

NEW RIVER COLLEGE
BEHAVIOUR POLICY

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Introduction

It is a primary aim that every person at New River College feels valued and respected, and that each person is treated fairly in a safe, caring and happy environment. The Behaviour Policy is therefore designed to support the way in which all members of the centre can work together successfully. Our behaviour determines the quality of our relationships, and hence the quality of teaching and learning (behaviour for learning). At New River College, we strive to ensure that students can develop a positive sense of self, which will allow for meaningful learning.

This policy is an overarching one, covering similar issues for each site. The day to day rewards and sanctions are shown in the policies for each site, which form the appendices to this policy. Expectation of each site should be explained to parents/carers and pupils at induction.

Management Committee

The Management Committee will be responsible for the implementation and day-to-day management of the policy and procedures. Support for staff faced with challenging behaviour is also an important responsibility of the management team. In order to ensure consistency of approach to behaviour and learning, the Management Committee will regularly monitor the implementation of the Behaviour Policy, through informal and formal observations.

Staff

All members of staff will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential. Staff and the pupil council have a key role in advising the Management Committee on the effectiveness of the policy and procedures with regular reviews. They also have responsibility, with the support of the Management Committee, for creating a high quality learning environment, teaching good behaviour and implementing the agreed policy and procedures consistently.

Parents and carers

Parents and carers will take responsibility for their child both inside and outside the college. They will be encouraged to work in partnership with the college to assist staff in maintaining high standards of behaviour. The staff endeavour to develop positive relationships with both parents/carers through regular communication and through the expectation of parents/carers' involvement in order to prevent escalation of behaviour. It is important for parents/carers to familiarise themselves with the contents of the policy. They will also have the opportunity to be kept informed of any changes in the behaviour policy.

Pupils

Pupils will be expected to take responsibility for their own behaviour and will be made fully aware of the college policy, procedures and expectations. Pupils are encouraged to report any concerns to do with behaviour issues.

Procedures

On arrival to school, all pupils must hand in any mobile phones to the designated member of staff.

Rules in the Classroom

Pupils should arrive on time to lessons. Before entering the classroom, hats and hooded tops should be removed. No drinking or eating is allowed in lessons.

- Sit down quietly in your seat at the beginning of each lesson.
- Respond politely - don't swear.
- Listen to instructions from staff.
- Hands up - no shouting in class.
- If you leave the classroom, you will have to 'catch up' the work.*

* If you leave the classroom without permission or with permission to cool down, you will have to 'catch up' with the work missed. This can be done at breakfast, after college or as homework. However, if the work remains outstanding and the amount begins to build up, your parent/carer will be called to set up a time for you to complete the work or come in to college to support you to complete the outstanding work. This will be monitored regularly and followed up.

Rewards

If you choose to follow these rules, you may expect:

- Verbal praise
- Good Work referrals
- Positive subject postcards
- Positive calls home from tutors
- Positive calls from senior staff members
- Awards in assembly
- Positive report sheet
- Certificates
- Reward Activities
- Reward Trips (Attendance, SEAL and Good work)
- Reward Vouchers

Sanctions

If you choose to NOT follow these rules, you may expect:

- The instruction to be repeated
- A rule reminder(s)
- Warning
- Time out
- Phone call home

Each rule reminder and warning will come with short, clear explanation, instruction and expectation.

Each site will explain the system of sanctions and rewards at time of induction to NRC. Examples of each sites' procedures are shown in the appendices to this policy.

Rules for behaviour around the college

It is essential that high expectations continue when pupils leave the classroom and move around the college.

Staff

There is an expectation for staff to be present in communal areas and to deal with inappropriate behaviour or pupils out of lesson without permission.

Pupils

There is an expectation for pupils to behave respectfully in the building and use college property responsibly.

Rules Around the College

- Go straight to your lesson when the bell goes.
- Avoid running in the college building.
- Immediately follow staff instructions.
- Keep hands, feet, negative and inappropriate comments to yourself.
- You are not to throw things in the building.

The same rewards and sanctions procedures for classroom behaviour will be followed for out of class behaviour on all sites.

Please note that if you break the health and safety guidelines, these sanctions will be automatically over-ridden and this will result in an immediate referral and may result in exclusion.

Weapons

The College's definition of what is a weapon: anything (any object) used to threaten, to fight, to attack or to cause harm to another person.

The safer school police officer for New River College is PC Alison Bond. The police service has informed the staff at New River College that if; there is any suspicion that a pupil is carrying a weapon, the police service is legally required and will immediately search the pupil there and then (this applies to suspicion of possession of illegal substances or stolen goods)

New River College is legally required to: inform the college office if there is a suspicion of any illegal activity and will do so for the safety of everyone at New River College.

Pupils who use or have a weapon (please refer to the definition above) can expect to be excluded and in consideration to everyone's safety, this exclusion could be extended or be made permanent.

Staff procedures, routines and responsibility

It is the responsibility of all staff to ensure that all pupils in each class learn to the best of their ability. This is a fundamental equal opportunities issue. Lessons should be delivered to a high standard and in line with NRC's Teaching and Learning Policy.

Senior staff members on each site are there to support all staff in their approach to behaviour and learning.

