



University Technical College Warrington (UTCW)

Disruption Free Learning Policy

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1. INTRODUCTION

The Disruption Free Learning Policy draws on principles of good practice, is founded on UTC Warrington ("UTCW") ethos and underpins the culture of UTCW.

In addition, this policy:

- Supports students to take personal responsibility for their actions - actions which are modelled through the ethos of being 'ready to learn;'
- Ensures that there is a consistency across staff with behaviour management;
- Supports the worked-based environment and models professional expectations in line with those of partners from industry;
- Underpins a culture of encouraging students to focus on successful outcomes;
- Has a visible strategy which promotes positive and focused conversations to reinforce expectations driven by students' aspirations;
- Encourages and supports students in their progress towards being considerate and tolerant of others, in line with the British Values statement of UTCW.

The guiding premise of UTCW is that externally imposed discipline, whilst it may be necessary in certain instances, is a reactive response to that which has already happened. It is therefore, of limited efficacy in addressing the prospective and long- term social needs of students. UTCW therefore encourages students to be courteous, honest, work hard with endeavour and self-discipline.

Such encouragement is delivered through day-to-day contact with each individual student and through the corporate life of UTCW and the ethos 'Every Day is an Interview.'

Staff praise and reward behaviour which reflects UTCW's values of excellence and kindness. Praise of a public nature is used in group meetings and especially in assembly to give public acknowledgment of achievement. Rewards and punishments are applied fairly and consistently.

2. LEGISLATION

- Keeping Children Safe in Education DfE Statutory Guidance (2018)
- Behaviour and Discipline in Schools: guidance for Governing Bodies DfE (updated Sept 2015)
- Use of Reasonable Force in Schools- advice for headteachers, staff and Governing Bodies DfE (July 2013)
- Screening, Searching and Confiscation- advice for Headteachers, staff and Governing Bodies DfE (updated Jan 2018)

3. OBJECTIVES

- To ensure that all members of the UTCW community are aware of the aims and expectations of UTCW in terms of behaviour and consistency.
- To encourage good, orderly behaviour and self-respect as well as respect for others, uniform (business dress) equipment and the environment.
- To provide consistent and effective support for staff and students.
- To provide clear guidelines to colleagues on the consistent use of rewards and sanctions.
- To promote a positive attitude to learning and provide a learning environment that enables students to realise their potential and make progress.
- To support students in achieving success and encourage patterns of good behaviour through a range of rewards.
- To deal with incidents of unacceptable behaviour with appropriate sanctions.
- To ensure that all students are treated equally and fairly with regards to rewards and sanctions.
- To ensure that students, parents and carers are aware of the rewards and disciplinary referral routes.

4. PRINCIPLES UNDERPINNING THE DISRUPTION FREE LEARNING POLICY

- **Early Intervention:** Intervention is prompt where there is poor behaviour or attendance so it is clear that such behaviour will not be tolerated;
- **Rewarding Achievements:** Positive recognition of the achievements of individual students, class or year group is celebrated through assemblies, awarding Growth Mindset postcards, termly reward trips;
- **Supporting Behaviour Management:** A holistic approach to managing and promoting positive behaviour ensures consistency and transparency. The Progress Leaders for each Key Stage work with the Assistant Principal: Inclusion to support resolution to behaviour issues;
- **Working with Parents/Carers:** UTCW encourages parents/carers to support behaviour and attendance through home-College Learning Agreements, parents' meetings and newsletters. The UTCW Attendance and Punctuality Policy provides details on the role of

parents/carers.

- **Involving Students:** Students help to reinforce this policy by active involvement in contributing to the writing and implementation of a range of policies including anti-bullying and social media. They also contribute suggestions and make proposals through the Student Leadership Team;
- **Commitment to Equal Opportunities:** Parents/carers and students are made aware that UTCW has an Equality Policy and is committed to equality of opportunity for all students. UTCW monitors the impact of its policies and procedures on different groups (by race, gender and disability).
- **Study Support:** Many activities, including Intervention sessions, reinforce the work of UTCW and the progress of students.

5. COMMITMENT

Commitment to the Disruption Free Learning Policy		
Commitment	Students	Staff
Safe Environment	I will protect the environment and never litter or damage property. I will not bring into the UTC anything that might do harm or damage to other students, staff or the environment	We will build a safe and secure community based on relationships which actively promote respect, care and opportunity for all.
Dress for Success	I will follow the dress code and dress professionally at all times	We will model the professional dress expectations required in a professional workplace.
Attendance and Punctuality	I will take responsibility for meeting my attendance target of at least 96% and ensure that I attend every meeting and learning opportunity on time.	We will lead by example and ensure we hold students accountable for their attendance and punctuality.

