

**Policy Review Record**

This policy relates to all premises under the governance of the Learning Hub social enterprise.

Policy Name: Behaviour Policy

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| --- | --- | --- | --- |
| Date policy written/amended | Amended/written by | Authorised by | Next review due |
| 16.11.16 | Sarah Cox |  |  |
| 30/08/18 | Sarah Cox | Sarah Cox | August 2019 |
| June 2019 | Sarah Cox | Sarah Cox | June 2020 |
| June 2020 | Will Andrew |  | June 2021 |

**Melton Learning Hub Behaviour Policy**

This policy relates to all members of staff under the governance of the Learning Hub.

**Daily Schedule during COVID Pandemic**

**9:45-10 – Arrival**

**10:00-11 – Lesson**

**11-11:15 – Morning Break**

**11:15-12 – Lesson**

**12-12:45 – Lunch break**

**12:45-2:30 – Afternoon Lesson**

**2:30 – End of School Day**

**Deep Clean**

|  |  |
| --- | --- |
| **Rights**  These consist of:   * The right to learn * The right to teach * The right to feel safe (physically and emotionally) * The right to respect and dignity | **Responsibilities**   * Learners must be responsible for their own behaviour. * Good behaviour should be rewarded * Poor choices/behaviour always have consequences |
| **Rules**  The basic expectation of all learners  is that you must show respect to others and our environment.  You can do this by following these rules:   * Take part in activities and tasks calmly and sensibly * Take out all equipment needed for the lesson * Listen to and follow all instructions * Work hard and complete the tasks set for you * Only leave the room when you are told to do so * Accept that each person is different and has their own challenges and we work together to overcome these. | **Routines**   * A register will be taken for AM & PM sessions * Learning objectives and outcomes will be shared with the learners * Young people to stay within their designated learning area on site and with their allocated member of staff. |

# Code of Conduct.

Respect: Everyone deserves respect and it is essential that all staff and learners show respect towards each other. MLH property and personal property.

Safety & Security: It is a fundamental right for everyone to feel safe and secure at the MLH. We seek to avoid risk to each other and ourselves through analysis of each situation and planning. Bullying and intimidation are not accepted in our community.

Teaching & Learning: Promotes a positive learning environment and recognises the value of all forms of achievement. We recognise the importance of praise and support and agree to take responsibility for ensuring teaching and learning are not disrupted by others.

Responsibility: Each student and member of staff has a duty to take responsibility for their actions.

Involvement: We encourage and promote the opportunities for everyone to become active. This includes, societies, social events and opportunities for good citizenship.

Communication: We believe in keeping everyone informed of what is happening at MLH. Everyone has a right to be heard and have his or her views respected.

At all times, we aim to communicate a positive image of the Melton Learning Hub.

***Core Principles of the Policy***

* Reward good behaviour
* Actively build self esteem
* Always follow up on issues
* Work to repair and restore relationships

# Expectations of staff

* + Value pupils and seek to build positive relationships with them to create a conducive learning environment
  + Set high standards of behaviour that are consistent across the board
  + Be fair and consistent with all learners in all aspects of their work
  + Be positive in recognising achievement and ensuring that positive feedback and praise is given to the learner.
  + Monitor leaner attendance and punctuality and keep a log of this
  + Communicate concerns and praise to the appropriate personnel
  + Adopt a duty of care towards the pupils
  + Be prepared to make positive contributions to the community

# Celebration of good behaviour and achievement

Rewards, praise and encouragement are amongst the most powerful aids to teaching, maintaining high standards of behaviour and fostering a positive learning ethos.

It is the mentor/staff’s responsibility to praise learners whenever possible. This may be during activities, lessons, when representing the MLH. Research clearly shows that the most effective positive behaviour modification occur when class sizes do not exceed 4:1 for both learning and behaviour.

These schemes are to motivate students positively in all aspects of learning. Rewards should be given for all of the following

* An excellent piece of work or achievement (relative to the individual)
* Excellent effort
* Good progress
* A positive contribution to the activity
* Consistent good attendance

Types of rewards:

* Verbal praise
* Display of work
* Telephone calls to parent/carer
* Commendation letters/Postcards home

# Safety

Staff are expected to

* + Exercise personal responsibility for the safety of themselves and pupils in their care
  + Observe the safety rules of the provision and, in particular, the instructions given for an emergency
  + Make themselves aware of basic safety evacuation procedures
  + Report unsafe matters
  + Ensure all accidents and injuries to any person on the premises are logged in the accident book and the Education lead or director are informed
  + At all times staff should be aware of their responsibility towards the pupils

# Anti-­‐Bullying Policy

MLH policy clearly states that bullying is unacceptable and what students and staff should do if they are the victim of bullying or if they witness bullying taking place. All incidents of bullying must be dealt with in accordance with the policy and then recorded on the relevant document.

