Positive Behaviour Policy

2020/2021

Signature: 

Head teacher

Approval Date: July 2020

Review Date: July 2021
West Somerset College
Behaviour Policy

Contents Page

1. Title
2. Contents
3. Overview & Parameters
4. Roles and Responsibilities
5. Behavioural Expectations & Sanctions
6. Report Cards & Inclusion Phases
7. Inclusion Phases (cont)
8. Punctuality & Detentions
9. Searching and Confiscation
10. Discriminatory language/Incidents
11. Reasonable Force
12. Appendix A: Code of Conduct
13. Appendix B: Classroom Expectations
14. Appendix C: What is meant by good behaviour
15. Appendix D: Reasonable Force
16. Appendix D: Reasonable Force (cont)
17. Appendix E: College Rules
18. Appendix E (cont.): College Rules
19. Appendix F: Home College Agreement
20. Appendix G: Consequence System
21. Appendix G (cont): Consequence System
22. Appendix H: Smoking
23. Appendix H (cont.): Smoking
24. Appendix H (cont.): Smoking
Overview

We are committed to providing a caring, friendly and safe environment for all of our students so that they can learn in a calm and secure atmosphere. In order to enable effective teaching and learning to take place, good behaviour in all aspects of college life is essential. We believe that fostering self-discipline, co-operation, respect for self and others and tolerance are at the heart of what we do.

We seek to do this by:

- Promoting desired behaviour and discipline;
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect;
- Ensuring equality and fairness of treatment for all;
- Encouraging consistency of response to both positive and negative behaviour;
- Promoting early intervention;
- Providing a safe environment; free from disruption, violence, bullying and any form of harassment;
- Ensure effective systems for students to report concerns;
- Provide support for all students, so that they always have someone to turn to if they are in need;
- Encouraging a positive relationship with parents/carers to develop a shared approach which involves them in the implementation of the college’s policy and associated procedures;
- Promoting a culture of praise and encouragement in which all students can achieve; and
- Promoting an ethos in which all members of the college community, recognise their responsibility to report unacceptable behaviour, bullying or any other action which may harm students, or diminish the reputation of the college;
- Having high expectations of all students and acknowledge our legal duties under the Equality Act 2010 updated 2014 in respect of following The Department for Education specific guidance on bullying including homophobic and transphobic bullying and bullying related to sexual orientation, transgender, disability, race and religion.

Parameters

This policy applies to all students of West Somerset College:

- When at college;
- On the way to or on the way from college;
- While on any college activity;
- Wearing the college uniform away from the college premises; and
- Who are, in any other way, identifiable as students at West Somerset College.

It applies to:

- Actions within the college
- Actions outside of college which may harm, threaten or abuse another student
- Any action by a student (whether in college or outside of college) which: may adversely affect the reputation of the college; could have repercussions for the orderly running of the college; or poses a threat to another student or member of the public. However, we are not in a position to routinely sanction inappropriate behaviour in the community that takes place outside of college hours, for example at the weekend.
Roles and Responsibilities

Governing Body

The Governing Body have the responsibility to ensure that there is no different application of the policy and procedures on any grounds (including those regarding ethnic or national origin, culture, religion, gender, disability or sexuality). They will also ensure that the concerns of students are listened to and appropriately addressed.

Head teacher

The head teacher is responsible for the implementation and day-to-day management of the policy and procedures.

All staff

Staff (including teachers, support staff and volunteers), are responsible for ensuring that this policy and its attendant procedures are followed and that they are consistently and fairly applied. All staff, both teaching and support staff at West Somerset College, have the responsibility to:

- Consistently apply the ‘Code of Conduct’ (see Appendix A); and ‘West Somerset college rules’ (see Appendix E);
- Implement the consequence system to confront poor behaviour and bullying in any form;
- Be consistent with the consequence system
- Take appropriate action or make a referral (as appropriate) according to the consequence system (see Appendix G);
- Report any bullying abuse in any form on my concern within 24hrs
- Promote the use of a range of learning strategies which challenge poor behaviour and bullying; and
- Model the values we believe in;

Mutual support amongst all staff in the implementation of the policy is essential. Staff have a key role in advising the head teacher on the effectiveness of the policy and procedures. They also have responsibility, with the support of the head teacher, for creating a high-quality learning environment, teaching positive behaviour for learning and implementing the agreed policy and procedures consistently.

Students

Students are expected to take responsibility for their own behaviour but also to take care of the needs of others. Students are made fully aware of the college policy, procedure and expectations. Students are also encouraged to take responsibility for their social and learning environments making them both safe and enjoyable by reporting all undesirable behaviour. Students are expected to report bullying whenever they see it.

Parents/Carers

The most effective form of behaviour management occurs when parents/carers and college staff work in partnership. Parents/carers are encouraged and supported to take responsibility for the behaviour of their son/daughter child. Partnership between parents/carers and the college is promoted in order to assist in maintaining high standards of desired behaviour. Parent/carer contact is actively encouraged in order to raise any issues arising from the operation of this policy. We encourage parents/carers to contact us if they have concerns about behaviour in the college or if they feel that their son/daughter is a victim of bullying.
Home-College Agreement

All parents/carers are required to sign the college ‘Home-College Agreement’ which sets out the basic expectations for behaviour. The college ‘Home-College Agreement’ is included in (see Appendix F).

Behavioural Expectations

For the purposes of tackling misbehaviour and for imposing sanctions, misbehaviour/sanctions are categorised into six levels (see below). These levels and the sanctions that are instigated at each level are shown in (see Appendix G).

