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BEHAVIOUR

POLICY

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This policy will be kept up to date and will be reviewed once per year as part of the company's Quality Assurance arrangements.

Review Period
1 Year

Approved by
Directors/Governors

Review Carried Out By
Quality Team

Date of Approval
August 2019

Introduction

Orion aims to provide all our students with high-quality learning, set in a safe and harmonious environment, centred on driving aspiration and ambition, fostering self-determination and inspiring success. To achieve this, we encourage and promote positive behaviour at all times and provide support to students whose behaviour may be unacceptable on occasion. By fostering respect, good manners and good behaviour, we achieve an environment in which learning is a pleasurable experience for all.

The objectives of Orion's Behaviour Policy are to:

- Ensure that the Orion is a safe and supportive environment for all
- Ensure that all members of Orion's community are shown respect and show respect for others
- Encourage a positive approach to behaviour by good example and praise and reward good behaviour
- Ensure that the environment, curriculum and other factors within Orion's control are monitored to ensure the promotion of good behaviour
- Ensure that where behaviour falls short of accepted standards, procedures are followed and sanctions are applied fairly and consistently

Expected Standards of Behaviour

Expected standards of classroom behaviour are stated in our Code of Conduct (Appendix 1) and should be regularly reiterated, formally in tutorials and assemblies and informally by all members of staff. The Code of Conduct makes clear exactly what constitutes good behaviour, which will ensure a happy and successful working and social environment for all students.

Roles and Responsibilities

The Head of School (HOS) and the Governing Body are responsible for the consistent and fair operation of this Policy. In implementing this Policy, staff will be responsible for:

- Creating an environment of trust, mutual respect and aspiration
- Ensuring that teaching and learning is interesting, challenging, relevant and personalised to match the needs of students
- Leading by example as positive role models, wanting to support and find solutions for students
- Setting good habits and model positive behaviour in order to help students establish regular punctual attendance and good behaviour
- Providing early intervention with prompt but calm, solution-focused action where there is poor behaviour or unexplained absence
- Rewarding achievements through positive recognition of individual student achievements, excellent attendance and PRAISE cards, and through formal awarding of certificates or prizes
- Identifying underlying causes to negative behaviour, appreciating the need to solve these issues in partnership with students and their families/carers
- Utilising expertise to ensure positive and effective approaches to supporting complex needs of students

Parental Role in Behaviour Management

At Orion we want to work with students, parents, staff and governors to create an environment that ensures teaching and learning is of the highest quality, where students enjoy the classroom and practical experience and feel challenged and stimulated. We are convinced that this can happen when parents, students and staff agree to work together in partnership.

In support of the Policy, parents/carers will be encouraged to:

- Ensure students attend regularly; on time and properly equipped (refer to Attendance Policy).
- Inform Orion on the first day of any absence before 8.30am. A note should be provided if contact is not made before the student returns to Orion.
- Ensure all appointments are outside of school hours. When not possible, evidence must be provided to authorise the absence.
- Inform Orion of any concerns which might affect the student's education and welfare.
- Support Orion's policies and guidelines for behaviour.
- Attend parents' evenings and discussions about the progress of students.
- Become involved in life at Orion by supporting students in areas such as positive behaviour, homework tasks and talking about progress.
- Inform the School of any changes to contact details including address and telephone numbers.
- Ensure all holidays are taken out of term times only.

In support of the Policy, students will be encouraged to:

- Involve themselves fully in the life and culture of Orion and contribute ideas through the Student Voice questionnaires and student council. These events will promote the Student Voice and allow for consultation opportunities and group discussions (refer to Student Voice Policy)
- Engage with our teaching staff/support staff and Special Educational Needs Co-ordinator (SENCO)
- Take responsibility for their own behaviour
- Respect themselves, others and their environment
- Learn from mistakes
- Commit fully to the code of conduct and classroom expectations.
- Understand their responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported.

Recognising and Promoting Good Behaviour

At Orion we believe that good behaviour is best promoted and developed by drawing attention to, and rewarding, well-behaved students. The rewards system has a number of dimensions:

PRAISE Cards – these cards contain points that are awarded for outstanding effort or achievement in lessons. Each lesson is an opportunity for students to receive PRAISE points for any one of the following categories:

- **Positive attitude to learning** - (On time, ready and willing to learn)
- **Respectful** - (Demonstrates good behaviour is polite and courteous)
- **Academic achievement** - (Achieves lesson objectives/set targets)
- **Initiative** - (works independently and uses initiative)
- **Socially Awareness** - (shows consideration and helps and supports others, empathises and demonstrates good team skills)
- **Effort** - (pays attention/ is task focused/perseveres and is committed)

PRAISE points are recorded on cards which are handed out to students individually in class by tutors. Each card details the aspect of PRAISE for which they are being rewarded for.

