



LEIGH

Academies Trust



LEIGH ACADEMIES TRUST (LAT Apprenticeships)

Behaviour Policy including Anti-Bullying and Anti-Drugs Policies & Procedures

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1 Introduction

The Leigh Academy Trust (LAT Apprenticeship) aims to ensure that all apprentices within our centre receive first-rate training. To establish this staff and apprentices with LAT Apprenticeships have to work together to promote and maintain an environment which emphasises positive behaviour. Behaviour management is an integral part of the Apprenticeship Standards which teaches appropriate and relevant social skills to the apprentices. Our behaviour policy is written in line with the Trust values.

Aim:

LAT Apprenticeships aims to have disruption free learning in every training session, apprentices (students) are expected to conduct themselves in an outstanding way when on and off site, at their place of work or travelling to and from apprenticeship-based activities.

Objectives:

- To ensure that the apprenticeship community is clear on how we maintain a disruption free learning environment.
- Define what we consider to be unacceptable behaviour, including bullying.
- To allow understanding and awareness of LAT Apprenticeship's expectations concerning our non-negotiable stance on drugs, dangerous behaviour and bullying.
- Work collaboratively with apprentices, parents, employers and staff to create a culture of disruption free training and to provide a consistent approach to behaviour management.

Synopsis:

The guidance is at times specific to ensure consistency. However, Educators may also use their professional discretion and common sense in light of the complexity of behaviour management. This allows Educators to take into consideration the range of different needs that individual young people have, but also ensures high expectations are upheld.

LAT Apprenticeships behaviour policy is written in line with the following areas of legislation and guidance and is based on advice from the Department for Education (DfE):

- Education Act 2002
- Education Act 2011
- Education and Inspections Act 2006
- Behaviour and discipline in schools DfE guidance 2016
- Searching, screening and confiscation at school
- The Equality Act 2010
- Use of reasonable force in schools
- Supporting students with medical conditions at school
- Special education needs and disability (SEND) code of practice 2015
- Leigh Academies Trust exclusion policy

Method of Implementation:

This behaviour policy starts with high expectations of attendance, attitude to learning, co-operation and respect. Apprentices are expected to have pride in their appearance and conduct. LAT Apprenticeships reserves the right to implement disciplinary matters for actions beyond outside of the training facilities location that are deemed inappropriate.

2 Praise and Reward

LAT Apprenticeships acknowledges the importance of recognising and celebrating in the successes of apprentices and as such the apprentice will receive automatic praise for their achievements by a member of LAT Apprenticeships. These achievements will then be discussed at the apprentice's progress review so that their employer is also aware of their progress.

In addition, following on from the quarterly Curriculum Audit meetings, apprentices will receive an email congratulating them on their progress to date. A copy will also be sent to their employer.

Upon successfully passing their End Point Assessment and completing their apprenticeship, the apprentices will be invited to attend a graduation ceremony held at Rochester Cathedral with the next.