We use behavioural systems to support positive learning and progress of all students in lessons and to support and reinforce the efforts of individual members of staff to challenge unacceptable behaviour. Systems have been devised to enable the individual member of staff to retain responsibility for tackling behaviour issues where appropriate, whilst providing support to manage more serious infringements.

Promoting Positive Behaviour

Promotion of positive behaviour is integral to this behaviour policy:

- Staff will be clear about why consequences have been given so that students can make positive choices.
- Staff will make clear behavioural expectations of students

Behaviour expectations are communicated to students through assemblies throughout the academic year, from their tutors, heads of year, teachers and heads of department.

Sanctions

The consequences steps (Appendix G) are provided to deter any student from actions which prevent the learning and enjoyment of others, both within the classroom or at other times within the college day.

The consequences steps are provided to deter any student from actions which prevent the learning and enjoyment of others, both within the classroom or at other times within the college day.

1. The C1 is a polite mechanism to remind a student that if their behaviour continues, they may receive a sanction.
2. The C2 is the first formally recorded sanction and will be recorded on SIMS and will results in a break time detention.
3. C3-Student Classroom Removal: If a student persistently disrupts the learning of others, they will be sent to another classroom to work. A removed student will complete C3 detention at lunch. If a student does not meet expectations in their C3 lunchtime detention, they will be given a C3 after college detention.
4. C4: For more serious issues occurring inside/outside of the classroom or failure to attend detentions.
5. The Senior Leadership Team can also place students in a Friday head teacher’s detention or in Alternative to exclusion (ATE). Parents will be contacted.
6. Students removed from 2 or more lessons in one day will result in Alternative to exclusion (ATE): Students will be placed in ATE and remain in college until 4:15pm. Parents will be contacted.
Parents will be notified that this is occurring by text in the morning of the Alternative to Exclusion (ATE). The college wants to prevent students missing time off college and will use an Alternative to exclusion as an alternative to fixed term exclusion.

During an alternative to exclusion a student will be expected to attend college but will be isolated from other students throughout the day.

- Refusal to attend ‘Alternative to Exclusion’ provision will result in a fixed term exclusion and parents will have to attend a student support plan meeting where a cycle of student support plans will be started to monitor the student’s progress.
- If a student is removed from 2 or more lessons in 1 day he/she will be placed in ATE the next day and remain in college until 4:15pm.
- If a student has 4 or more ATE in a half term, parents will be invited to student support meeting, where a cycle of student support plans will be started to monitor the student’s progress.

7. **C5- A fixed term exclusion:** will be used for serious incidents and sanctioned by the Head teacher. For more extreme misbehaviour, including the following; racism, theft, banned substances and weapons, abuse of staff, persistent bullying, serious violence or physical assault, a higher consequence can be used without the prior use of other lesser sanctions.

8. **Managed Moves:** Where a student persistently fails to meet the College’s expectations the Head Teacher may decide that it is in the student’s best interests to transfer to another institution within the Trust or to an alternative provision.

9. **Permanent Exclusion:** will be used for serious incidents and sanctioned by the Head teacher. For more extreme misbehaviour, including the following; drugs related incidents including possession with intent to supply, the carrying or use of weapons, serious violence or physical assault, a higher consequence can be used without the prior use of other lesser sanctions. Permanent exclusion can also be used for repeated poor behaviour and persistent disruption.

### Report Cards

Students who are on report are expected to behave in an exemplary manner. Report cards will be presented to the person to whom the student is on report to. The student will be expected to show the report card to the person they are on report card to at the beginning or at the end of every college day each day they are on report card (or an alternative pre-arranged time).

Students must get their parents to monitor and sign daily.

Students who have not met expectations will serve an immediate 30-minute detention this will be set by the person they are on report card.

Students who fail to show their report will serve a 1-hour detention the following day.

Students may be placed on report to their Tutor, Head of Year, Head of Department or a member of the Senior Leadership Team depending on the level they are at on the inclusion phases below.

### Inclusion Phases

**Tutor Phase**

A student is placed in **Tutor phase** when there is an increase of behaviours recorded at C2 or above in different subjects and when there is a change in the student’s behaviour, or attendance is initially a concern

**Teacher Phase**

A student is placed in **Teacher phase** when there is an increase of behaviours recorded at C2 or above level in one lesson with the same teacher and when there is a change in the student’s behaviour.
Inclusion Phase One with Head of Year
A student is placed in Phase One if there has been an accumulation and an increased frequency of negative behaviours at C2 or above in two or more subjects and the tutor phase interventions have not improved behavioural choices. A collective decision will be made between the Head of Year and the Assistant Head to place the students in Phase One. The Head of Year will lead on this phase and parents/carers will be contacted to discuss and review progress.

Inclusion Phase One with Head of Department
A student is placed in Phase One if there has been an accumulation and an increased frequency of negative behaviours at C2 or above in the same subject and the teacher interventions have not improved behavioural choices. A collective decision will be made between the Head of Department, their SLT line manager to place the student in Phase One. The Head of Department will lead on this phase and parents/carers will be contacted to discuss and review progress.

Inclusion Phase Two with SLT with support of SENDCo if applicable
A student is placed in Phase Two if there have been significant and frequent negative behaviours at C2 and above and Phase One (Pastoral) intervention hasn’t impacted on behavioural choices. A collective decision will be made between the Head of Year, the Assistant Head and SENCO to move to Phase Two.

