
MANAGEMENT OF BEHAVIOUR POLICY

Person(s) Responsible:	Mr J Cleary
Governors' Committee:	Student Welfare and Community Committee
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	Statutory

This policy has been fully reviewed to take into account current legislation.

THE AIM OF THIS POLICY IS TO ESTABLISH A POSITIVE COLLEGE ETHOS AND PROMOTE EFFECTIVE LEARNING BY ESTABLISHING

- **Clearly stated expectations of what constitutes acceptable behaviour**
- **Effective behaviour management strategies**
- **Processes which recognise, teach, reward and celebrate positive behaviour**

Contents	Page
Statement of Behaviour Principles	2
Introduction	3
1. Governors' Statement of General Principles	3
2. Legal Framework	3
3. Code of Conduct	3
4. Rationale	3
5. Taking into account students with SEND and other vulnerable students	4
6. Support for students	4
7. Who was consulted	4
8. Relationship to other policies	4
9. Roles and Responsibilities of Governors, Principal, and other staff	4
10. Arrangements for monitoring and evaluation	5
11. Behaviour for Learning	5
12. Rewards	6
13. Collingwood Reward System – Praise Points	7
14. Sanctions	8
15. Other strategies	9
16. Behaviour Outside College	10
17. Damage to College Property	10
18. Misuse of ICT or Technology in College	10
19. Confiscation of Inappropriate Items	10
20. The Power to Search	10
21. Controlled Substances	10
22. The Use of Reasonable Force to Control or Restrain Students	11
23. Disciplinary Tariff	11
24. Categories and Sanctions	11
25. Disciplinary Tariff Chart	14
26. In Lesson Support Systems	15
27. Uniform Procedures	16
28. Electronic Devices Protocol	16
29. 6 th Form Code of Conduct	17
APPENDIX 1 – Guidance/Protocol for incidents that may result in exclusion	18
ANNEX Covid-19 – Additional adaptations relating to the Management of Behaviour Policy at Collingwood College	21

STATEMENT OF BEHAVIOUR PRINCIPLES

- **Every student understands they have the right to feel safe, valued and respected, and learn free from the disruption of others**
- **Every student should display a positive attitude to College life by being present, punctual and remaining in the environments they are required to be in**
- **All students, staff and visitors are free from any form of discrimination**
- **The College will maintain a zero-tolerance stance on bullying of any kind**
- **Staff and volunteers set an excellent example to students at all times**
- **Rewards, sanctions and reasonable force are used consistently by staff, in line with the relevant policies**
- **The Management of Behaviour Policy is understood by staff and students and underpins the guiding principles of the College of 'Believe Succeed'**
- **The Governing Board supports the College in emphasising that violence or threatening behaviour will not be tolerated in any circumstances**
- **The Management of Behaviour Policy explains that exclusions will only be used as a last resort, and outlines the processes involved in permanent and fixed-term exclusions**
- **Students are helped to take responsibility for their actions, through the restorative approach**
- **Families are expected to be supportive in the management of behaviour to foster good relationships between the College and students' home life**

Introduction

1. Governors' Statement of General Principles

Collingwood College insists on the highest standards of behaviour and traditional values of consideration, fairness and mutual respect to create an environment in which students are enabled to fulfil their potential.

The College's aims are to improve the outcomes for all students and to eliminate all forms of discrimination, harassment and bullying, as well as promoting equality of opportunity, the welfare of students and good relations across the whole College community. All students receive behavioural support according to their needs.

2. Legal framework

This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Education Act 1996
- The Education Act 2002
- The Equality Act 2010
- The Education and Inspections Act 2006
- The Health Act 2006
- The School Information (England) Regulations 2008

This policy also has regard to the Department for Education (DfE) guidance, including, but not limited to, the following:

- DfE 'Behaviour and discipline in schools' 2016

3. Code of Conduct

All students must follow a basic code of conduct as set out below:

- Students are polite and respectful to staff, visitors and each other
- Students always listen to other peoples' points of view
- Students are expected to attend College and be punctual to registration and lessons
- During lessons students make it as easy as possible for everyone to learn and the teacher to teach
- Everyone moves around the College campus in an orderly and sensible manner
- Students wear the correct uniform both to and from College and within College
- Everyone helps to keep Collingwood and its surrounding environment clean, tidy and safe
- Students are expected to behave well at all times including on the journey to and from College and when involved in any College activities

4. Rationale

This policy outlines the underlying principles, aims and management of student behaviour at Collingwood College. It is a working document designed to enhance the development of positive relationships between students, adults working in the College, parents and other members of the wider College and neighbouring community.

It is the responsibility of all stakeholders.

5. Taking into account students with Special Educational Needs and Disabilities (SEND) and other vulnerable students

The College will take full account of SEND and any circumstances that affect vulnerable students.

Relevant factors will be taken into consideration when applying the College's behaviour policy regarding in particular: race, religion and culture; SEND, disability and the circumstances of other vulnerable students.