General Behaviour Strategies

Here are a few recommended strategies in Behaviour Management, which will help to ensure that lessons have a purposeful learning environment. Staff involved in lessons should:

- **Stand outside of the classroom at the change of each lesson, on time and well prepared.** It allows you to greet pupils and manage entry to your environment. Smile! Each lesson is a new beginning. You may also use this time to remind pupils of previous agreements.
- **PRAISE** should be specific and personal; it can be done in private or in public. It can also be used as an instruction reminder: e.g. after you have given an instruction, scan the class, name the pupils who have followed your instructions, and explain why they are being praised: eg. "Group A, you need to be facing this way. Thank you Sam, Nick and BOB for facing this way!" This may feel patronising, but it vocalises and recognises your expectations. When a pupil has been challenging and you have dealt with him/her using the New River College systems, it is very important that you recognise any effort this pupil will make to change the behaviour even if it is very small.
- **Be consistent when dealing with behaviour.** Pupils expect and rely on this to help them learn and to feel safe and secure.
- **Restorative Justice.** A restorative approach will be used where appropriate. This is a formal extension of a 'fixing up' approach.

Physical Restraint

Occasionally there are times when restraint may have to be used to keep a young person safe from themselves or to keep others safe. This should be used as a last resort and only by staff who are trained in this area.

Principles Relating to the Use of Physical Restraint:

- Every effort will be made to resolve the issue without resorting to physical restraint techniques.
- The child/young person should be personally at risk or in danger of harming others or of seriously damaging property and/or the child should be seriously affecting the conduct of other pupils.
- The child/young person should always be warned orally that physical restraint will be used unless they stop their actions.
- Only the minimum force necessary to prevent harm should be applied.
- Every effort should be made to secure the presence of other staff before applying restraint. These staff should act as assistants and witnesses.
- As soon as it is safe, restraint should be gradually relaxed to allow the child to regain self-control.
- Restraint should be an act of care and control, not punishment. The use of any method which is intended to induce pain or humiliation is totally unacceptable.
- Support for the member of staff concerned, should be offered by a member of the Management Committee. It is very important to record and report immediately after the incident.

New River College reserves the right to use fixed-term or permanent exclusions for serious breaches of expectations around behaviour.

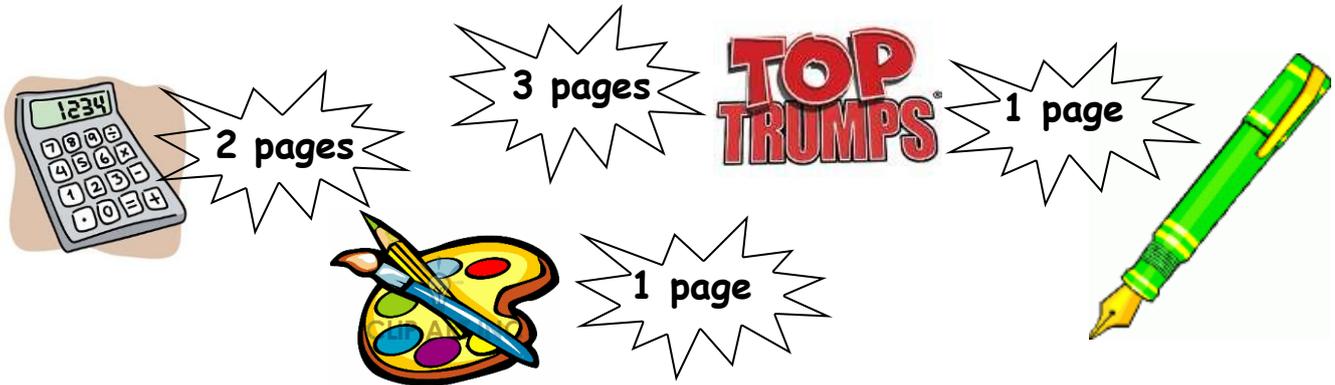
Further advice and guidance relating to matters connected to behaviour can be found in New River College's Anti-Bullying Policy and Preventing Radicalisation Policy.

APPENDIX A: NRC PRIMARY – BEHAVIOUR POLICY

Rewards

You will get many rewards if you follow instructions and achieve your targets.

You can cash in your stamps for some exciting prizes! Here are some examples.



You also get rewards for the points you earn in class.
This is recorded on your target sheet.

Daily rewards:

35 and above per day = Choosing

Good News Notes = given to students who have achieved well in a particular lesson.

Positive Notes = students who have earned their choosing time and achieved their daily points.

Weekly Rewards

140 per week = Bronze award

200 per week = Silver award

300 per week = Gold award

Most points in the school = Head teachers award

Awards will also be given for students who improve their points from the previous week



Golden Apples = special awards given out at Friday assemblies to students who have achieved something special such as being kind to someone else, being a good friend, etc



Termly rewards

1st place special award for the most points in the whole school = gold trophy

2nd place special award for the second most points in the whole school = medal



Sanctions

We take inappropriate behaviour very seriously at New River College, Primary Pupil Referral Unit. It is not acceptable to hurt others, be unkind or damage our property.