**Searching.**

* School staff can search a pupil for any item if the pupil agrees.
* Behaviour Manager/Centre Manager and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

Prohibited items are:

* Knives or weapons
* Alcohol
* Illegal drugs
* Stolen items
* Tobacco and cigarette papers
* Fireworks
* Pornographic images
* Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).
* Behaviour Manager/Centre Manager and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

**Confiscation.**

MLH staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline[[1]](#footnote-1)

# Use of reasonable force

There are occasions when the restraint of students is necessary. Staff members trained in physical intervention at the MLH may use reasonable force to prevent learners from:

* + - Committing a criminal offence
    - Injuring themselves or others
    - Causing damage to property, including their own property
    - Engaging in any behaviour which has a negative impact on maintaining good order and discipline at the school or on other students

Such physical restraint should only be used in exceptional circumstances, not as a regular or routine act. If restraint has been used a complete report must be sent to the Behaviour Manager and Centre Manager that day.

At the Melton Learning Hub we aim to maintain a secure, caring and stimulating environment in which students are encouraged to have respect for themselves and each other. Whilst expectations in our Behaviour Policy remain pertinent, it is necessary, in light of the Covid-19 pandemic, to make some adjustments for the safety of all pupils and staff. It is to be used in conjunction with, and read alongside, the Behaviour Policy, Anti-Bullying Policy, E-Safety Policy and Peer-on-Peer Abuse Policy. These adjustments are set out below:



Covid Behaviour Addendum August 2020

**Arrivals, Departures and Moving round the school.**

Students will enter school through their designated entrance at the agreed time, keeping the government guided distance from any other individual.

Students will have their temperature taken and if the reading is over 37.8 they will be sent home (after the initial reading a 5 minute period will be allowed before another reading is taken, in case of a faulty reading).

The Hub will also take the temperature throughout the day (if required, such as a child becomes ill).

Those arriving on Hub transport will have their temperature taken on entering the car and must wear a mask whilst on transport.

There are markers on the floors to support students with social distancing.

At their designated finish, students will leave the building from their designated exit.

Movement around the Hub will be limited. When the students leave their classroom to go outside for break, lunch or outdoor learning, they will follow the guided route to ensure they stay the correct distance from peers and adults.

Students will be expected to tell a member of staff if they are unwell and are exhibiting signs of Coronavirus this will result in them going into the beauty salon ( isolation room) until collection can be arranged.

Students must have a responsibility for their own equipment e.g. water bottles and ensure that these are not shared with other pupils.

**Hand washing and Hygiene**

Students will be expected to follow all hand washing and hygiene routines while at the Hub. Students will wash hands /use antibacterial gel before entering the Hub, after returning from the outside, before and after eating and at regular intervals during the day.

We ask students to follow the catch it, bin it, kill it, mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm. Students will be reminded not to touch their face, mouth, nose or eyes while at the Hub.

Should a child refuse to follow these routines, disciplinary procedures and sanctions will be

used (see below).

**Social Distancing**

Pupils will be expected to socially distance from their peers and adults in Hub and on the grounds

Staff will ensure that pupils, where ever possible, adhere to social distancing measures. Where pupils are not complying, the usual disciplinary procedures and sanctions will be used (see policy).

**Break times**

Students will be expected to remain socially distant from both peers and adults during break times.

Football is allowed but players will follow a washing sanitizing routine before and after playing.

**Behaviour in school**

If a students behaviour is deemed high risk, for example, refusing to adhere to safety measures, such as, hand washing, social distancing, failing to remain in their area or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people. The following sanctions and disciplinary procedures could be used:

contact should be made with pupil’s parent/carer and the student removed from site.

It will then be the decision of the management as to whether that student will return to the Melton Learning Hub.

**Pupil’s working from home**

The Hub will be setting work for students that have to work from home, If interacting with other pupils or staff online, students should always be kind and respectful to each other and respectful and obedient to staff, remembering at all times that that staff are not ‘friends’ with, or peers to, pupils. Students should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online, will be taken very seriously. This is also the case of for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the Hub during this time.

This addendum will be subject to frequent review in accordance with the changing government guidance.

1. [↑](#footnote-ref-1)