The Senior Leadership Team will lead on this phase alongside the SENCO and will do the following:

1. Additional evidence of student behaviour and progress to be gathered.
2. Student support plans
3. Students in Phase Two will be considered being placed on the SEN register and have a Provision Map, depending on agreed outcomes following assessments.
4. A Safety Plan or Risk Assessment will also be completed, and a Positive Handling Plan implemented if the assessment identifies concern.
5. Any FTE re-entry meetings will be recorded and phases will be reviewed.
6. Parents/carers are informed of decision to move to Phase Two Intervention.

Inclusion Phase Three
A student is placed on Phase Three following discussion at the SSP reviews and/or Inclusion meeting reviews.

1. All students at Phase Three will be on the SEN register and have a Provision Map and Pupil Passport in place.
2. The SENCO will become the lead professional, supported by the Pastoral Team.
3. The student will have a Positive Handling Plan in place.
4. An EHA will be in place (if not already) – as a referral tool to Outside Agencies and they will have direct involvement with the College, student and family.
5. FTE re-entry meetings to be recorded and phases reviewed.

Inclusion Phase Four with the Assistant Head teacher for Behaviour
Students moving onto Phase Four will be on an SSP cycle and have had numerous fixed term exclusions, including situations where permanent exclusion could be considered.

The SENCO will raise concerns about the student at WSBEP (if not already) to ascertain if there are any further options in regard to meeting the needs of the student.

Emergency multi-agency/Annual Review alongside an SSP review will be held. Assistant head teacher and Head of Year and SENCO present at this meeting.
Punctuality

All students must arrive to college and all lessons on time.

- College begins with a tutorial session (including registration) at 8.45am. If a student arrives late without an appropriate reason (for example a medical appointment, supported by a letter or appointment card) they will be expected to serve a 15-minute late detention. (C2 lunch detention).
- When a Student arrives late for lessons without an appropriate reason the teacher will log the minutes late. If a student has 20mins or more late minutes logged in a week they are placed into a C3 behaviour lunchtime detention.
- When there is no improvement on above after two weeks and the issue is not being resolved by the student; the student they will placed into a C4 detention.
- If a student is persistently late to college or lessons, then they will be placed in isolation for one day and parents will be asked to attend a meeting to start a student support plan.

Detentions

Under current legislation (Education Act, 2006), teachers have a legal power to put students (aged under 18) in detention. In Behaviour and discipline in colleges Advice for head teachers and college staff January 2016.

What the law allows:

- Teachers have a power to issue detention to pupils (aged under 18).
- Colleges must make clear to pupils and parents that they use detention (including detention outside of college hours) as a sanction. 7 Section 90 of the Education and Inspections Act 2006
- The times outside normal college hours when detention can be given (the ‘permitted day of detention’) include:

  a) Any college day where the pupil does not have permission to be absent;
  b) Weekends - except the weekend preceding or following the half term break; and
  c) Non-teaching days – usually referred to as ‘training days’, ‘INSET days’ or ‘noncontact days.

Parental consent is not required for detentions.

As with any disciplinary penalty a member of staff must act reasonably given all the circumstances, as when imposing a detention.

With lunchtime detentions, staff should allow reasonable time for the pupil to eat, drink and use the toilet. West Somerset College reserves the right to place students in detention at break time, at lunch time or after college; as set out in (see Appendix G).

Any member of staff can set a detention for C2 and C3. The senior Leadership team and Heads of Year can only set an after-college detention. Please note, that under current legislation, parental consent is NOT required for detentions – including after college detention.

In addition, please note that under the 2011 Education Act, we do NOT need to inform parents/carers that a student has been placed in after-college detention. However, we will not assert this right, rather we shall endeavour to always inform parents/carers when an after-college detention has been set and always, when we wish to detain a student on the same day. Notification will be in the form of a phone call or text.

In addition, we will not issue a detention when:

- The detention is likely to put the student at risk;
- The student has known caring responsibilities which mean that the detention is unreasonable.
Under legislation, we do not have to consider travel implications; this remains the parent/carer responsibility.

If a student is placed in break or lunch time detention, we will allow reasonable time for the student to eat, drink and use the toilet

**Parent/Carer Contact and Support**

Parents/carers have an integral role in ensuring good behaviour in college. For this reason, we aim to inform parents/carers about any concerns at an early stage, so that they do not escalate to become more serious.

Parents will when possible be informed of After College Detentions by text. More serious infractions will be communicated by phone call or letter.

Parent/carer response is encouraged. If a behavioural issue is of sufficient magnitude, or if lower level behaviour interventions have been ineffective, parents/carers will be invited, where appropriate, to attend meetings, formulate joint interventions using the student support plan and to support us in implementing individual behaviour targets through report cards or a student support plan.

Parental/carer concerns are always taken seriously by the Head of Years and any contact by a parent/carer (whether email or phone call) and a response will be actioned as soon as possible. Effective two-way communication is at the heart of effective discipline and parents/carers are encouraged to contact the Head of Year if they have any concerns regarding behaviour.

**Searching and Confiscation**

What the law allows- There are two sets of legal provisions which enable college staff to confiscate items from pupils:

1. Under the **Education and Inspections Act (2006) section 94**, the head teacher and authorised staff have a statutory power to search a student or students or their possessions, without consent, where we have reasonable grounds for suspecting that the student may have a prohibited item.

2. Power to search without consent for “prohibited items” under **Section 550ZA (3) of the Education Act 1996**, including:
   - Knives and weapons
   - Alcohol
   - Illegal drugs
   - Legal highs
   - Stolen items
   - Tobacco and cigarette papers
   - Fireworks
   - Pornographic images
   - Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and
   - Any item banned by the college rules which has been identified in the rules as an item which may be searched for.

