

Behaviour policy and statement of behaviour principles

Sweet Futures Limited



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1. Aims

This policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline **how young people are expected to behave**
- Summarise the **roles and responsibilities** of different people in the organisation with regards to behaviour management

2. Legislation and statutory requirements

It is based on the [special educational needs and disability \(SEND\) code of practice](#).

3. Definitions

Misbehaviour is defined as:

- Disruption in training sessions, at break and lunchtimes
- Non-completion of tasks
- Poor attitude
- Incorrect uniform

Serious misbehaviour is defined as:

- Repeated breaches of the shop rules
- Any form of bullying
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Vandalism
- Theft
- Fighting
- Smoking in the premises
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Fireworks
 - Pornographic images
 - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the young person)

4. 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 can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or

	performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

5. Roles and responsibilities

5.1 The governing board

The company board of directors is responsible for the Behaviour Policy.

5.3 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviours
- Providing a personalised approach to the specific behavioural needs of particular young people
- Recording behaviour incidents

5.4 Parents/Carers

Parents/Carers are expected to:

- Support their young person in adhering to the code of conduct
- Inform the company of any changes in circumstances that may affect their young person's behaviour
- Discuss any behavioural concerns with a member of staff promptly

6. Young person code of conduct

Young people are expected to:

- Behave in an orderly and self-controlled way
- Show respect to members of staff and each other
- In the workplace, make it possible for all young people to learn
- Move quietly around the work place
- Treat the company buildings and company property with respect
- Wear the correct uniform at all times
- Accept sanctions when given
- Refrain from behaving in a way that brings the company into disrepute, including when outside The Shop

7. Rewards and sanctions

7.1 List of rewards and sanctions

Positive behaviour will be rewarded with:

- Praise
- Bonus points
- Certificates
- Letters or phone calls home to parents
- Special responsibilities/privileges

The company may use one or more of the following sanctions in response to unacceptable behaviour:

- A verbal discussion
- Sending the young person out of the immediate area
- Expecting work to be completed at break or lunchtime
- Referring the pupil to a senior member of staff
- Letters or phone calls home to parents/carers
- Agreeing a behaviour contract
- Termination of service level agreement

7.3 Malicious allegations

Where a young person makes an accusation against a member of staff and that accusation is shown to have been malicious, the CEO will discipline the young person in accordance with this policy.

Please refer to our safeguarding policy for more information on responding to allegations of abuse.

The CEO will also consider the pastoral needs of staff accused of misconduct.

8. Behaviour management

8.1 Workplace management

All staff are responsible for setting the tone and context for positive behaviour within the workplace.

They will:

- Create and maintain a stimulating environment that encourages young people to be engaged
- Display The Shop rules
- Develop a positive relationship with young people, which may include:
 - Establishing clear routines
 - Communicating expectations of behaviour in ways other than verbally
 - Highlighting and promoting good behaviour
 - Concluding the day positively and starting the next day afresh
 - Having a plan for dealing with low-level disruption
 - Using positive reinforcement

8.2 Physical restraint

In some circumstances, staff may use reasonable force to restrain a young person to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- **Always be used as a last resort**
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents (see appendix 3 for a behaviour log)

8.3 Confiscation

Any prohibited items (listed in section 3) found in young persons' possession will be confiscated.

These items will not be returned to young people.

8.4 Young person support

The company recognises its legal duty under the Equality Act 2010 to prevent young people with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the young person.

10. Training

Our staff are provided with training on managing behaviour, including proper use of restraint, as part of their induction process.

Behaviour management will also form part of continuing professional development.

11. Monitoring arrangements

This behaviour policy will be reviewed by the CEO and company board every 2 years. At each review, the policy will be approved by the CEO.

12. Links with other policies

This behaviour policy is linked to the following policies:

- Exclusions policy
- Safeguarding policy

Appendix 1: written statement of behaviour principles

- Every young person understands they have the right to feel safe, valued and respected, and learn free from the disruption of others
- All young people, staff and visitors are free from any form of discrimination
- Staff and volunteers set an excellent example to young people at all times
- Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy
- The behaviour policy is understood by young people and staff
- Young people are helped to take responsibility for their actions
- Families are involved in behaviour incidents to foster good relationships between the company and young persons

The company board also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.

Appendix 2: staff training log

Training received	Date completed	Trainer/training organisation	Trainer's signature	Staff member's signature	Suggested review date

Appendix 3: behaviour log

Name:	
Name of staff member reporting the incident:	
Date:	
Where did the incident take place?	
When did the incident take place? (lunchtime, break time)	
What happened?	
Who was involved?	
What actions were taken, including any sanctions?	
Is any follow-up action needed? If so, give details	
People informed of the incident (staff, director, parents, police):	

