

SMK GATEWAY

Behaviour Policy

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SIEVEMK GATEWAY

Creating Opportunities • Delivering Excellence • Changing Lives

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Introduction

SMK seeks to create an environment that encourages and reinforces good behaviour. Furthermore, it is acknowledged that society expects good behaviour as an important outcome of the educational process.

Aims

- To create an environment that encourages and reinforces good behaviour.
- To define acceptable standards of behaviour.
- To promote self-esteem, self-discipline and positive relationships.
- To ensure that the Centre's expectations and strategies are widely known and understood.
- To encourage the involvement of both home and SMK in the implementation of this policy.

Standards of Behaviour

At SMK Gateway we must work towards standards of behaviour based on the basic principles of **honesty, respect, consideration** and **responsibility**. We treat our students as young adults and expect a friendly, courteous and hardworking atmosphere to prevail. Any student who detracts from this will face a Disciplinary Meeting with management. Continued disruption may lead to suspension or expulsion from the Learning Centre, including behaviour or attitudes that are deemed unacceptable such as harmful or abusive behaviour, rudeness to other students or any form of prejudice or racism.

Centre Ethos

Adults interacting with children at SMK have an important responsibility to model high standards of behaviour both in their dealings with the children, and with each other.

As adults we should aim to:

- Provide a safe, caring and productive learning environment from where students can achieve the most from their learning experience;
- Provide well-structured lessons in subjects to suit their needs;
- Provide well organized and equipped classrooms;
- Motivate, encourage and provide the supplementary tools to help learners reach their potential;
- Treat the learners as young adults and encourage them to contribute and participate fully in their learning experience;
- Ensure fair treatment for all irrespective of age, gender, race, ability and disability;
- Show appreciation of efforts and contributions of all.

The Curriculum and Learning

We believe that an appropriately structured curriculum and effective learning contribute to good behaviour. Thorough planning for the needs of individual learner, the active involvement of learners in their own learning, and structured feed- back all help to avoid the alienation and disaffection, which can lie at the root of poor behaviour.

It follows that lessons should have clear objectives, understood by the learners, and differentiated to

meet the needs of learners of different abilities. Marking and record keeping can be used both as a supportive activity, providing feed-back to the student on their progress and achievements, as well as a signal that the student's efforts are valued and that progress matters.

In addition appropriate staffing levels will be employed to ensure that all learners have adequate support. The Centre will always aim to have a minimum of one member of staff on site for every three pupils.

Rules and Procedures

Rules and procedures should be designed to provide clear guidance on how students can achieve acceptable standards of behaviour. Rules and procedures should:

- be kept to a necessary minimum;
- actively encourage everyone involved to take part in their development;
- have a clear rationale, made explicit to all;
- be consistently applied and enforced; and
- promote the idea that every member of SMK has responsibilities towards the whole community.

All of our expectations are set out in the Pupil Code of Conduct which can be seen in Appendix A.

Involvement of Pupils

We promote an ethos of good behaviour where pupils always treat each other with respect, inside and outside of school. Our experience shows that the ethos is enhanced by listening to our pupils and by encouraging constructive suggestions from them. We will ensure that all new pupils are briefed thoroughly on our expected standards of behaviour, and we will work closely with all pupils from the day they start with us until the day they leave. We aim to offer a transition meeting before pupils arrive with us, where expectations are relayed to pupils/parents and questions can be answered.

Breaches of the Code of Conduct

This code of behaviour is part of our process for making sure everyone who takes part in our activities gets the support they need.

Minor or first-time incident

If pupils behave in a way that doesn't follow our behaviour code, our staff will remind individuals about the code and ask them to change their behaviour. This gives pupils the chance to think and to plan how they could behave differently, with support from staff.

Formal warning

If pupils continue not to follow the code of behaviour after a first reminder, or if behaviour is more serious, they will be given a formal warning by the tutor. A record will be made about what happened and parents/carers informed as appropriate. Tutors will talk with pupils about what happened and agree what support is needed to improve behaviour in the future. We might also decide that further steps should be taken.

Final warning

If the support we have put in place isn't helping students to change their behaviour, we might need to issue a final warning. This will involve a disciplinary meeting to discuss why the pupil has been in constant breach of our behaviour code. Again, this will be recorded, and parents/carers will be informed as appropriate. Continued disruption may lead to suspension or expulsion from the Centre.