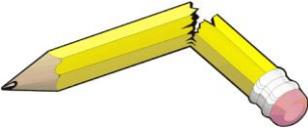
If you have been involved in an incident, it will be recorded on your target sheet. Your parents/carers will be notified. When there has been a serious incident, or your behaviour has been persistently inappropriate, you may receive the following sanctions:

- You will have to complete a behaviour reflection during the next play if you go to fight or get into a fight at play time.
- If you don't get enough points in a day, you will lose your choosing/golden time.
- **Red Report Card** = to help us monitor your behaviour more closely for the day. You will have to report to the Head teacher at play time, lunch time and at the end of the day and will receive a follow-up phone call home.
- **Warning Phone Call Home** = when your behaviour is becoming dangerous or harmful to others or to school property we will give a warning phone call home. If your behaviour does not improve after this phone call, you may be sent home.
- **Sent home (exclusion)** = if your behaviour is very serious and causing harm to others or to school property, you may be sent home. This will be marked as an exclusion on the register.
- **Internal Exclusion** = following a serious incident or day of inappropriate behaviour, you may have to do an internal exclusion. This means you will spend the day isolated from everybody else. It is a very serious sanction.
- **Exclusion** = when a serious incident has happened and somebody has been hurt as a result of your behaviour, or if there has been damage to school property or serious disruption to the learning of others, such as setting off the fire alarm. This is the most serious sanction and will go on your school record. The number of days will be decided by the Head teacher and will relate to the seriousness of the incident.

APPENDIX A

Sanctions

We try very hard to make our school a positive and happy environment for us all to learn and to do our best. If you are involved in behaviour that damages our property or disrupts the learning of others, you will be expected to pay for it using your stamps. This is the list of the cost of damages:

Damage	Cost
	<p>Broken Window</p> <p>Loss of half your stamps Internal</p>
	<p>Broken door frame/handle</p> <p>1 page of stamps</p>
	<p>Setting of fire alarm in passage</p> <p>Loss of stamps and will go on internal</p>
	<p>Setting off little fire alarms</p> <p>Quarter page of stamps</p>
	<p>Setting off whole school fire alarm</p> <p>Loss of stamps and will go on internal</p>
	<p>Breaking door release</p> <p>Half page of stamps Instant strike</p>
	<p>Damage to school equipment, toys, books, others work</p> <p>Half a page of stamps</p>
	<p>Damage to computers</p> <p>2 pages of stamps ICT Ban</p>

APPENDIX A

Achieving your targets

The whole school has the same first 3 targets:

1. Complete work/task/activity
2. Follow instructions
3. Speak politely

These targets are set to help us all do our best in our learning and to help us be kind to others.

Target 4 is your own target, to help you improve in an area you are finding difficult. You will set it with you teacher at the beginning of the week.

Target 5 and 6 are IEP targets set with your parents/carers at your reviews.

Your targets will be scored as follows:

0 = Very poor 

1 = Room for improvement 

2 = Good 

3 = Outstanding 

APPENDIX B: NRC KS3 GOLDEN LANE – BEHAVIOUR POLICY**New River College Key Stage 3: Behaviour Policy**

It is a primary aim that every person in the centre feels valued and respected, and that each person is treated fairly in a safe, caring and happy environment. The Behaviour Policy is therefore designed to support the way in which all members of the centre can work together successfully. Our behaviour determines the quality of our relationships, and hence the quality of teaching and learning (behaviour for learning). At New River College, we strive to ensure that students can develop a positive sense of self, which will allow for meaningful learning. Each member of the centre works within a clear framework of defined routines and guidelines.

Management Committee

The Management Committee will be responsible for the implementation and day-to-day management of the policy and procedures. Support for staff faced with challenging behaviour is also an important responsibility of the management team. In order to ensure consistency of approach to behaviour and learning, the Management Committee will regularly monitor the implementation of the Behaviour Policy, through informal and formal observations.

Staff

All members of staff will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential. Staff and the pupil voice have a key role in advising the Management Committee on the effectiveness of the policy and procedures with regular reviews. They also have responsibility, with the support of the Management Committee, for creating a high quality learning environment, teaching good behaviour and implementing the agreed policy and procedures consistently.

Parents and carers

Parents and carers will take responsibility for their child both inside and outside the college. They will be encouraged to work in partnership with the college to assist staff in maintaining high standards of behaviour. The staff endeavour to develop positive relationships with both parents/carers through regular communication and through the expectation of parents/carers' involvement in order to prevent escalation of behaviour. It is important for parents/carers to familiarise themselves with the "time outs system", explained further on in the "procedures" section. They will also have the opportunity to be kept informed of any changes in the behaviour policy.

Students

Students will be expected to take responsibility for their own behaviour and will be made fully aware of the college policy, procedures and expectations. Pupils are encouraged to report any concerns to do with behaviour issues.

APPENDIX B

Procedures

In the classroom: rules/rewards and sanctions for students are displayed in the classroom which have been devised in consultation with students and staff within New River College.

Rules in the Classroom

Before entering the classroom, **remember**: hats, hoodies, phones, headphones and MP3 must be off and out of sight or handed in Pupils should come into class calm and ready to learn.

Rewards

If you choose to follow these rules, you may expect:

- Verbal praise
- SEAL referrals
- Good Work referrals
- Positive calls home from tutors
- Positive calls from the Head of Centre and Deputy Head
- Certificates
- Reward Activities
- Reward Trips (Attendance, SEAL and Good work)
- Reward Vouchers (linked to point sheets)

Sanctions

If you choose to NOT follow these rules, you may expect:

- The instruction to be repeated
- A rule reminder
- First warning (no action)
- Final warning (no action)
- A time-out to refocus*

(Reflect/communicate appropriately/discuss/resolve/refocus/fix up).

Each rule reminder and warning will come with short, clear explanation, instruction and expectation.

APPENDIX B

There is a clear escalation within the **Time out system**.

