



Behaviour Policy

Date Policy Drafted: February 2020
Date of Amendment Review: May 2021
Member of staff Reviewing Policy: Head of Education
Approved by Trustees: May 2021
Next Review Date: May 2024

LIGHTHOUSE FUTURES TRUST

Behaviour Policy

Lighthouse Futures Trust may be referred to in full or as LFT, the charity or the College.

1. Introduction and Objectives

- 1.1 LFT staff and students (and, where relevant, parents/carers) share the responsibility to promote positive behaviour to ensure students gain the very best opportunities and support available to them.
- 1.2 The objects of this policy are to set out the procedures regarding expectations around behaviour.

2 Control

- 2.1 This Policy is controlled by the Board of Trustees who reserve the right to alter its provisions. It will be reviewed every 3 years.
- 2.2 The implementation of the policy is delegated to the CEO and senior leadership team.
- 2.3 Job Coaches and other learning staff are responsible for ensuring students abide by the rules of this policy.

3 Principles

- 3.1 This policy describes the College's expectations in relation to the behaviour of all students who are undertaking a programme of study with LFT, as well as outlining the approach we take to appropriate interventions. The policy applies to all students whilst on college premises, on work placements, and in any other situation in which they are representing the College or engaged in college activities.
- 3.2 Our ethos is to encourage each of our students to develop and maintain a range of positive values and behaviours which we feel will prepare them for adulthood and employment. Our intention is to embed this approach by:
 - an emphasis on co-operation, conflict reduction, de-escalation and mediation in resolving behavioural issues.
 - actively promoting positive values and behaviours as well as promoting wider Equality and Diversity at induction and through ongoing interactions with students.
 - encouraging staff to promote high expectations of student behaviour by modelling.
 - challenging inappropriate behaviour promptly, positively and respectfully.
 - being clear about the expectations we have of students.
 - ensuring any sanctions are fairly and consistently applied across all areas.
 - encouraging students to take ownership of, and responsibility for, their behaviour.

4 Expectations and Standards of Positive Behaviour

- 4.1 Students are expected to behave in a respectful and considerate manner that supports their own and others' learning, achievement and progression at all times. Examples of positive behaviours include the following (although the list is not exhaustive):
- Positive commitment to personal learning and development.
 - Allowing other students to learn and contribute without disruption.
 - Treating all students, staff and the general public with respect.
 - Taking action to prevent and address discrimination, bullying and harassment.
 - Compliance with college policies and procedures including: health and safety; and the intern learning agreement.
 - Being honest and not engaging in illegal activity either at college or work placement.
 - Wearing appropriate ID when on college or business premises, or when representing the college externally.
 - Wearing appropriate uniform or specialist clothing when required and dressing appropriately for a college environment and so as not to cause offence.
- 4.2 The chart below lists examples of unacceptable behaviour in column 1, and the potential consequences in column 2. This list is not exhaustive.

Alcohol and Drugs	
It is prohibited to bring alcohol, drugs, illegal substances or substances which may be misused, onto college premises.	Students suspected to be dealing drugs on site will be suspended immediately, pending investigation/disciplinary action. The police will be informed.
Students should not be under the influence of drugs or alcohol whilst in college.	Students found in possession of drugs will be referred to external for support and will face disciplinary action except in exceptional circumstances.
Weapons	
It is an offence to carry a knife or offensive weapon. If a student is suspected of carrying a weapon, a member of the Senior Leadership Team should be alerted. It is the responsibility of all staff to keep themselves and students safe. If necessary, staff should clear the immediate area.	Any breach in this will result in disciplinary action and the police being called.
Foul or abusive language	
We expect all students to show mutual respect to each other, to staff and to visitors. This includes the use of "respectful" language and not swearing or using foul/abuse language in shared spaces.	Any student using this kind of language will be appropriately and respectfully challenged.

Disruption	
Students are expected to engage actively in learning and not to cause disruption. They are also expected to respect College property and premises.	Where students are persistently disruptive, Job Coaches will take appropriate action which may include implementing the disciplinary process.
Students are expected to refrain from: using threatening or intimidating behaviour to staff, students or visitors; fighting.	Students may be suspended immediately, pending an investigation/disciplinary action.
Attendance and Participation	
Students are expected to: attend all sessions in their personal programme and on work placements on time; actively participate in learning activities; meet any relevant deadlines. If a student knows they are going to be late, they need to notify their Job Coach in good time.	1-off incidences of being late and/or missing sessions will be accepted, providing there are acceptable reasons, and that due notice has been given. Persistent lateness/absence will be challenged accordingly.
Bullying or Harassment	
The college takes bullying and harassment seriously (whether face-to-face or online) and has a specific policy that explains our approach. This includes: Homophobic and transphobic bullying, name-calling or abuse; bullying because of someone's gender or sex; Harmful Sexual Behaviour or Inappropriate sexual behaviour, including child on child abuse; promoting extremist views and/or propaganda.	All reports of bullying and harassment will be referred to the Head of Education for investigation and action. We will use mediation wherever appropriate and put in place support for all parties.
Illegal Behaviour	
The College has a zero-tolerance policy with regards the following: <ul style="list-style-type: none"> - Theft from college, students, staff or visitors - Fraudulent activity - Plagiarism (see separate policy) 	Students will face disciplinary action and may be referred to the police. Appropriate action will be taken by the College and the Awarding body.

