



## Behaviour and Sanctions Policy and Procedure

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## Revision History

Version	Type	Date	History
V1.0	New	August 2021	New policy
V 1.2	Reviewed	August 2022	General review and update of contact details.
V1.3	Updated	November 2022	Update contact details to reflect new DSL and reflect more clear guidelines.

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## 1. Behaviour and Sanctions

Good behaviour is expected at all times from all learners as it is the key to receiving a good education. Catch manages behaviour so that we can provide a calm, safe and supportive environment. Learners are reminded that they are in a working environment and therefore should refrain from 'horseplay' and messing around.

Where behaviour is poor, learners can suffer from issues as diverse as lost learning time, peer-on-peer abuse, anxiety, bullying, violence and distress. It can cause some learners to stay away from the provision, consequently missing valuable learning time. Similarly, continually dealing with misbehaviour negatively affects the wellbeing of teaching staff and, for some, it is a reason why they may leave the provision.

We believe that well-managed provisions create cultures where learners and staff work together with respect for each other. It is particularly important to us that the senior management team also reinforce this culture. The behaviour and sanctions policy is upheld by all teaching staff so responding to misbehaviour is managed consistently and fairly.

When learners do misbehave, we respond promptly, predictably and with confidence to maintain a calm, safe environment. To support these aims, this policy outlines sanctions and approaches to be followed.

The following sanctions system will be followed for poor behaviour/disregard of the rules detailed in this handbook:

### 1.1 Disciplinary process

- 1. Informal Verbal Warning** – If the misconduct or performance issue is determined to be small and not serious then the tutor and a member of the management team will warn the learner that continuing their behaviour will result in the next sanction. Behaviour that warrants informal verbal warnings may include disrespect to others, not completing work (without reason), poor attitude to work.
  - 1.2 Confiscation** – if the sanction is in relation to a prohibited item, i.e. mobile phone, or cigarettes, the item(s) will be confiscated by the tutor until the end of the session. If the behaviour is repeated, the item(s) will be confiscated until the end of the day (at the tutor's discretion).
- 2. Formal Verbal Warning** – where the behaviour warrants more serious consequences than an informal warning the learner will receive a formal verbal warning. The learner's teacher and a member of the management team will speak with the learner, outline the behaviour that has been unacceptable and why, discuss what behaviour is expected, inform the learner that the formal verbal warning will stay on file for 6 weeks. A review will be held at the end of the 6 weeks to determine if the behaviour has improved or whether it needs to be escalated to a formal written warning. A letter outlining everything that has been discussed will be sent to the learner's home address, and a copy of this letter will be forward to the learner's employer. The learner will have five days from receiving the letter to make an appeal. Appeals should be made in writing to James McIntosh.
- 3. Formal Written Warning** – where the behaviour warrants the most serious consequences that a formal written warning will be received. The learner's teacher and a member of the management team will speak with the learner, outline the behaviour that has been unacceptable and why, discuss what behaviour is expected, inform the learner that the formal verbal warning will stay on file for 12 weeks. A review will be held at the end of the 12 weeks

to determine if the behaviour has improved or whether it needs to be escalated to a formal written warning. A letter outlining everything that has been discussed will be sent to the learner's home address, and a copy of this letter will be forward to the learner's employer. The learner will have five days from receiving the letter to make an appeal. Appeals should be made in writing to James McIntosh.

A formal written warning can also be as a result of a learner having an unsatisfactory review at end of the 6 week period of the formal verbal warning.

Seriousness of each case will be determined on a case by case basis.

Please note that learner behaviour is recorded after every session and this information is reported to employers on a regular basis, and poor behaviour (be this repeated, continuous or a one-off, severe circumstance) may be dealt with by the employer at their discretion.

## 2. Suspension and exclusion

In serious instances, a learner may need to be suspended or excluded from Catch.

### 2.1 Terminology

- Use of the term 'suspended' is a reference to what is described in the policy as an exclusion for a fixed period
- Academic year means an educational year from the beginning of September, through to the end of July the following year.
- Use of the term 'excluded' is a referenced to what is described in the policy as permanent removal from the provision

## 3. What legislation relates to this guidance

The policy includes information from the below legislation:

- Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement. (Sept 2022)
- Behaviour in schools (September 2022)