Under the **Education and Inspections Act (2006) section 94**, the Head teacher and authorised staff can also search for any item banned by the college rules which has been identified in the rules as an item which may be searched for.
At West Somerset College, the rules also extend to:

- Electronic cigarettes (also known as ‘e-cigarettes’ or ‘e-lites’)
- MP3 player
- Hand-held games console
- Mobile Phone (if suspected of being used in contravention of the Mobile Phones MP3 Player and Games Console policy
- Fizzy drinks
- Highly caffeinated ‘energy drinks’
- Chewing gum

Any student found to be in breach of any aspect of this policy will have the offending articles confiscated.

In most cases, fireworks, alcohol, tobacco and cigarette papers, mobile phone, MP3 player or Games console will be returned to the parent/carer (only) although depending on the seriousness of the offence, they may be surrendered to the police.

Illegal drugs, stolen items, and pornographic images featuring children or any article that the member of staff reasonably suspects has been, or is likely to be used: to commit an offence to cause personal injury to, or damage to the property of, any person (including the student) will be surrendered to the police.

The government's ‘Searching, screening and confiscation at college’ guidance, was updated in January 2018.

Staff may lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the pupil has a device prohibited by college rules, or the staff member has good reason to suspect the device may be used to:

- Cause harm,
- Disrupt teaching,
- Break college rules,
- Commit an offence,
- Cause personal injury, or
- Damage property.

Any data, files or images that are believed to be illegal must be passed to the police as soon as practicable, including pornographic images of children, without deleting them.

Any data, files or images that are not believed to be unlawful, may be deleted or kept as evidence of a breach of the college's behaviour policy.

For regulations regarding searching and confiscation within colleges, please refer to the DFE guidance at:


**Discriminatory language/Incidents**

Although quite rare, incidents which include elements of racism, homophobia, transphobic, sexism or those which are related to disability, SEN, gender presentation or religion are not acceptable within our college’s community.
The college aims to

- Promote an ethos in which all members of the college community, recognise their responsibility to report unacceptable behaviour, bullying or any other action which may harm students, or diminish the reputation of the college.
- Have high expectations of all students and acknowledge our legal duties under the Equality Act 2010 updated 2014 in respect of safeguarding and in respect of pupils with SEN and disabilities.
- Have high expectations of all students and acknowledge our legal duties under the Equality Act 2010 updated 2014 in respect of following The Department for Education specific guidance on bullying, including homophobic and transphobic bullying and bullying related to sexual orientation, transgender, disability, race and religion.

Dealing with Discriminatory language/incidents:

They should be dealt with in line with the West Somerset College: https://primarysite-prod-sorted.s3.amazonaws.com/west-somerset-college/UploadedDocument/b918e6f0409e491ea4795d63f90e2962/antibullying-policy-2020-21.pdf

All students involved will complete statements. The aggressor will be punished according to the sanctions outlined in the behaviour policy and, parents/carers will be informed. Future behaviour will be closely monitored.

Responses will vary depending on the nature of the incident, but may include:

- If the incident is outside college parents will be advised to report to the police
- Report to the police where appropriate
- Assertiveness training (victim);
- Head of Year, HLTA, PFSA or Emotional Worker support
- Involvement of external agencies;
- Monitoring by tutor/Head of Year; peer support/peer mentoring;
- Formal recording for further monitoring
- Use of Acceptable Behaviour Contract (ABC) contract.
- Liaison with parents/carers and social workers;
- Internal isolation
- Fixed term exclusion

Sanctions/support will be used as necessary. The seriousness of the incident will have an impact on the sanction(s) to the perpetrator.

**Reasonable Force-Please see West Somerset College Reasonable Force Policy**

**The Legal Framework**

All members of college staff have a legal power to use reasonable force. (Section 93, Education and Inspections Act 2006). Legislation that came into force on 1.9.98 (Section 550 of the Education Act 1996) together with national guidance ‘Use of Force Guidance’ (DFE July 2013) establishes the power of teachers and other staff to use reasonable force if required.

The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances (DFE 2013). Whether the force used is reasonable will always depend on the particular circumstances of the case. The use of force is
reasonable if it is proportionate to the consequences it is intended to prevent. ‘Reasonable in the Circumstances’, means using no more force than is needed (DFE 2013).

What is Reasonable Force?

There is no legal definition of reasonable force, it depends on the individual circumstances of each case. Staff are only authorised to use reasonable force in applying physical restraint, although there is also no absolute definition of this. Only the force necessary to stop or prevent danger should be used, in accordance with the guidelines below.

APPENDIX A: Code of Conduct at West Somerset College and in the local community

Students must do whatever it takes to help create a safe college and local community which respects the rights of others by:

- Listening to members of staff and following instructions politely and calmly
- Walking in single file, not running or shouting, and being calm in corridors
- Going straight to lessons and holding doors open for others when the corridors are busy
- Never damaging college property, defacing the building, dropping litter or spitting
- Never insulting, undermining or swearing at anyone
- Never engage in behaviour that could be deemed dangerous and has the potential to result in harm to others
- Remembering I am always an ambassador for West Somerset College
- Leaving college and making my way home in an orderly, responsible way
- When travelling on public transport, I will respect those around me, speaking to peers, transport staff and members of the public quietly and politely respecting the local environment, by being considerate to our local community, obeying shop rules, and never dropping litter, defacing or trespassing on private property
- Promoting a safe environment for all students by reporting any bullying incidents, bullying including homophobic and transphobic discrimination and discrimination related to sexual orientation, transgender, disability, race and religion to a member of staff.
- Not discriminating against students with SEN, students with disabilities and not getting involved in homophobic and transphobic bullying and bullying related to sexual orientation, transgender, disability, race and religion to a member of staff.

