



**Health  
Futures**  
UTC

**Behaviour Policy**

Revised July 2018

## **HEALTH FUTURES UTC**

### **Behaviour Policy**

#### **1. Introduction**

Health Futures UTC (the UTC) has high expectations of itself, its staff, its students and the relationship we build with our students' families. We believe that a student is most likely to be successful when there is a strong, open and honest relationship between the UTC and our students' families. We also believe that frequent and timely communication between all parties is important to the maintenance of this relationship.

Health Futures UTC is dedicated to ensuring that the UTC environment supports learning and the wellbeing of students and staff through a strong sense of community cohesion. Cooperation, support and respect are the foundations of our community and we work hard to provide a safe environment where students feel included in every aspect of UTC life and comfortable to voice their opinions.

This policy outlines what we expect from all our students in terms of their behaviour and the sanctions that will be enforced if this policy is not adhered to. Good behaviour and self-discipline have strong links to effective learning and are vital for students to carry with them both during and after their UTC years.

#### **2. Aims**

Health Futures UTC believes that all students should be aware of the standards of behaviour that are expected of them and take responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can:

- Create a positive and orderly atmosphere where teaching and learning can take place
- Create a safe environment for students and staff through the clarification of expectations, roles, rights and responsibilities
- Promote good relationships throughout the UTC built on trust and understanding
- Support all of our students in developing a high level of social awareness
- Ensure that all our students leave the UTC with the key skills they need to continue to progress to the best of their ability in all areas of life
- Reduce teacher stress through the identification of effective systems and practices

Poor behaviour cannot be tolerated. Children have a right to attend the UTC in safety and to learn without disruption from others. Parents are entitled to expect that their children have the best possible learning experience and one that will allow them to fulfil their potential. Teachers have a right to work in an environment that allows them to use their skills to the full for the benefit of all their students.

#### **3. UTC code of conduct**

We expect students at Health Futures UTC to aim for high standards of behaviour. The teaching areas of our UTC (also the restaurant, LRC, and corridors) are places of work and where we all spend

much of our day. We need clearly understood rules and expectations so that all members of our UTC can work successfully, safely and enjoyably.

**Staff expect students:**

- To be courteous and well mannered
- To listen effectively
- To try their best when doing their work
- To help others feel comfortable
- To show respect to everyone including themselves

**Students may expect staff:**

- To be courteous, consistent and fair
- To prepare and mark their work
- To be on time
- To listen, at appropriate times, to students' explanations of behaviour
- To recognise good work and behaviour
- To deal with inappropriate behaviour

**Behaviour in the classroom**

Students should:

- Be on time for lessons and with the required equipment, pens, pencils, books etc.
- Follow instructions straight away
- Complete work in the set time and do it well
- Let others work without interruption
- Put up a hand to ask or answer questions, and not shout out

**4. Standards of behaviour**

**4.1 UTC**

The UTC understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers and anyone else who comes to the UTC must act responsibly and professionally and will never denigrate students or colleagues. We work hard to ensure that discipline is consistent across the UTC so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately and without discrimination, taking into account SEN needs and disabilities as well as the additional challenges that some vulnerable students may face. Staff are trained to deal with behavioural strategies as part of their continual professional development and are well informed of the extent of their disciplinary authority.

We work with parents to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise and rewards for good behaviour are an important part of building an effective learning community. The UTC will report behaviour, good or bad, to parents regularly. We encourage parents to communicate with the UTC if they have a concern about their child's behaviour and we will do as much as is possible to support parents as and when they need it.

Staff are a constant presence around the UTC, in-between classes, during breaks in the UTC day and at lunch times, to check that students are using the UTC facilities respectfully and are behaving appropriately.

The UTC will take all reasonable measures to ensure the safety and wellbeing of all students and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of students' social, emotional and behavioural skills.

## **4.2 Students**

The UTC expects all of its students to show respect to one another, to UTC staff and anyone else that they may meet. Incidents of bullying, denigration or bringing intentional harm to other students or staff will not be tolerated. Students are ambassadors of our UTC even when off UTC premises and we expect them to act accordingly. They are expected to obey UTC rules, listen, follow instructions by staff and accept and learn from any sanctions that they receive. UTC work should be well presented, completed to a high standard and handed in on time. Failure to hand in work on time will lead to disciplinary sanctions. If students are struggling to meet the requirements of their workload for any reason, they should discuss this with their tutor who will work with them to draw up a support plan.