5 Managing Behaviour

5.1 The College adopts a consistent approach to managing behaviour. It is essential that any inappropriate behaviour is dealt with in a timely manner so that the situation can be resolved quickly, and improvements implemented. The disciplinary process has three stages and is designed to provide students with opportunities to make improvements to their behaviour at each stage.

5.2 Stage One: Informal Stage

When a staff member comes across behaviour which does not meet expectations, it is their responsibility to take action. Our aim is to work restoratively, to de-escalate incidents and resolve conflict, repair harm and seek positive outcomes for all parties involved.

Any minor breaches (attendance, work-related concerns, behaviour) will be monitored and dealt with by Job Coaches. This will usually consist of a face-to-face conversation to understand what has happened, who was involved and what actions need to be taken to resolve the situation. The Job Coach may choose to bring another member of staff into the meeting with them. The results of the meeting will be logged on Arbor, including any agreed actions, and the Job Coach will draw this to the attention of other relevant staff i.e. other Job Coaches, the Head of Education etc.

5.3 Stage Two: Improvement Plan / Learner Agreement

If the behaviour does not improve, the next stage is to have a review meeting with the student and the most appropriate member(s) of staff. As a minimum this will include their Job Coach and the Head of Education. The student should be informed that they can bring a representative, parent/carer or other responsible adult with them.

A record of the meeting will be taken, and a specific improvement plan completed, with clear timeframes which will be sent to the student after the meeting. This will clearly define and record the changes in behaviour and other actions that have been agreed. It should also clearly indicate what support the College is offering to the student in making the necessary changes. The contract will be reviewed regularly, at a frequency identified in the document.

5.4 Level Three: Disciplinary Process

This is the final stage and will only be initiated where:

- behaviour persistently breaches the expectations and standards set out in the improvement plan
- there is a serious break of standards of behaviour, which can cause acceleration directly to stage three (see 4.4 below).

There needs to be sufficient evidence that the student has not abided by the conditions of improvement plan for this to result in disciplinary action. This should include: evidence that attempts have been made to support the student to improve their behaviour and a full account of the student's continuing behavioural issues.

5.5 Immediate Action

In some circumstances, more immediate action may be required which could result in the student being suspended from College, pending further information.

6 Disciplinary Process

6.1 If the Head of Education decides there is a case to proceed to potential Disciplinary action, they need to inform the CEO. They will review the details and actions taken to date and agree if there is sufficient evidence to justify a stage 3 disciplinary meeting. The Head of Education will retain oversight of any disciplinary procedures and will nominate appropriate staff to investigate and make recommendations for each stage of disciplinary meeting.

6.2 Stage 3: Disciplinary meeting

The student will receive a letter 5 working days prior to the meeting outlining the reason/s for the meeting and the date, time and location. If the student is under the age of 18, the student's parents/carers should be invited to attend (unless the student has given instructions that their parents/carers should not be involved) and the student informed of the following:

- The student can be accompanied by a by a relative or friend
- The student can bring evidence to support their case including witness statements or calling witnesses. This must be either provided 48 hours in advance or time made available during the hearing for the evidence to be considered by all parties. If significant evidence is disclosed at a hearing for the first time, it may be necessary to adjourn the hearing so the evidence can be considered. Evidence should be anonymised in all cases.

The panel will be chaired by the CEO or alternative member of the Senior Leadership Team (SLT) and will include a staff representative who will be independent. Their role is to take notes of the meeting. The panel will review the evidence and may ask further questions of the student before asking them to leave the room, the enable the panel to deliberate.

The student will be informed of the outcome of the meeting within 5 working days.

6.3 Potential Outcomes

The potential outcomes of any disciplinary action are: no further action; suspension; or exclusion.

No Further Action: if the panel conclude that no further disciplinary action is required, the student's status is likely to revert to stage 2, where they are subject to an improvement plan. This is likely to be an updated version of the original plan that had been put in place.

