



UTC Leeds Professional Conduct Policy

Adopted by the Governing Board on August 2018

To be reviewed by Governors on August 2019

Introduction & Purpose

UTC Leeds believes that all students – despite their individual contexts - need a safe, secure and orderly environment in which to achieve their full potential, both academically and socially. We aim to create this environment by having the following:

- Clear, high expectations which allow students to learn and teachers to teach
- A simple and clear rewards system (being re-designed)
- Open dialogue with parents/carers
- Clear consequences which are immediate (as much as possible), incremental, designed to allow time for reflection, and allow positive choices to be made at all levels
- A culture whereby every day is a ‘fresh start’

In essence, positive behaviour is **behaviour that supports the learning of self and others**. All stakeholders (student, staff, parent and governor) have their part to play in ensuring consistent and effective implementation of the Policy. By upholding and encouraging the principles of this Professional Conduct Policy.

The Professional Conduct Policy revolves around the employability of the students at the UTC. This comes down to three values:

The UTC’s Professional Reputation – Every child attending the UTC is valued, respected and allowed to learn in a safe, well-ordered environment. Children can learn, teachers can teach. Every member of every school values every other, regardless of background, ethnicity, religion, sexual or gender orientation. Everyone attending the UTC – whether staff or student – has their life enhanced by the variety of things on offer there. This is further cemented by the team ethos around the site. Everyone at the UTC is aiming to achieve great things. They deserve to have their collective reputation protected.

The Student’s Own Professional reputation – Every member of the UTC community tries their utmost to be the very best that they can be, at all times, in all activities. Students and staff support one another, encourage each other to strive to reach their potential, and celebrate and share successes. Students should ensure their conduct is conducive to a positive learning environment where progress is clear and rewarding.

Health and Safety in the Workplace – Every member of the UTC has a clear responsibility for the health and wellbeing of themselves and those around them. They can support this by adhering to rules and regulations designed to protect them from a potentially harmful work situation. Anyone in breach of these regulations is putting themselves or others at risk of harm.

UTC Leeds recognises that the vast majority of students are well behaved, co-operative and responsible and the heart of our policy is based on recognising and rewarding good and responsible behaviour. UTC rules, classroom expectations and the bespoke sanction/reward systems are displayed in every room and provide a clear explanation of our expectations and how rewards can be gained and how negative consequences will be applied.

A basic set of expectations are in place for all students within the UTC:

- Arrive on time and to lessons punctually
- Be prepared and ready to learn
- Wear uniform correctly
- Work hard during lessons and complete all tasks to the best of their ability
- Be polite, courteous and friendly to all members of the school
- Follow the school rules and comply with requests or instructions made by staff on the first time of asking
- Have regard for their own health and safety and that of others
- Show respect to the school's environment and building
- Do not leave the school site without prior permission

The Student Planner

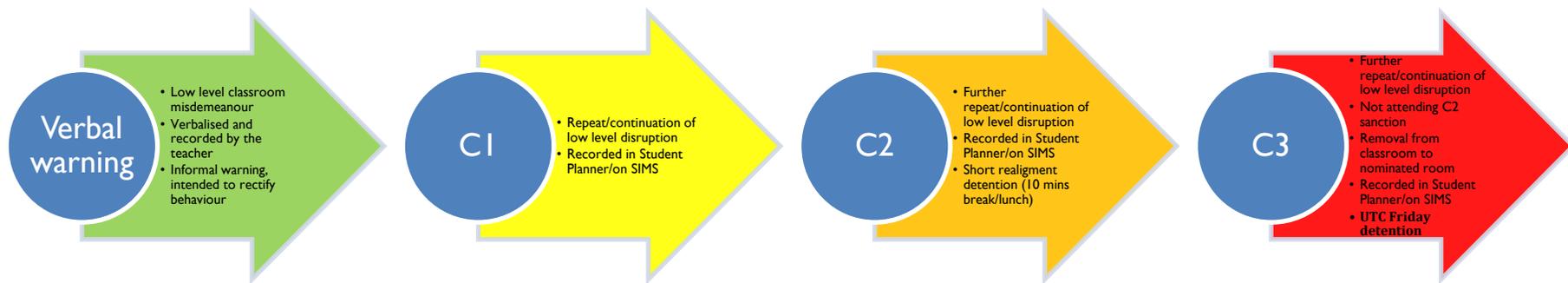
Central to communication between home and school is the Student Planner. This is an important document which holds a great deal of information for both students and parents. It is absolutely imperative that each child has this with them every day. If they lose it, or it is destroyed, it needs to be replaced at a cost. Students should consult their Pastoral Leader / Profile Team Leader to replace it if this happens. If a child forgets their Student Planner, they will receive a negative consequence.