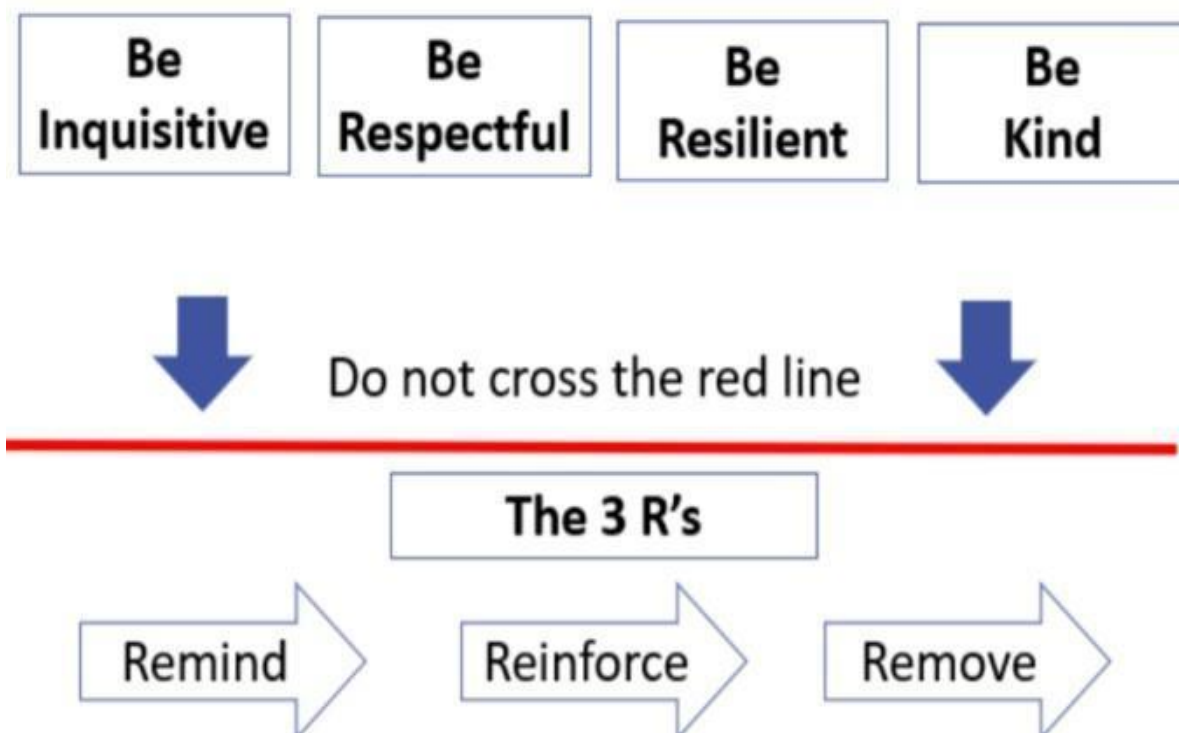
3. Behaviour for Learning

To ensure a positive learning environment where engagement and achievement is maximised, apprentices are expected to follow our academy values:

- **Be Inquisitive:** ask questions, challenge thinking, be a curious learner.
- **Be Respectful:** respect their environment which includes wearing correct PPE (if appropriate), putting litter in the bin and not chewing gum, closing doors carefully etc, supporting the learning of others, following all instructions immediately.
- **Be Resilient:** work hard, be adaptable and find solutions, correct work and ensure it is the best it can be.
- **Be Kind:** be polite and courteous towards others, Students will be friendly to each other, not deliberately causing harm or upset to others

Sanction process:

We strive for disruption free learning for all and if for any reason apprentices are not engaged in learning or are negatively affecting the learning of others then we will consistently sanction using the behaviour protocol below.



Stage 1: Remind (First warning)

We understand that human error occurs and that sometimes a quick prompt can refocus a learner and ensure they are focused on learning. Apprentices are given the opportunity to correct behaviours, via a non-confrontational reminder that is clear and direct, an outline of expectations. Reminders can include moving into proximity of the student, a verbal or non-verbal cue or a reminder of the rules and expectations.

Behaviours that lead to a reminder: Student disrupts learning, not following instructions immediately, calling out, not completing work, being rude etc.

Stage 2: Reinforce (second warning)

Where a student has not adhered to the Remind stage, the staff member will progress to the reinforce stage, the final opportunity for students to correct their behaviours. This will be a non-negotiable clear and direct message about how the student can be successful. Reinforcements can include confiscation, adjusting the student location in the room and being sent outside for a short time to reflect and refocus.

Behaviours that lead to a reinforcement: Student continues to disrupt learning and has failed to follow the reminder.

Stage 3: Remove:

If the student has not responded in the correct way to the Remind and Reinforce stages then they will be removed from the training session. They will be told to return to their place of work and their employers will be notified. The apprentice must be made aware of the behaviours that led to the removal.