Each time out follows sanctions 1 to 5:

- The first and second Time-outs of the day is dealt with by the Teacher or TA.
- On the third time-out (after a further three warnings) you will be referred to the allocated member of staff on referrals as you have repeatedly chosen to not follow college rules. You will then be asked "to fix things up" at that point and demonstrate that you can follow college rules for the rest of that day. The parent/carer will be contacted by the Teacher/TA for you to discuss the problem.
- If you are unable "to fix things up" and you continue to display unacceptable behaviour, it may result in fixed term exclusion with a fresh start on return to the centre.
- If you agree to "fix up" and are able to refocus you maybe given an internal inclusion exclusion.
- Further time-out, will result in exclusion with a fresh start on return to the centre.

Dangerous Behaviour*

Please note that if you break the health and safety guidelines, these sanctions will be automatically over-ridden and you will be given a direct referral which may result in an exclusion or behaviour contract.

*This could be threats, climbing, verbal abuse, vandalism, spitting, throwing anything, racism, homophobia, bullying or sexist behaviour.

Breaking a behaviour contract may result in a fixed-term exclusion.

Rules for behaviour around the college

It is essential that high expectations continue when pupils leave the classroom and move around the college.

Staff

There is an expectation for staff to be present in communal areas and to deal with inappropriate behaviour or pupils out of lesson without permission.

Pupils

There is an expectation for pupils to behave respectfully in the building and use college property responsibly.

APPENDIX B

Rules Around the College

- Go straight to your lesson **as instructed by staff**.
- Avoid running in the college building.
- Immediately follow staff instructions.
- Keep hands, feet, negative and inappropriate comments to yourself.
- You are not to throw things in the building.

Rewards

- Verbal praise
- **Assembly nominations**
- Good Work referrals
- Positive calls home from tutors
- Positive calls from The Head of Centre and Deputy Head
- Certificates
- Reward Activities
- Reward Trips (Attendance, **behaviour** and Good work)
- Reward Vouchers (**linked to point sheets**)

Sanctions

- Instruction
- Reminder
- Warnings
- Time-out -(up to 3)
- Referral
- Loss of off-site activities
- Phone calls home
- Letter home
- Internal Inclusion
- Fixed Term exclusion

Please note that if you break the health and safety guidelines, these sanctions will be automatically over-ridden and this will result in an immediate referral and may result in exclusion.

APPENDIX B

Weapons

The College's definition of what is a weapon: anything (any object) used to threaten, to fight, to attack or to cause harm to another person.

The police service has informed the staff at New River College that if; there is any suspicion that a pupil is carrying a weapon, the police service is legally required and will immediately search the pupil there and then (this applies to suspicion of possession of illegal substances or stolen goods)

New River College is legally required to: inform the college office if there is a suspicion of any illegal activity and will do so for the safety of everyone at New River College.

Pupils who use or have a weapon (please refer to the definition above) can expect to be excluded and in consideration to everyone's safety, this exclusion could be extended or be made permanent. Pupils who have been found in possession of weapons at school will be searched on return to school and at subsequent times thereafter. We will also conduct random searches on all pupils. Searches will be conducted by metal detector with two staff present. Parental consent will be sought.

Staff procedures, routines and responsibility

It is the teachers' responsibility to ensure that ALL pupils in EACH class learn to the best of their ability. This is a fundamental equal opportunities issue. To ensure that this occurs, New River College offers support in two different ways. Firstly, we are committed to sharing ideas and strategies (the Head of Centre and Deputy Head of New River College are available to advise and support) and secondly, we have a strong Behaviour Policy, which ensures consistency, support and accountability for staff. Staff at all levels should expect to feel supported.

Support is available through:

General behaviour strategies and advice from colleagues.
(Staff supervision will be available on request)

General Behaviour Strategies:

Here are a few recommended strategies in Behaviour Management, which will help to ensure that lessons have a purposeful learning environment: The teacher is to:

- **Stand outside your classroom at the change of each lesson, on time and well prepared.** It allows you to greet pupils and manage entry to your environment. Smile!!!! Each lesson is a new beginning. You may also use this time to remind pupils of previous agreements.
- **PRAISE!** should be specific and personal; it can be done in private or in public. It can also be used as an instruction reminder: e.g. after you have given an instruction, scan the class, name the pupils who have followed your instruction immediately, and explain why they are being praised: "group A, you need to be facing this way. Thank you Sam, Nick and BOB for facing this way!" This may feel patronising, but it vocalises and recognises your expectations. When a pupil has been challenging and you have dealt with him/her using the New River College systems (instruction, warnings, time out, one to one conversation*) it is very important that you recognise any effort this pupils will make to change the behaviour even if it is very small.

APPENDIX B

- **Be consistent when dealing with behaviour.** New River College has developed a clear behaviour policy for the classroom. Teachers and TA's are to familiarise themselves with it and apply it in the college. When dealing with behaviour the steps from the policy should be used. The first three are the least intrusive to your teaching; you then need to take some action. If a pupil is engaged in extreme behaviour (dangerous) you should refer immediately. *Please see appendix 2
- **Restorative Justice.** A restorative approach will be used where appropriate. This is a formal extension of a 'fixing up' approach. Trained members of staff are responsible for organising and running restorative conferences where there has been one or more identifiable victims of a student's behaviour.

Appendix 1

Expected routines in New River College

These are being monitored regularly as they will ensure behaviour issues will be prevented by the consistent implementation of these routines. Students in the college need and deserve a structured and "routined" learning environment.