Under no circumstances should illegal or inappropriate items be brought into the UTC and all students will respect and look after the UTC premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in exclusion, either fixed term or permanent depending on the circumstances. This is not an exhaustive list of excludable offences:

- verbal abuse to staff and others
- verbal abuse to students
- physical abuse to/attack on staff
- physical abuse to/attack on students
- indecent behaviour
- damage to property
- misuse of illegal drugs
- misuse of other substances
- theft
- serious actual or threatened violence against another student or a member of staff
- sexual abuse or assault
- supplying an illegal drug
- carrying an offensive weapon
- arson
- unacceptable behaviour which has previously been reported and for which UTC sanctions and other interventions have not been successful in modifying the student's behaviour
- malicious and false allegations against staff

## **4.3 Parents/Carers**

Parents/carers play a big part in ensuring that their children are responsible for their own behaviour in the UTC. We ask that parents sign the Home/UTC agreement to indicate that they will respect and support the UTC's Behaviour Policy and the authority of the UTC staff. Building UTC life into a

natural routine – ensuring that their child is at the UTC on time, appropriately dressed, rested, and equipped – will encourage students to adhere to UTC rules and procedures.

We ask parents/carers to work with the UTC in support of their child's learning, which includes informing the UTC of any special educational needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents/carers be prepared to attend meetings at the UTC with staff or the Principal to discuss their child's behaviour and to adhere to any agreements put in place.

In the case of exclusions, we ask that parents provide appropriate supervision for their child during the time that they are excluded from the UTC and to attend a reintegration interview at the UTC with their child.

#### **4.4 UTC rules that apply at all times to all members of the UTC community**

- Always be on time
- Keep your appearance smart and tidy at all times to and from the UTC
- Rude, derogatory, racist or defamatory language will not be tolerated
- Be considerate of peers and the extended community. Do not run through corridors, do not shout out during lessons, or shout to one another in corridors or when in public places
- Be polite and respectful at all times. This applies to staff, other students, any visitors to the UTC and to members of the general public
- Take care of the environment, both on the UTC site and outside, and keep it tidy. Do not litter and do not vandalise property in any way
- Unauthorised absence from the UTC will not be tolerated
- Health and safety equipment is only for use in emergency situations and should not be tampered with under any circumstances
- Disobeying staff is not tolerated

The following items are not allowed in the UTC under any circumstances:

- Alcohol and drugs
- Cigarettes, matches, lighters and vaping material
- Chewing gum
- Weapons of any kind
- Material that is inappropriate or illegal for children to have; such as racist or pornographic material
- Gambling is not allowed on UTC property

Mobile phones and other electronic devices:

- Students in Key Stage 4 are not permitted to use mobile phones within the UTC building. Students needing to contact parents in an emergency can do so using the school telephone system.
- Students in the sixth form are not permitted to use mobile phones outside of the LRC.
- Students who do not comply with the above will have their phone confiscated for the remainder of the day. The UTC reserves the right to keep phones for a longer period of time where misuse occurs on more than three occasions. The use of a phone includes receiving calls or texts and listening to music.

## **4.5 Drugs**

The UTC will not tolerate drug use of any sort on UTC property or during off-site UTC activities. The UTC takes its anti-drugs stance very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

### **Prescription drugs**

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

### **Non-prescription drugs**

Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these in the UTC.

### **Medication**

We are aware that it may be necessary for some students to take medication during the UTC day. Parents should make the UTC aware of this in writing as soon as their child starts taking the medication. The Head of Learning Company will be made aware and manage the administering of any medication.

## **4.6 Alcohol**

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

**All of these rules also apply when travelling to and from the UTC.**

## **5. Bullying**

Health Futures UTC wants to make sure that all students feel safe at the UTC and accepted into our UTC community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our Behaviour Policy and will not be tolerated, whether it is a one-off incident or an ongoing campaign.

Bullying can be a number of different types which include examples of, verbal, physical, emotional, cyber and can be directed at both staff and students.

If an allegation of bullying is made, the UTC will:

- take it seriously
- act as quickly as possible to establish the facts
- record and report the incident on the blue form for bullying within the hour, depending on how serious the case is, it may be reported to the Principal
- provide support and reassurance to the victim
- make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions and the UTC will make sure that they understand what they have done and the impact of their actions

- ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used
- consider a fixed term exclusion in cases of repeated bullying.

## 6. Disciplinary sanctions

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline students. Health Futures UTC operates using the following disciplinary measures:

- Rule reminder
- Move to another seat
- A conversation about the misdemeanour
- Referral to the Pastoral team
- Placement with another teacher in the Department
- Phone call home
- Meeting with parent and child
- Subject report
- Subject detention
- Placement in UTC Isolation Room
- Fixed Term Exclusion. Sanctions are adapted relating to the seriousness and frequency of the behaviour
- Permanent exclusion

### 6.1 Detention-What the law allows:

UTC teachers have a power to issue detention to students (aged under 18). The times outside normal UTC hours when detention can be given (the 'permitted day of detention') include:

- a. any UTC day where the student does not have permission to be absent
- b. non-teaching days – usually referred to as 'training days', 'INSET days' or 'non-contact days'

**Detentions** are organised on an individual teacher basis or by department or year teams. Parental consent is not required for detentions; however, the UTC will contact parents in advance of detentions, except where it is a short detention of no more than ten minutes, where the student can get home safely. With lunchtime detentions, staff should allow reasonable time for the pupil to eat, drink and use the toilet.