Progress	I will know my agreed targets in all my subjects and ensure that I am doing all I can to exceed these.	We will give students meaningful feedback that helps them make progress and improve. We will ensure that students receive regular updates on their progress and have regular opportunities to discuss these.
Professionalism	I will display a professional working ethos when in class following basic rules that promote successful learning and support a safe environment. E.g. respecting other students and staff, not using my mobile phone during lessons, not having chewing gum, fizzy or energy drinks or eating during lessons.	We will use agreed structures to support all students and consistently build a professional learning environment.
Aspire	I will develop deep knowledge and understanding of the world around me so that I can become an active and responsible citizen.	We will provide the very best teaching methods and utilise the most relevant learning technologies to support students to exceed their expectations and become an expert in their chosen field.

6. EXPECTATIONS

6.1 Expectations of Staff

In order that we achieve the high levels of behaviour for learning that we expect, all staff are required to implement the following protocols:

- All staff to be on time to meet and greet students outside the classroom.
- Staff who are not teaching to stand outside their classroom and monitor movement giving positive messages to all students who pass regarding behaviour and uniform.
- The register should be taken within 10 minutes of the lesson.
- Students should not be sent directly to Progress Leaders. (use emergency SLT call out button on SIMS, or email the Executive Assistant who will contact SLT duty)
- Students should not be allowed out of lessons except with a valid reason and then only with a note signed by the teacher.
- Students must not be allowed out of class in the first 15 and last 15 minutes of the lesson.
- Students must be discouraged from going to the toilet during lessons.
- Classrooms to be left clean and tidy.
- Students to stand behind their chairs as the end of the lesson and wait to be dismissed in an orderly manner by the member of staff.

Basic Expectations – Entry to lesson:

- Meet and greet students
- Students enter quietly
- Staff check uniform, coats removed, bags under table
- A “do now” activity is prepared for the arriving students
- Prompt and purposeful start to the lesson
- Sit in designated place
- Deal with lateness during lesson not at the start
- Complete register

Basic Expectations – Exit from lesson:

- Pack away quietly
- Students and teacher to ensure the room is clean and tidy
- Students straighten tables and put chairs under
- Stand behind chairs
- Leave quietly row by row when asked by teacher
- Teacher escorts class out and monitors movement on the corridor
- Staff “staff the corridor” between lessons.

PAT Time Expectations:

- Be at the tutor room by 8:30am to meet and greet students and let them into the classroom, check uniform on entry.
- Take the register aloud. If any students come in late then they should be given L mark. Challenge this lateness. Registers must be saved immediately.
- Ensure that all students have the necessary equipment for the day – pen, pencil, ruler, calculator etc. bag and correct uniform.
- At 9:00am, stand student’s behind their chairs and dismiss them row by row whilst standing at the door monitoring corridor movement.

6.2 Expectations of Students

A high standard of personal appearance is expected of all students and anyone arriving to college in incorrect uniform will be challenged upon arrival.

- Coats: May be worn to College but must be put in lockers upon arrival. If carried around College they will be removed and kept until the end of the day.
- Blazer/jacket: Must be worn every day and to all lessons.
- Shirt: Must be worn tucked into trousers or skirt. Top button to be fastened
- Tie: Must be fastened to the neck and be belt length.
- Shoes: Plain black or brown shoes. Must be suitable for College.
- NO TRAINERS will be allowed
- Equipment: All students must have a bag and necessary equipment which includes a pen, pencil, ruler, and calculator. PE kit must be brought into College on relevant days.
- Attendance: All students are set an attendance target of 100% at the start of the year.

- Punctuality: Students must be in registration by 8:30am or they will receive a late mark. Any student who is late will receive an after College detention with the Attendance/Pastoral manager lasting 30 minutes and held in room 4.08.
- Permission for students to leave the UTC site: Students should only be allowed out of the College or sent home from the College with permission from SLT. All students leaving the College must carry a note of authorisation from SLT.