Throughout the lesson

- **You must** follow the behaviour policy (instruction, reminder with warnings)
- **You must** praise and positively recognise effort and attempt to make good by students. "Catch them being good".

Beginning of lessons

- Smiling and greeting pupils at the classroom door.
- Clear routines at the beginning of lessons: hats, coats etc. "Housekeeping" books and equipment.
- Aims and objectives displayed on the board and shared with the students.
- Starter activity.

Appendix 2

Long-term issues with particular students:

It is the responsibility of the staff team to ensure that the difficult rapport between a pupil and a member of staff changes. This can be achieved through:

- Informal meetings
- Fix-up meetings
- Restorative meetings
- Engagement in positive activities

APPENDIX C: NRC SECONDARY – BEHAVIOUR POLICY

It is a primary aim that every person in the centre feels valued and respected, and that each person is treated fairly in a safe, caring and happy environment.

The Behaviour Policy is therefore designed to support the way in which all members of New River College (Lough Road) can work together successfully.

Our behaviour determines the quality of our relationships, and hence the quality of teaching and learning (behaviour for learning).

At the NRC Lough Road, we strive to ensure that students develop a positive sense of self, which will allow for meaningful learning. Each member of the school works within a clear framework of defined routines and guidelines.

Senior Management:

The senior management will be responsible for the implementation and day-to-day management of the policy and procedures. Support for staff faced with challenging behaviour is also an important responsibility of the senior management team. In order to ensure consistency of approach to behaviour and learning, Senior Management will regularly monitor the implementation of the Behaviour Policy, through informal and formal observations.

Staff:

All members of staff will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential.

Staff and the School Council have a key role in advising Senior Management on the effectiveness of the policy and procedures with regular reviews. They also have responsibility, with the support of the Senior Management, for creating a high quality-learning environment, teaching good behaviour and implementing the agreed policy and procedures consistently.

Parents and carers:

Parents and carers will take responsibility for their child both inside and outside school. They will be encouraged to work in partnership with the school to assist staff in maintaining high standards of behaviour. The staff endeavour to develop positive relationships with both parents/carers through regular communication and through the expectation of parents/carers' involvement in order to prevent escalation of behaviour. **It is important for parents/carers to familiarise themselves with the Caution system**, explained further on in the policy. They will also have the opportunity to be kept informed of any changes in the behaviour policy.

Students:

Students will be expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedures and expectations. Pupils are encouraged to report any concerns to do with behaviour issues.

APPENDIX C

STUDENT CONTRACT

New River College belongs to all of us: students, teachers, support staff, parents, and the local community. Everyone is of equal value.

The student contract highlights the rules of the school and hence the responsibility of every student attending the New River College.

COME TO LEARN

Always be on time

Work in all lessons

Do your work without distracting others

NO MOBILE PHONES OR ELECTRONIC DEVICES

No earphones

No games

No iPods or MP3 player

RESPECT EVERYBODY

No cussing or swearing

No play fighting

No bullying

No racist or sexist comments or harassment

RESPECT THE SCHOOL

Keep the school clean and tidy

No graffiti, vandalism or damage

No smoking on school site

APPENDIX C

CAUTIONS

Students receive Cautions for intentionally and repeatedly breaking their Student contract.

Each time a student receives 3 or more Cautions in one day, parents/carers will be contacted on the day and a Caution Note will be sent home outlining the behaviour for which the Cautions were received (please see Appendix I for the process of dealing with escalating behaviour).

There are 4 levels of Cautions Notes (please see Appendix II for an example of a Caution Note).

CN1

If a student has repeatedly broken their contract **CAUTION NOTE 1** is given with copies sent to parents and carers.

CN2

If a student repeatedly breaks their contract again then **CAUTION NOTE 2** is given with copies sent to parents and carers.

CN3

If a student repeatedly breaks their contract again then a **CAUTION NOTE 3** is given and a **MEETING** is held at school the next day.

CN4

If a student repeatedly breaks their contract following the meeting they will be

TEMPORARILY EXCLUDED.

RE-ADMISSION MEETING

At this meeting the student will be asked to think about ways of avoiding similar incidents in the future. Students will be required to re-sign this contract.

FRESH START

All current Cautions will be wiped off if a student goes two weeks without getting a Caution. All Cautions are wiped off at the beginning of each half term.

APPENDIX C

APPEALS

Parents, carers and students have the right to appeal against any sanction applied by the school. The Appeals Policy is contained in the Handbook. Copies are available from the main office.

SENT HOME

In the case of a serious incident a student may be sent home.

If a student is SENT HOME they must leave the building quickly and quietly. Depending on the severity of the incident the student may then return the next day for an informal meeting and resume their place. If a student refuses to go after being sent home they may be temporarily excluded.

MONITORING BEHAVIOUR

NRC monitors the behaviour of students using Daily Progress Sheets which are filled out by staff during lessons.

Daily Progress Sheets are used to record the number of Good Book and Time Keeping points students have achieved in lessons as well as instances of inappropriate behaviour where students have made the wrong choice about how to conduct themselves.

During break and lunch time, a member of Senior Leadership reviews the behaviour of every student.

