informed when we are dealing with a serious incident. At times, we may need to isolate a student during an investigation. When we have completed our investigation, parents will be asked to attend the college to discuss the incident and possible ways of resolving the situation.

### **The Escalating Behaviour System**

Escalation	Consequence	Action by
Formal warning	Name written on the board – 2 behaviour points added	Classroom teacher – enters on school system SIMS (2 behaviour points)
Correction	3 behaviour points issued – sit out the remainder of the lesson.  Half an hour detention after school (3.10pm – 3.40pm) and a phone call home – a further correction in the next session will result in a 1 hour detention after school during the same day.	Classroom teacher/roaming staff. Classroom teacher to enter on Sims, call home and attend after school detention for reparation meeting. (3 behaviour points)  Parent to receive a text notifying them of the correction in between 13:00 – 14:00 on the same day.  Note please do not enter the warning if a student receives a correction.
Red Line – your behaviour has seriously fallen below expectations	Isolated for the rest of the day until 4.00pm. If it happens during the afternoon you will be isolated the following day. 4 behaviour points added.	Behaviour/pastoral team will collect and place based on the rota. Roaming staff to inform pastoral team of the issue and they will enter the data and call home.(4 behaviour points)

### **Punctuality**

If a student is late to lessons they will receive a warning and be part of the escalating behaviour system.

If a student is late to morning registration they will serve a breaktime detention.

If they fail to attend this they will be issued with a correction they will serve that evening.

If they fail to attend this they will be part of the escalating behaviour system.

### **Persistent Negative Behaviour**

The college understands that students are learning and may make mistakes in their journey with us at TCOLC. However, if negative behaviour is persistent and a student begins to accumulate a large amount of behaviour points over a six week behaviour block (we measure positive and negative behaviour in this time frame) then we refer to the table below:

#### **Consequences for the accumulation of Negative Behaviour points**

25 points	Form tutor conversation with parent Green or subject monitoring report
45 points	PSP level 1: Head of Year with parent Yellow monitoring report
65 points	PSP level 2: CLT with parents Red monitoring report
65+ points	PSP level 3 Alternative provision, The Base, Exclusion, Managed Move to another school.

#### **PSP- Pastoral Support Plan**

Students who accumulate a large number of negative behaviour points will be given targets for improvement to meet as part of a Pastoral Support Plan (PSP). This is a supportive mechanism that aims to correct poor behaviour and monitors learners' behaviour to allow for every opportunity to improve through advice and close mentoring.

Pastoral Support plans are documented carefully and stored electronically. There is transparency between students, parents/carers and the college in relation to these targets. A meeting will be arranged to initiate an open dialogue around what improvements must take place in order for targets to be met. Parents/carers and students are required to participate fully in this process and should sign paperwork produced to acknowledge that everyone is aware what improvements must occur. The Pastoral Support Plan also follows an escalating system. If a student successfully meets their targets on their PSP1, but their behaviour deteriorates and they then require further intervention, they would be placed on a PSP2. This escalating system is designed to ensure that student behaviour continues to build positively and positive habits become embedded.

#### **Exclusions/Suspensions**

In some unfortunate circumstances, where students are involved in very serious incidents (Red Line+). It may become necessary to issue a Suspension (formerly called a Fixed Term Exclusion). This decision will be made by the Headteacher after the incident has been fully investigated.

If a student receives a Suspension they will be sent to Behaviour Support Unit and isolated until the end of the school day to provide students with an opportunity to reflect and protect them or others in their college community from harm. Suspension from college is serious and is only enforced following serious incidents. The college is proud of its inclusive approach and is clear about its desire to work with all students to intervene before the point of suspension but on occasions this is a necessary measure. Following suspension, students and their parent/carer will be invited to a reintegration meeting and appropriate targets for improvement will be set. Legislation deems that an individual student can be suspended for a maximum of 45 days per academic year. Parents will always receive a formal letter informing them of the suspension.

In some rare and extreme cases, the College reserves the right to permanently exclude students. In these circumstances the College will follow the local authority Permanent Exclusion guidance and the statutory

guidance laid out in the 'Exclusion from maintained schools, academies and pupil referral units in England' document published by the Department for Education.

### Intoxicating substances and drugs

We take strong proactive steps to help students understand the dangers of being involved with intoxicating substances and illegal drugs. Notwithstanding this, TCOLC has a **zero tolerance** approach to the use or distribution of any illegal substances on the premises. This includes vaping and smoking. The college will enforce firm sanctions– the majority with legal ramifications - to those that wish to infringe the policy. See appendix A.

