

<b>Name of Policy:</b>	Behaviour Policy
<b>Effective date:</b>	Dec 2021
<b>Date of next review:</b>	Dec 2022

## Behaviour Policy

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### Aims of the Behaviour Policy

The policy recognises current legislation and is designed to ensure that all staff and users have a clear understanding of ELTS expectations.

The policy aims:

- To provide a safe, purposeful, and professional environment enabling teachers to teach and all to learn, free from disruption, violence, bullying and any form of harassment or discrimination.
- To determine the boundaries of acceptable and unacceptable behaviour, the graduated responses regarding rewards and sanctions and how these responses will be fairly and consistently applied by all.
- To ensure a range of early intervention strategies are in place to both supports expected behaviour, challenge behaviour concerns and help reduce the risk of both fixed and permanent exclusions.
- To support the ethos of ELTS in promoting positive relationships, fostering equal opportunity, and raising attainment for all.
- To focus throughout on recognising positive behaviour.
- To ensure that the disciplinary procedures seek to resolve concerns.
- To ensure that there are regular reviews of its effectiveness

## ELTS Expectations - Members

### Conduct

ELTS members and staff are expected to

- o Be punctual
- o Be supportive of others
- o Be respectful
- o Contribute ideas
- o Take creative risks
- o Care for the working environment
- o Be ready for work; in spirit, attitude and what you wear.
- o Pay fees on time (if applicable)

Physical violence, threatening (offensive behaviour), bullying, deliberate malice, theft, being in possession of or under the influence of illegal drugs or alcohol, inappropriate language, sexist/racist/homophobic comments, and gestures will not be tolerated and will result in disciplinary action.

### Smoking

ELTS site at UEL is a non-smoking environment. Smoking is not allowed anywhere on site and is discouraged anywhere in sight of the UEL premises.

### Spaces and Communal Eating

Please ask permission to eat/drink in the working space. Try and use the breaks to do this if possible. There are designated places to eat and drink.

### Presentation and Personal Possessions

ELTS members to wear clothing suitable to the work and practice.

If members are dressed inappropriately, their tutor will ask them to change or arrange for different attire for next time.

Members are advised not to bring valuables, expensive clothing, or large quantities of cash to ELTS. We can't provide a safe and secure place to keep them.

They are the responsibility of the member.

### Mobile Phones

Mobile phones may be used freely outside of the working sessions. In working sessions, they should be set on silent and put away. Photos/videos of the work must never be taken on a member 'phone.

ELTS has an allocated phone for this use only.

### Security

ELTS Members are expected to take reasonable steps to ensure the safety of themselves and their peers. They are expected to report strangers on site, to observe the rules regarding visitors, and only use selected entrances and exits to the site except in emergencies.

On arrival all members and staff report to the front desk on the UEL site

## Behaviour Policy

### Guidance on responses to behaviour concerns

Initially staff members should aim to deal with the situation as it arises and always report to the AD.

Together decide on appropriate course of action.

Contact parents/carers and give relevant/appropriate details of the incident and action taken/to be taken

There are times when a staff member may need to refer a situation at hand directly to the designated safeguarding officer.

See Safeguarding Policy.

Any staff member who is not sure how to proceed with a behaviour or disciplinary situation or issue must seek support from their line manager.

### Inappropriate behaviour that warrants action (this is not an exhaustive list)

- Persistent failure to follow instructions
- Harassment
- Threatening language and /or behaviour
- Use of obscene/offensive language
- Bullying of any form - based on e.g., race, religion, sexuality, gender, disability, (including cyber/online bullying)
- Intimidating, threatening or violent behaviour (emotional, psychological, or physical)
- Fighting
- Theft
- Vandalism
- Deliberate disobedience/defiance
- Smoking, drug or alcohol related concerns
- Possession of an illegal/banned item related concerns (including so called 'legal highs')

### Dealing with inappropriate behaviour

- o Stage 1: A verbal warning. Recorded with expectations clearly laid out and deadlines. Parent/Carer/guardian is kept informed of the whole process. If behaviour does not improve or change then.
- o Stage 2: Written warning. Recorded with expectations clearly laid out and deadlines. If behaviour does not improve or change then.
  - Stage 3: Exclusion. With a written letter explaining the process and decision. A copy to be sent to parent/guardian/carer.

All records of all Stages to be securely stored and reported to the AD.

All procedures are intended to ensure the behaviour management is conducted fairly.

## ELTS Expectations – Staff

All staff are expected to uphold the Behaviour Policy and will be expected to model good practice in support of the Behaviour Policy by demonstrating:

**High expectations:** Help members understand the boundaries for attendance, behaviour, and quality of work.

**Early intervention:** Prompt intervention will help to prevent further escalation of behaviour.

**Identifying Issues:** Prompt investigation into why a member's behaviour is a cause for concern.

**Rewarding Achievements:** Positive recognition of achievements in attendance, behaviour, and work progress. To communicate to parents/carers/guardians

### **Other adults:**

Any adult employed directly or indirectly will be expected to uphold the ELTS Behaviour Policy.

### **Taking account of individual needs:**

The following groups of vulnerable students may at some point require the adults in school to take account of their individual needs and circumstances when applying the school's Behaviour Policy:

- Minority ethnic and faith groups, travellers, asylum-seekers, and refugees
- Members who need support to learn English as an Additional Language (EAL)
- Members with Special Educational Needs
- Children Looked After by the Local Authority
- Young carers

**AGREEMENT: MEMBERS**

I have read the Welcome Pack and understand what is expected of me.

If I have any concerns, I will raise it with my tutor, Director, or Artistic Director to get their support

PRINT NAME.....

SIGN.....

DATE.....