Students must understand that there will be consequences if they do not observe their Code of Conduct
Appendix B: Classroom Expectations

1. Neither take part in nor tolerate bullying or any form of discrimination.
2. Treat other members of the college community with respect.
3. Be correctly dressed in the college uniform.
4. Be on time to lessons and on time to college.
5. Walk on the left along corridors and on stairs.
6. Bring the correct equipment
7. Remain on the college premises throughout their break and lunch times (if in Years 9-11).
8. Only eat food in the designated areas.
10. Follow college rules regarding mobile phones.
11. Not bring in prohibited items.

All students will:

- Enter the classroom and place knowledge organiser on the desk
- Follow instructions the first time, do now in silence
- Follow the behaviour for learning protocols, allowing teachers to teach and students to learn.
- Put pens down and track teachers when they are talking.
- Work in silence when instructed to do so.
- Have manners, patience and respect others. This includes listening, not talking when others are talking and being kind in what they say.
- Sit up, face the front and not slouch.
- Answer a question and do not give ‘I don’t know’ as an answer.
- Stay on task and work hard even when they find work challenging.
- Complete their homework as specified, to a good standard and on time.
- Produce their best work, otherwise they will do it again.
- Always ask for help when needed.
- Ensure books/folders to be neat and tidy e.g. no pieces of paper will stick out/fall out of books.
- Include the title and date and underline them.
- Not graffit/doodle on their books/folders/planner.
- Not eat but may drink (only) water (except in Science).
- At the end of the lesson wait behind your place until you are dismissed.
Appendix C: What is meant by good behaviour?

Good behaviour is not simply the absence of ‘poor behaviour’. Good behaviour includes aiming towards students’ flourishing as scholars and human beings. The following are examples of what we mean by good behaviour: being ambitious and wanting to do as well as possible. For example, seeking to extend myself through additional effort, reading, research and target setting;

- Supporting West Somerset College in helping all students follow expectations when travelling between lessons and during lunch and break;
- Not discriminating against students with SEN, students with disabilities and not getting involved in homophobic and transphobic bullying and bullying related to sexual orientation, transgender, disability, race and religion to a member of staff.
- Reporting any concerns to staff if you are worried about another student or group of students;
- Being motivated to improve and achieve. For example, asking questions to further my knowledge, acting as a role model and accepting responsibility;
- Being caring towards others for example demonstrating politeness, care, concern and respect for all other members of West Somerset College and for members of the general public;
- Being attentive and looking others in the eye when they are talking to you;
- Being courageous in the face of adversity for example having several more attempts if I think I have failed, attending college even if I feel a little under the weather;
- Being determined to succeed even when things get difficult for example doing what I’m told, speaking when I’m spoken to and not challenging instructions;
- Being friendly towards others, always saying ‘please’ and ‘thank-you’; holding the door open for others to pass without being prompted to do so;
- Being sympathetic towards others for example asking how they are;
- Being positive, even when things are tough;
- Being open minded to the views, religions and cultures of others;
- Playing my part in keeping the college buildings, furnishings and site in good order, in particular, free from graffiti and litter for example emptying pockets of rubbish before running around at break or lunchtime.
Appendix D: Reasonable Force

West Somerset College Approach

At West Somerset College, we aim to avoid the need for physical intervention and regard this as a last resort in any situation. We always aim to deal with behaviour using a positive approach and therefore this policy should be read in connection with our Behaviour Policy.

DFE 2013: Colleges can use reasonable force to:

- Remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- Prevent a pupil behaving in a way that disrupts a college event or a college trip or visit;
- Prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- Prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and
- Restrain a pupil at risk of harming themselves through physical outbursts.

It is not possible to define every circumstance in which physical restraint would be necessary or appropriate and staff will have to exercise their own judgement in situations which arise within the above categories. Staff should always act within the College’s policy on behaviour, particularly in dealing with disruptive behaviour and be mindful reasonable force would be a last resort.

Staff should also be aware when they are in charge of students during the college day, or during other supervised activities, they are acting in loco parentis and have a ‘Duty of Care’ to all children they are supervising. They must, therefore, take reasonable action to ensure the safety and wellbeing of all students, which may result in students needing to be restrained.

When physical restraint becomes necessary:

DO

- Tell the student what you are doing and why
- Use the minimum force necessary
- Involve another member of staff as soon as possible
- Tell the student what s/he must do for you to remove the restraint (this may need frequent repetition)
- Use simple and clear language
- Hold limbs above a major joint if possible, e.g. above the elbow
- Relax your restraint in response to the student’s compliance

DON’T

- Act in temper (involve another staff member if you fear loss of control)
- Involve yourself in a prolonged verbal exchange with the student
- Involve other students in the restraint
- Touch or hold the student in a way that could be viewed as sexually inappropriate conduct
- Twist or force limbs back against a joint Ò bend fingers or pull hair
- Hold the student in a way which will restrict blood flow or breathing. e.g. around the neck
- Slap, punch, kick or trip up the student Ò use physical restraint or intervention as a punishment
Wherever possible physical restraint should be used by those with appropriate training. However, it is acknowledged this may not always be possible and physical restraint may be used as an emergency measure by someone without training to ensure the safety of children in their care. Any physical intervention should also be conducted making reasonable adjustment for students with SEN or disabilities. Please refer to point 5 below, ‘Positive Handling Plans’. In this instance, someone with appropriate training should be called for immediately to support adults who are currently dealing with the student during the incident.