7. STEPPED CLASSROOM SANCTIONS

1. Warning	N/A
2. Final Warning	Level 1 negative behaviour logged (30 minutes detention)
3. Removal	Level 2 negative behaviour logged (student removed)
Instant removal	Level 3 negative behaviour logged (student removed)

8. DETENTION SYSTEM

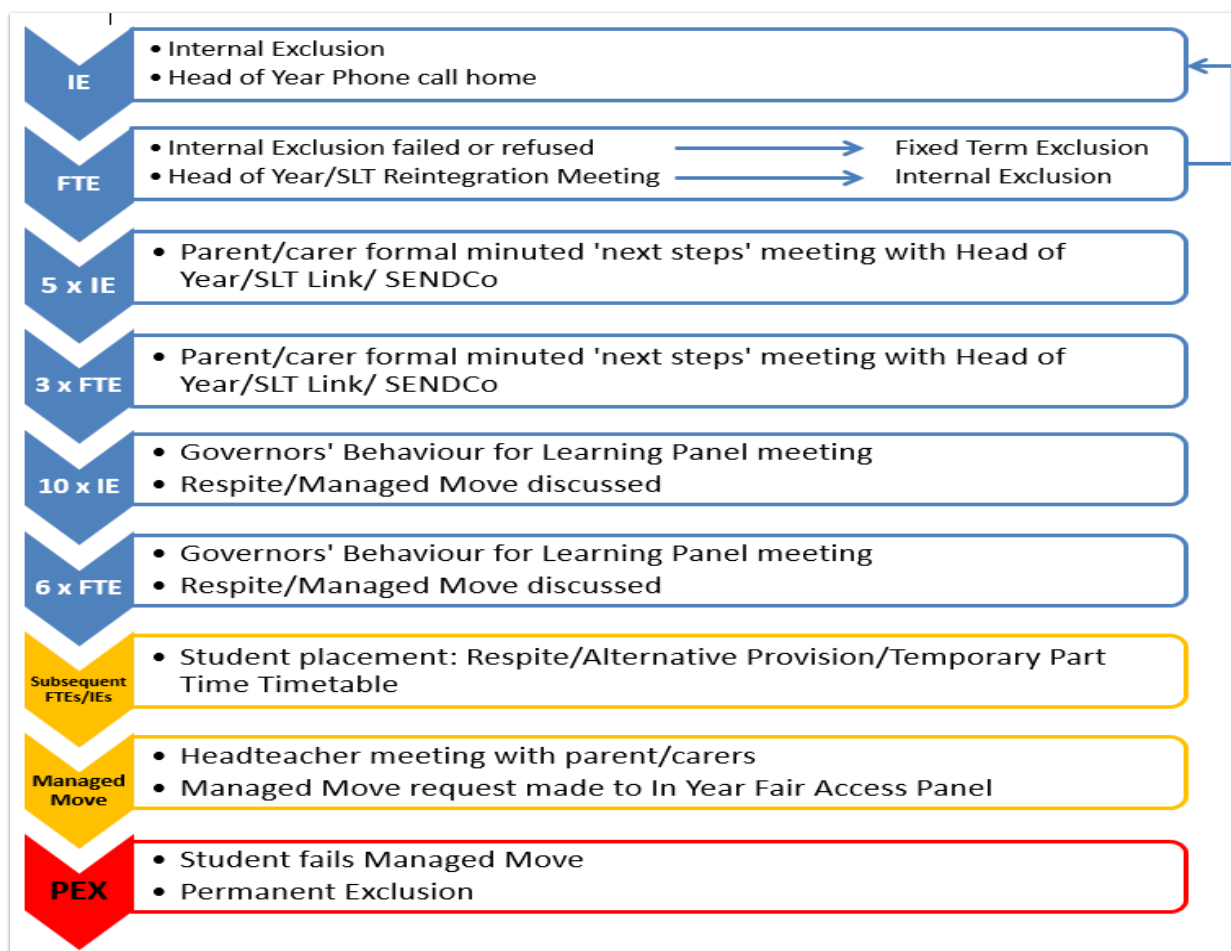
Behaviour Logged	Sanction	Location
1x L2 in a day	30 minute detention	Ready to learn room*
2 or more L2s. 1 more L3s or failure to turn up for (or disruption of) detention	Internal exclusion + 30 minute detention	Ready to learn room*
Refusal to go into (or disruption of) Ready to Learn room	Fixed Term Exclusion	Off-site

*Staff who record a L2 or L3 on SIMS must visit the Ready to Learn room to carry out a restorative conversation with the student at 3pm.