Suspension: if a decision is taken to suspend the student, an email will be sent to them outlining the terms of the suspension and a warning that, on return to College, further breaches of the Positive Behaviour Policy will lead to additional action. The email will confirm the length of suspension which will be a minimum of 24 hours. If the period is longer than 24 hours, their Job Coach will be in touch to ensure the student remains up to date with their programme, as far as possible, during any period of suspension.

If a student is on the premises when the decision is taken to suspend them, they should be asked to leave the premises immediately.

Following the relevant period of suspension, the student will be contacted by telephone and advised whether they can return to college, or whether the suspension will move to a stage 3 disciplinary.

If they are invited to return to college, they will have a meeting with the Head of Education and their Job Coach on their return. This will provide an opportunity to review the incident and agree on an action plan for returning to college.

There may be an occasion where the decision to suspend a student needs to be taken immediately. If a member of staff is faced with a situation where they believe suspension is required, they will immediately contact the Head of Education or in their absence, another member of the SLT who will confirm the decision. The suspension will initially be for a period of 24 or 48 hours, giving sufficient time for further investigation. Cases where this may be appropriate include:

- If a student is suspected to be under the influence of drugs or alcohol whilst on college premises
- Where a student's behaviour causes risk to others or the student themselves

In these instances, the students will be informed that they cannot return to site until they are invited to. They will be contacted, by telephone, within 48 hours of their suspension and will be advised whether they can return to college, or whether the suspension will move to a stage 3 disciplinary.

Exclusion: In exceptional circumstances it may be necessary to permanently exclude a student from College. This will only be considered when all other reasonable avenues for behavioural change have been explored without success. Exceptions to this principle may be made in individual cases where the behaviour poses a serious risk to the safety of the individual or others, which cannot otherwise be effectively managed.

Students who have been excluded in any previous academic year should be asked to undertake a Return to College Interview with the Head of Education and the CEO as a condition of re-enrolment. Students enrolling with identified behavioural difficulties may be placed on a Behavioural Contract at enrolment.

In cases where the outcome is permanent exclusion, the student will be offered advice and guidance from the Head of Education about future options.

7 Appeals

- 7.1 A student can appeal against a decision of permanent exclusion in writing within 5 working days of notification of the decision. The letter of appeal must be addressed to the Head of Education and include reasons for the appeal and supporting evidence.

- 7.2 The appeal will be heard by the CEO or a nominated senior leader with no previous involvement in the case. The appeal hearing will normally take place within 10 working days of receipt of the appeal letter. The student, and their parents/carers or other responsible adult as appropriate, will be informed in writing of the date, time and location of the hearing. If the student is not accompanied by a parent/carer they can be accompanied by a relative, carer or friend.

At the hearing the student will have the opportunity to present their case, supported by their parent/carer or other representative. The student will normally be informed of the outcome of the appeal in writing within 5 working days of the appeal hearing.

If the appeal is upheld, the student will be supported to resume their learning programme and agree to a new improvement plan.

If the appeal is unsuccessful the decision of the CEO is final.

8 Further Considerations

8.1 Parental Involvement

The College believes that a partnership approach between students, staff and, where appropriate, parents or carers is key to student success. For students under 18 years, the College may contact parents or carers on matters relating to attendance, behaviour, academic progress or any concerns about the safety and wellbeing of the student. For students between 18-25 consent will be sought, from the student, before such contact is made. However, if there is a risk of harm to the student or to others, a decision may be made to contact parents or carers without consent; this may include situations in which a student may be alleged to be involved in criminal activity.

Our aim is to balance the involvement of parents or carers with an appreciation of the students' right to confidentiality and our encouragement of an adult learning environment. This is particularly relevant where a student lives with and is supported by parents or carers. A student's capacity to give consent will be assessed by relevant staff members in college who are aware of the student's abilities and needs. Parents or Carers will only be contacted in relation to behavioural issues if it is in the student's best interests.

8.2 Employer Involvement

If the unacceptable behaviour takes place when in the College, it will be dealt with in line with the process above. The employer will only be informed if there is likely to be an impact on the student's behaviour or progress at work, or if they are suspended, for instance.

If the unacceptable behaviour takes place whilst on employer premises, the process above will still be followed. In the case of suspension, the student may be suspended from

attending the employer premises and college premises whilst further investigation takes place. The nature of the suspension will be made clear in the email that the student will receive.

Depending on the outcome of the disciplinary process, the student may be asked to permanently leave their employer placement but still attend the College, whilst arrangements are made for an alternative placement.

