



Prime8 Education

Behaviour Policy

PRACTICE

There is a Code of Conduct for Staff

There are Behaviour Expectations for all learners

Everyone should behave in a manner which shows respect:

- Respect for others
- Respect for the learning environment
- Respect for self

PROCEDURES

We have certain expectations of our learners. We expect our learners to arrive at Base (or their timetabled sessions) on time. We expect them to be wearing suitable clothing. We expect them to behave in an appropriate manner and display a positive attitude towards their work.

We have clearly identified procedures in relation to behaviour management in order to ensure:

- consistency and fairness,
- clarity of expectations of both staff and learners,
- effective communication.

DEALING WITH INAPPROPRIATE BEHAVIOUR

It is the responsibility of all staff to deal with inappropriate behaviour as part of their normal day-to-day practice.

Sanctions/Consequences

Although we would wish to view all aspects of Prime8 Education in a very positive way, it would be unrealistic to expect that we do not need a set of sanctions in order to register disapproval of unacceptable behaviour and as a last resort to protect the necessary authority of staff and safety of other learners, staff and members of the public.

Sanctions/Consequences may include:

- rebuke
- asking learners to move to a different task
- removing a learner from a task to discuss an incident.
- a short 'cooling off' time with the expectation that the learner re-joins the lesson.
- making good damage and removing mess caused by the learner

Serious disruption may require the involvement of the Director when appropriate. In these cases, any sanctions are decided on a case-by-case basis in discussion with the referrer, parent/carer and the young person themselves.

Prime8 Education has a zero-tolerance policy on violence and any learner, upon full investigation of a violent act, found to have committed an act of violence against another learner, staff member or visitor will be asked not to return to Prime8 Education and the referrer will be informed of the decision. Behaviour will be dealt with in accordance with individual learner's behaviour plan and Pen Picture.

REWARDS

We consider the use of rewards as a key part of the behaviour management strategies used at Prime8. All staff should aim to praise and encourage learners at every opportunity. Rewards should be used consistently by all staff.

A reward can take many forms:

- spoken praise
- written shout outs displayed on the noticeboard
- praise passed onto parents/carers and referrers
- comments on report
- 5 point incentive scale with rewards half termly (ATL)
- additional enrichment activities

Reports

Learner logs will be completed on a daily basis detailing issues of the day whether positive or negative. Any serious incidents will be reported to the referrer on the same day.

Twice yearly reports are sent to schools and referrers with details of the learners' behaviour, attendance and achievements.

Reporting an Incident

Any incidents that have taken place at Prime8 Education will be reported to the Director on a daily basis to allow them to make judgements regarding contacting referrers.

In the case of an incident taking place at Prime8 Education an Incident Report Form should be completed by the relevant member of staff and the director. This should also detail follow up actions to reduce the likelihood of a repeated incident.

Time Out

A learner can be asked to take Time Out if it is deemed appropriate, to take them away from their peers for a fixed period of time to allow them time to cool off or prevent injury to themselves or others. A member of staff will accompany the learner (at a safe distance if necessary) to ascertain why behaviours have occurred and to be there when they are ready to talk. If necessary, Safer Handling techniques will be used to safely escort a learner away from a situation.

Exclusions

It may be necessary to exclude learners who, despite high levels of support, encouragement and a range of provision, seriously violate the rules, or where the continued presence of the learner is a serious threat to the safety and or learning of others. A placement at risk form will be completed at this stage. Fixed term exclusions will only be used where there is no other appropriate sanction available. These will be discussed with referrers prior to being issued.

Permanent exclusions will only be carried out when other strategies have failed, or the incident is of a particularly serious nature.

In all cases of exclusion, either fixed period or permanent, Prime8 Education will work alongside the referrer. The exclusion will be at the discretion of the Director. Re-admission will be arranged for the learner following discussion with the referrer following any exclusion. This will be dealt with by a senior member of staff, who will plan a way forward to help the learner avoid similar behaviour in the future.

Substance abuse/dangerous weapons

All substances or dangerous weapons e.g. alcohol, solvents, drugs, weapons etc will be confiscated immediately and not returned to learners. Relevant action will be taken in respect of the learner, which will be dependent on the nature of the substance/dangerous weapon and the behaviour choices by the learner. Any young person who knowingly brings dangerous weapons or drugs onto Prime8 property are at risk of immediate permanent exclusion.

Staff Authority

All contracted staff have the authority to operate all the sanctions detailed above with the exceptions of exclusions. All other staff working in the centre are part of our behaviour management systems and deserve equal respect from the learners. Consequently, all staff can make referrals for sanctions through the director.

