LEARNER CONDUCT POLICY

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This policy is regularly monitored by the Principal and Senior Leadership Team to ensure that it is working as effectively as possible.
Monitoring, Evaluation & Review
*The Principal and Senior Leadership Team will review this policy **every year** and assess its implementation and effectiveness. The policy will be promoted and implemented throughout by the UTC community.*

CONTENTS

1. AIMS

The Learner Conduct Policy aims to:

- Provide a **consistent approach** to conduct around the UTC in line with the UTC Code of Conduct and our Vision and Values.

- **Define** what we consider to be unacceptable behaviour, including bullying

- Outline **how learners at the Greater Peterborough UTC are expected to behave**

- Summarise the **roles and responsibilities** of different people within the UTC community with regards to behaviour management and conduct

- Outline our system of **rewards and sanctions**

2. LEGISLATION AND STATUTORY REQUIREMENTS

This policy is based on advice from the Department for Education (DfE) on:

- Behaviour and discipline in schools

- Searching, screening and confiscation at school

- The Equality Act 2010

- Use of reasonable force in schools

- Supporting pupils with medical conditions at school

It is also based on:

- the special educational needs and disability (SEND) code of practice

- Schedule 1 of the Education (Independent School Standards) Regulations 2014; paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy

- DfE guidance explaining that UTCs should publish their behaviour policy and anti-bullying strategy online

This policy complies with our funding agreement and articles of association.

3. DEFINITIONS

Misconduct is defined as:

- Any disruption in lessons, in corridors between lessons and at break and lunchtimes

- Failing to follow the instructions, written or verbal, or requests of a member of UTC Staff or a Sponsor

- Disruption or poor conduct whilst in the community on the way to or from the UTC, including on UTC and / or public transport

- Misuse of UTC technology or personal technology such as mobile telephones / devices

- Non-completion of classwork or homework

- Poor attitude towards learning

- Incorrect uniform including not carrying Greater Peterborough UTC identification

- Smoking and / or being in possession of tobacco and cigarette papers or equipment related to vaping / e-cigarettes

Serious Misconduct is defined as:

- Repeated breaches of the UTC rules or repeated acts of misconduct

- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation

- Vandalism or acts of negligence

- Theft

- Fighting or any form of physical assault

- Racist, sexist, homophobic or discriminatory behaviour

- Possession of any prohibited items. These are:

  o Knives or weapons, or items which are believed to be able to cause harm to self or others

  o Alcohol

  o Illegal drugs

  o Stolen items

  o Fireworks / items which could be categorised as explosives

  o Pornographic images

  o 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 learner)

- Truancy from the UTC – resulting in involvement of UTC Safeguarding and Welfare staff and / or emergency service staff to ascertain a learner's safety and wellbeing

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 shall, once identified and confirmed through an investigation be treated immediately as Serious Misconduct. Any reports of bullying shall be investigated immediately.

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

Details of the UTC approach to preventing and addressing bullying are set out in our Preventing Bullying Policy.

5. ROLES AND RESPONSIBILITIES

5.1 The Governing Board

The governing board is responsible for monitoring this conduct policy's effectiveness and holding the Principal to account for its implementation.

5.2 The Principal

The Principal is responsible for reviewing and approving this conduct policy.

The Principal will ensure that the school environment encourages positive behaviour and that staff deal effectively with misconduct and will monitor how staff implement this policy to ensure rewards and sanctions are consistently applied.

5.3 Staff

All staff are responsible for:

- Implementing the conduct policy consistently
- Modelling positive behaviours as set out in the Teacher Standards documentation
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording incidents of good conduct and misconduct consistently

Student Managers are additionally responsible for overseeing the conduct of the year group for which they are responsible.

5.4 Parents / Carers

Parents / Carers are expected to:

- Support their child in adhering to the pupil code of conduct.
- Inform the UTC of any changes in circumstance(s) that may affect their child's behaviour.