After each review, if it is felt that a student is not coping i.e. the Daily Progress Sheet shows they are consistently making wrong choices about their conduct and has received numerous Cautions; parents/carers will be contacted. During this call NRC will ask parents/carers for their support with encouraging their child to change their behaviour. If the young person continues to behave inappropriately hence continues to make wrong choices about their conduct and continues to receive Cautions, the student will be sent home for the rest of the day.

Please note:

It is expected that NRC is able to make contact with parents/carers in cases of an emergency, for support with encouraging good behaviour and to be notified that their child is being sent home.

Should parents/carers be unavailable, NRC will call the emergency contact. If this person is unavailable, NRC will then make contact with any professionals who work with the student/family. In the event that none of the above can be contacted, NRC will make contact with Educational Welfare and where deemed necessary Children's Social Care and our Safer School's Police Officer.

Where NRC repeatedly cannot make contact with parents/carers a meeting will be convened to explore way of resolving this matter.

APPENDIX C

REWARDS

If a student chooses to follow the school rules, they may expect:

- Verbal praise
- A SEAL reward
- Good Book reward
- Positive calls home from their tutor/mentor
- Positive calls home from Deputy Head
- Student of the week reward
- Certificates
- Reward activities
- Reward trips
- Reward vouchers

OTHER RULES AND PROCEDURES

1. MOBILE PHONES

Mobile phones are often a huge distraction to learning, therefore **mobile phones are not allowed to be used during school hours, this includes break and lunch times.**

If a student is seen using a phone during the school day, they will be asked to hand it in until the end of the school day. When handed in, the phone will be kept in a secure place until the end of the school day.

If the student refuses to hand in their phone, they will be asked to accompany the staff member to make a call home, where the staff member will ask the parent/carer for their support in encouraging the young person to hand in their phone.

If students still refuse to hand it in, they will be asked to leave school for the rest of the day.

2. FOOD AND DRINK IN CLASSROOMS

Students are allowed to drink water in classrooms

Food and flavoured drink should be consumed in the canteen; food and flavoured drink should not be consumed in the classroom at any time.

If a student enters a classroom with food or drink on display they will be asked to put the item(s) away

If the student does not comply with the instructions given, the member of staff speaking to them will follow the behaviour policy

3. WEARING HOODS AND HATS IN SCHOOL

Hoods should not be worn in the school building

If a student is wearing their hood in school a member of staff will ask them to take their hood off.

If the student does not comply with the instructions given, the member of staff speaking to them will follow the behaviour policy.

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Hats should not be worn in class

Students are permitted to wear hats during break and lunch time, however, hats are not to be worn during lesson.

4. LEAVING A LESSON & REFUSAL TO RETURN TO CLASS

New River College is a school and therefore promotes learning and the need to stay in class so that learning can be accessed.

If a student leaves a lesson without permission, they will be asked to return by the class teacher, learning assistant or On Call staff.

If the student does not return immediately, they will be given a Caution and a time frame to return to their lesson.

If the student does not return to class they will be told that they have the choice to return to class or leave school; at this point they will be given a time frame to make their decision.

If the student still does not return to class their parents/carers will be called and they will be asked to leave school.

5. KS4 LATE FROM BREAK AND LUNCH

Only KS4 students are allowed to leave school for break time and the last 15minutes of the lunch break.

If a student returns late back from break or lunch time for the first time, they will be given a warning; parents/carers will be contacted at the end of the day to inform them of this warning.

The second time a student is late returning to school, they will be given a Caution and a final warning. Parents/carers will be contacted at the end of the day to inform them of the last warning.

The third time a student is late returning to school, their out-of-school privilege will be removed.

The length of this 'suspension' will be decided by the Deputy Head. Parents/carers will be contacted at the end of the day to inform them of the suspension of out-of-school privileges and the length.

If a student does not return to school after break or lunch time, their parents/carers will be contacted and their out-of-school privileges will be removed for one week.

If truancing after break or lunchtime persists, the student's out-of-school privileges will be removed altogether.

APPENDIX C

6. STAFFS' PERSONAL SPACE

All members of the school community have the right to their personal space without it being invaded by another person.

If a student enters a member of staff's personal space, the adult will ask the student to step back and leave their personal space.

If the student refuses to leave the adult's personal space the adult has the right to use reasonable and proportionate force to remove the student from their personal space.

If this happens, an incident form will be completed by the member of staff, the incident book will be filled in and the parents/carers will be informed at the end of the school day by phone.

7. DAMAGE TO SCHOOL PROPERTY

The school building belongs to students as well as staff. All users of the building have the right to the use of the building and the equipment contained in it.

Parents/carers will be informed of any school property that their child damages. Parents/carers will be charged a percentage of the cost of repairing/replacing school property that costs £10 or more.

Parents/carers will be informed of the damage by phone at the end of the school day and all charges made to students' families will be invoiced by post.

APPENDIX C

AGGRESSIVE AND THREATENING BEHAVIOUR

Aggression towards staff is unacceptable and will not be tolerated, as such all incidents of aggression towards staff will be dealt with by a senior leader.

Verbal Aggression

NRC considers verbal aggression to be all profane language directed at any member of staff.

If a student is verbally aggressive to a member of staff they will be expected to fix-up with the offended member of staff immediately.

If the student refuses to fix-up, they will be excluded for the rest of the day.

The student will be expected to return to school the next day, accompanied by their parent/carer for a re-integration meeting with a senior leader and the offended member of staff. During this meeting, the student is expected to fix-up with the offended member of staff. If the student refuses to fix-up, they will be excluded for another day, until they are able to fix-up appropriately.