Serious Misbehaviour

Examples of serious breaches of the Code of Conduct which may result in serious sanctions include:

- Supply/possession/use of certain drugs and solvents and/or harmful substances or their paraphernalia or substances intended to resemble them, or alcohol.
- Alcohol misuse (including supply, possession, use).
- Theft, blackmail, physical violence, intimidation.
- Harmful or abusive behaviour (including online abuse, prejudice-based and discriminatory abuse).
- Child-on-child abuse.
- Physical assault/ threatening behaviour and/or emotional abuse.
- Fighting.
- Harmful sexual behaviour including sexual violence and sexual harassment.
- Racist or sexist abuse.
- Sexual harassment or misconduct including sexting and/or the consensual or non-consensual sharing of nudes / semi-nudes.
- Supply or possession of pornography.
- Possession or use of an unauthorised firearm, knife, or other weapon.
- Any form of abuse or unlawful discrimination on the grounds of sex, race, religion/belief, disability, special educational needs, sexual orientation, gender, and gender reassignment.
- Other misconduct which affects the welfare of a member or members of our community or which brings the Centre into disrepute on or off the premises.
- Damage to property.
- Committing a criminal offence.
- Persistent disruptive behaviour or attitudes or behaviour which is inconsistent with our ethos.
- Deliberately coughing/spitting on other pupils/staff or a member of our community.
- Persistent disruptive behaviour or breaches of the Code of Conduct.

Rewards

Our emphasis on rewards is to reinforce good behaviour, rather than failures. We believe that rewards have a motivational role in helping children to see that good behaviour is valued. The commonest reward is praise that can be formally or informally given to individuals and groups in private or public. It is earned by the maintenance of good standards as well as noteworthy achievements. This is as true for adults as for children. Rates of praise for behaviour should be as high as for work.

Communication and Parental/Guardian Partnership

We give high priority to clear communication within SMK and to a positive partnership with parents since these are crucial to promoting and maintaining high standards of behaviour. Where the behaviour of a student is giving cause for concerns it is important that appropriate steps are taken to address the issue, and to bring the concerns to the attention of the relevant individuals involved in the child's care.

A positive partnership with parents is essential to build trust and develop a common approach to behaviour expectations and strategies for dealing with problems. As a result, parental participation in

many aspects of SMK is encouraged. This participation assists the development of positive relationships in which parents are more likely to be responsive if SMK requires their support in dealing with difficult issues of unacceptable behaviour.

SMK will communicate relevant policies and expectations to parents. *As a fundamental part of parental partnership, we ask for a commitment to:*

- ensure learners are punctual for all lessons;
- contact SMK administrator at least 1 hour before lessons commence of any absences or lateness;
- ensure learners are fully equipped for their lessons ;
- encourage learners to complete and fulfil homework obligations;
- reinforce the ethos and learning commitment of SMK as set out in the Code of Conduct.

Unexplained Absences

We will always telephone parents on the first day of an unexplained absence to determine the pupil's whereabouts. Please note that it is usually our policy not to allow holiday to be taken during term time unless in exceptional circumstances.

Allegations against Staff

SMK takes its responsibilities for safeguarding extremely seriously. All members of our community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of staff will be treated with the utmost seriousness and will always be managed in accordance with the procedures set out in the appropriate policies and procedures, in particular the Safeguarding and Child Protection Policy. Should an allegation made by a pupil against a member of staff be shown to be deliberately invented or malicious, we will consider whether to treat this action as serious misbehaviour by the pupil, and manage that misbehaviour in accordance with this policy as appropriate. Pupils should be aware that malicious allegations of abuse against staff (or indeed other pupils) may result in the exclusion of the accuser, and that incidents may also be referred to the Police, where it is appropriate to do so. Where a parent makes an accusation against a member of staff and the accusation is shown to be malicious, we will consider whether to require the removal of the pupil, or pupils, on the basis that the parent has treated a member of staff unreasonably.

Misbehaviour outside of SMK Gateway

On occasion the Centre may apply the provisions of this policy to misbehaviour that occurs whilst pupils are outside of SMK or online and:

- taking part in any activity organised by SMK or related to the Centre
- travelling to and from the Centre
- in some other way identifiable as a pupil of SMK.

This is especially the case for incidents which could have repercussions for the orderly running of the Centre, or which may pose a threat to another pupil or member of the public, or where the reputation of SMK may be negatively impacted as a result of the misbehaviour. Serious misbehaviour outside of school (including online) will be dealt with in accordance with this policy in conjunction with our Harmful and Abusive Behaviour policy.

