



BEHAVIOUR AND EXCLUSIONS POLICY
ALP Sittingbourne

July 2023

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1. INTRODUCTION

ALP Sittingbourne is a school offering short, medium and long term provision for pupils with social, emotional and behavioural difficulties and a range of other special educational needs. This policy acknowledges that the pupils are likely to find it more difficult than their mainstream peers to manage their own emotions and behaviour.

The policy has been written to anticipate the possible difficulties that can occur in the school day to ensure that all staff, parents and pupils understand the actions that can be taken to avoid or resolve any difficulties. We strive to create an environment where:

- Learning is supported and attitudes to learning are positive
- Parents, staff and pupils are positive about behaviour in school • Pupils' behaviour during and outside lessons is good, including learning environments in other locations
- Good behaviour and good work is recognised and appreciated, pupils are proud of their achievements
- Pupils can learn the importance of taking responsibility for their own actions by developing their self discipline skills
- Pupils can gain an understanding of their role in the wider community and in society and can appreciate the need to treat all people with respect • Skilled and highly consistent behaviour management by all staff makes a strong contribution to improvements in behaviour over time.

There are some fundamental beliefs that underpin our approach to modelling, creating and promoting good behaviour.

- We provide a positive, safe, caring learning environment where every person is valued and respected
- All pupils have the right to consistent and high quality learning with minimal disruption from other pupils
- Regular communication between pupils, parents and staff is vital • In the unlikely event that children are hurt, abused or bullied by others in school they will be listened to and will receive support – such incidents are taken very seriously
- The developing self esteem of our pupils is very important in preparing them to be successful learners
- The curriculum is acknowledged to play a crucial role in the management of behaviour in school. Pupils who are motivated, engaged and interested are more likely to manage their behaviour well
- The school collaborates with external agencies to support our pupils • The pupil voice is important when making whole school decisions • Every learner is treated as an individual and their SEND are taken into account in all aspects of school life.

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2. RULES AND EXPECTATIONS ABOUT BEHAVIOUR FOR PUPILS

The role of the Behaviour Specialist at ALP Sittingbourne is to take a lead in the management of behaviour within the school. The Head Teacher/Behaviour Specialist/ will work with all staff to maintain a positive and productive teaching and learning environment and will support other colleagues in maintaining positive behaviour.

This policy outlines how positive behaviour and attitudes are to be promoted at ALP Sittingbourne and how we plan to eliminate instances of poor behaviour. Where appropriate the Head Teacher/Behaviour Specialist may draw up an individual behaviour support plan in consultation with tutors and other professionals. The rules at ALP Sittingbourne are as follows:

- We expect all pupils to respect school property, staff, visitors and other learners.
- Lessons will start on time and discretion will be used with respect to visits to the toilet and the use of 'comfort breaks' in lesson time.
- Students will be supervised when moving from place to place and this will be essential if there are health and safety concerns regarding that pupil.
- No one is expected to leave the classroom without permission.
- Students are encouraged not to bring phones into school. If students have mobile phones in school they must be switched off or on silent mode and not visible or used at any point during lessons without permission. Any phones used inappropriately will be confiscated.
- No headphones or other unnecessary items to be worn, unless with the specific permission of the tutor and Senior Management Team.

3. PERSONAL, LEARNING, EMOTIONAL OR MEDICAL ISSUES

Poor behaviour can stem from personal problems or difficulties. Our school recognises that punishing negative behaviour without understanding the reasons behind it will only have short term effect and will not provide a lasting solution or support pupils in learning to manage their own behaviour. Experiencing teaching of a high quality is essential in promoting and maintaining good behaviour inside and outside the learning environment. This teaching should take into account the personal and social development needs of the learners. We aim to give our pupils the capacity and skills to understand and manage their own and others' emotions. In order to achieve this we create an environment that encourages pupils to reflect upon their behaviour and offers them alternative strategies.

4. PARENTS AND CARERS

The involvement of parents and carers is essential to the effectiveness of this policy. Good communication is vital and staff are available for parents to contact by phone or email. Home school diaries are used with some pupils as a means of

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communication. We have established a routine of offering parents evening once yearly when parents can view their child's work, the school environment and discuss their progress with tutors.

5. BEHAVIOUR AND CONDUCT IN AND AROUND SCHOOL

Pupils arrive at school at 9.15 am (at the earliest) and are greeted by their tutors before being taken to their room. At lunchtimes meals are provided in two sittings to cater for different age groups. The school promotes healthy eating and the menus will reflect this. Special dietary requirements will be catered for. Pupils will eat in the dining area or a suitable place (classroom / hall area) and will be supervised/accompanied by tutors. ALP Sittingbourne promotes healthy living and therefore smoking is discouraged. All jewellery must be removed for PE and vocational subjects but at other times ear studs or small sleepers may be worn. At the end of the school day, learners are escorted to their transport to ensure they are safe on leaving the school site. The end of the school day has been set at 2.30pm to avoid conflict and anxiety that may be caused by home time being at the same time as the adjoining school.