In connection with dress codes and appearance, the College takes appropriate account of the cultural and/or religious needs of particular students. In drawing up or reviewing our policies, we reach a sensible compromise between the practices of particular minority groups and the need to ensure the health and safety of all students, effective teaching and learning, the promotion of a strong, cohesive College identity and harmony between the different groups represented in the College.

6. Support for students

- We will identify as early as possible those students who require additional support and put in place a range of strategies to help them.
- We will work closely with external agencies to ensure that the needs of all our students are met.
- We work closely with our local schools to share good practice and resources through the Surrey Heath Behaviour and Attendance Partnership.

7. Who was consulted?

The policy is a result of continuous consultation with students, parents, governors and staff whilst consistently auditing behaviour. It reflects current practice within the College and its design is to promote positive Behaviour for Learning in the classroom.

8. Relationship to other policies

This policy should be read in conjunction with the following policies: Anti-Bullying Policy, Single Equality Policy, Special Educational Needs and Disabilities Policy, Transgender Policy, Drugs Policy and Learning and Teaching Policy.

9. Roles and responsibilities of stakeholders

The Governing Board establishes the policy for the promotion of good behaviour and keeps it under review.

The Principal is responsible for the College's policy and procedures and will delegate aspects of its day-to-day implementation and management to designated members of staff. The Principal ensures that stakeholders are provided with the opportunity to comment on the policy on an annual basis.

All Staff ensure the policy and procedures are consistently followed. Staff must model the behaviour and social skills that they expect students to use. Staff must support each other. Staff will challenge unacceptable behaviour whilst maintaining mutual respect.

Parents are consulted on the policy regularly and are kept informed through the College Prospectus, Newsletter and Home/College agreement of any significant changes to the policy. Parents are expected to support the College's policy in maintaining high standards of behaviour by signing the Home/College agreement. There are opportunities for parents to discuss issues arising from the operation of this policy.

Students must take responsibility for their own behaviour on and off the College site and report any instances of inappropriate behaviour.

10. Arrangements for monitoring and evaluation

The Governing Body and Senior Leadership Team (SLT) regularly monitor the pattern and frequency of behavioural incidents, rewards and sanctions. The policy and related procedures are also regularly reviewed.

11. Behaviour for Learning

The College regularly reviews its in-class literature on student expectations and this documentation aids managing behaviour. This literature will be on display in every classroom and staff will be expected to use them to promote Behaviour for Learning in every lesson.



12. Rewards

It is essential to recognise and reward good behaviour. The College utilises a number of ways to do this:

Students meeting the College's high standards are rewarded accordingly. Praise points are allocated via SIMS for contributions to Collingwood and more specifically for individual effort in the various aspects of College life

Our reward system reflects the following principles:

- Students are praised whenever appropriate
- Form Tutors, Year Managers, SLT and other appropriate staff are informed of good work so that praise can be reinforced.
- Praise points are issued for effort and for positive contributions to the College. At the end of each half term students can spend the balance of their praise points on high street vouchers, College passes or donate to charity.
- Work of students is displayed inside and outside teaching rooms.
- Names of students producing good work are systematically listed in the e-Newsletter, on the Plasma and subject / form notice boards.
- In the corridor between Kingston Reception, Q block and in Barossa Reception we have the 'Corridor of Success'. This includes framed photos of students who achieve national success (or the equivalent) hung on the wall to celebrate their achievements.
- Year Managers' commendations for those students who have achieved regional success or equivalent will be published on the website, along with electronic versions of the corridor of success.
- Pastoral teams organise a termly 'celebration event' appropriate to the age of their year group for students demonstrating 'across the board' success.
- Faculties organise regular celebratory assemblies or yearly awards evenings to publicise outstanding achievement inside and outside of the classroom environment.
- Cumulative year based 'league tables' are produced leading to small tutor group awards (early lunch, mufti day, cup, teddy, etc).
- College staff recognise outstanding achievement or work in yearly awards ceremonies.
- Principal recognises outstanding individual achievement or resilience in half-termly red-carpet events.

Students are made aware of the variety of rewards they can receive by the Behaviour for Learning poster being displayed in each classroom environment.

13. Collingwood Reward System - Praise Points

Reason	Achievement (successful participation)	Praise Points awarded
In Class	Outstanding work/effort	1, 2 or 5
Production	Participating in a Production	40
Perfect uniform	When spot checked	2
Open Evening	Helper	10
Faculty/College Awards Evening	Award Winner	20
Mentoring	Helping other students	5 per ½ term
Volunteer Helping College	e.g. litter picking ,buddy	2 per event
Sports Teams	Regular Participation	5 per ½ term
Orchestra, Concerts, Art displays	Regular Participants	5 per ½ term
Attendance	Platinum	30 per reporting period
Attendance	100% / no lates full academic year	99 per year
Attendance	As above-2 nd , 3 rd , 4 th , 5 th year	Additional 99 per consecutive year
Effort	Platinum	30 per reporting period
College/ECO Council/Sports Rep	Participation	15 per ½ term
Student Leaders	Participation	15 per ½ term
Extra- Curricular Club member	80%+ attendance	15 per ½ term
'One off Special Event'	Sports Day, Carol Concert	10
County/Club representation	Sports, Music	20
National representation	Sports, Music	30
Principal's Award	'One off' special award	50
'Perfect record' award	Perfect record in half term	20
ECO awareness	Participation	5 per ½ term
Library awards	Borrowing/reading awards	10 per ½ term
Student Receptionist	Participation	10
Attendance to revision Class	Successful Participation	5 per session
Student Librarian	Participation	1 per event
Library Homework Club	Participation	1 per 10 visits
Attendance		
Praise points will be distributed and specific targets should be met for students to be allowed to attend special trips or events, such as Year 11 Prom.		