PRAISE POINTS						Date:
	P	R	A	I	S	E
✓	<input type="text"/>					
						
Student Name:						
Reason:						
Tutor/Mentor Name:				Signature:		

Cards are then collated in a box ready to be totalled at the end of the week. The numbers of PRAISE points collected by students are recorded centrally by the Mentoring Team and are used to determine the following rewards.

Number of Points	Award	Reward
10 Praise Points	Bronze	Phone calls/postcards home Recognition in tutorial/assembly
20 Praise Points	Silver	Commendation Redeemed for treats e.g. stationery items etc Recognition at end of term assembly
30 Praise Points	Gold	Phone top up vouchers; stationery; revision books; trips or activities. Lucky draw entry. Recognition at end of term assembly Recognition in end of term newsletter
50 Praise Points	Platinum	Recognised with Head of School prize at annual prize giving assembly.

In addition to PRAISE points, students can also be recognised through the following:

Each Month

- **Student of the Month Nomination** - these are made by each department for students in each year group. Names are posted on a central board in school and displayed during termly assemblies.
- **Achievement Postcards** - Parents/carers can be informed of their child's successes through a postcard which can be sent by any member of staff. A copy of this recognition is placed in the student's file.
- **Newsletter** - achievements can also be noted in the Orion Newsletter which is distributed each month to every tutor group and to all members of staff. Orion will also encourage all parents/carers to let us know when their child has achieved something outside of school so that we can give them recognition.

End of Each Term

- **Star Performer Award** - this is awarded to students at the end of term who can demonstrate star quality throughout the term. This can be in terms of effort, outstanding achievement, kindness to others, displaying a helpful attitude in class.
- **Attendance Awards** - 100% attendance awards are awarded termly.
- **PRAISE Points** - achieving Silver and Gold awards are recognised at the end of term celebration assembly along with other aspects of student commitment and effort, including attendance.
- **End of Term Reports and Certificates** - effort, behaviour, attendance and homework certificates are also issued to those demonstrating very good standards across a range of subjects following reports home each term.

Annually

Annual Prize Giving

Students are awarded prizes for attainment or progress/attitude in subjects as well as prizes for sporting prowess. Prize winners and their parents/carers are invited to the prize giving ceremony held towards the end of the summer term. Subject area trophies, Governors' trophies and Head of School trophy for Platinum PRAISE Points are awarded annually at the end of term celebration.

In addition to this formal rewards system, effort and achievement are also acknowledged in various other ways:

- Verbal praise;
- Letters home;
- Comments in books, in student portfolio's, personal praise;
- Mention in the School Newsletter, which is produced each term
- Displays of work.

Unsatisfactory Behaviour

Whilst actively encouraging and rewarding good behaviour, Orion's Behaviour Policy makes it clear that unsatisfactory behaviour will not be ignored or tolerated. Boundaries are made clear and consequences are applied through the sanctions system below when students wilfully ignore the classroom expectations and the code of conduct.

Sanctions System

Sanction Categories	Action
<p>Category 1</p> <p>Talking, arguing, out of seat, low level disturbance in class late to a lesson.</p>	<p>Verbal Warning 1 and 2</p> <p>Intended to encourage students to work without disrupting the lesson. Teacher clearly states that this is a verbal warning which must be recorded on board.</p>
<p>Category 2</p> <p>Continuous C1 disturbance in class.</p>	<p>Third Warning</p> <ul style="list-style-type: none"> • Must be marked on board. • Teacher records behaviour in log book. • 20 min lunchtime detention
<p>Category 3</p> <p>Lack of response to C2, failure to follow instructions, not completing work, inappropriate behaviour, answering back and arguing, preventing others from learning, rudeness, swearing, late for lesson, refusal to participate in class.</p>	<p>Secluded from Class</p> <ul style="list-style-type: none"> • Student is removed from class by Mentoring Team. • Mentoring team contact home on the same day. • Mentoring Team records behaviour in log book. • Automatic 1 hour after school detention is set by HOS and admin notified to send letter.
<p>Category 4</p> <p>Continued C1, C2, C3 behaviour, rudeness and disrespect to staff, late to lesson, deliberate disruption of lesson, inciting others to disrupt lesson or fight. Graffiti, refusal to follow instructions.</p>	<p>Isolation</p> <ul style="list-style-type: none"> • 1,2,3,4 or 5 day periods in isolation. • Parents notified by HOS. • Mentoring Team records behaviour and action in log book.
<p>Category 5</p> <p>Continued C4 behaviour, damage to property, threatening behaviour towards students or staff, bullying, discriminatory insults, insulting staff and students, Failure to comply with conditions of Isolation.</p>	<p>Personalised Behaviour Plan</p> <ul style="list-style-type: none"> • Parents invited in for meeting with HOS. • Student put on personalised Behaviour Plan outlining consequences for continued misdemeanours. • Personalised curriculum and outside agency involvement considered. • Mentoring Team records behaviour and action in log book.
<p>Category 6</p> <p>Fixed Term or Permanent Exclusion</p> <p>Fixed Term - Continued C5 behaviour, fighting, persistent bullying, inappropriate behaviour towards members of staff and students. Behaviour that compromises the safety of others. Failure to comply with behaviour interventions. Staff intimidation, behaviour that seriously disrupts the school day.</p> <p>Permanent - continued C5 behaviour, possession of a weapon, or items to be used as weapons. Possession and or use of illegal substances, violence towards a member of staff or other student, criminal offences, persistent behaviour that repeatedly disrupts the school day.</p>	