LEVEL OF SANCTION

One off, minor incidents of disruption in lessons or inappropriate behaviour will normally attract sanctions such as a verbal rebuke. More serious incidents of disruption or misbehaviour may well result in 'time-out'. Unless there are very exceptional circumstances, any learner verbally abusing, intimidating or assaulting a member of staff will be excluded. If a learner repeats inappropriate behaviour or persistently disrupts others' learning the seriousness of the sanction will, under normal circumstances, increase.

BEHAVIOUR DIFFICULTIES DURING A TASK

Behaviour within sessions is first and foremost the responsibility of the teacher/tutor. When dealing with a behaviour issue within the staff should aim to:

- not let the incident interfere with learning.
- defuse the situation.
- ensure the learner knows what they are doing wrong and what they need to do to remedy the situation.
- seek additional support if required from the Director (or Base/Community Manager)

- work in accordance with the learner's behaviour plan and pen picture.

EDUCATION AND INSPECTIONS ACT 2006

The Education and Inspections Act 2006 introduced new statutory powers for schools regarding behaviour and discipline. The new powers give any member of staff in lawful control of children the right to regulate learners' conduct and impose sanctions. These powers can extend to learners outside school when on school events, when travelling to and from school or when the learners' behaviour seriously undermines the authority or reputation of the school.

Staff now have the legal right to confiscate articles from learners, to search learners for offensive weapons, to use reasonable forces of restraint, and can issue detentions. Further details of this Act can be found on the DfE website at www.dfes.gov.uk. They are further detailed in the Force & Restraint Policy.

POLICE INVOLVEMENT

If Prime8 Education staff have knowledge that an incident of a criminal nature has taken place whilst the learner is with Prime8 Education, we will under normal circumstances contact the police at the earliest opportunity.

COMPLAINTS PROCEDURE

The centre's complaints procedures are detailed in a separate policy. Copies can be obtained from Julie Townsend, director.

VOLUNTARY STAFF

Voluntary staff are available within Prime8 Education to support learners in accessing the learning opportunities available to them. Where a learner has behaviour difficulties, they may receive additional support from a volunteer who will support them in managing their own behaviour.

CHILD PROTECTION /SOCIAL CARE INVOLVEMENT

The centre has a named person who is responsible for child protection. The DSLs are Claire Flear and Julie Townsend. All child protection concerns are referred directly to the DSLs, who will take relevant action in line with child protection procedures. MASH referrals will be made where relevant, in agreement with referrers where possible.

PARTNERSHIP WITH REFERRERS

The provision aims to work in partnership with referrers and recognises the value this partnership has in supporting the management of learners' behaviour. Prime8 Education may invite parents/carers and professionals into the setting, to share in the achievements of learners, for social purposes and to share in the problem solving in relation to learners who are experiencing difficulties.

COMMUNICATION

Communication is essential to the smooth running of Prime8. Staff share information through lesson logs, incident reports, emails, phone calls and messages.

STAFF DEVELOPMENT

Effective staff development in relation to behaviour management, both within a learning situation and within unstructured situations is key to long-term effective, consistent behaviour management at Prime8 Education. We see staff development in relation to behaviour management as a continuing priority area for development over the next few years.

All staff will be encouraged to access training in relation to behaviour management initially through Educare as well as Safer Handling Training. Any request for specific training will be taken seriously, as to how it will benefit the behaviour and learning strategies of our learners.

All Staff

All staff are responsible for management of learners' behaviour including management of behaviour in unstructured situations. All staff should ensure that they are aware of the needs of the individual learners and the strategies identified to support effective behaviour management. Each learner profile has a Pen Picture and a Behaviour Management Plan (if appropriate), detailing the learner's behaviour and triggers, and this can be found in Learner's Personal File on SharePoint or as a paper copy, securely stored in the Base Office.

MONITORING AND EVALUATION

Behaviour needs within Prime8 Education are closely monitored by the Director and staff. They will also be responsible for evaluating progress in relation to behaviour management on a regular basis. The monitoring and evaluation of behaviour may consist of information collected from:

- rewards information
- exclusion data
- lesson observations
- observation of unstructured situations
- discussions with learners including student voice
- learner daily reports
- incident reports

EQUAL OPPORTUNITIES

Prime8 Education aims to ensure that equal opportunities are provided for all students. The behaviour management programmes and support, aim to ensure that all learners have equal opportunity to access the learning provision provided by Prime8 Education. All behaviour data will be monitored to ensure that no specific group is disadvantaged in relation to access.

REVIEW OF THE POLICY

This policy will be reviewed at least annually.

Date of Completion	1.9.25	Signed:  Debbie Crookes (Tutor)
Date of Ratification	1.9.2025	Signed:  Julie Townsend (Director)
Date of Review	July 2026	
Next Review Date	August 2027	