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**Alternative Education**

**Behaviour Policy**

**Review Date: May 2023**

**Authority: Director, Link-Learning Ltd**

**Link-Learning Ltd** offers a small, bespoke educational setting for students who benefit from a quieter teaching environment.

We cater for young people of primary and secondary school age, providing individualised packages of educational support, across a wide range of abilities and needs. We specialise in working with children and young people with a range of issues: from mental health difficulties such as anxiety and neurodiverse conditions including ASD and ADHD, to those with personal challenges, which prevent them from succeeding in large school environments.

We believe that an effective and safe learning environment is created through a combination of high-quality teaching and learning in addition to:

* a clear and consistent approach to behaviour management
* strong and experienced leadership
* clear rewards and sanctions
* the use of individual risk assessments and behaviour strategies
* on-going staff development.
* close liaison with parents/carers, schools, and other linked agencies

# Safeguarding and Risk Assessment Process

**Link-Learning Ltd** prides itself on the positive behaviour of our students. This is due to decisions made in regards suitability of provision to student and high staff ratios.

**Link-Learning Ltd** has a robust and thorough safeguarding and risk assessment process (prior to Centre access) and involves the following:

* Comprehensive referral form completed by school (including risk assessment)
* A meeting with student, carer/s, parent/s, and school representative/s, which will record expectations of all parties and clarify the behaviour policy for the Centre.

Our experienced staff work on a 1:3 and occasionally 2:1, ratio of child to teacher in Centre. Staff utilise a wide range of strategies to support our students in the self-regulation of their behaviour. Risk assessments for individual students are updated as behaviours are noted, and we liaise with parents/carers and other agencies accordingly.

**Link-Learning Ltd** follows the Government Guidance on behaviour management (Behaviour and Discipline in schools: Guidance for Head Teachers and Staff 2016): https:/[/www.g](http://www.gov.uk/government/publications/behaviour-and-discipline-in-schools)o[v.uk/government/publications/behaviour-and-discipline-in-schools](http://www.gov.uk/government/publications/behaviour-and-discipline-in-schools)

# The basic level of expected behaviour from students, whilst in Centre, is as follows:

* + To follow all relevant risk assessments, as directed by staff in Centre.
  + To demonstrate respect and tolerance for other students and staff, always.
  + To be always polite.
  + To engage with all learning tasks and activities.

# Other important rules whilst in the Centre:

* + Mobile phones, music players and/or electronic/recording equipment must not to be brought into the Centre by students. If students do bring mobiles into Centre, they are required to hand them in upon arrival and they are kept in a locked cabinet until departure. This process is clearly highlighted at the pre-entry meeting. For emergency contact the office has a landline and a mobile phone, which can be used at any point a student is in Centre; either by them, or by parents/carers wishing to contact them.
  + Students can indicate if they need any additional breaks, such as a sensory need break – staff will monitor students whilst on the premises, always and if needed, outside the building when a fresh air break is requested.
  + Students are requested to walk quietly around the building, always.
  + Students are requested to wait on the premises at collection time, so that staff can ensure they are collected by the right person and in accordance with the referral agreement.
  + Students can use lap top computers to facilitate their learning, only when monitored by a member of staff. (See: **E Safety Policy April 23**)
  + We request that students do not bring high sugar energy drinks or soft drinks (with high levels of fructose, glucose, or sucrose as a main ingredient) into the Centre. High levels of sugar and/or artificial sweetener may have a detrimental impact upon learning and concentration levels.

**Link-Learning Ltd acknowledges that a student’s behaviour may be influenced by medical needs, or additional/special educational needs and will be mindful of both in relation to all aspects of this policy. Medical Needs: -**Where a student has prescribed medication for special educational needs, **Link-Learning Ltd** staff will adhere to the medical protocol and planning put in place by the school.

**EHCP: -** Where a student has an EHCP, **Link-Learning Ltd** staff will adhere to Section F, ‘Education provision required for the child or young person.’

# Rewards and Sanctions

Positive behaviour is recorded and praised. Similarly, attendance is recorded daily. Periodically, **Link-Learning Ltd** may formally recognise student achievement, progress and/or attendance with a certificate.

Where behaviours are consistently recorded as poor or ‘off task,’ sanctions may include:

* On task reminders during learning time.
* Verbal reminder about the behaviour required.
* Reports to parents and carers.
* Meetings with school, parents/carers.
* Request for payment for items that have been damaged.
* Behaviour agreements.

Where these sanctions have not enabled the student or young person to correct their behaviours, further actions may include an amendment of timetable for a short period of time, which will be agreed in a formal meeting. The young person will be expected to attend a meeting where their behaviour is the subject of the meeting.

Attendance issues will be discussed separately with the student, their parent/carer, and the school. Frequent non-attendance will be shared with relevant parties including Social Care where necessary.

# Bullying

**Link-Learning Ltd** operates a zero-policy approach to bullying. We foster inclusivity, encourage students to openly discuss difference and provide a safe environment due to our consistently high staff ratios.

**Link-Learning Ltd** follows the Department for Education Guidance on bullying (Preventing and tackling bullying. Advice for head teachers, staff and governing bodies, July 2017)

Bullying can occur in any place where students study and learn together; this can include schools and alternative education centres. Bullying is described as:

*‘……. behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities.*

**Link-Learning Ltd** record all incidents of bullying on a separate form and liaise with parents/carers and other agencies accordingly.

# Monitoring of student behaviour whilst in Centre:

**Link-Learning Ltd** provides constant and on-going liaison with parents/carers and schools. Staff will attend external meetings to monitor behaviour and progression. Meetings are held at least termly, in Centre, with involved parties, to ensure the student/young person is managing well and making progress.

Behaviours are monitored throughout the students’ time with **Link-Learning Ltd**: staff consistently model good behaviours, including respect and tolerance of others. Staff have a proactive approach to identify support needs of the individual student and take time to support each student during breaks, or where individual time out is required.

# Serious incidents:

Our policy is to avoid physical intervention where possible.

When serious incidents occur, the priority is to keep all students/young people and staff safe. A serious incident may involve abusive or violent behaviour towards a member of staff or other young person; putting themselves or others at risk; bringing prohibited substances or weapons on site; damage to property; or other serious breaches of the behaviour policy.

When necessary, **Link-Learning Ltd** may use reasonable force: ‘Reasonable’ means using no more force than is needed: all members of **Link-Learning Ltd** staff have a legal power to use reasonable force (Section 93, Education, and Inspections Act 2006). Reasonable force can be used to prevent pupils from hurting themselves or, from damaging property or from causing disorder. The decision on whether to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances. This behaviour policy acknowledges that **Link-Learning Ltd** staff have a legal duty to make reasonable adjustments for disabled children and young people with special educational needs.

Whilst **Link-Learning Ltd** takes seriously all allegations and complaints made against members of staff and understands that looking after the welfare of the child, in the case of allegations, will always take priority, if such an allegation or complaint is shown to be deliberately invented or malicious, **Link-Learning Ltd** will consider this a serious incident.

# What happens when a student’s behaviour become untenable or is considered to constitute a serious incident?

Whilst every safeguarding check is made to ensure safety of students and staff prior to a student

accessing education with **Link-Learning Ltd**, there may be occasions where a student’s challenging

behaviour has had a significant negative impact on other students or staff in the Centre. In such a case, **Link-Learning Ltd** reserves the right to end provision.

All serious incidents are reported to the relevant schools and agencies on the same day. All serious incidents are recorded separately on a **Link-Learning Ltd** incident report document, which will be shared with relevant agencies, as part of safeguarding protocol.