**Malicious Allegations**

Students that are found to have made malicious allegations are likely to have breached our behaviour policy. The college will therefore apply an appropriate sanction, which could include a fixed term exclusion as well as referral to the police if there are grounds for believing a criminal offence may have been committed, even if he or she was not a student. In September 2010 The Crown Prosecution Service provided guidance on harassment under the Protection of Harassment Act 1997. This can be found at: [www.homeoffice.gov.uk/about-us/corporate-publications stratégie/home-office-circulars/circulars-2012/018-2012/](http://www.homeoffice.gov.uk/about-us/corporate-publications-strategie/home-office-circulars/circulars-2012/018-2012/)

**Criminal Offences**

In cases of serious behaviour infractions and of any criminal activity, West Somerset College reserves the right to inform the police without first contacting the parent/carer. This may apply to behaviour incidents outside of college time, while travelling to college or during a college-organised event.
Appendix E: West Somerset College Rules: Details

At West Somerset College you are expected to behave in a responsible manner, showing consideration, courtesy and respect for other people at all times. The rules set out below apply at all times i.e. in college, travelling to and from college and whilst on college trips/activities.

A. Conduct

1. Good manners and behaviour are most important. Boisterous and disorderly behaviour is not acceptable.
2. You are part of a community and a team, and should look after and support each other. Conflict and bullying are destructive and will not be tolerated at West Somerset College.
3. Look after your surroundings. Litter should be deposited in the bins provided inside and outside college. Chewing gum must not be brought onto the college premises. Vandalism that results in damage to property will not be tolerated.
4. Dangerous behaviour that results in injury or that has the potential to result in injury will not be tolerated.
5. Wear your college uniform with pride. Uniform must be worn on all journeys to and from college and on official college occasions unless special permission is given by the Head teacher.
6. Smoking, including e-cigarettes, gambling and taking or possessing alcohol or drugs including legal highs, other than those prescribed by a medical practitioner, are forbidden.
7. Chewing gum is forbidden in college. It can cause considerable damage to clothing and is a nuisance when deposited inappropriately.
8. Fizzy drinks, and highly caffeinated drinks ‘energy drinks’ are not allowed to be consumed on college premises or on college trips.
9. Knives, radios, MP3 players, games consoles, laser pens, etc. must not be brought onto the college premises or taken on college events. If you are unsure about the things you can wear, bring into college, ask your tutor or Head of Year
10. During the hours of 8:45- 3:15 mobile phones should be ‘switched off and in college bags’ at all times, any phone seen or heard will be confiscated, this includes phones on display in blazer pockets. The restriction is in place at all times whilst students are on the grounds of the college building; this includes when students arrive and leave at the end of the day. Phones should be away before students enter the college grounds or get off the bus and not accessed until they have left the site or they are sat on the bus. Should students wish to use their phone at the end of the day to contact parents with any concerns, or for collection following college based activities, they are asked to use the main reception area of the college where phones may be used during this time.
11. Do not run in the corridors or in enclosed areas as this can be dangerous to yourself and others. Keep to the left in corridors and show consideration when passing through doorways.
12. In the event of a fire or other emergency, listen carefully to all instructions given and leave the building silently and in an orderly manner as practised during Fire Drills.

B. Areas out of bounds
For reasons of safety and to ensure that we can continue to work and live in extremely pleasant surroundings, the following areas are out of bounds:

1. The college site before 8.20 am and after 3.30 pm unless special permission has been given e.g. involved in a college activity, or detention etc.
2. The front of college, all flower beds, roofs of all buildings, fences, walls, 6th form centre for pre-16 students, college field unless permission is given and the science corridor. The site outside of college hours.

C. Teaching Rooms
You gain great benefit from working in clean, tidy and well-equipped rooms - look after them and their contents.
1. Do not interfere with computers, notice boards, displays, blinds, desks etc.

2. Only enter a teaching room on the instruction of a teacher. Wait quietly in an orderly queue until he/she arrives.

D. General routine
1. If you are one of the few people here to be given a detention, it is your personal responsibility to do it at the time/day set. It must not be postponed without the permission of the person giving the detention. **Detentions take precedence over all college activities.**
2. For your own safety you are not allowed to leave the college at break or lunchtime.
3. Food is served daily in the refectory at break and lunchtime. You can bring your own food into college and eat it in the refectory or picnic benches. You must not eat on the college fields or in classrooms or corridors. Water may be taken into classrooms, except for laboratories, workshops or computer rooms.
4. During periods of wet or inclement weather students will be supervised within the main hall, refectory, library and drama studio, no pre-16 students will be allowed in classrooms unsupervised.

E. Personal and college property
1. If you find or lose anything at college, you should quickly report this to reception and your Head of Year.
2. Look after your property and any college property used by you. Report any damage to your Head of Year immediately.
3. You must not interfere with firefighting equipment and alarms. There may a time when you have need of them in a real emergency.
4. For reasons of security, valuables and large sums of money must not be brought into college. Monies brought in to pay for college trips etc. must be paid directly to the appropriate member of staff and not carried around the building during the college day. If for any exceptional circumstances you do have expensive items or large sums of money in college, it should be handed to your Head of Year for safekeeping until the end of the college day. All personal items should be clearly marked with the owner’s name and tutor group. No items of value should be left in bags or pockets in cloakrooms or changing rooms during PE lessons. The college is not responsible, or insured for, student loss, theft etc.