### Preventative measures

Students will undertake a full program of study in their PSHE lessons discussing the dangers of drugs in an honest and realistic way. Heads of Year and College Leadership Team members will also speak to students regularly about this in assemblies. We work closely with the Police who support us in educating our student community; for example, local officers will take part in assemblies and workshops to support our partnership of education. Individuals who the college identifies as vulnerable or at risk to substance misuse will be provided with personalised support. Safeguarding all our students around the wider dangers of drug involvement is a priority and additional educational opportunities around themes such as gang culture and County Lines are embedded in the PSENT schemes of learning.

Appendix A – examples for drugs related sanctions

Incident	Sanction
Smoking	Red Line in first instance – any cigarettes destroyed
Vaping	Red Line in first instance – Vape confiscated and only to be collected by parents.
Distribution of Vape or Tobacco Products	Potential suspension or permanent exclusion for serious cases.
Class A - Possession /Distribution	Potential permanent exclusion and arrest on site
Class B or C Distribution	Potential permanent exclusion and arrest on site
Class B – possession (personal amount) This includes THC oil in a vape. Please ensure you ask a member of the member of the behaviour team to check this when they are confiscated	The college reserves the right to permanently exclude – if the student remains with us a programme of support will be put in place in house to deal with any issues the student may have.
Intoxication	Firstly, a students medical condition will be assessed by our team and necessary steps taken. The college reserves the right to permanently exclude in the most serious examples. however we will also offer the student any in house support we offer and may need to recommend GP if suspicion of addiction. Safeguarding concerns raised. Regular searches/Breathalyser tests to follow.
Negative Search but strong suspicion of possession.	Police called to search – if they are unable to do this, we can hand their name over to them for intelligence gathering. If we have a firm belief and they don't have a reasonable explanation – follow possession procedure.

Staff are trained regularly on procedure and reporting if they suspect a student is either in possession or under the influence of drugs.



## Searches

When students are taken to be searched by the behaviour team in a private room, it will be logged and phonecall to parents/carers to inform them. There is no legal directive for us to log the searches or to inform parents but it is the **college policy** to fill in the search log.

### Searches can legally be carried out by the college if:

1. A student agrees to it
2. A member of staff is given the power to do so by the headteacher and we feel there is strong suspicion
3. All searches will be done in pairs, preferably gender matched but this doesn't need to be adhered to in extreme circumstances
4. Staff legally have the right to search any item of clothing or equipment that isn't touching the skin.
5. If a student refuses to be searched on entry to the building we legally have the right to send a student home. This will be marked as an unauthorised absence. We will also report this to the police.

### Physical Intervention of Staff/Positive Handling

All members of staff working with students at the college are authorised to handle, use reasonable force or restrain students if/when such physical intervention is necessary. No member of staff is required to employ any physical intervention strategy if they are not comfortable or confident to do so effectively.

No member of staff should intervene physically if they have reason to believe that to do so would worsen the situation/incident that is taking place. In all circumstances where physical intervention is or may become required, members of staff should ensure that **adult assistance** is requested before intervention, although it is understood that circumstances may lead to the need for intervention prior to the assistance arriving.

Where possible, assistance should be sought from members of staff who have been trained using "Team Teach".

Staff considering handling, use of reasonable force or restraint must provide opportunity for the student to alter their behaviour/actions before employing a physical intervention strategy and should continue to make instructions to the student and details of their intended interventions clear. The method of physical intervention employed must use the minimum reasonable force for the minimum length of time.

### Recording Physical Intervention

All incidents where staff feel that they have used physical intervention will be recorded in the physical restraint log.

It is the responsibility of the intervening member of staff to report the intervention to a DSL. The circumstances and nature of the physical intervention will be held on the record of the student involved. The DSL will inform any necessary agencies/authorities of the physical intervention in accordance with DfE and LA guidance. One of the DSLs will ensure that parents/carers are appropriately informed. For the safeguarding of both staff and student, any subsequent investigation of the situation/incident should be undertaken by a member of staff other than the one applying the physical intervention.

### Risk Assessment

The college will complete a risk assessment where control measures are required to address any challenging behaviour.

### **Weapons/Prohibited items**

For purposes of this policy, a "weapon" is any firearm (of any description including starting pistols, air guns and any type of replica or toy gun), knife (including all variations of bladed object including pocket knives, craft knives, scissors, etc.) explosive (including firework), aerosol spray, lighter, matches, laser pen or other object, even if manufactured for a non-violent purpose, that has a potentially violent use, if, in the circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

The college takes string preventative measures against students carrying weapons of any kind. This is covered in our PHSE program and we hold a Knife Awareness week every year where outside agencies are involved highlighting the dangers of Knife crime. If the college has reasonable suspicion a student may be carrying a weapon they will be subject to a search or police referral. See above for guidance for searches.

