

THE WHEELS PROJECT LTD

31 - 32 Bonville Road

Brislington

Bristol BS4 5QH

Registered Charity No: 1081236

BEHAVIOUR POLICY

The Wheels Project Ltd has written this Policy in line with changes introduced by the Education Act 2011. The Policy considers legal duties under the Equality Act 2010 and is compliant with guidelines in respect of students with Special Educational Needs (SEN).

Behaviour and Discipline

Introduction

The Wheels Project Ltd believes that in order to enable effective teaching and learning to take place, good behaviour is necessary. It seeks to create a caring and learning environment in the Project. We aim to:

- Encourage and acknowledge good behaviour and discipline
- Promote self-esteem by encouraging students to value and respect themselves and others
- Provide a safe environment free from disruption, violence, bullying and any form of harassment.
- Promote early intervention
- Ensure a consistency of response to both positive and negative behaviour
- Encourage a positive relationship with group leaders, and agencies to develop a shared approach to involve them in the implementation of the Project's policy and associated procedure
- Encourage children and young people to take responsibility for their behaviour
- Explain unacceptable behaviour

To be socially acceptable, we believe that staff, children, and young people should be able to:

- Treat others with respect
- Speak politely to other people
- Have self-confidence and high self-esteem

Roles and responsibilities

The Wheels Project Ltd has established the policy for the promotion of good behaviour and will keep it under review. It will ensure that it is communicated to staff, students, group leaders and agencies, is non-discriminatory and the expectations are clear. The Board of Trustees will support the Project in maintaining high standards of behaviour.

The General Manager will be responsible for the implementation and day-to-day management of the policy and procedures.

Staff, including administrative, workshop staff and volunteers will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential so that a high-quality learning environment is created in which students develop self-discipline and personal responsibility. In particular staff will: -

- Treat all staff, children, young people, and adults with respect
- Praise staff, children and young people's efforts and achievements as often as they can
- Explain to staff, children and young people what they should have done or said when they get it wrong
- Tell group leaders, carers etc about their student's efforts and achievements
- Avoid using critical or sarcastic language.

The Board of Trustees, the General Manager and staff will ensure there is no differential application of the policy on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality. They will also ensure that the concerns of students are listened to and appropriately addressed.

Group Leaders and agencies will take responsibility for the behaviour of their child or young person both inside and outside the Project. They will be encouraged to work in partnership with the Project in maintaining high standards of behaviour and will have the opportunity to raise with the Project any issues arising from the operation of the policy.

Staff and students will be expected to take responsibility for their own behaviour and will be made fully aware of the Wheels Project Ltd policy, procedures, and expectations. Staff and students also have a responsibility to ensure that any incidents of disruption, bullying and any form of harassment are reported.

Supervisory staff employed by The Wheels Project Ltd have the right to ask for a female member of the referring agency to accompany female students during programme delivery if their own risk assessments conclude that risk of harm to themselves (through inappropriate compromising behaviour, accusations, or safety for example) is not acceptable to them. Should this request be refused then subject to the Manager's approval the person(s) or group will be suspended until an appropriate member of staff from the referring organisation is released and accompanies the individual(s) in question. This policy applies to any potential behaviours exhibited by any student regardless of gender and risk assessed by the supervisors and sanctioned by the Manager, as in need of a supervisor present from the referring organisation during our delivery. Funds will not be refundable during any suspension.

Equality Impact Statement

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review, we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of race equality, equality for disabled persons, gender equality and community cohesion using an appropriate Equality Impact Assessment. The policy may be amended as a result of this assessment.

Training

The Board of Trustees will ensure that appropriate high-quality training on all aspects of behaviour management is provided to support the implementation of the suite of policies comprising the Wheels Quality management system. All staff for instance have completed and have been certificated on Anti Bullying and Safeguarding through the Educare online training portal.

Monitoring, evaluation and review

The Project will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Project and form part of its quality management system.