6. LEARNER CODE OF CONDUCT

Learners are expected to sign and adhere to the Learner Code of Conduct (Appendix 1) to:

- Behave in an orderly and self-controlled way

- Show respect to all members of staff, visitors and each other

- In class, make it possible for all learners to learn

- Move quietly and calmly around the UTC

- Treat the UTC buildings and property with respect

- Be safe by knowing how to be safe: follow all health and safety instructions issued by staff

- Always wear the correct uniform, including Personal Protective Equipment (PPE) where appropriate as set out in the Dress Code which is held on the GPUTC Website

- Accept sanctions when given

- Conduct themselves professionally when engaging with sponsors both at the UTC and during site visits

- Refrain from behaving in a way that brings the UTC into disrepute, including when outside and when traveling to and from the UTC

- Conform to the GPUTC Acceptable Use of Technology Policy

- Wear Business Attire as instructed, outdoor wear (coats, scarves, hats and gloves) are not to be worn in the UTC unless specific approval has been given

7. REWARDS AND SANCTIONS

GPUTC uses a system of rewards and sanctions to positively promote good conduct and offer support and challenge to those who do not follow the Learner Code of Conduct. The particulars of this are set out in item 7.1.

7.1 List Of Rewards And Sanctions

Positive behaviour will be rewarded with:

- Praise points at various levels including postcards home - Recorded on MIS System with additional supportive comments and praise

- Phone calls home to parents

- Certificates for top achieving students - Student Managers to present data and personal achievements to pre-set SLT meetings. Certificates shall be awarded by the Principal or Deputy thereof as appropriate

- Special responsibilities / privileges.

The UTC may use one or more of the following sanctions in response to unacceptable conduct:

- A verbal reprimand followed by a restorative conversation

- A formal warning

- Conduct and Reflection Session (CaRS) at break, lunchtime or after the end of the UTC day [at a time to suit staff availability] - This must be recorded on the MIS with a clear description of the misconduct of the learner in an appropriate and professional manner

- On call (See the On-Call Procedure for further details)

- Letters or phone calls home to parents / carers – Letters or calls made to parents / carers must be recorded on the MIS with a clear description of the misconduct of the learner in an appropriate and professional manner

- Putting a learner on RAG report – This process is managed by the Student Managers with Staff briefed weekly on learners who are placed on RAG Report

- Agreeing a further behaviour / conduct contract

- Supporting the Community – some actions or examples of poor conduct may be better served supporting and assisting the UTC community as opposed to a CaRS in isolation. Such activities will be proportionate to the act of misconduct and may include cleaning, tidying, collection of litter or support of minor maintenance activities as appropriate.

- Internal isolations - This must be recorded on the MIS with a clear description of the misconduct of the learner in an appropriate and professional manner

- Internal exclusions - This must be recorded on the MIS with a clear description of the misconduct of the learner in an appropriate and professional manner

- Fixed term exclusions.

7.2 Malicious Allegations

Where a learner makes an accusation against a member of staff or peer and that accusation is shown to have been malicious, the Principal will discipline the learner in accordance with this policy.

Please refer to our Safeguarding Policy and Allegations of Abuse against Staff Policy for more information on responding to allegations of abuse.

8. BEHAVIOUR MANAGEMENT

8.1 Classroom Management

Teaching and support staff at the Greater Peterborough UTC are responsible for setting the tone and context for positive conduct and to create a positive and conducive learning environment within the UTC. The GPUTC values and ethos shall be continually applied, displayed and reiterated. Further particulars of this are set out in the DfE Teacher Standards' document.

8.2 Physical Restraint

In exceptionally rare circumstances, staff may be forced to use reasonable force to restrain a learner to prevent them endangering themselves or others.

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

8.3 Confiscation

Any prohibited items (listed in section 3) found in a learners' possession must be confiscated. These items will not be returned to learners.

We will also confiscate any item which is perceived to be harmful or detrimental to the safe and orderly running of the UTC. These items may be returned to learners after discussion with senior leaders and parents, if appropriate.

Searching and screening learners at the Greater Peterborough UTC is conducted in line with the DfE's latest guidance on searching, screening and confiscation. A printed copy of this can be found in the Vice Principal's office.

8.4 Learner Support

The UTC recognises its legal duty under the Equality Act 2010 to prevent learners with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging conduct may be differentiated to cater to the needs of the learner.