### 6.2 Searching and confiscation

Following guidance set out by the DfE in the Searching, Screening and Confiscation Guidance (January 2018), our members of staff are authorised to use confiscation as a disciplinary sanction. This means that staff may confiscate or seize items in the possession of students that are illegal, or banned by the UTC. It is our first priority to ensure that students are in a safe and secure environment when they are in our care and any items that may jeopardise the safety of other students or themselves will be taken off students without notice.

A teacher or someone who has lawful control of the child can search a student **with their permission** to look for any item that the UTC's rules say must not be brought into the UTC. The Principal and other members of authorised staff have the power to search a student **without the student's**

**consent** if they suspect they are in possession of 'prohibited items'. Prohibited items that can be searched for without consent include:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco, cigarette papers and vaping materials
- fireworks
- pornographic images
- articles that have been or could be used to commit an offence or cause harm

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this.

Any cigarettes confiscated in the UTC will be destroyed. Illegal substances and knives will be handed to the police

### **6.3 Use of force**

Section 93 of the Education and Inspections Act 2006 enables UTC staff to use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student);
- causing personal injury to, or damage to the property of, any student (including him or herself); or
- prejudicing the maintenance of good order and discipline at the UTC or among any students receiving education at the UTC, whether during a teaching session or otherwise.

Health Futures UTC does not encourage the use of force and it is used very rarely in special circumstances. There is no definition of when it is reasonable to use force and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

All staff at the UTC have the authority to use force when reasonable and this extends to any other person whom the Principal has given the responsibility to be in charge or in control of the students. Staff can also use this power when they are lawfully in charge of students but off the UTC premises – i.e. on an UTC trip.

Following serious incidents involving the use of force, the UTC will speak to the parents concerned. It is up to the UTC to decide whether it is an appropriate occasion to report the use of force to parents.

Such serious incidents involving the use of force will also be recorded by the UTC. The Child Protection Officer holds these records.



## **7. Attendance**

Regular attendance at the UTC is required by law and Health Futures UTC takes attendance very seriously. There is a register taken daily and at the start of each lesson and disciplinary action will be taken against any students who are discovered to be truanting or are repeatedly late. Parents or carers will be contacted to discuss possible reasons and UTC support systems that could help.

## **8. Uniform and appearance**

Effective teaching and learning needs proper organisation and this starts with a smart and tidy appearance which helps to instil discipline and pride in appearance in students and reduces the risk of distraction in lessons.

If students are inappropriately dressed they will be asked to change into appropriate clothing supplied by the UTC and if they refuse to cooperate this will become a disciplinary matter.

The UTC uniform should be worn by all students. Students who come in repeatedly without the correct UTC uniform may be sent home to change.

## **9. Regulating student's offsite conduct**

Students who are caught, or known to have been misbehaving on the way to or from the UTC, or near the UTC premises, will be disciplined by the UTC. This also applies to students who break UTC conduct during work experience, UTC trips, or extended UTC activities such as sports events, or any event where poor behaviour might jeopardise the chances of future students participating and bring the UTC into disrepute.

## **10. Recognition, Incentives and Rewards Policy**

**Health Futures UTC** believes that it is important to encourage good conduct throughout the UTC by celebrating and rewarding good behaviour.

Achievement points are posted on SIMs and totalled towards termly rewards certificates.

There are certificates for excellent attendance for each term.

Students are nominated by teaching staff each week for a range of positive behaviours and have "Cake Club" on Friday with the Principal.

Praise postcards are given by class teachers and heads of subject to recognise positive behaviours in lessons.

## **11. Policy Ownership, Monitoring and Review**

### **11.1 Disability Equality Schemes**

Regulations under Part 5A of the Disability Discrimination Act set out the requirements of a disability equality scheme and the Department's publication *Promoting Disability Equality in Academies* provides guidance. The UTC's duties include the requirement to assess the impact of UTC policies on disability equality. This should include an assessment of the impact of behaviour policies. The UTC will consider whether disabled students are affected more than others by our Behaviour Policy or by the application of sanctions such as detentions or exclusions. The involvement of disabled students and information gathered by the UTC will form an important part of the UTC's assessment.

### **11.2 Governors' Review**

The Governors will review a behaviour report on a termly basis. This report will contain statistical data and qualitative data.

### **11.3 Policy Ownership**

The responsibility for ensuring that the UTC adheres to this policy and that this policy is periodically reviewed rests with the Principal of Health Futures UTC.

## **12. Concerns and Complaints**

The UTC has a standard concerns and complaints procedure. We encourage parents to take any concerns or complaints to a staff member or the Principal and the UTC will do everything in its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see our **Concerns & Complaints Policy**.

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