Verbal Threats and Threatening Behaviour

If a student is threatening towards a member of staff, they will be excluded for rest of the day and the following school day.

The student will be expected to return to school on the agreed date accompanied by their parent/carer for a re-integration meeting with a senior leader and the offended member of staff. During this meeting the student is expected to fix-up with the offended member of staff. If the student refuses to fix-up, they will be excluded for another day, until they are able to fix-up appropriately.

If a student becomes threatening again, towards the same or another member of staff, they will be excluded and the above process will be followed, however, on the third occasion, NRC will inform the police of the student's threatening behaviour.

Physical Aggression

Any student who is physically aggressive towards a member of staff will be excluded immediately; the exclusion will last for no less than two days.

The student will be expected to return to school on the agreed date accompanied by their parent/carer for a re-integration meeting with a senior leader and the offended member of staff. During this meeting the student is expected to fix-up with the offended member of staff. If the student refuses to fix-up, they will be excluded for another day, until they are able to fix-up appropriately. During this meeting, the student will also be expected to sign a behaviour contract.

If a student becomes physically aggressive towards the same or another member of staff, they will be excluded immediately and the above process will be followed, however, on the second occasion, NRC will inform the police of the student's physically aggressive behaviour.

NB: Members of staff reserve the right to go to the police and report any physically aggressive behaviour they have experienced from a student without consent from the NRC.

APPENDIX C

WEAPONS

The New River College (NRC) definition of a weapon: any object used to threaten, to fight, to attack or to cause harm to another person.

Under the Violent Crime Reduction Act 2006, teachers have powers to **search pupils** for knives and offensive weapons, without the pupil's consent.

The legislation states:

- Members of staff can search a student or their possessions if they suspect the student may be carrying an offensive weapon
- The search should be carried out by the Head Teacher or someone authorised by the head
- A student's possessions may only be searched in his or her presence and in the presence of an additional person over the age of 18
- Both adults must be the same sex as the student; strip searches are not permitted.

If there is any suspicion that a pupil is carrying a weapon, NRC is legally required to make contact with the police asking for their assistance. The police will immediately search the student on their arrival (this also applies to suspicion of possession of illegal substances or stolen goods).

The NRC is legally required to inform the police if there is a suspicion of any illegal activity and will do so for the safety of everyone at the NRC.

Students who use or have a weapon (please refer to the definition above) can expect to be excluded and in consideration of everyone's safety, this exclusion could be extended or be made permanent.

INCIDENTS INVOLVING DRUGS

New River College defines a drug incident as:

- Dealing with suspicion, rumour or a disclosure about drugs
- Finding drugs or drug paraphernalia on NRC premises
- Possession or supplying of unauthorised drugs on NRC premises
- Someone under the influence of drugs or alcohol on NRC premises

Responses

Responses to a drug related situation will be decided by Senior Leadership who will consider number of factors such as;

- the student's response
- whether it is a one off incident or longer term situation
- the drug involved
- the student's motivation
- how the drug was being used in relation to the safety of the other students and others
- knowledge of the students and their home circumstances
- if supplying, the extent of this
- other people involved and whether the student understands NRC's policy

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After due consideration and consultation, the response may be one or a few of the following:

- monitoring the situation
- additional support, advice or education
- referral to specialist agencies
- counselling
- behaviour support plan
- pastoral support programme
- withdrawal from activities
- community service
- case conferences
- fixed period exclusion
- the final resort in extreme circumstances would be permanent exclusion
- informing the police

Conducting Searches

No one can conduct a personal search, including outer clothing and inside pockets. However, an individual can be asked to hand over any drugs or drug paraphernalia in the presence of a second adult.

If NRC wish to conduct a search then they will inform the police who can conduct a personal search if they believe that a crime has taken place, or to prevent harm to an individual or others. The parent/carer is to be informed and asked to attend, unless there is a child protection issue. Students' belongings i.e. bag can be searched with the student's consent, although in circumstances where the student refuses, the decision to search can be taken by senior leadership. Parents/carers are to be informed of searches as soon as possible.

Finding a substance on a person

Alcohol, tobacco and unauthorised medicines brought into NRC by students will be stored and then given to parents/carers unless it would jeopardise the safety of the student concerned. If the substance is illegal, then the police are called to dispose of it. (The law does not require NRC to divulge the name of the student from whom the drug was taken).

The parent/carer will be informed and asked to attend NRC, unless this would jeopardise the safety of the student. The student will be excluded whilst an investigation takes place.

Should senior management suspect a student of being in possession of drugs which cannot be found during a search, parents/carers will be informed, the young person will be excluded, and the police contacted with a request that the young person is searched off site.

Dealing with someone under the influence

When dealing with someone under the influence of drugs or alcohol, the same procedure should be taken as when dealing with an ill person. Health and safety procedures must be followed so that the person is safe, not left alone and free from harm. The Safer Schools Officer will also be informed.

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USE OF PHYSICAL RESTRAINT

Section 550A of the Education Act 1996 and the subsequent Circular 10/98 clarified the powers of teacher and other staff to use reasonable force to prevent pupils committing a crime; causing personal injury to himself or others; damage to property or causing disruption. By virtue of this advice, schools are required to have a policy about the use of force to control or restrain students.