Fixed Term Exclusion and Permanent Exclusion

Exclusion from Orion is seen as the most serious sanction and Orion will do everything in its power to avoid this. In some circumstances, it may be appropriate to use external exclusions, up to permanent exclusions from Orion for repeated negative behaviour or behaviour that is extreme and threatening to the safety and wellbeing of staff or other students. Before making the decision to exclude, Orion will ensure that a thorough investigation has been carried out, including allowing the student to give his/her version of the events both orally and on a Student Statement form.

In taking the decision to exclude a student the Head of School will take into consideration all relevant factors. Mitigating factors may include provocation as a result of bullying, the student's emotional and/or medical condition, potential coercion by other students, and the nature of the offence and whether it is a first offence, previous behaviour, an apology, an admission, willingness to cooperate with the investigation and a willingness to make restitution towards the victim. Aggravating factors may include failing to heed warnings about the risk of exclusion, premeditation of the offence, use of a weapon, previous history of similar incidents, witness intimidation, the victim(s) sustaining injury, the victim being a younger or vulnerable student, lack of contrition or willingness to accept responsibility for his/her action and not cooperating with the investigation or seeking to frustrate it.

Notifying Parents and Carers

When the decision to exclude a student has been made a parent/carer will be notified immediately by telephone and this will be confirmed in writing.

Notifying Governors

The Governing Body will review all exclusions and consider any representations made to them by parents/carers. On receiving notification from the Head of School, a representative from the Governing Body will invite the parents or carers to attend the meeting. This meeting will take place within 15 school days when the student is permanently excluded or excluded for a period of over 15 school days in a term. Written statements will be circulated at least five days in advance of the meeting. The Governing Body may uphold the exclusion or direct the student's reinstatement at Orion.

Reviews

Parents/carers have a right to request a review of any exclusion decisions. As an alternative provider of education, Orion has a commitment to ensure that all students are progressed in a way to meet their needs. This will remain the objective in cases of exclusions so Orion will work in partnership with parents/carers to ensure appropriate progression routes are established. In all cases the initial review is undertaken by governors (as set out above). For permanent exclusion decisions, the parents/carers have a right to request a review by an independent review panel. The decision letter from the governors will set out further details regarding a review.

Screening /Searching and Confiscation

At Orion we have the right to search students if we suspect that the student may have a prohibited item such as:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Fireworks
- Pornographic images
- Cigarette papers and tobacco
- Other items which may be used, or may have been used, to commit an offence or which are banned by Orion.

Staff can seize and confiscate the prohibited items as a result of the search. Staff will instruct students to turn out his/her pockets or bag. Staff can undertake a search without consent if there are reasonable grounds for suspecting that a student may have in his/her possession one of the above prohibited items. Searches will be carried out on Orion premises or on a trip by authorised members of staff of the same sex. If the student is in possession of a prohibited item, police will be involved and a risk assessment and compulsory meeting with our Mentor will take place, before the student returns to Orion, to assess the level of risk. During this time, the student will be subject to fixed term exclusion.

Positive Handling

Education legislation allows all teachers to use reasonable force in order to prevent a student from:

- Harming him/herself or others
- Seriously damaging property
- Committing a criminal offence
- Acting in a way that is counter to maintaining good order and discipline at the school
- Injury (or harm to self or others) as actual or grievous bodily harm, physical or sexual abuse, risking the lives of or injury to self or others by wilful or reckless behaviour and self-poisoning.

