Behaviour and Discipline Policy Including EYFS

Ms N J Brass.

Our policy reflects the DfE guidance, in particular ‘Preventing and Tackling Bullying’ (DfE, 2017), ‘Use of Reasonable Force’ (DfE, 2013) and ‘Keeping Children Safe in Education’ (DfE, 2022).

**Safeguarding and Child Protection**

**Aims and Expectations**

It is a primary aim of us that every person who comes into contact with myself and others in the organisation, feels valued and respected, and that each person is treated fairly and well. The organisation’s policy is designed so that everyone who is taught by myself or another person can work together in a supportive way. It aims to promote an environment where everyone feels happy, safe, and secure.

There is an expectation that every person will behave in a considerate way towards others. We treat all students fairly and apply this behaviour policy in a consistent way and rewards and sanctions which are dealt out with fairness to encourage good behaviour and respect for others.

* We expect students to listen carefully to instructions in sessions.
* We expect students to try their best in all activities.
* The safety of the students is paramount in all situations. If a student's behaviour endangers the safety of others, the teacher/tutor stops the activity and prevents the student from taking part for the rest of that session.
* If a student threatens, hurts or bullies another person, the teacher/tutor records the incident and the student will have their learning contract terminated with no refund.
* If a student repeatedly acts in a way that disrupts or upsets others, the student will have their learning contract terminated with no refund.

The organisation does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour.

All members of staff are aware of the regulations regarding the use of force by teachers (‘Use of Reasonable Force’ (DfE, 2013). Teachers in our organisation do not threaten, hit, push or slap students (not use or threaten corporal punishment). Staff only intervene physically to restrain students or to prevent injury to a student, or if a student is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of students.

 **The Role of Parents**

The organisation collaborates actively with parents, so that students receive consistent messages about how to behave at home and at school.

We expect parents to support their student's learning, and to cooperate with the organisation. We try to build a supportive dialogue between the home and the organisation, and we inform parents immediately if we have concerns about their student's welfare or behaviour.

If the organisation has to use reasonable sanctions to punish a student, we expect parents to support the actions of the Organisation. If parents have any concerns about the way that their student has been treated, they should initially contact the teacher/tutor. If the concern remains, they should contact the Proprietor. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented in accordance with the Complaints Procedure.

 **Drug and Alcohol-Related Incidents**

It is the policy of this organisation that no student should bring any drug, legal or illegal, to sessions. If a student will need medication during their lesson, the parent or guardian should notify the organisation and ask permission for the medication to be brought. This should be taken directly to the teacher/tutor who will ensure a consent form is completed by the parent or guardian. Any medication needed by a student while in the care of the organisation must be taken under the supervision of the authorised member of staff – the teacher/tutor.

* The organisation will take very seriously misuse of any substances such as glue, other solvents, or alcohol. The parents or guardians of any student involved will always be notified. Any student who deliberately brings substances into the organisation for the purpose of misuse the student will have their learning contract terminated with no refund.

If any student is found to be suffering from the effects of alcohol or other substances, arrangements, parents will be called for that student to be taken home immediately.

* It is forbidden for anyone, adult or student, to bring onto the organisation’s premises illegal drugs. Any student who is found to have brought to the organisation any type of illegal substance the student will have their learning contract terminated with no refund.

The student will not be readmitted to the organisation until a parent or guardian of the student has visited the organisation and discussed the seriousness of the incident with the Proprietor (Ms N J Brass).

If the offence is repeated the student will be permanently excluded from learning with Ms N J Brass.

If a student is found to have deliberately brought illegal substances into the organisation and is found to be distributing these to anyone else for money, the student will be permanently excluded from the organisation. The police and social services will also be informed.

Should the teacher/tutor in charge judge that it is appropriate for the student to be required to leave, they will present the case to the owner or a director and request approval for this action to be taken.

 **Monitoring and Review**

Date July 2023

Position Teacher Proprietor: Mrs N J Brass

Date of Next Review August 2024