9. RULES OF READY TO LEARN ROOM

- Hand over mobile phone/electronic device
- Complete Ready to Learn Reflection Sheet
- Complete work provided in silence
- Remain in Ready to Learn until 3.30pm
- Students who do not comply will:
 - be given a first warning
 - be given a final warning
 - be Fixed Term Excluded for 1 day

10. ESCALATION OF INTERVENTIONS/ACTIONS



11. REASONABLE ADJUSTMENTS

'Under the Equality Act 2010, all Colleges must make reasonable adjustments for young people with SEND. This is to prevent them being put at a substantial disadvantage. Colleges also have wider duties to prevent discrimination, to promote equality of opportunity and to foster good relations.'

At UTCW, we will make the following reasonable adjustments:

- individualised sanctions
- Shorter time spent in IE (2+ hours)
- Student passports will specify additional requirements to be noted by staff supervising IE. This may include: time out, movement breaks, use of fidget toys, chunked/ timed activities, literacy/ numeracy support from Student Support Assistant/or relevant staff member.
- Additional time may be spent away from the mainstream in small group intervention/ reflection with the Learning Mentor.

12. SCREENING AND SEARCHING OF STUDENTS

- In line with *Screening, Searching and Confiscation- advice for Headteachers, staff and Governing Bodies* DfE (updated Jan 2018), UTCW will use its powers to screen and search students if they are suspected of being in possession of:
 - Illegal drugs;
 - Any weapons such as knives, guns, BB guns;
 - Alcohol, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles;
 - Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

Incidents where a member of UTCW staff has screened or searched a student will be recorded in SIMS, the Principal will be informed and parents/carers notified.

Recording of incidents will comply with the UTCW Data Protection Policy (2018) which incorporates the General Data Protection Regulations (May 2018).

13. USE OF REASONABLE FORCE

The term '**reasonable force**' covers the broad range of actions which could be used by teachers at some point in their career that involve a degree of physical contact with students.

'Force' is usually used either to control or restrain. This can range from guiding a student to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.

'Reasonable in the circumstances' means using no more force than is needed. **Control** means either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of a classroom.

Restraint means to hold back physically or to bring a student under control. It is typically used in more extreme circumstances, for example when two students are fighting and refuse to separate without physical intervention.

'Reasonable force' can be used to prevent students from hurting themselves or others, from damaging property, or from causing disorder. Force is used for two main purposes – to control students or to restrain them.

The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and will always depend on the individual circumstances. UTCW will always make reasonable adjustments for disabled students and students with SEND. It should be noted that UTCW does not require parental consent to use force on their child.

13.1 Reasonable force may be used to:

- Remove disruptive students from the classroom where they have refused to follow an instruction to do so;
- Prevent a student behaving in a way that disrupts a UTC event, trip or visit;
- Prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- Prevent a student from attacking a member of staff or another student, or to stop a fight in the in the college grounds;
- Restrain a student at risk of physically harming themselves.
- 'Whether the force used is reasonable will always depend on the particular circumstances of the case. The use of force is reasonable if it is proportionate to the consequences it is intended to prevent. This means the degree of force used should be no more than is needed to achieve the desired result.' *Behaviour and Discipline in Colleges: guidance for Governing Bodies* DfE Statutory Guidance (Updated Sept 2015)

In deciding what a serious incident is, teachers should use their professional judgement and consider the:

- Student's behaviour and level of risk presented at the time of the incident;
- Degree of force used;
- Effect on the student or member of staff;
- The age of the student.

All members of UTCW staff have a legal power to use reasonable force.

UTCW staff will always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the student.

UTCW will not use force as a punishment.

Any incident where a member of staff has had physical contact with a student will be recorded in SIMS, contact made with parents/carers and the incident may be referred to the LADO and reported to the Trust Board.

Recording of incidents will comply with the UTCW Data Protection Policy (2018) which incorporates the General Data Protection Regulations (May 2018).

All complaints about the use of force will be thoroughly, speedily and appropriately investigated through the UTCW Complaints Procedures.

13.2 Persistent or Serious Breaches of the Disruption Free Learning Policy

The Principal will use his/her judgement in deciding when offences have become sufficiently regular or are sufficiently serious to justify Fixed Term or Permanent Exclusion. Most serious disciplinary cases will continue to be dealt with through the use of Learning Agreements.

