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**Policy Review Record**

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

Policy Name: Negative Behaviour Policy

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| Date policy written/amended | Amended/written by | Authorised by | Next review due |
| 10/08/2015 | Sarah Cox |  | August 2019 |
| June 2019 | Sarah Cox | Sarah Cox | June 2020 |
| June 2020 | Sarah Cox | Sarah Cox | June 2021 |
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POLICY FOR DEALING WITH POOR AND DISRUPTIVE BEHAVIOUR

This policy has been written to help staff working for the Melton Learning Hub, deal with behaviour that is deemed unacceptable. The following steps should be taken by staff before more serious action is taken by the Behaviour manager.

1. A single act of inappropriate or disruptive behaviour should be challenged immediately with an appropriate verbal response. If deemed appropriate an email record of the incident should be sent to the behaviour manager and relevant key workers and associated schools.
2. Constant inappropriate and /or disruptive behaviour should be dealt with in the following way.
3. The individual should be spoken to by the tutor involved on a one to one basis. A summary of the conversation should then be emailed to the Behaviour manager and if deemed appropriate to key workers and associated schools to be placed on file.
4. If poor behaviour continues parents should be contacted either by letter or phone call. A copy of the letter or a completed telephone contact form should be added to the students file.
5. Any tutor has the right to send a student home whenever they feel it is appropriate. If this occurs the tutor must ensure that the student’s school and parents are notified. A description of the incident should be sent to the Behavioour Mananger, key workers and associated schools.
6. If behaviour continues the Operations Mananger or Director will make the next decision on how to deal with the individual concerned. This may include a fixed term or permanent exclusion, removal from certain lessons, a referral to another agency, etc.
7. The Behaviour manager will take control of serious situations and tailor a solution suited to the individual. This information will be sent to all relevant parties. More information can be given on request.