

# Behaviour Policy – Stokesley Centre.

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**Authority:** Principal Director, Connect2Education Ltd

Connect2Education offers a small, bespoke educational setting for students who benefit from a quieter teaching environment.

We cater for young people of primary and secondary school age, providing individualised packages of educational support, across a wide range of abilities and needs. We specialise in working with children and young people with a range of issues: from mental health difficulties such as anxiety and neurodiverse conditions including ASC and ADHD, to those with personal challenges, which prevent them from succeeding in large school environments.

We believe that an effective and safe learning environment is created through a combination of high-quality teaching and learning in addition to:

- a clear and consistent approach to behaviour management
- strong and experienced leadership
- clear recognition of progress and achievement
- the use of individual risk assessments and behaviour strategies
- on-going staff development.
- close liaison with parents/carers, schools and other linked agencies

## Safeguarding and Risk Assessment

Connect2Education prides itself on the positive behaviour of our students. This is mainly due to decisions made in regards suitability of provision to student and high staff ratios.

Connect2Education Ltd has a robust and thorough safeguarding and risk assessment process (prior to Centre access) and involves the following:

- Comprehensive referral form completed by school (including risk assessment)
- A meeting with student, carer/s, parent/s and school representative/s, which will record expectations of all parties and clarify the behaviour policy for the centre.

Our experienced staff work on a 1:1 and occasionally 2:1 ratio of child to teacher in centre. Staff utilise a wide range of strategies to support our students in the self-regulation of their behaviour. Risk assessments for individual students are updated as behaviours are noted, and we liaise with

parents/carers and other agencies accordingly.

Connect2Education Ltd follows the Government Guidance on behaviour management (Behaviour and Discipline in schools: Guidance for Head Teachers and Staff 2016) :

<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>

**The basic level of expected behaviour from students, whilst in centre, is as follows:**

- To follow all relevant risk assessments, as directed by staff in centre.
- To show respect and tolerance for other students and staff, at all times.
- To be polite at all times.
- To engage with all learning tasks and activities.

**Other important rules whilst in the centre:**

**Mobile Phones**

- If students do bring mobiles into centre, they do so at their own risk. Connect2Education Ltd has no liability for lost or damages mobile phones whilst in centre. Some children are naturally anxious about being separated from their mobile phone. If a child or young person requests to keep their mobile phone with them during lessons, we will require the phone to be either switched off or muted and placed facedown on the table or remain in a pocket or bag of the child or young person. There are natural break times during the day where students can check messages etc.
- Should the use of a mobile phone become a distraction in lessons such as a child or young person constantly looking at their phone, playing games, sending text messages, using phone APP or making calls, we will contact parents, carers or guardians and request that the mobile phone is either left at home or handed in to a member of staff on entry to the building.
- Mobile phones may be locked away in a metal filing cabinet for the duration of lessons.
- Mobile phones will be locked away in a metal filing cabinet for examinations
- This process is clearly highlighted at the pre-entry meeting. For emergency contact the office has a landline and a mobile phone, which can be used at any point a student is in centre; either by them, or by parents/carers/guardians wishing to contact them. We ask that parents/carers/guardians avoid contacting children and young people whilst they are in lessons unless there is an emergency.
- The use of cameras or recording applications is strictly prohibited and will be recorded as a serious incident (see below serious incidents – Paragraph 16a)

**Vaping and E Cigarettes**

- Vaping and the use of E Cigarettes in the building is strictly prohibited.

**Break times**

- Students can indicate if they need any additional breaks, such as a sensory need break – staff will monitor students whilst on the premises, at all times and if needed, outside the building when a fresh air break is requested.
- There are male, female and accessible toilets on the ground floor of the building close to classrooms. Children and young people can go to the toilet whenever they need to and staff will

monitor for safeguarding reasons.

### **Snacks, drinks and luncheon**

- Connect2Education will provide breakfast foods such as toast and Ready Brek plus tea, water or diluting juice if needed.
- To avoid issues with allergies we ask that children and young people do not bring in snacks or food containing peanuts.
- The support our children and young people to get the most from their learning in terms of focus, we request that students do not consume high sugar energy drinks or soft drinks (with high levels of fructose, glucose, or sucrose as a main ingredient) prior to entry to the centre. High levels of sugar and/or artificial sweetener may have a detrimental impact upon learning and concentration levels.