Behaviours that lead to a removal: If the Student continues to disrupt learning after a clear reminder and reinforcement of behaviours.

Sanctions:

Engagement with learning is our primary aim and for most students, a simple reminder of our behaviour expectations is all that is needed. Staff will use their professional judgment when selecting an appropriate sanction however, the employer will be notified, via a telephone conversation, email or meeting.

Persistent offences/serious incidents:

Physical assault, verbal abuse to staff and theft will always be considered a serious offence and will almost always result in a suspension. Please note that for persistent offences or those of a more serious nature, LAT Apprenticeships will consider other sanctions which may involve advice from the Local Authority. It could result in the apprentice being put on a Break in Learning, delaying their completion of their apprenticeship, or ultimately their withdrawal from the programme. These decisions will be made in collaboration with the employer.

Reintegration following a suspension:

In the event of a suspension, the apprentice's line manager must attend a reintegration meeting.

Permanent Exclusion:

The decision to withdraw an apprentice is a serious one. There are three main types of situations in which permanent exclusion may be considered. The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, including suspensions, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour, which could involve persistent non-engagement and commitment to the programme, any form of bullying such as racist and homophobic bullying or persistent actions over time, as described in this policy.

The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or 'one off' offence. These might include:

- A. Serious actual or threatened violence against another pupil or a member of staff
- B. Sexual abuse or assault
- C. Supplying an illegal drug
- D. Carrying a weapon
- E. Arson
- F. Criminal offences committed on the Trust's sites, whilst representing LAT Apprenticeships or whilst on the way to or from training.

LAT Apprenticeships takes any conduct surrounding illegal substances extremely seriously, this may lead to a permanent exclusion from programme. This applies whilst at the training site, whilst on the journey to or from the training or whilst involved in any Apprenticeship activity.

Exclusions and The Equality Act 2010

The Equality Act 2010: Part 6, defines a disabled person as 'someone who has a physical or mental impairment which has a substantial and long-term effect on his or her ability to carry out normal day to day activities'. Students to whom this definition applies will receive support and intervention. To prevent discrimination LAT Apprenticeships will not treat students less favourably for a reason related to their disability than to someone to whom that reason does not apply, without justification.

To prevent discrimination the school will not fail to take reasonable steps to ensure that disabled students are not placed at substantial disadvantage, in comparison with pupils who are not disabled, without justification.

LAT Apprenticeships will make 'reasonable adjustments' to the application of the Behaviour Policy. Reasonable adjustments are aimed at preventing discrimination and reducing the risk of suspension. Reasonable adjustments can be taken in the form of:

- Rest breaks
- Use of individualised Learning Plans (ILPs)
- Buddy system
- Referral to Optimum Student Support
- Referral to outside agencies & support charities

4: The Academy's Anti Bullying Position

Definition of bullying:

Bullying is defined as; the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying is on a continuum of behaviour and LAT Apprenticeships recognises that it is often more complex than a straightforward victim-perpetrator behaviour pattern.

Bullying can be emotional, physical and mental. It can include the inappropriate and harmful behaviours expressed via digital devices (cyber bullying) such as the sending of inappropriate messages by phone, text, Instant Messenger, through web-sites and social networking sites, and sending offensive or degrading images by phone or via the internet.

Forms of bullying covered by this Policy:

Including those relating to:

- Child on child abuse
- Race, religion or culture.
- LDD (learning difficulties or disability).
- Appearance or health conditions.
- Sexual orientation (homophobic bullying).
- Young carers or looked after children or otherwise related to home circumstances.
- Gender, sexual and transphobic bullying.
- Preventing, identifying and responding to bullying
- Online bullying

LAT Apprenticeships will:

- Be vigilant in student and staff interactions with each other and inform a member of SMT as appropriate if any bullying concerns are raised.
- Encourage students to be vigilant and make staff aware of any known bullying to ensure it can be dealt with.
- Work with staff and outside agencies to identify all forms of prejudice-driven bullying.
- Consider all opportunities for addressing bullying including through the curriculum, displays, progress reviews & training sessions
- Track and monitor the incidents of bullying
- Provide a safe place for vulnerable students.
- Use a variety of techniques to resolve the issues between those who bully and those who have been bullied.
- Ensure that bullying is not tolerated.
- Monitor concerns of bullying by contacting the DSL – Details are on LAT Apprenticeship's [website](#).
- Provide support for students to ensure that they know how to be safe online.
- Ensure that students follow the internet acceptable use policy and the internet in a safe manner [ICT and internet acceptable use policy](#)
- Ensure filtering and security measures are in place to avoid inappropriate use of Trust devices

5: LAT Apprenticeship's Anti-Drugs Position

In all instances of suspected/confirmed substance misuse or abuse, the first consideration of all staff must be the safety and wellbeing of the student/students involved. This applies to all illegal and controlled substances.

- Once the student's immediate safety is assured, the Head (or Senior Leader) will be immediately informed.
- In instances involving the misuse or supply of an illegal or controlled substance on the Trust's site, employers/parents will be informed unless it is believed that this would jeopardise the safety of the student.
- If LAT Apprenticeships becomes aware that a student may be using illegal substances outside of the training facility the safeguarding policy will be used to support the student in the first instance.
- LAT Apprenticeships will not knowingly allow the Trust's premises to be used for the production or supply of any controlled drug, or the preparation or smoking/consuming of cannabis or any other drug. After careful consideration, the Head or his/her agreed delegate will usually involve the local Police.
- In instances involving the use or possession of illegal substances on site, LAT Apprenticeships will normally impose a suspension of an appropriate length or a permanent exclusion.
- In instances involving the supply, or intent to supply, of an illegal substance by a student, LAT Apprenticeships will involve the local Police and will normally impose a permanent exclusion.

In all instances, consideration should be given and reference made to LAT Apprenticeships guidance on confidentiality and safeguarding of all in its care.

Establishing the Nature of Incidents:

When an incident involving drugs, or suspected to have involved drugs, occurs, staff will conduct a careful investigation to judge the nature and seriousness of the incident. During the investigation, the emphasis will be on listening to what people have to say and asking open, rather than closed or leading, questions. Students involved will be interviewed separately and accompanied by a supportive adult, where appropriate. The Head or an agreed delegate will consult with and involve others as deemed appropriate. If it is decided that the Police should be involved, instructions will thereafter be taken from that authority in consultation with the Head or his/her agreed delegate.

Parental Permission for Police Interviews:

There may be occasions when the Police wish to interview a student. Parents/guardians will be informed (where appropriate) before Police interviews are agreed to by the Head or by a named delegate. Personnel will ideally be present at Police interviews, in the absence of parents/guardians. Unusually, a parent/guardian may give permission for their child to be interviewed without their presence. These instances will be logged and recorded on the student/s's file/s.

Instructions for Staff regarding the Discovery of Drugs:

On site:

· If possible, retrieve the drugs in the presence of a witness. Do not use a bare hand to retrieve. Details should be recorded and the Police contacted. The Police will collect and store or dispose of the drugs in line with locally agreed protocols. Drugs paraphernalia, such as pipes, needles and syringes, should be placed in a sturdy, secure container prior to disposal per agreed protocols.

On a person:

- Always retrieve drugs in the presence of a witness, preferably an adult.
- Place the substance in a sealed container.
- Sign and date the container and ask a witness to countersign.
- Write a statement documenting the incident / findings.
- Do not investigate the substance.
- Take the container and complete the Record to the Head or his/her named delegate.
- The Head or named delegate will lock the substance in a secure location and contact the local Police who will remove it from the premises.