14. Sanctions

Sanctions are required to deal with inappropriate and unacceptable behaviour. The focus is always on the behaviour rather than the individual and group sanctions must be avoided. Please refer to Appendix 1 – Guidance/Protocol for investigating incidents that may result in exclusion.

College sanctions include:

- 1) **A verbal warning:** Further continuation of the poor behaviour could then be deemed defiance and dealt with accordingly.
- 2) **An apology and/or community service:** Students can be requested to complete an appropriate amount of time serving the college community. This may be in the guise of a litter pick for example.
- 3) **Break time or Lunchtime Detention:** Low-level disruption, poor behaviour or a student arriving late to a lesson will result in a break time (maximum of 15 minutes) or lunchtime detention (maximum of 20 minutes).
- 4) **After College Detention (ACD):** Will be given by staff and administered by a member of the department as per Departmental Policy. These detentions are given for failure to comply with simple College rules. Students being sent to the referral room will automatically be issued with an ACD for the following evening. Usually 24 hours' notice of an ACD is given, however in some cases students may be requested to remain after College on the same day. Parents will be informed of this. It is not a legal requirement that parents give consent once they have been informed of the detention. These detentions last for 30 minutes.
- 5) **A Faculty Detention:** Is set when students fail to attend a standard subject detention or for more serious lesson related incidents; parents should be contacted by telephone by the faculty concerned. These detentions last for one hour.
- 6) **A Pastoral Detention:** Is set for a variety of offences usually connected with behaviour outside the classroom. Pastoral detentions are administered/overseen by the Year Manager. This detention lasts for one hour.
- 7) **A Same-day Detention** – Is set as a consequence of a student walking out of a lesson without permission. These will be communicated to home via the Pastoral Team and administered by SLT. This detention lasts for one hour and will in most cases take place the same evening. This may alter in the case of such an occurrence happening close to the end of the College day.
- 8) **In Lesson Inclusion:** If a student misbehaves in a subject lesson they may be withdrawn from future lessons in this subject and placed with faculty staff until their behaviour improves.
- 9) **SLT Detention:** If a student does not attend a Faculty Detention or Pastoral Detention he/she will be referred to the Head of Department, Year Manager or Progress Leader, who will use their professional judgement to resolve the situation. Possible actions include resetting the detention, extending the period of detention to an SLT Detention or issuing an Inclusion. These detentions are also used when Faculty and/or Pastoral Detentions are not modifying behaviour. These detentions last for 90 minutes. Students and parents are reminded about these detentions and when possible students are collected by staff. Failure to attend an SLT Detention when in attendance to College results in an extended day Inclusion at the first available opportunity. Any students who fail to accompany staff who collect them for the SLT Detention receive 2 days extended inclusion as a sanction.
- 10) **Inclusion:** This is used for serious offences and/or when a student has received a significant number of SLT detentions. On the first occasion an inclusion will normally be until 3.05 pm with subsequent inclusions continuing until 5.00 pm. The student is placed in the inclusion centre

and works on appropriate subject material for the duration of the day, including break time and lunchtime.

- 11) **Inclusion (hosted by a partner school):** Following 3 inclusions in a half term a student may be placed in the inclusion centre of a partner school for any further serious problems.
- 12) **Fixed Term Exclusion:** The decision to issue a fixed term exclusion is only taken by the Principal, or Head of Lower/Upper College acting on the Principal's behalf. Exclusions are imposed where there are serious breaches of the College's behaviour policy. Parents are always contacted and given full details of the incident(s) leading to the exclusion. During the first five days of exclusion parents are responsible for ensuring that their child is not in a public place during the College day. A Governors' Case Conference or Governors Discipline Committee may be held to review the incident(s) that led to the exclusion.
- 13) **Fixed Term Exclusion hosted by a partner school:** Should a student be excluded for more than 5 days the College makes arrangements for them to be placed, from day 6, into an inclusion area in a local partner school.
- 14) **Managed Move:** A managed move may be arranged with a local school as an alternative to permanent exclusion. Such an arrangement is subject to agreement from all parties that this is in the best interests of the student. This arrangement is subject to a trial period after which the student joins the roll of the new school.
- 15) **Permanent Exclusion:** In extreme cases the Principal can impose a permanent exclusion. Such instances are very rare and the College will liaise fully with parents and the Local Authority. A permanent exclusion may be the result of 'cumulative acts' of defiance and inappropriate behaviour or, in exceptional circumstances, for a single serious breach of the College's rules.

