



Behaviour Policy

Policy Number	New or Reviewed	Date of next Review	Responsibility
HCP008	March 2018	March 2020	Principal

Empowering learners to shape their future

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BEHAVIOUR POLICY

1. Introduction

- 1.1 When Ofsted makes a judgement on behaviour it considers a range of evidence about behaviour and safety over an extended period. This evidence may contribute to inspectors' evaluation of how well Horizons College promotes learners' spiritual, moral, social and cultural development.
- 1.2 Ofsted Inspectors will also consider the behaviour and safety of learners attending on-site and off-site alternative provision. When evaluating the behaviour and safety of learners at Horizons College, Ofsted Inspectors will consider:
 - a. Learners' attitudes to learning.
 - b. Learners' behaviour around Horizons College and in lessons, including the extent of low- level disruption.
 - c. Learners' behaviour towards, and respect for, other learners and adults, and their freedom from bullying, harassment, and discrimination.
 - d. Learners' attendance and punctuality at Horizons College and in lessons.
 - e. How well Learning Leads and supporting staff manage the behaviour and expectations of learners to ensure that all learners have an equal and fair chance to thrive and learn in an atmosphere of respect and dignity.
 - f. The extent to which the Horizons College ensures the systematic and consistent management of behaviour.
 - g. Whether learners feel safe and their ability to assess and manage risk appropriately and to keep themselves safe.
 - h. The extent to which leaders and managers have created a positive ethos in Horizons College.

2. Aims

- 2.1 The intention of this policy is to define a framework for behaviour in Horizons College (and off site) that should foster an effective educational environment, without stifling individual expression. This Behaviour Policy covers every member of Horizons College, staff and learners, and is based on the belief that:
 - a. A moral framework is established within which initiative, responsibility and sound relationships can flourish.
 - b. An environment is created in which all feel safe, secure and respected.

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- c. Everyone in Horizons College is worthy of respect and tolerance, and their contribution is valued.

3. Objectives

3.1 All learners are expected to:

- a. Develop personal autonomy, independence and a positive self-esteem.
- b. Develop a respect and tolerance for others' ways of life and different opinions.

3.2 Staff are expected to:

- a. Follow Horizons College's moral code, Local Authority (LA) policy and procedure.
- b. Treat all learners equally, irrespective of gender, race, disability, cultural background or religion.
- c. Be alert to signs of bullying or racial harassment, respond firmly to such incidents and alert other staff to such problems.
- d. Play an active part in building up a sense of community and apply the agreed standards of behaviour consistently.
- e. Promote acceptable role models.
- f. Support each other sensitively in maintaining good classroom management.
- g. Recognise and celebrate all success and achievement of each learner.
- h. Ensure that rewards are accessible to all learners.
- i. Deal sensitively with learners in distress, offering comfort, sympathy and protection as appropriate.
- j. Deal with any incident that may involve physical intervention appropriately, following agreed guidelines (see Physical Interventions Policy).
- k. Record any incident resulting in physical injury and / or the use of physical intervention.
- l. Record any incident of racial harassment.

4. Recognition of Appropriate Behaviour

4.1 Good behaviour is rewarded by:

- a. Praise from adults.

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- b. Stars / stickers / raffle tickets.
- c. Age appropriate class awards.
- d. Extra privileges and responsibilities.
- e. Recognition by the whole Horizons College with the presentation of merits, certificates etc.
- f. Positive feedback to parents through home / Horizons College books, sending home merits, certificates, letters etc.

4.2 Responses to inappropriate behaviour:

- a. Staff have decided upon several strategies for dealing with individual incidents of unacceptable behaviour. They include:
 - a. Disapproving look, sign or gesture.
 - b. A raised voice or change of tone.
 - c. A verbal reprimand and explanation, or signed / supported communication, using the statement “this behaviour is unacceptable” or similar accessible statement.
 - d. Peer pressure without humiliation.
 - e. Withdrawal from the situation (whilst under continued adult supervision).
 - f. Withdrawal of privileges.
 - g. Involvement of another staff member and the Principal.
 - h. Implementation of a positive handling programme which will be shared and agreed with the learner and parents / carers; which may include the use of physical intervention in certain circumstances i.e. to maintain discipline and / or to protect the learner, other learners, members of staff, members of the public or property.
 - i. Notification to parents.
 - j. As a last resort, disciplinary action may be taken. Horizons College (Swindon Borough Council (SBC)) guidelines to be followed.

5. Bullying

- 5.1 Bullying is an extremely rare occurrence at Horizons College but any suspicion of such an incident is thoroughly investigated, reported and monitored. Sanctions would be applied as appropriate with support and guidance given to both the victim and the perpetrator (See Anti Bullying Policy).