6: The Powers to Search and Confiscate

LAT Apprenticeships will always attempt to seek consent for a search (although there may be circumstances in which it is deemed inappropriate to obtain prior consent) and ensure that an uninvolved adult is present. Searches should be conducted in such a way as to minimise potential embarrassment or distress. It will not be appropriate for a member of staff to carry out a personal search of a student; nor will personal property be searched without consent. Every effort will be made to persuade the person to hand over any item he/she is holding (or is suspected of holding) voluntarily, in the presence of an adult witness. If consent is refused, the Head or named delegate may consider it appropriate to involve the parents/guardians or to call the Police. Staff may, however, search Trust property, for example, lockers, even when consent is refused. After any search involving students, parents/guardians will normally be informed, regardless of the outcome of the search. In all cases of search, LAT Apprenticeships will balance the likelihood that an offence has been committed against the risk of infringing the privacy of the individual without just cause.

The Law protects staff from liability during search and confiscation for loss or damage to these items provided they have acted reasonably and have adhered to the published behaviour policy.

Where a senior member of LAT Apprenticeships have reasonable grounds, apprentices may be searched for:

- Knives and weapons
- Drugs and or alcohol
- Stolen items
- Fireworks
- Pornographic content
- 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 rules which has been identified in the rules as an item which may be searched for
- Weapons, knives, illegal drugs and extreme or child pornography must always be handed over to the police, otherwise it is for the Head to decide if and when to return a confiscated item

Confiscation:

Any prohibited items found in a students' possession will be confiscated. These items will not be returned to the student. We will also confiscate any item which is harmful or detrimental to learning.

The Trust will not take responsibility for the damage or loss of confiscated items.

Searching and screening students is conducted in line with the DfE's latest guidance on searching, screening and confiscation. [Searching, screening and confiscation](#)

The Power to use Reasonable Force:

Staff have the power to use reasonable force such as physical restraint to prevent pupils committing an offence, injuring themselves or others, damaging property, and to maintain good order and discipline in the training session and round the site, staff at the Incidents of physical restraint must always be used as a last resort using the minimum amount of force and for the minimum amount of time possible.

Police Involvement:

LAT Apprenticeships reserves the right to call on Police assistance for the detection of drugs on Trust premises. In such instances, the agreement of the parents/guardians of any students affected will be sought. Police expertise may be used both for detection of drugs and as a deterrent against their abuse.

7: Additional Information

1. LAT Apprenticeships monitors discipline and behaviour and reports to the Board. All suspensions, bullying, sexual and racist incidents are recorded and reported, as required by legislation.
2. Students who are at risk of disaffection are identified through our behaviour monitoring. Early intervention is key in reducing the risk of suspension. Collaboration between all parties and where necessary outside agencies ensure the correct support and guidance is provided.
3. A parent or employer who is unhappy with LAT Apprenticeship's use of suspensions or any other aspect of the implementation of this policy may complain to the Head using LAT Apprenticeship's complaints procedure.
4. LAT Apprenticeships may use suspension or permanent exclusions as a response to poor behaviour considering the appropriate DFE guidance at the time of the incident. Only the Head can suspend students. The decision to suspend will be taken in response to a serious breach of the Academy's discipline and behaviour policy including the Apprentice Code of Conduct and if allowing the student to remain would seriously harm the education or welfare of the apprentices or others in the site in line with Secretary of State Guidance in force at the time.
5. Students who have received a suspension must have a reintegration meeting, which parent/carers must attend. The meeting will review behaviour expectations (Code of Conduct) set behavioural targets and if required a plan of support.
6. In making the decision to suspend for drug related offences the Head will consider the DFE guidance on drugs on site however 'supplying' will result in permanent exclusion.
7. The Head will consider the balance of probability whilst issuing a suspension or permanent exclusion. This means that the Head is satisfied an event occurred, after collecting all evidence. If the Principal considers that, on the evidence, the occurrence of the event was more likely than not then this will result in a relevant sanction.
8. The Head will ensure compliance with statutory duties in relation to Special Educational Needs and Disabilities (SEND).