Following an exclusion a reintegration meeting with parents, students and Senior Staff is always held to ensure that all issues have been resolved.

15. Other strategies

Where appropriate the College uses Restorative Justice as an alternative to other sanctions. Restorative Justice is a proven method of successfully dealing with bullying, aggression or disruptive behaviour. Restorative justice involves perpetrators acknowledging their guilt, reflecting on the harm done, apologising to the victim and/or making amends. Students are also made aware of the right course of action should a similar situation arise in the future. All staff are trained in Restorative Justice Techniques.

Additionally senior staff may use target cards to monitor student behaviour. This involves subject staff signing the card at the end of each lesson to indicate progress against agreed targets and senior staff, and parents, checking progress.

Detentions can also be given on weekends and any non-teaching days e.g. INSET days.

The College can direct a student to 'attend' off-site alternative educational provision if deemed necessary. This could be in the guise of an alternative location or via home-based distance learning.

Debit points will be deducted from students as below:

Reason	Debits
Breaktime/Lunchtime Detention	1 per detention
After College Detention	2 per detention
Pastoral/Faculty Detention	3 per detention
SLT Detention	5 per detention
Incorrect Uniform	1 per event

Incorrect subject uniform/resources/Super 7	1 per event
Home Learning not attempted	1 per event
Inclusion	10 per Inclusion whatever length
Exclusion	15 per Exclusion whatever length
Library books overdue	1 per week

16. Behaviour Outside College

Teachers have a statutory power to discipline students for misbehaving outside the College's premises. This includes any misbehaviour when a student is taking part in College activities, travelling to and from College and when wearing College uniform or, in some way, can be identified as a student at the College. This power also extends to misbehaviour at any time that could have repercussions for the orderly running of the College, poses a threat to another student or member of the public or could adversely affect the reputation of the College.

17. Damage to College Property

In line with our Charging and Remissions Policy, charges will be made to parents by the College where damage results from a student's inappropriate behaviour. This is done on an individual basis.

18. Misuse of ICT or Technology in College

In line with the College's E-Safety and ICT Acceptable Use Policies, sanctions will be administered where students abuse the use of ICT or the College systems network in any manner. The College embraces all forms of technology that enhance learning. These include personal devices such as smart-phones and hand-held devices. However the use of these is only permitted in classrooms with the teacher's permission to add educational value to the lesson. Failure to comply with the College's stance will result in confiscation of the device until the end of the College day. Persistent misuse could result in individual cases of banning a device being brought into College.

19. Confiscation of inappropriate items

The Education and Inspections Act 2006 gives the College powers to confiscate property which is deemed to be inappropriate or unacceptable for students to have. The College has the right to determine when such items may be returned or if they will be disposed of.

The following items are **NOT** allowed; chewing gum, headphones of any kind, energy drinks, weapons or mock weapons, cigarettes (including e-cigarettes), matches and lighters, alcohol, corrective fluids, explosives, aerosol sprays and illegal substances.

20. The Power to Search

The Education and Inspections Act 2006 states that the Principal, **and** staff authorised by them, have a statutory power to search students or their possessions, without consent, where they suspect the student has certain prohibited items. The items include knives, weapons, alcohol, drugs and stolen items. In these cases another adult is present during any search. College staff can also search students, with their consent, for any item that is banned by the College. In such circumstances the teacher requests that students turn out their pockets, bag or locker and hand over any item that contravenes College policy. Failure to adhere to these requests will result in severe sanctions.

21. Controlled substances

In conjunction with other schools within the local area we use a saliva test for any student we suspect is under the influence of controlled substances. This procedure is carried out by trained staff with senior staff support in line with guidance laid out in the College's Drugs Policy. These saliva tests

can detect the six most commonly used substances within five minutes and will detect any use over a period of several hours prior to the test. Parents are contacted prior to such testing.

22. The Use of Reasonable Force to control or restrain students

The Education and Inspections Act 2006 confirms the statutory power for teachers and other staff authorised by the Principal to use reasonable force where appropriate. 'Reasonable force' can range from guiding a student by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent injuries occurring. 'Reasonable' means using no more force than is necessary. Examples of such actions are stopping a student:

- from committing a crime
- injuring themselves or others
- causing damage to property
- engaging in any behaviour that is prejudicial to the maintenance of good order and discipline at the College

The College records instances of when such actions occur.

23. Disciplinary Tariff

- Exclusions may be followed by an interview with parents and senior staff.
- Following the first exclusion, students and parents will be invited to a meeting with a member of senior staff.
- Repeated acts of anti-social behaviour may lead to permanent exclusion.
- Repeated offences may lead to greater sanctions than those recorded below.

