

## Behaviour Policy and Discipline Procedure

### Responsibilities

Monitoring behaviour is the responsibility of all staff, wherever they might be, whether it is in their own class environment or around any Cornerstone Vocational Training (CVT) centre. It is important that learners recognise that our systems are carried out fairly by all members of staff at all times.

### Aims

- To have a disciplined and caring environment where high achievement is valued and strived towards.
- To develop a sense of self-discipline and self-respect amongst all members of CVT.
- To support individuals by providing guidance and coping strategies so that they may successfully achieve their potential.
- That all members of CVT are aware of a clearly defined system of sanctions which reflect the high standards that are expected from all.
- For all staff to be clear about the 5 different stages of dealing with behaviour and the support put in place at different stages.

### Objectives

- To ensure that class and CVT organisational procedures are conducive to the development of a disciplined environment.
- To have an agreed set of department based rules which are particular to the requirements of the subject.
- To have a clearly defined referral system.
- To involve parents in the discipline process at the appropriate time and to keep parents informed of their child's progress, good and bad, use appropriate methods to engage them and where necessary support them in meeting their parental responsibilities.
- To have a range of sanctions which are recognised by the students and which are seen to be fair.
- To develop strategies for specific students and to liaise, where appropriate, with CVT staff and outside agencies.
- To apply sanctions fairly, consistently, proportionately and reasonably taking into account SEN, disabilities and the needs of vulnerable children and offering support as appropriate.

In the event of having to discipline any learner, whether it is advisory or a more serious form of action, it is essential that the Learner Behaviour and Discipline procedure is followed correctly. The procedure allows for learners to put their case forward in all stages and for staff to plan agreed actions to improve behaviour.

There are 5 steps within the procedure. In all cases both Cornerstone Vocational Training and the home provider's behavioural procedures will be considered when deciding any outcomes or actions.

### **Stage One**

Minor incidents are recorded under this section and an advisory discussion will be had with the learner. Incidents that may cause this action to be taken are as follows, although the list is not intended to be exhaustive:

- Poor punctuality
- Poor attendance
- Disruptive behaviour in teaching sessions
- Walking off-site without permission
- Failure to sign in
- Swearing
- Talking in class
- Not following instruction
- Using mobile phones/MP3 during teaching sessions

If any of the above is exhibited by a learner, their actions will be brought to their attention and an explanation of why they should not continue with that behaviour will be given. The incident will then be reported verbally by the tutor to the Centre Manager, so they are continually informed of any concerns. The Centre Manager will then discuss the incident with the offending learner and point out future consequences if it is to continue.

If the learner persists in their poor behaviour, subsequent warning will be. It is at the Centre Manager's discretion to escalate the disciplinary to stage 2, 3 or 4, not the Tutor.

### **Stage Two**

The disciplinary procedure may be escalated to stage 2 from stage 1, when all interventions have failed and a more official response is required. On deciding that the learner needs to be moved to the next stage, they shall be informed of the actions that are about to take place and why they are taking place. Cornerstone shall contact the key personnel from the home provider and inform them of the happenings that have occurred in stage 1 and the reasons for escalating the disciplinary to stage 2. Then the key personnel from the home provider are to be invited verbally and/or in writing to a case conference with the learner and our centre manager, to discuss the learner's future behaviour and to agree actions for the learner to follow and work towards achieving,

### **Stage 3**

This stage is activated when all else has failed in stage 2 or the learner behaviour is bordering on gross misconduct and warrants this level of intervention.

Behaviour that may constitute stage 3 actions is as follows, although the list is not exhaustive:

- Continuation of disruptive behaviour with no improvement
- Bullying
- Verbally abusing staff
- Verbally abusing other learner/s

As previous the key personnel from the home provider is contacted, but this time the parents/carers of the learner will also be contacted, verbally or in writing to attend a further case conference to plan interventions to improve the behaviour of the learner. From the conference it is essential that all present agree actions discussed. A formal decision may be made to include a withdrawal of current programme of study for a fixed period for the learner.

### **Stage 4**

Withdrawal of current programme of study; If intervention at stage 3 has failed then the learner will be put through the fourth stage, although a learner can be given a stage 4 sanction immediately, excluding previous stages, if their behaviour warrants it. Reasons for being disciplined at the level of stage 4 are as follows, although it is not an exhaustive list:

- No improvement at stage 3
- Assault
- Theft
- Drug & alcohol taking
- Dangerous behaviour
- Breaches of health & safety
- Criminal damage

A formal meeting will take place between key personnel of the Home Provider and Cornerstone to discuss the learner and review the individual case. At this meeting agreement on how best to proceed will be made. This may result in the learner being withdrawn from his/her present programme of study and a more appropriate curriculum identified. Alternately re-access with additional support may be possible. A meeting between the Parents and the Home Provider will be organised to discuss appropriate action with a formal letter outlining the decision will be sent to parents, the learner and the Home Provider.

### **Stage 5**

A learner or their parent/carer/guardian may appeal the above decision. This should be done via the home provider and the home providers own policies and procedures. The home provider may then liaise with Cornerstone with any proposed plan.