Rewards

UTC Leeds believes that recognising students' achievements is very important in encouraging positive behaviour and rewards are essential. UTC Leeds believes in rewards for meeting, exceeding or excelling when demonstrating UTC's values. For clarification on individual schools' rewards and recognition, please refer to the relevant policies.

Classroom based consequences

In all curriculum areas, consistency of behavioural systems is important in ensuring the climate for learning is positive and allows progress to be made. Each curriculum area will apply the following system:



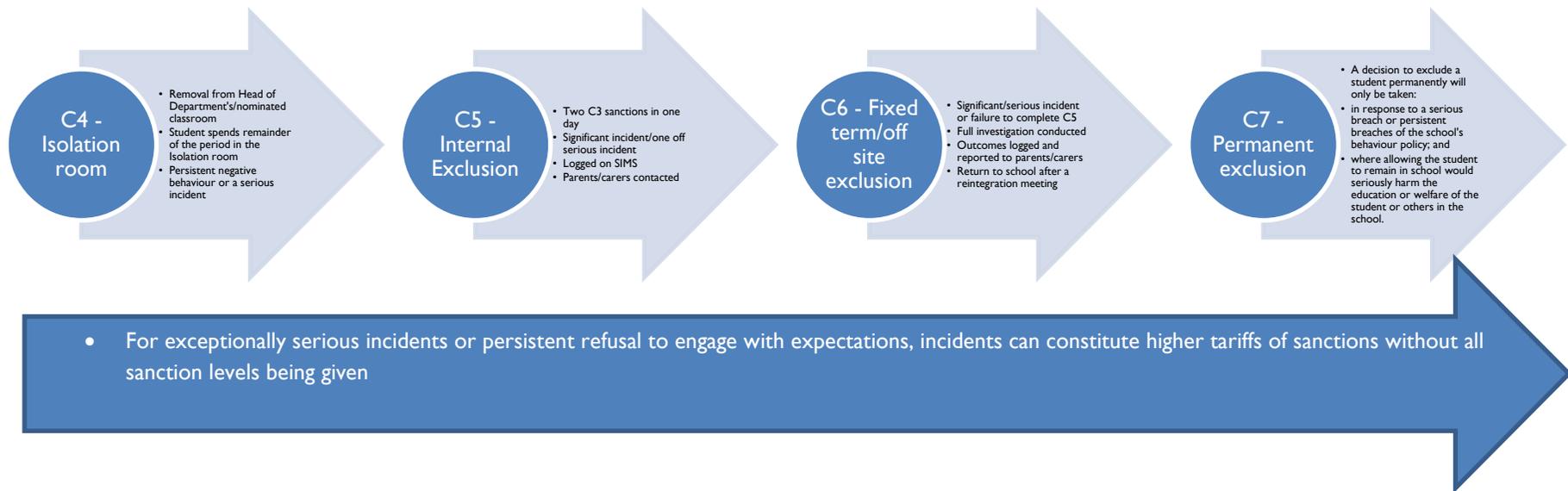
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- At any point within the system, if a serious incident occurs, a student can be removed from a classroom at any point
 - At each level, intervention within the classroom is down to the teacher's professional judgement
 - Where a dispute over the level of consequence occurs, the Principal/Vice Principal/Assistant Principal's decision is final

Low level disruption could constitute (*but is not exclusive to*):

- Off task behaviour
- Talking when asked not to
- Inappropriate conversation/language

- Chewing
- Not paying attention
- Lack of work/effort
- Attempting to disrupt their own/others' learning
- Poor attitude to learning (including body language)

In very serious and isolated incidents or in the case of persistent incidents of poor behaviour, a student may require further intervention and negative consequences. At all points within the advanced areas of the system, parents/carers will be informed as to investigations and decisions made by staff.