F. Cars, motorbikes and cycles
1. For security and safety reasons, you must get a parking permit from the head of year if you wish to bring a cycle, motorcycle, or car on the premises during the college day or for an afternoon/evening activity. Standard regulations concerning such vehicles must be adhered to e.g. your vehicle must be road worthy. (M.O.T., tax and insurance, if a motorised vehicle.)
2. If travelling to and from college on public transport, treat it with the same respect that you would treat your own home and property.

**Remember, college rules are in place not to make your life more difficult, but to ensure that you get the very best out of your time at West Somerset College.**
Appendix F: Home College Agreement

Together we will:

- Ensure our students reach their full potential;
- Provide a safe and secure environment where our students can grow and develop;
- Establish open and respectful communication;
- Share common goals and expectations for our students;
- Enable our students to make their needs known;
- Enable our students to know right from wrong;
- Develop consistent approaches for addressing behaviour issues; and
- Encourage our students to value and respect people from all cultures and communities.

Parents/Carers

I/We will:

- Ensure that my son/daughter arrives at college on time, properly equipped for lessons and dressed in the correct college uniform;
- Support the college's policies and guidelines for uniform and behaviour;
- Inform the college of any concerns or problems that might affect my son/daughter’s work or behaviour;
- Support the college’s attendance policy, particularly with regard to taking students on holiday during term time;
- Encourage my son/daughter to complete all homework set, and to do so to the best of his/her ability;
- Attend Parents’ Evenings and other meetings about my son/daughter’s progress;
- Get to know and take interest in my son/daughter’s life at college;
- Read all communication from the college and ensure that the relevant documents are returned promptly. This includes data checking sheets, detention letters, appointment times for Parents’ Evenings and letters concerning college events that require a parent/carer signature;
- Inform the college of changes in address and home/work/mobile telephone numbers.
Appendix G: Consequence System

Low level disruption is categorised as any negative behaviour that distracts students from learning.

Our consequences system addresses those students who are causing low level disruption in lessons. These are the stages of our consequence system:

Tutors receive a daily reports of the C2s and C3s for their tutor group so they can monitor the students and remind them of any detentions for that day.

<table>
<thead>
<tr>
<th>C system</th>
<th>Consequence</th>
<th>Daily contact with parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Verbal warning no consequence</td>
<td>None</td>
</tr>
<tr>
<td>C2 behaviour</td>
<td>C2 Break time detention</td>
<td>None-Parents are expected to use the SIMs behaviour App on website <a href="http://www.westsomersetcollege.org/sims-parent-app/">http://www.westsomersetcollege.org/sims-parent-app/</a></td>
</tr>
<tr>
<td>2 x C2</td>
<td>C3 lunchtime detention</td>
<td>When a student is removed from a lesson the teacher will make contact with home to inform them of the reasons for removal. This will be done by the teacher within 48hrs of the incident.</td>
</tr>
<tr>
<td>Failure to show for a C2</td>
<td>C3 lunchtime detention</td>
<td></td>
</tr>
<tr>
<td>C3 behaviour</td>
<td>C3 lunchtime detention</td>
<td></td>
</tr>
<tr>
<td>Failure to attend C3</td>
<td>C4 After college detention</td>
<td></td>
</tr>
<tr>
<td>C4</td>
<td>After college detention</td>
<td>Text to parents with date of after college detention. Students use late buses or parents are expected to collect students. No students are exempt from after college detentions.</td>
</tr>
<tr>
<td>Failure to attend C4</td>
<td>Heads Detention</td>
<td>Text to parents with date of after college detention. Students use late buses or parents are expected to collect students. No students are exempt from after college detentions.</td>
</tr>
<tr>
<td>Removal from Parking after C3, failure to improve after C3.</td>
<td>C4 after College detention</td>
<td>Text to parents with date of Heads detention. Students use late buses or parents are expected to collect students. No students are exempt from after college detentions.</td>
</tr>
<tr>
<td><strong>2x C3 behaviour in a day</strong></td>
<td>1 day in isolation in Alternative to Exclusion</td>
<td>Text to parents with date of after college detention. Students use late buses or parents are expected to collect students. No students are exempt from after college detentions.</td>
</tr>
<tr>
<td><strong>4 x C3 behaviour in a week</strong></td>
<td>1 day in isolation in Alternative to Exclusion</td>
<td>Text to parents same day Failure to attend Alternative to Exclusion will result in a fixed term exclusion.</td>
</tr>
<tr>
<td><strong>C5</strong></td>
<td>Fixed term exclusion or permanent exclusion</td>
<td>Phone call home by SLT Failure to attend Alternative to Exclusion will result in a fixed term exclusion. Smoking on site will result in a fixed term exclusion. Swearing directly at a member of staff will result in a fixed term exclusion. Refusing to follow instructions will result in a fixed term exclusion.</td>
</tr>
<tr>
<td><strong>Significant single serious event</strong></td>
<td>Meeting with CEO of Trust with parents and student to consider next steps.</td>
<td>Letter to parents with readmission date or next steps to complete and sign</td>
</tr>
</tbody>
</table>
Appendix H: West Somerset College Smoking Policy

Principles

West Somerset College is committed to:

- Providing the highest quality of education and social development for pupils to ensure their emotional and physical wellbeing.
- Educating all employees, pupils, parents, contractors and other visitors of the dangers of smoking to health and that smoking is known to be the principal avoidable cause of premature deaths in the UK.
- The compliance with anti-smoking legislation, namely Smoke-free (Premises and Enforcement) Regulations 2006 and that from the 1st July 2007 all workplaces in England must be smoke free, rendering it a criminal offence to smoke on the college premises.
- Providing a healthy, clean and safe working environment for all employees, pupils, parents, contractors and other visitors.