8.3 SEND

As the majority of our contacts have a learning difficulty and/or disability, we acknowledge reasonable adjustments need to be made to the implementation of the disciplinary process. This may include:

- Taking care to ensure that the nature of the alleged inappropriate behaviour and the procedures are fully understood, and that the student is able to respond to the allegations effectively
- Involving parents/carers or other family members at earlier stages of the process.
- Seeking advice from specialists (if required) around how the impact of the learning difficulty or disability may have been a causal factor in the behaviour demonstrated

8.4 Police Involvement

Where a criminal act has been, or is alleged to have been, carried out by a student against another student, the victim should be informed of their right to report the incident to the Police if they so wish, and supported in making this decision.

In cases where the Police have made an arrest or pressed charges against a student the College must liaise closely with the Police and make suitable adjustments to this policy, including carefully communicating any adjustments to all relevant parties.

On occasion the Police or Youth Offending Team may issue a Community Resolution Order to a young person and refer the case back to the College to make the appropriate intervention. In such cases it should be made clear to the student that this process is being followed and a Behavioural Contract will be drawn up.

Where incidents involve a criminal action against the College, the College reserves the right to report such cases to the Police. In such cases approval for Police contact should be sought from a member of the Senior Leadership Team (SLT).

8.5 Stop and Search

The following guidance is informed by and fully in line with "Searching, Screening and Confiscation. Advice for Head teachers, School Staff and Governing Bodies. Dept. of Education, January 2018.

The College has the right to search any student or the possessions of any student where they have reason to suspect that student of having any of the following prohibited Items: Knives or Weapons; Alcohol; Illegal Drugs; Stolen Items; Fireworks; Pornographic Images;

or any other item that the staff reasonably suspects has been used to commit an offense or could be used to cause injury or damage to the property of any person (including the student)

- **With Consent.** A member of the Designated Safeguarding Team with another present can search a student or their possessions as long as they have student consent. That consent can be verbal, and no written permission is required. Must take into consideration safeguarding of the young person.
- **Without Consent.** A student who refuses to consent to a search can be immediately escorted off college grounds and be refused return until such time as they consent to any required search and/or a contract is written to prevent further incidents.

The Head of Education or Operations Director are authorised by the CEO to arrange for a search of the student to be undertaken without consent, provided suitable grounds for a search are present. In these instances: the staff member conducting the search must be the same gender as the student being searched; a second staff member should be present as a witness who, where possible, should also be the same gender as the student being searched. The gender rule may be waived in circumstances where immediate and serious risk of harm to any person is thought likely if a search is not conducted immediately. Any staff involved must take safeguarding into consideration.

8.6 Extent of the Search

The law is very clear on the extent of search, with or without consent, permitted to schools and colleges. Staff should make sure to abide by the following legal points during any search undertaken.

- A student cannot be required to remove any clothing other than outer clothing i.e. not worn next to the skin or over underwear. Examples of outer clothing include hats, shoes, boots, gloves and scarves.)
- A pupil's possessions can only be searched in the presence of the student unless there is a risk of serious harm if the search is not undertaken immediately. (Possessions means any goods over which the pupil has control. Examples include bags, lockers and desks).

8.7 Confiscation

A staff member can confiscate, retain or destroy any item found as result of a "With consent" search provided they have reasonable cause to do so. Only prohibited items can be confiscated, retained or destroyed during a "without consent" search.

If the item is illegal, potentially involved in an offense or likely to cause injury to any person or damage to any property, the said item will not be returned to the student but instead given to the police for disposal or use as evidence as appropriate. Where illegal materials are found in a search it is considered best practice to inform parents/carers but there is no legal requirement to do so. Further advice is given below:

- **Alcohol** can be disposed of by any means felt appropriate, but this should not include returning it to the student.
- **Controlled Drugs** must be retained and delivered to the police as soon as possible. Where a compelling case exists, the drugs may be destroyed by the college but the reasons for doing so must be strong. (For example immediate fear for the safety of staff if the materials are kept). Under no circumstances can controlled drugs be returned to a student as doing so could be considered supplying that controlled substance.
- **Stolen Items** must be delivered to the police as soon as possible but may be returned to their owner if there is a case for doing so. (For example, the value of the goods is very low, and no police involvement is deemed necessary).
- **Fireworks** found as result of a search may be disposed of by any means felt appropriate, but this should not include returning them to the student.
- **Pornographic Images** may be disposed of by any means felt appropriate, but this should not include returning them to the student. An exception to this exists where the images are considered reasonable grounds to suspect an offense, in which case they should be delivered to the police as soon as possible. Examples of such grounds would be Child Pornography or images of an extreme nature.
- **Weapons** and items likely to be used in an offense must be passed to the police as soon as possible.