Corridors and around the UTC

When a student is found to be behaving poorly on a corridor or around the UTC, negative consequences will be issued. Parents/Carers will be informed as quickly as possible (where appropriate).

Consequences are given for misdemeanors such as (but not exclusive to):

- Not adhering to the school's minimum uniform expectations
- Inappropriate language (not directed towards another student or member of staff and not swearing)
- Generally inappropriate, but inoffensive, behaviour
- Running on corridors
- Shouting or screaming
- Swearing
- Clear violation of communicated rules and expectations

Mobile Phones

Mobile phones can be a very useful resource on occasion and the UTC recognises their use under specific circumstances. Students are permitted to use their mobile phone at their leisure in either of the two designated social areas (cafeteria and outside). In all other locations, mobile phones should be kept away, on silent and not used/checked at all. This includes the use of music via headphones. This will ensure students are on time to lessons and moving around the UTC safely.

Lateness

Lateness is a serious threat to professional reputation and is treated as such within the Professional Conduct policy. 3 lates recorded in one half term will warrant a C3 sanction in line with the systems outlined above.

UTC Detentions

Detentions will be issued by staff members at C2 level at break or lunchtime. These can and will be conducted by the member of staff issuing them. For a more serious sanction, students can be referred to a C3 UTC Friday Detentions. Should a student be issued with a UTC Friday Detention, they will be expected to remain at the UTC once all other students have departed for the week. They will be isolated and expected to work continuously, in silence, for an hour. These detentions are staffed by the Senior Leadership Team. Students failing these sanctions or refusing to comply will be immediately escalated.

Internal Exclusion/Isolation

Internal Exclusion (C5)/Isolation (C4) is an extremely serious sanction. The Internal Exclusion/Isolation Room has a functional and purposeful environment with a bank of work which covers every curriculum area for students.

Students will be 'isolated' in the fullest sense of the word. All unstructured time will be spent in the Internal Exclusion room. The room will be fully supervised by a member of staff at all times. Students are expected to work hard in the Internal Exclusion/Isolation Room for the duration of their placement.

The Internal Exclusion room will be an ALL DAY sanction. All students who are placed in the Internal Exclusion Room must bring their set books and equipment for that day. They will not be spending any time unsupervised.

If a student does not meet the behavioural expectations of a session in the Internal Exclusion Room, then he/she will receive a fixed term exclusion, and will then repeat his/her day in there upon their return.

The following lists the warning system in place in Internal Exclusion:

Verbal Warning	A minor misdemeanour – explicit expectations reissued to student
CI	Further poor behaviour – a reminder of the consequences for not meeting Internal Exclusion expectations is FTE
SLT Warning	Explicit reminder that one further issue will result in being excluded and restarting the day of Internal Exclusion the following day
Fixed term exclusion	Completes the day on a fixed term exclusion and restarts day in Internal Exclusion the following day

Fixed Term Exclusions

A decision to exclude a student will be taken only:

- In response to constant or serious breaches of the Professional Conduct policy
- If allowing the student to remain in the UTC would seriously harm the education or welfare of others or increase the risk of re-offending

The UTC follows the latest Department for Education guidance regarding exclusions from schools for both fixed term and permanent exclusions to ensure that students are treated fairly and not discriminated against.

Length of fixed term exclusions

We will always attempt to ensure that fixed term exclusions are for the shortest time necessary and will follow Department for Education guidelines which suggest that a period of 1 – 5 days is often long enough to secure the benefits of exclusion without adverse educational consequences.