### **Behaviour inside the building**

- Students are requested to walk quietly around the building, at all times.
- Students are requested to wait on the premises at collection time, so that staff can ensure they are collected by the right person as agreed on the referral agreement.
- Staff will escort to children and young people to the exit door after sessions have finished and ensure that they are in the correct taxi.
- For Safeguarding reasons, we will not allow a child or young person to leave with an unknown adult or relative unless this has been agreed by parent/carers or guardian, prior to collection.

### **Laptop uses within the centre.**

- Students can use lap top computers to facilitate their learning, **only** when monitored by a member of staff (See Child Protection & Safeguarding Policy section 5 and ICT in Centre Acceptable use policy) Laptops are checked termly to ensure the filtering and monitoring systems are updated to ensure risk reduction from exposure to content on the internet.

### **Medical needs affecting behaviour.**

Connect2Education acknowledges that a student's behaviour may be influenced by medical needs, or additional/special educational needs and will be mindful of both in relation to all aspects of this policy.

- Where a student has prescribed medication for special educational needs, Connect2Education may require a risk assessment to consider impact on learning should a medical need arise during lessons.
- Connect2Education cannot administer medication to a child or young person.
- A medical care plan will be required from the school or local authority for child or young person with a specific medical diagnosis which may affect their behaviour whilst in the centre. Connect2Education may also request a specific risk assessment in order to support a child or young person with a specific medical

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diagnosis that affects behaviour and access to learning.

## **Rewards and Sanctions**

Positive behaviour is recorded and praised, and staff will contact parents/cares/guardians to share positive praise. Similarly, attendance is recorded daily.

Periodically, Connect2Education may formally recognise student achievement, progress and/or attendance with a certificate and/or a voucher. E-Vouchers will be sent to parents/carers and guardians.

### **Where behaviours are consistently recorded as poor or 'off task', sanctions may include:**

- On task reminders during learning time.
- Verbal reminder about which behaviours we do want to see our children and young people.
- Adjustment to timetable or classroom environment to support engagement.
- Phone calls and reports to parents/carers and guardians.
- Meetings with school, parents/carers and guardians.
- Individual behaviour agreements in discussion with the child or young person, parents/carers and guardians and the school.

Where these sanctions have not enabled the child or young person to re-engage with their learning, further actions may include an amendment of a risk assessment and timetabled lessons.

Attendance issues will be discussed separately with the student, their parent/carers/guardians and the school. Frequent non-attendance will be shared with relevant parties including Social Care where necessary.

Individual Education Reports are recorded lesson by lesson and will be shared with the child or young person, parents/carers/guardians, schools and local authorities,

## **Bullying (including prevention of online bullying)**

### **Connect2Education operates a zero-policy approach to bullying.**

We foster inclusivity, encourage students to openly discuss difference and provide a safe environment due to our consistently high staff ratios. Children and young people are taught on a one-to-one basis with some paired work for catering and craft activities. We also offer small group work for social and emotional development.

Staff at Connect2Education monitor all children and young people throughout their time in the centre – no child or young person is left alone with access to the internet using a computer.

Connect2Education Ltd follows the Department for Education Guidance on bullying (Preventing and tackling bullying. Advice for head teachers, staff and governing bodies, July 2017)

Bullying can occur in any place where students study and learn together; this can include schools and alternative education centres. Bullying is described as:

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*‘..... behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities.*

Connect2Education record all incidents of bullying on a serious incident or concern form and liaise with parents/carers and other agencies accordingly.

## **Sexual Harassment**

Sexual harassment is a form of bullying and is strictly prohibited in the centre. It includes any unwelcome or inappropriate behaviour of a sexual nature that makes someone feel uncomfortable, intimidated, or unsafe. This behaviour may occur in person, online, or through any other form of communication.

### **Examples of sexual harassment include but are not limited to:**

- Unwelcome comments, gestures, or jokes about someone's body or appearance.
- Sharing or displaying inappropriate or explicit images, messages, or materials.
- Unwanted physical contact, such as touching, hugging, or pinching.
- Persistent or unwanted advances, whether verbal, digital, or physical.
- Spreading rumours about someone's sexual behaviour or identity.