Procedure

Where positive handling may be required the Mentor should be alerted immediately, if possible. The Mentor will notify the Head of School and request at least two designated members of staff to attend the incident. Where designated members of staff are teaching, other leadership members should provide supervision of classes. Whenever possible, positive handling should only occur when witnesses are present. Once a student is positively handled they should be taken to a quiet room so the student can be calmed. Staff accompanying the student must have a mobile phone for communication purposes. Two designated members of staff must remain with the student at all times. Parents/Carers will then be informed of the situation and outcome. The incident will be

recorded in the Bound and Numbered Book and Sanction Book. These books are stored in the Head of Schools' Office.

Principles Relating to the Use of Positive Handling

Positive Handling must only be used as a last resort when other strategies have failed. It must serve to defuse or prevent a violent, or potentially violent, situation. It must not be used purely to force compliance with staff instructions when there is no immediate risk to people or property. Staff should have good grounds for believing that immediate action (Positive Handling) is necessary in order to prevent a student from injuring him/herself or others, or causing serious damage to property.

Where possible staff should take steps in advance to avoid the need for positive handling, e.g. through dialogue and diversion. The student should be warned orally that positive handling will be used unless he/she desists. Positive handling must not be used in anger. When it becomes apparent that the student is not responding to verbal instructions and a violent incident is imminent, the member of staff, wherever possible, should call for assistance before engaging in positive handling.

Where possible designated female staff should be summoned as assistance in the instance of female students requiring restraint, and male staff should be summoned as assistance in the instance of male students requiring restraint. Calling for support and assistance provides support and witnesses. When it becomes necessary to positively handle a student, the member of staff must, if possible, continue to talk to the student in a calm manner, offering choices and time for the student to become calm. The age and competence of the student must be taken into account in deciding what degree of intervention is necessary.

Only the minimum force necessary, to prevent physical injury or damage, should be applied. Particular care must be taken to avoid inflicting any unnecessary pain or injury. Positive handling must not involve deliberately painful or dangerous procedures. It must: Never impede the breathing, blood supply or genital areas. Never touch intimate areas. Whenever possible avoid holding the head, throat or fingers. Be discontinued as soon as the situation is deemed safe. As soon as it is safe, restraint must be gradually relaxed as the student regains self control. A student must never be asked to restrain another student.

Monitoring, Evaluation and Review

The Head of School will report the effectiveness of all policies as a regular feature of the termly updates to governors. It is expected that governors will challenge Orion to ensure policies are relevant, up to date and implemented appropriately and consistently. This reporting will be informed through monitoring and evaluation on a regular basis by the Quality Manager and Leadership Team. Views of stakeholders will also be sought through on-going consultation events, questionnaires, team meetings, training and informal discussion. The review of policies will be embedded within Orion's evaluation process and will be related to the strategic development and operational business plan. The quality review cycle will ensure that every policy is checked at least once in a year period.

Appendix 1: Code of Conduct



Orion Code of Conduct

All of our rules are designed to support learning and are based on courtesy, common sense and personal safety. This is your and our place of work and we all need to cooperate to keep our community harmonious, safe and conducive to learning.

To ensure this happens, the highest standards of behaviour are expected at Orion as everyone has:

- The right to learn
- The right to be treated with respect
- The right to feel safe

You Must

- Attend every timetabled class, activity, individual or group tutorial and any learning support sessions
- Join in and participate in all learning activities however challenging they are
- Take responsibility for your behaviour and commitment to your course work complete it on time and to the best of your ability.
- Be prepared to be challenged and put in 100% effort
- Meet deadlines set for handing in or completing work in class
- Observe appropriate dress code and remove of hats/caps/hoods
- Inform Orion of any circumstances which may affect your attendance by phone or email no later than 8.30am on the day of absence
- Report unsafe, discriminatory or bullying behaviour

You Must Not

- Swear, use foul, abusive or racist language
- Engage in disruptive behaviour
- Bring food or drink into lessons although bottled water may be allowed
- Use mobile phones, MP3, tablet or other portable digital devices
- Bully as Orion will not tolerate any kind of bullying including cyber bullying
- Spit on Orion premises
- Smoke on Orion premises as this is a non -smoking environment (this includes electronic cigarettes)
- Leave the premises at break times (unless authorised to do so)

- Bring any non-prescription drugs or alcohol onto premises or be under the influence of any drugs or alcohol whilst at Orion

On Arrival Each Day

You are expected to:

- Take off any outside clothing e.g. coats/hats and put them in your locker
- Put your mobile phone, MP3, tablet or any other electronic device in your locker

On entry to the building each day you will be scanned by an electronic scanning device. It is a criminal offence to carry knives, guns or any other offensive weapon on Orion premises. If you are found to be in possession of any such weapon you may be permanently excluded.

I agree to abide by these rules whilst attending Orion.

Student Signature: _____ **Date:** ___ / ___ / ___