- Violence will automatically lead to the exclusion of the one who struck first or who by harassment caused the altercation to begin. Retaliation will be dealt with on the merits of the case. The degree of provocation, the need of a student to defend him/herself will be taken into account.
- Students who aid or abet serious breaking of the UTC Behaviour Policy will themselves be the subject of severe sanctions.
- The UTC regards persistent verbal abuse and threatening words or actions, peer-on-peer or on-line as bullying and this will be dealt with in the same manner as would physical bullying in line with the UTC Anti-Bullying Policy. The UTC will not tolerate any form of hate crime.
- Theft will lead to temporary exclusion as a matter of course. Although help and support to remediate the problem will be given.

14. FIXED TERM EXCLUSION

The Principal may exclude a student for up to 45 days within an academic year. Where a student is excluded for a fixed term period the exclusion should be for the minimum time to ensure that the student and others in UTCW understand that the behaviour has been unacceptable. Any period of exclusion longer than 5 days requires notification to the Local Authority as the student has to be in education after 5 days.

Indiscipline of a very serious nature will result in a student being dealt with by a Learning Agreement, as well as a possible Fixed Term exclusion.

When a student is excluded for a fixed term period of more than a day or two the Principal will arrange for the student to receive work to complete at home and have it marked when she/he returns to UTCW.

Parents/carers are expected to collect their child from UTCW and make appropriate provision for them during the period of exclusion.

Parents/carers are informed of the above action via the Learning Agreement process which is used to record issues of poor behaviour, discipline or poor work.

Fixed Term exclusion is reasonable and proportionate to the offence; account will be taken of any special circumstances individual students may have.

14.1 Additional Support for Students Who Have Been Excluded

- Following a Fixed Term exclusion, on re-entry to the UTC, parents/carers will be invited to talk with the Assistant Principal: Inclusion.
- Students who have been excluded are usually placed on a Learning Agreement which has specific targets for the student.
- Students who are excluded are often placed on attendance, behaviour or work performance reports so that their progress is monitored.
- If the student is excluded for behavioural difficulty then an assessment of performance in class and that of behaviour across all the staff who teach the student is made, with a view as to whether the student needs to be placed on the Special Educational Needs register.
- Students who have identified Special Educational Needs or are on stages of

assessment will have their progress reviewed and discussion will take place with the parents/carers and SENCO as to next steps.

- Restorative approaches may be used when and where appropriate to ensure a return to full co-operation.

15. PERMANENT EXCLUSION

Permanent Exclusion will be used when the student has shown her/himself to be unwilling to accept the normal control mechanisms of UTCW or when not to exclude would put members of staff and students at risk of harm.

It will also be used for incidents of severe violence, e.g. attack on a member of staff. The Principal will inform the Police of incidents of violence against staff or students or when a criminal offence has been committed.

Permanent Exclusion will be used for students possessing, handling, using or dealing in classified drugs and will automatically lead to the involvement of the Police. The possession of any weapons such as knives, guns, BB guns will automatically lead to exclusion.

Parents/parents will receive a Permanent Exclusion letter outlining the reasons for the exclusion, the details of the Trust Board Disciplinary Meeting which will take place within 15 working days of the first day of exclusion and details of organisations which can provide advice and support. Details regarding the appeals process are also contained within the letter.

The Clerk to the Trust Board will send a letter to the parents/carers inviting them to attend a discipline hearing consisting of a panel of trustees.

During the meeting, UTCW will present to the Discipline Panel the reasons for Permanent Exclusion, and parents/carers will have the opportunity to present their case, if they attend.

The Panel will make a decision to uphold or reject the decision of UTCW to permanently exclude.

If parents/carers are unhappy and would like to appeal the decision, the UTC will make provisions for an independent panel to review the case. The decision of the independent review panel is final.

16. THE POWER TO DISCIPLINE OUTSIDE OF UTCW PREMISES

Students may be subject to UTCW's Disruption Free Learning Policy when behaviour outside the College grounds is unacceptable and has the potential to bring UTCW into disrepute. This includes:

- Taking part in any UTCW organised activity or visit;
- Travelling to or from UTCW;
- Wearing the UTCW uniform or in some other way identifiable as a student at the College;
- Misbehaviour at any time, whether or not the conditions above apply, that:
 - Could have repercussions for the orderly running of UTCW;
 - Poses a threat to another student or member of the public.