Interrelationship with other policies

For the behaviour policy to be effective a clear relationship with other Project policies, and the use of force to control or restrain students, has been established. The relevant policies particularly:

QA Equality and Diversity Policy

QA Bullying and Harassment at Work Policy & Procedures

QA Safeguarding Policy

QA Complaints Policy and QA2.2.1 Procedure

QA Participation Policy

QA Attendance Policy

QA Substance Misuse Policy

The Wheels Project Ltd works positively with external agencies (e.g., educational welfare, health services etc.). It seeks appropriate support from them to ensure that the needs of all students are met by utilising the range of external support available.

Procedures

The General Manager in consultation with staff will develop and maintain the procedures from this policy. The procedures will make clear to staff and students how acceptable standards of behaviour can be achieved and will have a clear rationale, which is made explicit to staff, students and group leaders.

The procedures will be consistently and fairly applied with promoting the idea of personal responsibility to treat every member of the Project equally.

Rewards and sanctions

The Wheels Project Ltd ethos of encouragement is central to the promotion of good behaviour. Rewards are one means of achieving this. They have a motivational role in helping staff and students to realise that good behaviour is valued and are clearly defined in the procedures. Integral to the system of rewards is an emphasis on praise both informal and formal to individuals and groups.

Sanctions are needed to respond to inappropriate behaviour. A range of sanctions is clearly defined in the procedures, and their use will be characterised by clarity of why the sanction is being applied and what change in behaviour is required. The procedures make a clear distinction between the sanctions applied for minor and major offences.

Bullying

The aims of our anti bullying policy:

- To assist in creating an ethos in which attending The Wheels Project Ltd is a positive experience for all staff, students, and stakeholders
- To make it clear that all forms of bullying are unacceptable at The Wheels Project Ltd
- To enable everyone to feel safe while at the Wheels Project Ltd and encourage students to report incidents of bullying
- To deal with each incident of bullying effectively, taking into consideration the needs of all parties and of our community, and, as a result, to reduce the incidents of bullying
- To support and protect victims of bullying and ensure they are listened to
- To help and support staff and children displaying bullying behaviour to change their attitudes and understand why it needs to change
- To liaise with group leaders, agencies, and other appropriate members of the community
- To ensure all members of our community feel responsible for helping to reduce bullying.

The objectives of our anti-bullying policy can be found in QA Bullying and Harassment at Work Policy and Procedures.

Approach to behaviour

We want time spent at The Wheels Project Ltd to be enjoyable for everyone. Staff and Students should be able to learn, appreciate their course work, make friends and be enthusiastic about the Project. We therefore want to encourage good behaviour and discourage behaviour that would undermine learning or confidence between students and their interface with staff. We will reward desirable behaviour with praise and tangible rewards and will impose consistent, clear and unavoidable sanctions for unacceptable behaviour.

It is extremely important that group leaders and agencies understand and support the Project's behaviour policy and help their students understand why respecting this policy is important for the well-being of everyone.

At least every 2 years all staff receive training in Positive Handling practices and techniques from an independent specialist trainer who undertakes training in the reduction of risk, restraint and restriction (currently Team Teach).

Our primary aim is to show behaviours which reduce the risk of inflaming unacceptable behaviours which could lead to restraint and restriction. In the event of us failing to do this, we will follow to the best of our ability the practices and techniques which are clearly set out from our training.

In these cases, the General Manager will review such an occurrence with group leaders and the student, in the hope that a positive outcome can be achieved. The LADO team will be informed of such incidents at the earliest opportunity.

Staff and Students' Code of Conduct

We expect staff and students to follow the code at all times:

- arrive at the Project on or before the expected start time
- bring any equipment or paperwork needed to be prepared for course work and practical work
- wear suitable clothing
- enter the Project calmly
- be an active student by engaging with the activities set
- show respect for their own learning and that of others by following instructions
- complete additional or off-site work as requested
- help a teammate if they are finding learning difficult
- no insulting, abusing, bullying, undermining or swearing at anyone
- no verbal or written discrimination on any basis – according to The Wheels Project Ltd policies
- no damaging Wheels' property or that of other students
- no dangerous practice
- no physical responses such as hitting, spitting, biting, kicking etc
- no going into the workshop unsupervised
- no getting into cars without permission
- no running on the premises
- understand that there will be consequences if the Code of Conduct is not observed.