24. Categories and Sanctions

1	Permanent exclusion
2	6-45 day exclusion
3	5 day exclusion plus up to 5 day inclusion
4	1-4 day exclusion followed by parental interview with senior member of staff
5	1-3 day inclusion / 1-3 day 'extended' inclusion
6	Placement in inclusion centre of a local partner school
7	SLT Detention
8	Detention – parents informed
9	Interview with parents and Principal/Senior Staff
10	Placement on Report – to Form Tutor/Year Manager/Progress Leader/SLT
11	Standard Detention
12	Placement on Report
13	Subject inclusion – removal from lesson(s)
14	Break/Lunchtime Detention

OFFENCE	SANCTION CATEGORY/RANGE
Violence to staff (intentional)	1 (regardless of past record)
Violence to staff (unintentional)	1-5
Threat of violence to staff	1-4
Substance Abuse	1-5
Illegal substances – possession/supply	1-3
Violence to students Unprovoked/premeditated Other types (depending on seriousness)	1-5
Theft – from students/College	1-5+ full restitution

Malicious damage	1-5 + full restitution (full cost + admin/labour charge)
Malicious allegations	1-5
Other Substances – Alcohol	1-5
Bullying	1-6
Foul/Abusive language to staff	3-5
Foul/Abusive language to students	5-9
Fire Alarm	1-3
Dangerous behaviour including fire raising	1-5
Possession of offensive weapons	1-5
Truancy	3-10
Offsite without permission	9
Smoking (including e-cigarettes)	4-5 or 7
Disobedience (in and out of class)	3-14
Disruption in class	3-14
Failure to complete Home Learning	11-14
Poor ATL in lesson	11-14
Abuse of IT equipment; internet	1-9
Taking/distribution of inappropriate images	1-5
Failure to comply with reporting arrangements	3-9
Racist language	2-5
Homophobic or Transphobic language	2-5
Sexual abuse or assault	1-5
Other sexualised behaviours	1-5
Sent to Referral Room	11
Sent to Referral Room twice or more in a day	5
Sent to Referral Room twice in a week	7
Accumulation of SLT detentions from Referral Room detentions or sent three times in a week	5
Misbehaviour in inclusion centre	4-5
Failure to complete inclusion	3-4
Leaving site without permission	5-8
Offsite without permission (repeated)	4-7
Failure to attend PD/FD	5-7
3 SLTs/3 FDs in a half term	5
3 inclusions in any half term	6
Inappropriate behaviour in the community, including bringing the College into disrepute	1-13

Notes

1. Where a range of sanctions is shown colleagues may exercise discretion where appropriate.

Examples are:

- (i) Previous disciplinary record of the student;
- (ii) Seriousness of the offence;
- (iii) Demeanour of the offender;
- (iv) Persistent offending of this nature.

2. All 'criminal' offences should be referred to the Senior Leadership Team and may result in an interview with the relevant authorities.

All cases involving fire or fire brigade call out or false alarms will result in an interview with a fire officer.