## **Our Commitment**

- Connect2Education is committed to creating a safe and respectful environment where all students feel valued and supported.
- All incidents of sexual harassment will be taken seriously and addressed promptly.

## **Reporting**

Students who experience or witness sexual harassment are encouraged to report it to a trusted adult, teacher or our in-centre counsellor. All reports will be handled with sensitivity and confidentiality to the extent possible while ensuring a thorough investigation which will involve the referring school.

## **Consequences**

Individuals found to have engaged in sexual harassment will face appropriate disciplinary action, which may include counselling, additional risk assessment measure or termination of contract.

## **Education and Prevention**

Connect2Education will provide education and training to students and staff to recognise, prevent, and respond to sexual harassment. Promoting a culture of respect and accountability is a shared responsibility.

No one should feel alone or powerless in addressing sexual harassment.

## **Monitoring and assessment of student behaviour whilst in centre:**

Connect2Education Ltd provides constant and on-going liaison with parents/carers/guardians and schools. Staff will attend external meetings to check behaviour and progression. Generally, meetings are held at least termly, in centre, with involved parties, to ensure the student/young person is managing well and making progress.

Staff in centre monitor students on a one to one or paired basis. No student is ever left alone with access to online search facilities or technology which can access the internet. We support students in learning how to use technology safely and with responsibility; in centre students are supported and monitored on a one-to-one basis.

Behaviours are assessed throughout the students' time with Connect2Education: staff consistently model good behaviours, including respect and tolerance of others. Staff have an initiative-taking approach to identify additional support needs of a child or young person and take time to support each student during breaks, or where individual time out is needed for emotional regulation.

## **Serious incidents:**

When serious incidents occur, the priority is to keep all children, young people and staff safe.

A serious incident may involve abusive or violent behaviour towards a member of staff or other young person; putting themselves or others at risk; bringing prohibited substances or weapons on site; damage to property; or other serious breaches of the behaviour policy.

When absolutely necessary Connect2Education may use reasonable force: 'Reasonable' means using no more force than is needed: all members of Connect2Education Staff have a legal power to use reasonable force (Section 93, Education and Inspections Act 2006).

Reasonable force can be used to prevent pupils from hurting themselves or, from damaging property or from causing disorder. 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. This behaviour policy acknowledges that Connect2Education Ltd staff have a legal duty to make reasonable adjustments for disabled children and young people with special educational needs.

Whilst Connect2Education Ltd takes seriously all allegations and complaints made against members of staff and understands that looking after the welfare of the child, in the case of allegations, will always take priority, If such an allegation or complaint is shown to be deliberately invented or malicious, Connect2Education will consider this a serious incident.

Where a child or young person becomes so dysregulated that their behaviour demonstrates they could be at risk to themselves or to other children, young people or staff, Connect2Education will operate the following procedures:

- Encourage the child to move to a quiet space and remain with the child or young person or at the child or young person's request, check at five-minute intervals.
- Follow the child or young person's individual risk assessment outlining support for behaviour and regulation.

- Contact parent/carer/guardian or school key worker to collect the child or young person.
- Review the individual risk assessment with a view to either a change in contract or termination of contract.

### **What happens when a student's behaviour become untenable, or a child or young person's behaviour is considered to constitute a serious risk to children, young people or staff ?**

Prior to a child or young person starting trial sessions and accessing education in the centre, Connect2Education will require a risk assessment completed on a referral form. There may be occasions where a child or young person is unable to regulate their behaviour, despite added support. Connect2Education will review the potential risk to children and young people or staff in the centre. If after a full review it is clear that a child or young person's behaviour continues to present a risk to children, young people and staff, Connect2Education Ltd reserves the right to end provision and stop the contract with immediate effect.

The details are outlined in our Service Level Agreement paragraph 16a:

#### **Contracted Termination events with immediate effect**

*'With immediate effect, and without any requirement for notice at any time after the occurrence, if a Contract teacher or staff member is physically injured or physically or verbally threatened in such a way as to cause harm or injury either mental, emotional, or physical (this is also in relation to any teaching environment which a staff member regards as unsafe) Connect2Education will reserve the right to cancel provision..'*

All serious incidents are reported to the relevant schools and agencies on the same day. All serious incidents are recorded separately on a Connect2Education incident report document, which will be shared with relevant agencies, as part of safeguarding protocol.