Incentives and Sanctions

Praise and rewards will be used to motivate students much more frequently than negative consequences. This builds a culture of achievement and success. The praise and rewards will aim to constantly reinforce our core values of Collaboration, Consistent Service Excellence, Empowerment, Innovation and Respect.

Incentives

The Wheels Project Ltd adopts an incentives approach through verbal appraise, written praise and confirmation of achievements to group leaders, referral agencies and others as requested. Students have also commented on increased self-esteem of being chosen as a case study or being promoted though the website and other promotional material. Certificates of attendance and achievement are used within

The Wheels Project Ltd and the incentive for completion of a programme is the opportunity to compete in the British Schools Karting Championships.

Sanctions

There is a clear set of escalating sanctions for poor behaviour. They range from expressions of disapproval, through withdrawal of privileges to, as a last resort, removal from the Project. Most instances of poor behaviour are relatively minor and can be adequately dealt with through minor sanctions. It is important that the sanction is not out of proportion to the offence. Where anti-social, disruptive, or aggressive behaviour is frequent, sanctions alone are ineffective. In such cases careful evaluation of the activities on offer, classroom and workshop organisation and management, and whole Project procedures will take place to eliminate these as contributory factors.

The use of sanctions will be characterised by certain features:

- It will be clear why the sanction is being applied
- It will be made clear what changes in behaviour are required to avoid future sanctions
- There will be clear distinction between minor and major offences
- It will be the behaviour rather than the person that is sanctioned against.

The process of determining and issuing sanctions follows the sequence below:

- Abusive or poor behaviour will be challenged on a one-to-one basis, i.e., at the earliest opportunity when it does not compromise the safety of the student group
- There will be a discussion in private and separately between each of the parties involved and the workshop supervisor
- Up to three Informal warnings may then be issued to the perpetrator for each incident
- Each incident and any subsequent discussions will be evidenced by a written report from the supervising officer
- Mediation sessions may be arranged which may include the perpetrator and key worker, group leader, supervisor, or others
- If an incident is serious and proved e.g., physical assault or excessive verbal abuse, the perpetrator will be issued with a final warning and asked to leave the session, may be asked to return for the next session or suspended. A report from the aggrieved party and the perpetrator will be necessary
- In the event of suspension, the perpetrator will have the chance to appeal in writing or request a meeting within 7 days to the General Manager.

Sanctions include:

Exclusion

An exclusion is where the member of staff or student is sent home from the Project. This is something that the Project will try to avoid. It is referred for incidents where an extremely serious consequence is necessary. Exclusions can either be fixed term or permanent

Fixed-Term Exclusion

Fixed-term exclusion means that the member of staff and/or student is requested not to return to The Wheels Project Ltd for one or more sessions and can be for incidences such as:

- Physical violence towards another student
- Derogatory and/or discriminatory verbal violence towards another student
- Persistent disruptive behaviour
- Racial/sexual/homophobic harassment
- Bullying
- Theft
- Drug abuse or possession of drugs or the use of any illicit substances or materials (including pornography)
- Graffiti or property damage

Permanent Exclusion/Dismissal

The decision to exclude a member of staff and /or student permanently is a serious one. There are two main types of situations in which permanent exclusion may be considered:

1. The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, including fixed-term exclusion and informal warnings, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and or use of an illegal drug on Wheels premises.
2. The second is where there are exceptional circumstances, and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a member of staff and/or student for a first or 'one off' offence. These might include:
 - Serious actual or threatened violence against another student or a member of staff
 - Sexual abuse or assault
 - Supplying an illegal drug
 - Carrying a weapon
 - Arson

The Project will consider police involvement and other agencies for any of the above offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the Project.