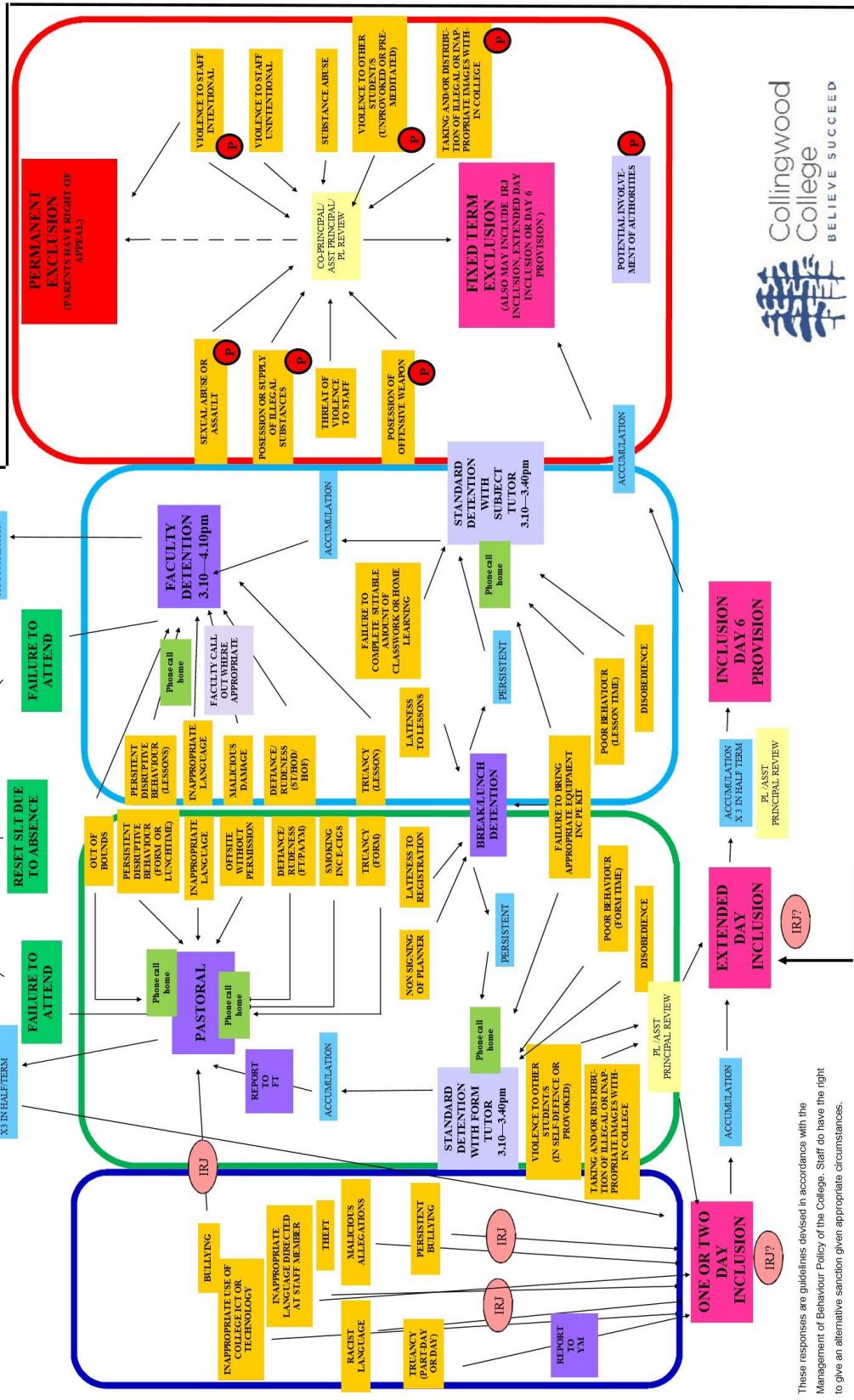
3. Community service during lunch or after College may be imposed to supplement the categories listed above.
4. All student statements (offenders and witnesses) should bear the students name and form, be signed by the student and dated. If a typed statement is necessary, all reference to names other than that of the offender will be removed. Original statements will only be made available to staff and Governors on a strict need to know basis. They will not be available to other students or parents other than those of the student who has written the statement.
5. Cases of restitution involving College property should be notified to the Finance Office for issue of invoices.
6. Permanent exclusion will be seriously considered for a “one off” incident of
 - (1) Serious actual or threatened violence against another student or member of staff
 - (2) Sexual abuse or assault
 - (3) Supplying drugs
 - (4) Carrying an offensive weapon
7. Inclusion may be substituted for exclusion at the College’s discretion.

Students are made aware of the sanctions they can receive by the Behaviour for Learning poster being displayed in each classroom environment.

25. Disciplinary Tariff Chart

Where suitable and when appropriate the sanction may be re-issued before proceeding to the next level.

Collingwood College Disciplinary Tariff Chart



These responses are guidelines devised in accordance with the Management of Behaviour Policy of the College. Staff do have the right to give an alternative sanction given appropriate circumstances.

26. In Lesson Support Systems

For subject teachers the following strategies and procedures should be used to deal with problems during a lesson:

Subject staff should attempt to deal with any behavioural problems themselves by use of a range of approaches/sanctions in conjunction with the Behaviour for Learning Rewards and Sanctions poster and the No Learning Wasted Initiative.

Referral Room – No Learning Wasted: A child must be sent to the Referral Room if they break one of the three red line behaviours three times in one lesson.

The three red line behaviours are:

1. Failing to follow instructions
2. Disrupting the learning of others
3. Failure to attempt the work

Should they be sent to the Referral Room, they will be expected to do a 30 minute after College detention the following day where a discussion with the class teacher will take place to address the behaviour. If a student is sent twice in one week they will be issued an SLT detention. If they are sent three times in a week they will receive an Inclusion.

Other strategies to manage behaviour in lesson can include.

- Discussion with student
- Note in planner for parents to read
- Change seating plan
- Targeted use of the Behaviour for Learning Rewards and Sanctions poster
- Parents contacted

Support can be gained from Faculty colleagues whereby there is an agreement for students causing concern to be placed in another class for the duration of the lesson and then appropriate action taken following this. Such a 'buddy system' is used very effectively by many staff.

If the behaviour is more serious than the three red line behaviours then the Department/Faculty Emergency Call Out System should be implemented. (All staff should have a copy of Faculty Emergency Call Out System).

The Faculty on Call person will take appropriate actions. If this person is teaching they may take the student into their class to complete the set work, or to arrange for students to be accommodated in another class, and then assist with the problem at the end of the lesson.

Strategies might include:

- An apology to original teacher and commitment to accept sanction
- Faculty detention

Faculty callouts will be logged on SIMS.

Only if all these strategies have been followed and behaviour is not modified will the relevant Year Manager, Pastoral Assistant or Progress Leader be called. This is an urgent situation with the student failing to follow instructions by two members of staff

For very serious incidents, Year Managers will liaise with the SLT.

By adopting such a system we will ensure that more behavioural issues are dealt with at the appropriate individual/department/faculty level.