It is important to set the physical control of students in context. The vast majority of students attending NRC behave well, and conduct themselves in such a manner as to bring credit to themselves, their parents and their colleagues. However, a small number of students may not meet the standards of behaviour NRC expect of them and will challenge and break NRC's codes of conduct, expectations, rules and routines. Hence it is recognised that there are circumstances in which physical control may have to be used.

Rationale

It is essential that the physical management of students:

- is part of a whole school behaviour policy;
- seeks to ensure the safety of other students and staff;
- is seen as a very rare occurrence;
- is not use to discipline or punish children

Legal Position

Section 550A of the Education Act 1996 sets out the powers which teachers and other staff have to use reasonable minimum force to physically control students, and came into force 1st September 1998. Section 550A allows those teachers and other members of staff who are authorised by the Head of NRC to use such force as is seen as being 'reasonable' to prevent students from:

- committing a criminal offence (including behaving in a way that would be an offence if the student were not under the age of criminal responsibility)
- injuring themselves
- causing damage to property (including the student's own property)
- engaging in any behaviour prejudicial to maintaining good order and discipline at NRC or among any of its students, whether that behaviour occurs in a classroom during a teaching session or elsewhere

Examples of the above may include:

- a student attacking a member of staff
- students fighting
- a student engaged in, or about to commit deliberate vandalism
- students running the corridor and therefore risking injury to themselves or others
- a student trying to leave the classroom or NRC without permission who is considered to be at risk
- a student persistently refusing to obey an instruction to leave the classroom
- a student seriously disrupting a lesson

There is no legal definition of 'reasonable force'. Accordingly, it is not possible to set out comprehensively when it is reasonable to use force or the degree of force that may be used. There are some relevant considerations however:

APPENDIX C

- The use of any degree of force is unlawful unless its use is warranted by circumstances
- The degree of force used , must be in proportion to the incident and the behaviour it is attempting to control
- The degree of force used should be the minimum needed, but maximum force may be reasonable in some circumstances
- The age, understanding and the sex of the child should be taken into account when determining the degree of force to be used
- Force which might cause injury should only be used in the most exceptional circumstances

Prevention

Physical restraint should be seen as the final resort in re-establishing control with a student and should occur rarely. Defusing and de-escalating strategies are the first priorities. Even at apparently late stages in the de-escalation of some incidents, it is possible for the right intervention to reduce the scale of an incident. Staff must endeavour, and would be expected to use the strategies that will promote such response.

Physical Control

Actions which are acceptable include:

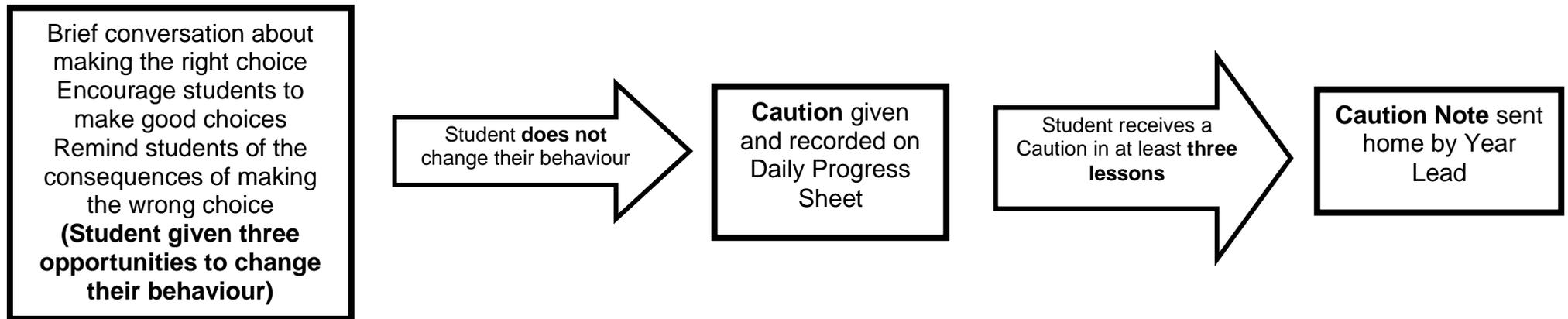
- The issuing of one or more verbal warnings prior to restraint
- The removal of on lookers who are not critical to the process
- Attempts to maintain the dignity of the student during and after being restrained
- Holding the body, where essential, by the arms being held against the side of the body
- Consistently reminding the student that if he/she regains control the restraint will be released
- Restraint on the floor, if this is the safest place for the student
- Restraining hold on the legs, shoulders and arms
-

At the conclusion of each incident the students should be offered the opportunity to talk through the incident as soon as possible.

APPENDIX C

APPENDIX I

Process for escalating behaviour



APPENDIX C

APPENDIX II

New River College
Lough Road,
LONDON
N7 8RH

t: 020 7607 6500

CAUTION NOTE 1

Date: _____

Dear _____,

You have been given a Caution Note for the following:

If you do **not** receive another Caution Note in two weeks, this will be removed and you will have a clean sheet.

Yours sincerely,

NRC Staff Team

APPENDIX D: NRC MEDICAL – BEHAVIOUR POLICY

New River College Medical: Behaviour Policy

- We encourage all pupils to behave well across all sites – Whittington Hospital & The Lodge
- All students are expected to take responsibility for their own behaviour
- The service works closely with CAMHS to help pupils with mental health issues which may impact on their behaviour (anxiety, OCD, depression, eating disorders etc.)
- Rewards are given for good behaviour and achievement on all sites
- Good behaviour is praised by all staff