### **Dealing with Weapons in School**

Generally, when it is suspected that a pupil or other person is in possession or custody of a weapon the school/member of staff will:

- ensure that the situation is brought to the immediate attention of and then dealt with by a senior member of staff
- call the police to deal with any incident believed to involve a weapon, indicating how serious the situation appears to be; and where thought necessary request an urgent operational response
- in exceptional circumstances, take immediate action to safeguard a situation by:
  - de-escalating the situation
  - diverting the pupil or person to a place of safety where no other pupils are present
  - removing other pupils from the vicinity.

For information, the police can, with reasonable suspicion, enter a school to search without a Headteacher's consent, conduct a personal search without a pupil's consent, and conduct an unannounced search of more than one pupil in a school, using powers under the Offensive Weapons Act 1996.

Again, the college takes a zero tolerance to anything that compromises other student's safety and if a student is found to be in possession of a weapon a PSP3 will be called where the student's position in the college will be considered. The incident will result in an immediate police referral and the college will undertake a full investigation.

### **Prohibited items in the College Include:**

- knives or weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco and cigarette papers;
- fireworks;
- pornographic images;
- any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or injure a person or damage property; and
- Any other item the college deems may pose a risk to students and their peers

### **Mobile Phones and Personal Digital Devices**

Mobile phones are banned items in college. The college will use a proportional approach when dealing with mobile phone issues but for repeated or extreme use the college will confiscate the device and parents will have to come to college to collect it.

### **Abuses of IT**

All college devices are monitored by software for abusive use. Illegal use of IT will be reported to the police. Depending on the nature and context of the IT abuse, an appropriate sanction will be issued. Students and parents are given support and guidance with e-safety throughout the academic year. The college reserves the right not to investigate issues over social media that have not happened in school or on school devices. We will take action where necessary.

### **Behaviour Beyond the College gate:**

Teachers have the authority to discipline students for misbehaviour outside of the College premises “to such an extent as is reasonable”. If students are on their way to or from college and/or are in college uniform, they may be subject to disciplinary action in response to non-criminal poor behaviour and bullying in any form which occurs off-site and which is witnessed by a member of staff or reported to the College by a third party. This includes any behaviour which: affects the smooth-running of the college, poses a threat to another student or member of the public or adversely affects the reputation of the College.

### **What students should do if they feel they have been treated unfairly**

Students must not argue when given a behaviour sanction. This often slows down the pace of lessons and wastes valuable time. If they do argue then they should be warned that they may be escalated to a higher stage. If a student has a complaint, they must wait until the lesson is over before discussing it. They will be listened to.

If students have complaints or feel they are being discriminated against:

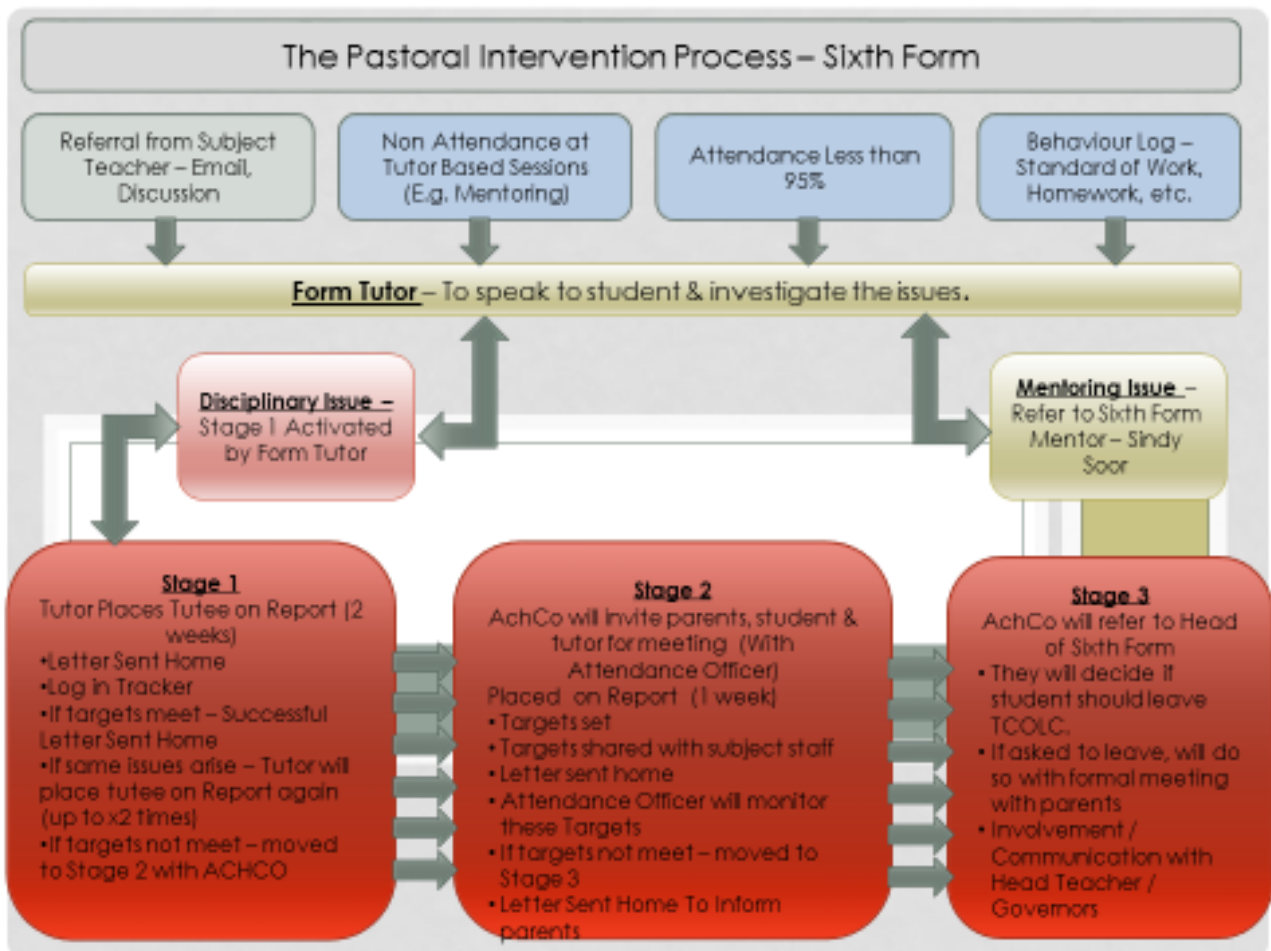
1. they should see the classroom teacher after the lesson has finished.
2. If, after doing (1) above students are still unhappy, they should speak to their Form Tutor.
3. If, after doing (2) above, students are still unhappy, they should speak to the appropriate Head of Year/Achievement Coordinator who will refer to the CLT if necessary.

## Students in Years 12 and 13 (Post-16 Learning Agreement)

**All post 16 students adhere to the following guidelines and their place in the college may be at risk if they do not through the Pastoral intervention plan system:**

- Attend and be punctual to all of your timetabled sessions; maintaining high levels of attendance (minimum 98%). Adherence to the college attendance policy (as outlined in the student handbook).
- Complete all work to a high standard
- To meet your deadlines for submitting work
- Show respect to all members of the college community
- Communicate regularly with your subject teachers; with regard to class work, independent study, deadlines and absences
- Act as a positive role model for younger students and behave professionally around the site
- Respect others' right to learn
- Dress appropriately (no jeans with rips in; no offensive messages on t-shirts; no caps to be worn inside the building; no visible headphones/music devices around the corridors)
- Restrict the personal use of mobile phones to non- lesson times and only in Sixth Form areas.
- Wear your lanyard containing your college ID (photo visible) at all times.

Sixth Form students who fail to meet these expectations will be subject to a Pastoral Intervention Plan (PIP):



## Covid 19

### Covid 19 Addendum:

- Due to current restrictions no Redline or Correction detentions will be given outside of school hours. All corrections will be undertaken during social times but parents will still be informed of this.
- Students will immediately be sent home for any serious breaches of the colleges' behaviour policy that endangers other students' health and subject to a risk assessment.
- Students are to be issued with a correction for any deliberate breach of zones. If this happens on multiple occasions' they will be subject to a risk assessment.
- Students will be issued with a correction for any breach of social distancing requirements where necessary.

### Risk Assessment in relation to a breach of health and safety :

- The college reserves the right to risk assess any student's behaviour that breaches the health and safety of others and DFE guidelines for Covid safety within schools. If they are found to be unsafe they will no longer be able to attend on site and need to be home educated due to the health and safety of other students.