UTC Leeds will:

- Inform parents/carers of their responsibility to ensure that their child is not present in a public place in Academy hours during the first five days of any fixed term exclusion
- Provide work to be completed at home and ensure that work completed while excluded is marked and the student receives appropriate feedback
- Provide full-time education (off-site) from the 6th day of any period of fixed term exclusion of 6 days or longer where a permanent exclusion has not been processed
- Work in partnership to provide opportunities to improve behaviour
- Arrange a reintegration interview following the expiry of a fixed term exclusion
- Liaise with and inform the police where any criminal offence has taken place, alongside contacting any other relevant agencies (including but not exclusive to):
 - Youth Offending Team
 - Anti Social Behaviour Unit
 - Social worker

Actions following a fixed term exclusion

UTC Leeds will offer support to students who are excluded in order to support them to improve their behaviour. The table below clarifies what measures will be taken at each step in order to support this process.

Exclusion length	Action
½ day – 4 days	<ul style="list-style-type: none">• Parents contacted via phone and a letter dispatched• Reintegration meeting with student by appropriate member of staff on return (with report card and relevant support)
5 days	<ul style="list-style-type: none">• Parents contacted via phone and a letter dispatched• Reintegration meeting with student by appropriate member of staff on return (with relevant support)

6+ days	<ul style="list-style-type: none"> • Parents contacted via phone and a letter dispatched • Reintegration meeting with student by appropriate member of staff on return (with relevant support) • Educated off site from day 5 onwards and reintegration meeting on return (with relevant support)
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When students reach either 15 days of fixed term exclusion in one term, and/or where there have been five separate fixed term exclusions within the same academic year, and/or the exclusion will result in the student missing a public examination, the individual academy's governing body must meet with the student and parent/carer in order to:

- Discuss the issues with the student and parent/carer having been given full information by the individual school
- Offer support and challenge

Following any Fixed Term Exclusion or at any point dictated by the UTC Principal, additional support or control measures may be put in place.

SEND students:

Where appropriate, reasonable adjustments will be considered to the UTC Leeds professional conduct policy for SEND students or students considered as vulnerable.

UTC routines

The UTC will apply structures in order to ensure that behaviour and conduct are conducive to a positive learning environment for students, a positive working environment for staff and to ensure that the high standards and expectations set are achieved and met by all stakeholders.

All staff and students are expected to uphold all systems.

Leaders should:

- Provide training and rationale for all processes and systems
- Ensure staff have sufficient time to amend short term plans to accommodate systems
- Model systems and procedures in their own work to the highest of standards
- Hold staff and students to account for upholding systems and procedures

Staff should:

- Positively uphold all instructions pertaining to systems and procedures

- Consistently reward students' effort in and out of lessons
- Hold students to account for failure to partake in any part of any system
- Implement negative consequences appropriately for failure to meet expectations and log these centrally on appropriate data management systems

Senior Leader Presence

UTC Leeds believe that all responsibility holders should model all processes and expectations to the highest standard, and should hold stakeholders to account where standards are not in place. To aid staff embed and benefit from all systems and procedures, constant supportive monitoring of the UTC by senior leaders through learning checks is in place. These checks are in place to:

- Celebrate and praise conduct which is deserving
- Identify excellent practice in working with students
- Provide holistic support for all classroom based staff, regardless of role or experience
- Identify students who may require follow up conversations from pastoral staff or other staff later in the day
- Identify students not meeting expectations within academies
- Support staff with students not meeting expectations
- Hold students to account for not meeting expectations

UTC Leeds rotas for the 'Learning Checks' will be held centrally and a log will be kept of all checks made.

Formal Warnings

The Principal or Assistant Principal may, in certain circumstances, wish to give formal warnings to students, based around their conduct. These can include:

Verbal warning	A recorded sanction registering displeasure with behaviour or patterns of behaviour
First written warning	A further sanction which is in place to further indicate the severity of poor behaviour
Final written warning	A final warning before permanent exclusion is a distinct possibility with referral to the Board of Trustees being made

This policy links to others which are available from UTC Leeds and via our website

<ul style="list-style-type: none">• Complaints Policy• Use of Reasonable Force Policy• Exclusions Policy	<ul style="list-style-type: none">• Safeguarding and Child Protection Policy• Equality and diversity policy