Exclusion protocol

Student Exclusions will be conducted in accordance with the Department for Education's exclusion guidelines:

[Exclusion from maintained schools, academies, and pupil referral units in England \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Investigating incidents, searching and confiscation

The following procedures should be followed if a serious disciplinary offence is thought to have taken place. These procedures are for guidance, and they may be altered if circumstances require, for example if specific staff are unavailable or if the matter requires expeditious action.

Investigation incidents

Internal investigations can inadvertently prejudice investigations by LADO or the Police. If it appears that a serious disciplinary offence is a matter for LADO or the Police, the staff must stop the internal investigation immediately and refer the matter to the General Manager and/or the Designated Person for safeguarding as appropriate. In situations where other services need to be informed, the General Manager or designate will attempt to contact the Group leader and or Agency to let them know of the referral, unless it is, in their judgement, inappropriate to do so.

If a serious offence appears to have been committed, the member of staff concerned should inform the General Manager as soon as possible in writing. The General Manager or designate will decide the nature of investigation required, usually including conducting an initial interview with the parties concerned and by arranging for the parties concerned to produce a statement relating to the matter.

It is also important that disciplinary matters, particularly serious ones, are investigated at a measured pace and that no premature judgements are made concerning the matter. Once an investigation for a serious offence begins it may be necessary for the staff and /or students concerned to be supervised by a member of staff or in extreme cases isolated from other students. Any investigation should be conducted away from the public gaze.

When a student is interviewed, he/she should be made aware of the matter being investigated at the start of the interview. It should also be made clear at the start of an interview that students are expected to tell the truth and that if they do not do so they can expect to be interviewed again. Careful contemporaneous notes should be kept during all interviews. These should be signed by the member(s) of staff present afterwards. Individual written statements should be taken wherever possible, and they must be dated and signed by the student concerned.

Searches and confiscation

If a member of staff suspects that a member of staff and/or student is in possession of a prohibited object they may be searched. This search of a staff member and /or student should be conducted by the General Manager, or a member of staff authorised by the General Manager. The search should be conducted by the same gender as the student, and with another adult (where possible of the same gender). Before any search is undertaken consent will be sought from the member of staff and/or students. If consent is refused, the member of staff and/or student will be asked to say why s/he has refused.

Refusal to allow a search will be taken as refusal to follow workshop supervisor instructions and depending on the circumstances, will warrant a sanction. Where there is suspicion of knives or weapons, alcohol, illegal drugs, or stolen items, (referred to in the legislation as 'prohibited items') the accused may be searched without their consent.

When being searched, staff and /or students cannot be required to remove their socks or tights, shirts, trousers, or skirt; they may only be required to remove "outer clothing" such as coats and jumpers. Searching the student's possessions includes searching a student's goods over which (s)he has or appears to have control. Searches will be conducted in such a manner as to minimise embarrassment or distress.

When items are found they can be confiscated if it is reasonable to do so. Where any article is thought to be a weapon it must be passed to the police.

It is not necessary to inform parents or key workers before or after a search takes place or to seek their consent to search their child / young person. Where objects are found however, the individual student's parent, guardians or key worker/group leader should be contacted where what is found constitutes a significant breach of the Project's rules, and especially where a 'prohibited item' is found.

More detailed protocols for searching students, and what to do if objects are found are laid out in the Department for Education advice:

[Searching, screening and confiscation \(publishing.service.gov.uk\)](http://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270422/20160623-searching-screening-and-confiscation.pdf)
<http://www.legislation.gov.uk/ukpga/2006/40/contents>

If any stakeholder, staff member, student, key worker, or other person is not happy with the way they have been treated by any member of staff, the Wheels Project Ltd has Complaint's policy and procedures which are publicly available and can be followed by writing to the General Manager, Wheels Project Ltd 31-32 Bonville Rd Bristol BS4 5QH Telephone number: 0117 971 1711.