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6. Weapons

- 6.1 The term “weapons” shall include, by the way of illustration, the following enumerated items:
- a. Any loaded or unloaded firearm (including but not limited to pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, cross-bow).
 - b. Any knife (including but not limited to Bowie, Dirk, lock-blade, hunting pen, pocket, switchblade, utility).
 - c. Any defensive weapon (including but not limited to gas repellent, pepper gas, mace, stun gun).
 - d. Any martial arts device (including but not limited to Chinese stars) or any tool or instrument which Horizons College staff could reasonably conclude as being capable of inflicting bodily harm (including but not limited to blackjack, chain, club, knuckles, night stick, pipe, studded bracelet); or which by virtue of its shape or design gives the appearance of any of the aforementioned (including but not limited to air pistol, air rifle, BB gun).
- 6.2 Police Involvement:
- a. In all cases involving weapons or assault in the College or on College grounds, on the bus, at the bus stop, on the way to or from College, and at College sponsored activities, local police shall be called immediately, and all confiscated weapons are to be turned over to the police at that time.
 - b. A log of all confiscated weapons will be kept by Horizon College administrators and will be available to be reviewed by the local police if requested.
- 6.3 Statement on Enforcement:
- a. Any learner found to be in possession of a weapon, or involved in an assault, as defined herein, will immediately be suspended in accordance with applicable due process provisions. During this suspension, the Principal will take the necessary steps in determining any additional action, which may include long term suspension. Any learner who gives a weapon to another learner will also be subject to similar disciplinary action.
 - b. Decisions regarding the specific length of a learner’s suspension will be made by the appropriate authority or the Local Governing Body. Any learner suspended from Horizons College cannot participate in College functions or be on College premises.
- 6.4 Weapons Seizure Report:
- a. A log will be kept on file at Horizons College for the purpose of recording information on ALL weapons seized. The log shall be kept in the Principal’s office to be reviewed only by the police and the appropriate College personnel.

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- b. The reason for maintaining said log are as follows:
- To record and utilise statistical information regarding the possession of weapons in the College and monitor the rise or fall of such incidents during a specific period. These statistics would assist in evaluating programs that may be in place in the College to combat weapons and violence or to dictate the need for such programs;
 - To examine these logs with both the Principal and a law enforcement official so that they might detect a pattern of incidents occurring in a specific community. For example, if possession of weapons escalated it might be indicative of violence rising and learners attempting to protect themselves from aggressive actions;
 - To demonstrate the effectiveness of programs sponsored and operated by both the police and the College in order to solicit funding from various sources;
 - To dictate the need for increased law enforcement or other methods where weapons possession may be on the rise.

7 Parents

- 7.1 Parents and carers have a vital role in promoting good behaviour in Horizons College and so effective home / Horizons College liaison is very important. Horizons College has a right to expect that parents and carers will give their full support in dealing with their young person's behaviour. Horizons College expects parents and carers to:
- a. Keep Horizons College informed of behaviour difficulties they may be experiencing at home.
 - b. Inform Horizons College of any trauma which may affect their young person's performance or behaviour at Horizons College e.g. a death in the family.
 - c. Inform Horizons College about their young person's health and any absences connected with it (see Prospectus).
 - d. Read, agree and sign the Home / Horizons College Agreement and return a copy to Horizons College.
 - e. Support the implementation of an agreed positive handling programme.
- 7.2 Horizons College will endeavour to achieve good home / Horizons College liaison by:
- a. Promoting a welcoming environment within Horizons College.
 - b. Giving parents / carers regular constructive and positive comment on their learners work and behaviour.

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- c. Encouraging parents / carers to come into Horizons College on occasions such as annual reviews, parents' evenings, information sharing events etc.
- d. Keeping parents / carers informed of Horizons College activities by letter, newsletter and through Horizons College website.
- e. Involving parents / carers at an early stage in any disciplinary problems.

7 **Summary**

This policy is designed to help learners learn and practise a good standard of behaviour, working with parents, carers and other professionals where necessary, to promote healthy social and emotional development and positive attitudes to learning. It will be shared with all parents and carers as a learner enters Horizons College and with outside agencies as and when appropriate. All Horizons College staff will be familiarised with this policy upon entry to Horizons College.

8 **Policy Review**

This policy has been produced in consultation with staff and has the approval of the Governing Body. A copy of this policy is available to all who request it. It will be reviewed on a regular basis to ensure that the aims, objectives and adopted strategies remain relevant to Horizons College.

9 **Related Policies and Documents**

- a. This policy should be read in conjunction with the following documents:
 - Guidelines on the use of Physical Interventions and Interpersonal Contact Policy.
 - Staff Handbook.
 - Curriculum Policy.
 - Equality and Diversity Policy.
 - Horizons College Prospectus.
 - Anti-Bullying Policy.
 - Personal and Physical Development Curriculum Policy.

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Signed Principal

Signed Chair of Governors

Date