6. REWARDS, SANCTIONS and Exclusions

Rewards

Tutors will share news about positive work and behaviour with parents. Examples of rewards used include:

- Verbal praise and acknowledgement
- Written comments on pupils' work either in a general celebratory way or including developmental comments
- Use of stickers – according to age/developmental level
- Visit to Head Teacher/SMT for praise
- Positive comments during parents evenings or in newsletters to parents
- Working towards a reward goal such as a special visit or trip
- Displaying work/achievements on the school website
- Postcard or letter home

Sanctions

All ALP tutors/teachers and managers are Team TEACH trained which includes strategies to de-escalate situations as well as safe holds for serious situations. All pupils have a positive handling plan that is regularly reviewed and updated. "Team-Teach is designed to reduce the reliance on restraint and restriction by expanding the toolbox of positive behavioural supports. Reducing risk involves giving staff the confidence to take decisive action when it is necessary, in order to keep people safe, whilst at the same time encouraging better assessment, planning and communication to enable staff teams to anticipate foreseeable hazards and avoid them." (Taken from the Team-Teach workbook). If a pupil has had to be restrained, this will be recorded in the 'Red Bound Book' and an incident report written by the

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tutors involved will be created. Reports are to be filed in the Behaviours Folder and also on the learner's personal file in the form of a hard copy and electronic. All

incident report should be referenced with the relevant bound book number.

Whatever sanction is used, it is likely to be less effective if it is overused and as far as possible pupils are encouraged to make good choices about their behaviour. Sanctions will be differentiated according to age and Key Stage and will take into consideration the special needs and the developmental level of a pupil. Examples of sanctions that can be used are:

- Withdrawal of privileges
- A professional discussion relating to the incident, the impact and consequences
- Being referred to the SMT
- Withholding of participation in a school trip that is not an essential part of the curriculum
- Parents contacted or asked to meet with staff in school
- Fixed term exclusion - known as a 'Cooling Off period'

Serious Incidents

Where a serious incident occurs there will be an opportunity for the pupil to reflect on his/her behaviour and actions and the chance to discuss with an adult how it can be avoided in the future.

A serious incident is:

- One where the result is injury to someone in school
- Where damage to property is caused
- Stealing
- Deliberate or provocative remarks against protected characteristics
- Persistent bullying
- Intentional violence towards others

Where a learner is involved in an incident a member of the senior management team contacts the parent or carer by phone or in person to discuss the incident and any sanctions that have been given to the student. This needs to be timely and should occur on the same day, immediately after the incident.

Exclusions / Cooling Off Periods

Fixed Term Exclusions are referred to as 'Cooling Off Periods'

The exclusion process will only be applied as a last resort or in response to a serious or extreme case. It could occur if the pupil has made a serious breach or frequent breaches of the school's behaviour policy or if their behaviour is a threat to themselves and other people in the school. It may be used after a series of other discipline measures have previously been used in school and have not been effective. A cooling off period can not be given without the consent of either the Chair or Deputy Chair of the Executive Board. For a Cooling Off Period to be considered,

possible in relation to the reasons for the Cooling Off Period and details of what other sanctions have been applied. This should include but not be limited to:

- Incident Reports
- Previous incidents involving the student
- The students behaviour log
- What alternative interventions are available / have been tried - Why the Head Teacher feels a Cooling Off period is the most suitable option

The Head Teacher can decide on the length of the Cooling Off Period. Where there have been persistent incidents over a period of time the student may be placed on an outreach programme or in extreme circumstances a Permanent Exclusion may be considered by the Head Teacher.

All sanctions are recorded in the sanctions log.

Permanent Exclusions

ALP Sittingbourne uses Permanent Exclusions as a last resort and should consider all other sanctions before they are applied. A permanent exclusion can not be given without the consent of both the Chair or Deputy Chair of the Executive Board. For a permanent exclusion to be considered, Head Teachers must supply the Chair and Deputy Chair with as much information as possible in relation to the reasons for the Permanent Exclusion and details of what other sanctions have been applied. This should include but not be limited to:

- Incident Reports
- Previous incidents involving the student
- The students behaviour log
- What alternative interventions are available / have been tried - Why the Head Teacher feels a Cooling Off period is the most suitable option - The draft permanent exclusion letter

Full details of the permanent exclusion should be recorded on the learner's file. Parents / Careers and the Local Authority should be contacted immediately.

ALP Sittingbourne will consider Managed Moves to support a learner who would otherwise be permanently excluded in order to provide them with a fresh start. The move may be to a school who are more able to meet the learners needs.

7. OUTSIDE SCHOOL

Taking part in educational visits, work experience and accessing alternative provision are all a significant part of what ALP Sittingbourne is able to offer pupils. Every effort will be made to ensure that these experiences are offered to all pupils according to need and in all situations risk assessments will be completed in

advance. A pupil may be prevented from accessing planned out of school activities where poor behaviour suggests that the pupil may put the health and safety of themselves or others at risk.

8. SUPPORT OF PUPILS

ALP Sittingbourne believe that pupils who are hurt, abused or bullied by others in school should receive support. Pupils should feel confident that they have the right to talk to an adult in school if they are in receipt of such behaviour. See the school's anti-bullying policy for further information.

The school acknowledges its legal responsibilities and duties under the Equality Act 2010 in respect of safeguarding and in respect of pupils with special educational needs (SEN) and will take the appropriate action in response to any concerns.

Policy to be reviewed July 2024

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