27. Uniform Procedures

Refer to the Uniform Procedures in the Uniform Policy

Sanctions/Rewards

- Each recorded uniform infringement on SIMS will register as a negative score of 1 point on a student's personal record.
- After three recordings a student will receive a uniform detention. Subsequent infringements will result in further stronger sanctions.
- After three infringements for inappropriate skirt length the student will be required to wear trousers bearing the College logo for the remainder of the term/year.
- Regular checks will be administered by Form Tutors, with praise points added to a student's personal record if they are found to be in perfect uniform.

We will continue to work closely with parents, where there are financial problems, but this system will ensure that 100% of students can wear the correct uniform every day.

Uniform: What is/is not permitted

Refer to Appendices A – C in the Uniform Policy

28. Electronic Devices Protocol

(Mobile phones, iPODs, etc)

- Electronic devices may be used at breaks and lunch times only or when authorised in teaching and learning at the discretion of the member of staff. Wires and headphones must not be used when inside the college grounds.
- Electronic devices must be turned off, and not be seen, while inside any building, during lessons, assemblies and registrations.
- Smartwatches should be used for time purposes only.
- If an electronic device is seen or heard in any of the stated places it can be confiscated.
- When such items are confiscated by the teacher they can be collected from the reception office (in the building the item is confiscated) at the end of the College day. Repeat offenders will receive a range of sanctions, which could include a longer period of confiscation.
- Electronic devices including Smartwatches are NEVER allowed in examination rooms.

29. 6th Form – Code of Conduct

Sixth Form students are issued with a 'Sixth Form Policies and Procedures Booklet' at the start of the College Academic Year, which is available on request.

Students and parents must read this documentation and return their signed Code of Conduct agreement and abide by the policies and procedures which is then countersigned by Personal Tutors.

APPENDIX 1

Guidance/protocol for investigating Incidents that may result in exclusion

Such as

- Violent incidents or where physical contact has been made
- Substance abuse or suggestion of
- Bringing the college into disrepute
- Gross Defiance of extreme nature.

Rationale: Why?

- Consistent approach across all year groups.
- Addresses the sense of fairness and parity

Staff who may be involved

- Year Manager (YM)/Pastoral Assistant (PA)
- Safeguarding Team
- Progress Leaders (PL)
- Senior Leadership Team (SLT)
- Head of Department (HOD)

Staff Procedures

Investigation: Protocol and Timeline

• Immediate Actions

- Check if anyone is hurt and where they are get treatment for any injured party
- Separate students, preferably house them under supervision in office/s
- Take initial statement from individuals involved asking to name witnesses, in serious incident witnesses may also be asked for immediate statements
- Contact home of aggressor/victim. This is merely a courtesy call to notify them that we are investigating the incident and we will get back to them within two working days. *(Be aware of both parents needing to be notified in the event of parents being separated!)*

• During the Investigation it may/will be necessary to;

- Take statements of necessary third parties. This should where possible be a balanced view of 'both sides'.
- Seek and/or view CCTV footage where possible (if very serious seek this immediately)
- Record pertinent information including photos of any injuries suffered
- Seek PL/Assistant Principal (AP) recommendations regarding sanctions
- Act upon sanctions decided immediately. These invariably prevent students being in circulation.

- Potentially isolate student and prevent them being in circulation the following lesson/day
- Inform students of sanction
- In serious cases, include the students pending further investigations.
- Always consult with Senior Assistant Principal (SAP) or Principal to ensure they are content with recommendations.
- Feedback to home as early as possible after the decision. If a decision has been made this **MUST NOT** be left to the following day. On the occasions where you are unable to please refer to your PL or AP. In the event of being unable to speak to parent in person, please leave a message and send an email referring to the message. With more serious incidents make notes of the initial conversation that has taken place between the College and the parent, so that it can be accessed if required.
- Conduct any restorative justice that may be required with parties involved at the earliest juncture possible post-sanction.

- **Concluding the incident**

- Ensure that the email/paperwork is sent to relevant office staff regarding inclusion or exclusion and Attendance Manager is informed (Paperwork can be accessed via the Principal's Personal Assistant).
- Be aware of 'meeting status' of student. Who is next in line for the re-integration meeting?
- Have necessary copies of statements ready for senior staff if you are not attending or are unable to attend the meeting.

ANNEX

COVID-19

Additional adaptations related to the Management of Behaviour Policy at Collingwood College

June 2020

This addendum of the Management of Behaviour Policy contains amendments in the following areas:

Context	21
Social Distancing.....	22
Arrivals and Departures to and from College.....	22
Hygiene.....	22
Breaks and Lunchtime.....	22
Toilets	22
Behaviour	23
Rewards.....	23
Physical Contact with Students.....	23
Uniform	23
Face covering.....	23
Equipment.....	24
Students working from home/online	24

Context

From 20th March 2020 parents were asked to keep their children at home, whenever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to reopen but adhere to a number of expectations from the Government guidelines in order to provide an education for our students – including via our onsite provision to students who are vulnerable, and students whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

At Collingwood College we always aim to provide a stimulating but secure and safe environment where the students are encouraged to be mature and responsible. Whilst certain elements of the normal Management of Behaviour Policy remain relevant it is crucial to make some adjustments for the students' return in whatever guise, to the benefit of the safety of both staff and students.