Corporal Punishment and use of reasonable force

Staff, or any person working on our premises, must not give corporal punishment to any pupil. They must not threaten with corporal punishment or any form of punishment which could have an inappropriate impact on the pupil's wellbeing. So far as they are able, they must ensure that no one on the premises (or elsewhere if they are on a trip or other activity) threatens or uses corporal punishment. It may be necessary for our staff to use reasonable force to control or restrain a pupil in specific circumstances. Tutors and any other member of staff authorised by the senior management have a statutory power to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:

- Committing a criminal offence.
- Causing personal injury to any person (including the pupil themselves).
- Causing damage to the property of any person (including the pupil themselves); and
- Prejudicing the maintenance of good order and discipline at SMK or among any of its pupils.

The use of reasonable force means using no more force than needed and will always depend on the circumstances of the case.

The decision on whether or not to intervene will always be a professional judgement of the member of staff concerned, and any use of force by staff must be reasonable, proportionate to the circumstances and seriousness of the behaviour, lawful and in accordance with the guidance given in the DfE advice Use of Reasonable Force (advice for Headteachers, Staff and Governing Bodies).

It must consider any disability or SEN that the pupil may have. Please see the Physical Restraint Policy for more information.

All our staff are aware of the circumstances in which reasonable minimum force may be used and are aware that corporal punishment of pupils is strictly prohibited. In particular, they are advised always to use their voices first and to use the minimum force necessary to restrain a child for the shortest possible period of time. The use of force can include either passive contact (such as standing between pupils or blocking a path) or active contact (such as leading a pupil by the arm away from a situation).

Members of staff (including non-teaching staff) may use reasonable force at any time off the premises when they have lawful charge of the pupil elsewhere (e.g., on trip or other authorised activity). Staff must consider the factors in reaching a judgement as to whether the use of physical restraint is appropriate and can include:

- The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used.
- The chances of achieving the desired result by other means.
- The relative risks associated with physical intervention compared with using other strategies.

Every member of staff will inform Mr Oyakhire immediately after s/he has needed to restrain a pupil physically.

Searching

We reserve the right to search pupils and their possessions whilst on the premises. The CEO, or a member of staff authorised by the CEO, may search a pupil provided there is another staff member present as a witness. SMK does not conduct intimate searches and only a pupil's outer clothing (for example coats, hats, shoes, gloves, and scarves) will be removed to facilitate a search, but a pupil will first be given the opportunity to 'empty their pockets' and to disclose anything that they should not

have. The age of the child to be searched and any SEND or vulnerabilities the child may have will always be considered before conducting the search to decide whether any additional precautions or adjustments are needed. The consent of a pupil will usually be obtained before conducting a search unless the CEO (or authorised member of staff) reasonably suspects that the pupil has in his/her possession an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, or the pupil has, or is reasonably suspected to have in their possession any of the following items:

- Knives
- Weapons
- Alcohol
- Illegal drugs or other banned substance
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic or offensive images
- Any item banned by the Code of Conduct (including electronic devices).

Where a member of staff reasonably believes that there is a risk of serious harm to any person (including to the pupil being searched) if the search is not carried out immediately, the CEO (or authorised member of staff) is permitted to carry out a search of a pupil of the opposite sex. The CEO (or authorised member of staff) is also permitted to undertake a search in this circumstance without a witness present only where it is not practical to summon another member of staff. SMK will inform the pupil's parents of any search conducted after the event, particularly where alcohol, illegal drugs or potentially harmful substances have been found as a result of the search. The parent's prior consent to undertake a search is not required. We will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

Confiscation

A member of staff carrying out a search may seize any item that they have reasonable grounds for suspecting is a prohibited item or may be evidence in relation to an offence. Where a search identifies alcohol, tobacco or cigarettes, or fireworks they may be retained or disposed of by the member of staff but will not be returned to the pupil. Controlled drugs will be delivered to the Police as soon as reasonably practicable but may be disposed of if the member of staff considers there is good reason to do so. Substances that are not believed to be controlled drugs however, but that are believed to be harmful or detrimental to good order or discipline, may be confiscated by a member of staff. Where there is uncertainty as to the legal status of a substance it will be treated as if it is controlled. In respect of weapons, or items that are believed to be evidence of an offence, these will be passed to the Police as soon as possible. Stolen items will also be delivered to the Police, but may instead be returned to the rightful owner, if there is good reason to do so. Where a search identifies an item banned under the Code of Conduct, the member of staff conducting the search should consider all relevant circumstances and use their professional judgement to determine whether the item should be returned to its owner, retained by SMK, or disposed of.