The Health Act 2006 (updated 2009)

The Health Act 2006 (updated 2009) was established ‘to make provision for the prohibition of smoking in premises, places and vehicles; for amending the minimum age of persons to whom tobacco may be sold and to make provision in relation to the prevention and control of health care associated infections’.

“Smoking” refers to smoking tobacco or anything which contains tobacco, or smoking any other substance. Smoking includes being in possession of lit tobacco or of anything lit which contains tobacco, or being in possession of any other lit substance in a form in which it could be smoked. For the purposes of this policy smoking also refers to the smoking or vaping of electronic or e-cigarettes or cig-a-likes. It is our intention to project a clean and healthy image for our premises and our pupils. The less smoking or vaping appears as a normal behaviour to pupils, the less likely they are to start to smoke.

Premises will be smoke-free if they are open to the public and/or are used as a place of work. The college premises will include all buildings, sports fields and areas under the owned by West Somerset College. Smoking is also prohibited on vehicles hired by the college or in any vehicle on the college premises. In addition, smoking in college uniform outside of college is also prohibited.

Aims

1. To enable all pupils and staff to make healthy, informed choices by increasing knowledge and challenging attitudes towards smoking.
2. To provide a programme of education and accurate information about the health risks associated with smoking.
3. To seek to minimise the risks and possible legal consequences for pupils and staff from smoking in prohibited places.
4. To enable young people and staff to identify sources of appropriate personal support to help with the cessation of smoking and these support mechanisms are open to them when they are needed.
5. To monitor, as far as possible, pupil and staff involvement in smoking in order to inform college programmes for prevention.
6. To have clear procedures for dealing with anyone found smoking on the premises or in the case of pupils found to be in possession of smoking materials, to ensure that such procedures are consistent and clearly understood.

7. To ensure an adequate programme for Personal, Social Education & Health, with appropriate resourcing and staff training is in place to help young people make informed decisions about smoking.

8. To ensure that pupils, staff, parents, contractors and any other visitors are informed about the college's policy and procedures relating to smoking.

9. To ensure that both penalties for smoking on the college site and support procedures are consistently and fairly applied.

10. To enter into an agreement with parents, carer and pupils which clearly identifies the responsibilities of all involved and that this “agreement” is signed by both college and pupils. (see appendix 3 and 4 Contract)

The college seeks to create the conditions in which pupils and staff take responsibility for their own health and behaviour. For this to take place, staff, pupils and parents should work to an agreed set of standards which clearly identifies the consequences of a failure to work towards them. This Smoking Policy will, therefore, clearly define the penalties for noncompliance and so create the correct, healthy and clean conditions within college in which everyone can work. The college will also work within Local Authority (LA) and Local Council guidelines and strategies for promoting health, safety and well-being for all within the college.

West Somerset College will seek to build an effective partnership between the college, parents and pupils and will inform parents about the non-compliance of their children with this policy. The college will acknowledge and support the efforts of its pupils and staff to improve their health through the cessation of smoking and will promote non-smoking through curriculum materials, Learning for Life sessions, assemblies and appropriate displays. The college will challenge the behaviour of those pupils and parents who give low priority to the elimination of smoking on college premises.

The measures contained within this policy can include measures to regulate and control the behaviour of staff or pupils when they are not being educated within college, e.g. when attending college placements, on work experience, college visits, or on any other occasion when pupils are not on the college premises but are in the charge of the college.

Sanctions

**Protocol for non-compliance on college premises by staff**

Disciplinary procedures may be followed if a member of staff does not comply with this policy. Staff may also be liable to a fixed penalty fine and possible criminal prosecution.

**Protocol for non-compliance on college premises by visitors**

Visitors who do not comply with this policy will be asked to leave the premises. Refusal to comply with this request may result in the Police or Local Enforcement Officer being informed.

**Protocol for non-compliance on college premises by pupils**

1. Smoking on site is not tolerated. A Student who is caught smoking on college site is likely to be subject to a **fixed term exclusion** followed by a formal meeting with parents before readmission.
2. Smoking materials are not permitted on site. A Student who is caught with smoking materials on college site will have them confiscated and a decision will be made about if a **fixed term exclusion** is put in place.

If pupils are found to be smoking on West Somerset College site, with smoking materials on West Somerset College site, or seen smoking in college uniform off West Somerset College site the following sanctions will be put in place:

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Sanctions</th>
<th>Recording</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student caught smoking on site/in uniform</strong></td>
<td><strong>Fixed term exclusion</strong></td>
<td>A report of the incident will be completed by the relevant member of staff and the incident will be logged on the college’s information management system (SIMS).</td>
</tr>
<tr>
<td><strong>Student caught with smoking materials on site.</strong></td>
<td><strong>Alternative to Exclusion</strong></td>
<td>A report of the incident will be completed by the relevant member of staff and the incident will be logged on the college’s information management system (SIMS).</td>
</tr>
</tbody>
</table>

The college will forward the names of persistent offenders to the Council Enforcement Officer and the Police and further incidents will result in more serious sanctions being considered by the college.

The penalties and fines for the smoke-free offences set out in Health Act 2006 are; a fixed penalty notice of £50 (discounted to £30 if paid within 15 days from the issue of a notice) or a fine by a court not exceeding level 1 on the standard scale (up to £200). These fines may be subject to change.