These amendments are detailed below.

Social Distancing – remaining 2m away from their peers

Students are old enough to be expected to be able to social distance from their peers. Invited students will be placed into a 'learning bubble' where they will not be able to mix with other 'learning bubbles' on site due to the Covid-19 guidance. They will have their own designated classroom, toilet facilities, outside area and be expected to follow social distancing protocols in all these situations in the correct manner.

Should a student refuse to follow these rules then disciplinary procedures and sanctions will be used.

Arrivals and Departures around the College

Students will enter the College through a designated entrance. Students will enter individually and not in groups and go straight to their designated area maintaining social distancing. At the designated departure time students will leave from the designated exit. This will be staggered to allow safe departures from the College site.

The students should go straight home and must not congregate outside of College, in parks or in the town centre. They should walk 2m apart and be respectful of others on the pavement and if waiting for public transport adhere to social distancing protocols.

We will be restricting movement around the College. When students leave their classroom to go outside for fresh air and break time, they will follow the temporary one-way system remaining 2m from their peers and staff.

Hygiene

Students will be expected to follow all handwashing and hygiene routines whilst in College. Students will always wash their hands or use anti-bacterial gel before entering a classroom, before and after eating and at regular intervals during the College day. There will be reminders around the College to follow the 'catch it, bin it, kill it' protocol. They will be reminded to sneeze or cough into a tissue or that the crook of their arm is required to be used. Students will be reminded not to touch their face, mouth nose or eyes where possible.

Should a student refuse to follow these rules then disciplinary procedures and sanctions will be used.

Break Times

Students will have a designated place to stay during break time. Students will be expected to adhere to the social distancing protocols and remain 2m or more from peers and adults during these times. Students must stay in their designated area during these times.

All students should bring their own break time snack and drink. **Food and drink must not be shared. No water fountains will be in use.**

Appreciating the necessity to avoid contact and the difficulties that this will pose, the College will relax the rule regarding the use of headphones outside at break times until further notice. Phones must not be in use or visible whilst College work is being completed. During leisure time they can be in use.

Toilets

Each 'learning bubble' will have a designated toilet to use. Where possible this should be at break and social times only. Students should use the toilet one at a time factoring in this may result in a longer queue. Once students have used the toilet, they must wash their hand and wipe down the handle of the toilet if touched with a wipe that is discarded afterwards before heading back to their designated area.

Behaviour

The Referral Room under current protocols is no longer in operation. Staff should continue to use the system of 3 warnings resulting in a same day detention recorded on SIMS rather than sent to Referral Room. Same day detention under current protocols means students will be supervised by Senior Staff during break time. Senior Staff will call parents to discuss the situation further.

Each student will be allocated a seat via a seating plan displayed on the door of the designated classroom. Students will remain in this seating plan for all of their sessions and must not get out of their seat. If they require a member of staff's help, they must raise their hand and wait for the member of staff to assist them in the most appropriate manner they can.

Time-out Cards are not permitted to be used currently to avoid the potential for unnecessary movement.

Once a student has their three ticks a loss of social/break time in their classroom should be implemented. If a student refuses to remain or walks out, then this should be referred to key pastoral staff in order for this to be followed up.

If a student's behaviour is deemed too high risk, for example, refusing to adhere to safety guidelines or other safety measures such as hand washing, social distancing, remaining in their designated area or other behaviours that deliberately put themselves and/or others at risk, such as spitting, shouting or deliberately coughing at people, then the following sanctions and disciplinary procedures may be implemented:

- Referral to Senior Staff
- Parents/Carer called to collect the student from College immediately.
- Immediate removal from Onsite provision to remote learning.
- Fixed Term Exclusions

Rewards

Praise points have been in operation during the lockdown and will continue to be awarded.

Physical Contact with Students

It is acknowledged in adherence with the Child Protection and Safeguarding Policy that there may be a time where social distancing protocols are breached by a staff member if there is an immediate safeguarding risk to anyone.

Uniform

Students will not be required to wear uniform but sensible clothing in adherence with our usual guidelines on a mufti day. No bare midriffs, excessive piercings or offensive clothing shall be permitted.

Face-covering

These are optional and should be plain with no logos on them and in line with Government Guidelines. The face covering should only be covering the student's mouth and nose. Any inappropriate behaviour regarding face coverings will be taken very seriously.

Equipment

Students should bring all their Super7, books and resources with them. Resources must not be shared.

Online Work

Students are expected to dress and behave appropriately whilst online. If there is inappropriate attire, the student will be removed from the lesson until the situation is rectified and advised of the reason for doing so. Chat and microphone facilities should be used sensibly and with maturity. Failure to do so should result in communication with the student's parents.