The UTC's SENCO (special educational needs co-ordinator) will evaluate a learner who exhibits ongoing and repeated challenging conduct to determine whether they have any underlying needs that are not currently being met.

Where necessary, support will be put in place in accordance with the Special Educational Needs policy.

9. PUPIL TRANSITION

New learners to the UTC shall read and sign this policy prior to application to join us. This signature is recorded on Admissions+ and may be requested to be physically signed and presented to the UTC.

Mentors and Head of Key Stages shall ensure through Mentor Sessions and restorative conversations throughout the UTC year that this policy is applied consistently by staff and understood by learners

10. TRAINING

Conduct management will form part of continuing professional development for all staff. New staff will be furnished with all Conduct Policies and procedures upon arrival. SLT shall utilise staff meetings and events throughout the year as deemed appropriate to ensure the consistency and application of this policy is applied.

11. MONITORING ARRANGEMENTS

This Conduct policy will be reviewed and approved by the Principal and Vice Principal each academic year.

12. LINKS WITH OTHER POLICIES

Please see the list below of associated policies and procedures to be read and understood in line with the Learner Conduct Policy;

- COVID 19 Learner Conduct Addendum
- Health and Safety Policy
- GPUTC Conduct Continuum
- Detention and Reflection Protocol
- Learner Mobile Device Policy
- On-Call Process
- Student Acceptable Use of Technology Policy

GPUTC Learner Code of Conduct

I, …………………………………………, agree to the following Code of Conduct:

I will;

- Conduct myself in a positive, orderly and self-controlled way at all times
- Be safe by understanding how to be safe: follow all health and safety instructions issued by staff
- Show respect to all members of staff, visitors and each other
- When in class or practical environment, make it possible for all learners to learn
- Move quietly and calmly around the UTC
- Treat the UTC buildings, equipment and property with respect
- Always wear the correct uniform, including Personal Protective Equipment (PPE) where appropriate
- Accept sanctions when given and maturely reflect upon developing yourself
- Behave professionally when engaging with sponsors both at the UTC and during site visits
- Refrain from behaving in a way that brings the UTC into disrepute, including when outside and when traveling to and from the UTC
- Conform to the GPUTC Acceptable Use of Technology Policy

In addition, I have read and understand that the following behaviours are unacceptable:

Misconduct:

- Any disruption in lessons, in corridors between lessons and at break and lunchtimes

- Failing to follow the instructions or requests of a member of UTC Staff or a Sponsor.

- Disruption or poor behaviour whilst in the community on the way to or from the UTC, including on UTC and / or public transport

- Misuse of UTC IT equipment or personal IT Equipment

- Non-completion of classwork or homework

- Poor attitude towards learning

- Incorrect uniform

- Smoking

- Being in possession of tobacco and cigarette papers or equipment related to vaping / e-cigarettes

- Any form of bullying

I understand that any acts that are considered to be categorised as misconduct may result in a Fixed Term Exclusion.

Serious Misconduct:

- Repeated breaches of the UTC rules / misconduct offences

- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation

- Vandalism or acts of negligence

- Theft

- Fighting or any form of physical assault

- Racist, sexist, homophobic or discriminatory behaviour

- Possession of any prohibited items. These are:

    o Knives or weapons, or items which are believed to be able to cause harm to self or others

    o Alcohol

    o Illegal drugs

    o Stolen items

    o Fireworks

    o Pornographic images or images which may be considered to be of a sexual nature

    o Any item which a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury or damage to the property of any person (including the learner)

- Truancy from the UTC – resulting in involvement of UTC Safeguarding and Welfare staff and / or emergency service staff to ascertain a learner's safety and wellbeing

I understand that any acts that are considered to be categorised as serious misconduct may result in Permanent Exclusion.

Signed: …………………………………………………………….

Date: …………………………………………………………….

Parent/ Carer Agreement:

I, parent / carer of …………………………………………… agree to support GPUTC in promoting good conduct through support of the Learner Code of Conduct.

Signed: …………………………………………………………….

Name:…………………………………………………………….

Date: …………………………………………………………….