Electronic Devices

SMK requires all mobile phones to be handed in at the start of lessons, and collected at the end of the relevant sessions. Mobile phones are not allowed within lessons or at break times under any circumstances. Where an electronic device is found during a search and that device is prohibited, or where the member of staff undertaking the search reasonably suspects that the device has been or is

likely to be used to commit an offence or cause personal injury or damage to property, we may examine relevant data or files on the device, where there is good reason to do so. Parental consent to search through the electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any child. Any decision to search the child's device should be based on reasonable professional judgement and should always comply with our Safeguarding and Child Protection Policy. SMK will document the decision, including times, dates and reasons for decisions made. If, during a search, material is found which is of concern and staff reasonably suspect the material has been or could be used to cause harm or commit an offence, they can decide whether they should delete the material or retain it as evidence of a criminal offence or a breach of our policies. They can also decide whether the material is of such seriousness that the Police need to be involved. SMK may also erase any data or files from the device if we consider there to be good reason to do so, unless there are reasonable grounds to suspect that the device contains material that has been or could be used to cause harm or may contain evidence in relation to a breach of the Code of Conduct (where a decision may be made whether to delete or retain the material) or of a criminal offence (for example, certain pornographic material including nudes or semi nudes of a pupil or another child), where the files should not be deleted, and the device must be given to the Police without delay. If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, we may confiscate the device as evidence of a breach of this policy and the pupil will be dealt with in accordance with this policy, where appropriate. Where a search identifies an item banned under this policy, the member of staff conducting the search should consider all relevant circumstances and use their professional judgement to determine whether the item should be returned to its owner, retained by SMK, or disposed of.

Monitoring

We record all behavioural incidents and sanctions in accordance with this policy, which will be used to monitor behavioural issues within SMK to evaluate the effectiveness of this policy. We consider whether there are patterns of concerning, problematic or inappropriate behaviour among pupils which may indicate that there are possible culture issues within the organisation which may be enabling inappropriate behaviour to occur. When patterns are identified, SMK will decide on an appropriate course of action, which may include more staff training, incorporating learning points into pupils PSHE lessons, or amending this policy.

Appendix A Pupil Behaviour Code

Why we have a behaviour code

This code of behaviour is there to make sure everyone who takes part in SMK's activities knows what is expected of them and feels safe, respected and valued.

SMK must make sure that everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand what will happen if there is inappropriate behaviour. We expect young people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

This code of behaviour aims to:

- identify acceptable and unacceptable behaviour
- encourage cooperation, honesty, fairness and respect
- create an environment where your self-esteem, self-respect and self-confidence will grow
- encourage you to recognise and respect the rights of others
- encourage you to take responsibility for your own behaviour
- help resolve conflicts and make it clear what will happen if you decide not to follow the code.

Dos and don'ts for children and young people

You should:

- ✓ be supportive and kind to others
- ✓ be friendly
- ✓ listen to others
- ✓ be helpful
- ✓ have good manners
- ✓ treat everyone with respect
- ✓ take responsibility for your own behaviour
- ✓ talk to Mr Oyakhire or any of the tutors about anything that worries or concerns you
- ✓ follow this code of behaviour and other rules (including the law)
- ✓ join in and have fun!

You shouldn't:

- ❖ be disrespectful to anyone else
- ❖ exhibit harmful or abusive behaviour towards other people (online or offline)
- ❖ behave in a way that could be intimidating
- ❖ be abusive towards anyone.

What happens if I do not to follow the code of behaviour?

This code of behaviour is part of our process for making sure everyone who takes part in our activities gets the support they need.

Minor or first-time incident

If you behave in a way that doesn't follow our behaviour code, our staff will remind you about it and ask you to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from staff.

Formal warning

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the tutor. They will make a record about what happened and inform your parents, carers and School if it is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future. We might also decide that further steps should be taken.

Final warning

If the support we have put in place isn't helping you to change your behaviour, we might need to give you a final warning. This will involve a disciplinary meeting to discuss why you have been in constant breach of this code. Again, this will be recorded and we'll inform your parents, carers and School as appropriate. Continued disruption may lead to suspension or expulsion from the Centre.

The role of parents and carers

We see parents and carers as important in encouraging positive behaviour and will involve them as appropriate. We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.

Child or Young Person

I agree (please tick):

- to taking part in SMK's lessons and the activities
- that I understand in order to enjoy the sessions and feel safe means everyone needs to follow the behaviour code and safety rules
- to always follow this behaviour code
- to talk to the tutor, or Mr Oyakhire, if I am not comfortable at any time during the day
- being filmed or photographed during the sessions. I understand that the photographs or film might be used to tell other people about what SMK does.
Note: If I don't agree to this, SMK will not use any images of me

PRINT NAME

SIGNATURE

DATE