

Code of Behaviour Policy for Students

August 2020

(Next review date August 2021)

This Policy consists of three parts:

Part 1: Code of Behaviour Policy for Students, including the disciplinary procedure and appeals process.

Part 2: Substance Use/Mis-use

Part 3: Weapons

Part 1: Code of Behaviour Policy for Students

1. INTRODUCTION

This document sets out the code of behaviour which SupaJam expects all students to follow. It also sets out the procedure which will be followed if the code of behaviour is broken. This code applies to all SupaJam Education in Music and Media students, whether full-time or part-time, insider or outside of the bases and at all times during the year.

Students must:

- a) Maintain positive behaviour whilst at SupaJam Education in Music and Media. This includes punctually attending all lessons, programmes and workshops delivered by or for SupaJam, and engaging positively in every aspect of SupaJam. We expect students to try their best at all times.
- b) Treat others respectfully and kindly at all times, upholding the SupaJam ethos and following the British values. This includes allowing others to learn without disruption.
- c) Respect their environment, the building and the resources within it, treating everything with care, never intending to cause harm or damage.
- d) Comply with all Health and Safety rules, policies and procedures within SupaJam, following the instructions of staff.
- e) Support staff and other students in the maintenance of a clean and tidy environment throughout SupaJam Education in Music and Media.
- f) Complete work in a timely fashion and to the best of their ability.
- g) Respect SupaJam's zero tolerance to alcohol and drugs, never bringing them into the building and never intending to complete SupaJam programmes or activities when under the influence of alcohol or drugs.
- h) Act lawfully at all times.
- i) Understand that parents/carers/guardians of students will be informed of concerns and involved in appropriate discussions.

Should a student fail to follow the above expectations, they may face disciplinary action from SupaJam which could put their place within SupaJam at risk. The following are examples but not an exhaustive list of negative behaviour which may result in disciplinary action being taken against students:

MISCONDUCT (NEGATIVE BEHAVIOUR)

- a. Any breach of any of the expectations set out above.
- b. Failure to follow the reasonable instructions of a member of staff.
- c. Smoke on SupaJam Education in Music and Media premises outside of the designated smoking areas.
- d. Cheat or plagiarise the work of other students (or other authors).
- e. Use foul or abusive language or behave in an unruly way.
- f. Disrupt any class or any other SupaJam activity, whether or not involving other staff or students.
- g. Cause damage to any SupaJam buildings, equipment, books or furnishings or any property of others, deliberately or by gross negligence.
- h. Interfere with software or data belonging to (or used by) SupaJam Education in Music and Media, or use unauthorised software on SupaJam Education in Music and Media equipment, introduce any virus or similar disruptive matter (or other corruption/interference to such equipment or software), or inappropriately use the Internet.
- i. Participate in theft of property or any other dishonest acts.
- j. The use, possession or supply of any illegal substance or alcohol on SupaJam Education in Music and Media premises or during any activity associated with SupaJam.
- k. Consistently fail to attend lessons regularly and punctually without good cause.
- l. Consistently fail to meet deadlines to complete work without good cause.
- m. Bully, intimidate or harass any student, member of staff or visitor to the SupaJam.
- n. Behave in a way which is (or can be interpreted to be) racially or sexually offensive or which is offensive to those with learning and/or physical disabilities or impediments.
- o. Behave in a way which could bring SupaJam Education in Music and Media into disrepute.
- p. Any illegal act which may have an adverse effect on the work of SupaJam or on other students.

3a. GROSS MISCONDUCT

Any particularly serious cases of misconduct or negative behaviour may be treated by SupaJam Education in Music and Media as gross misconduct. For example, any misconduct involving violence or a serious threat of violence, deliberate damage to property, endangering the health and safety of others, or any criminal activities affecting SupaJam or other students (or which could bring SupaJam into disrepute) are likely to be treated as gross misconduct and could lead to exclusion.

It is emphasised that this is not an exhaustive list of the types of case which SupaJam may treat as gross misconduct.

4. WHAT HAPPENS IF THE CODE OF BEHAVIOUR IS BROKEN:

Should a student not follow the expectations outlined on page 2, they may find themselves a part of a disciplinary procedure. Whilst the initial stages are supportive in nature, students must be aware that if this procedure is followed in full, it could lead to the student losing their place within SupaJam.

This is to ensure that SupaJam maintains a positive, safe and respectful learning environment for everybody, keeping all students, staff and visitors safe from harm.

The disciplinary procedure:

Stage One: Cause for Concern - should a student give a member of staff a cause for concern, that member of staff or their tutor will have a conversation with the student. In this meeting the member of staff will outline the cause for concern and may suggest strategies for improvement.

Stage Two: SLT intervention - Should the student's behaviour not improve or should the breach to the Code of Conduct be a re-offence, a member of the Senior Leadership Team will have a conversation with the student to discuss strategies for improvement and the consequences of continued disregard of SupaJam's behaviour policy and the Code of Conduct. The member of staff may also be present in this meeting.

Stage Three: Involving parents and/or guardians - Should the student's behaviour continue to disregard SupaJam's behaviour policy and/or the Code of Conduct or should the breach to the Code of Conduct be a continued re-offence, a meeting will be arranged with the student's parents/guardians. This may take place either face to face or over the phone, as soon as is possible for the family and for SupaJam. If the offence is serious enough, or if it is more appropriate to do so, the member of staff may move straight to this stage and skip stage one and two.

Stage Four: Home Study – Following stage three, should the student's behaviour continue to disregard SupaJam's behaviour policy and/or the Code of Conduct or should the breach to the Code of Conduct be a continued re-offence, the student will be directed to work from home during a period of investigation, with immediate effect. The student will be sent home and SupaJam may request a parent or guardian to collect them for their own safety and the safety of others. A formal letter of home study will be issued by

the administration team and investigations will be carried out by a member of SLT and/or the safeguarding team.

During this time, SupaJam will investigate the circumstances and, if necessary, consult with the Advisory Board and the local authority to decide the most appropriate course of action. Outcomes may include, but are not limited to; mediation meetings, written contracts for the student to agree to on their return, continued home study or the termination of their placement.

Note: Stage 1 will be followed in the first instance unless the complaint against a student is sufficiently serious to move straight to Stage 4.

Appeals:

The student will have the opportunity to appeal against the decision of the Senior Leadership Team if this decision has not been directed by the local authority or police, and this appeal will escalate to Nick Stillwell, co CEO of SupaJam. All appeals must be made in writing to the administration office or via email to nicks@supajam.com within 5 days of receiving the exclusion letter.

- a. If a notice of appeal is lodged within the time allowed, an appeal interview with Nick Stillwell will be arranged to take place within 10 working days of the notice of the appeal being received. The student will be given at least 5 working days' notice of the time and place of the appeal interview and will be entitled to be accompanied by a parent/carer or fellow student (but not by a legal or other professional adviser unless SupaJam otherwise agrees, having been given reasonable notice before the day of the hearing). A legal or other professional adviser will be permitted only if SupaJam intends to have an external adviser present. Any documents considered at the second stage interview will be available for the purposes of the appeal, together with the notes of the second stage interview and the notes of the disciplinary hearing.
- b. Should the student fail to attend the hearing meeting on the date and time provided without good reason, or cancel two arranged hearing meetings without cause or within more than 24 hours of the arranged meeting, they will revoke the right to appeal.
- c. At the appeal interview, the student will be invited to explain the grounds of the appeal and state his/her case.
- d. The manager who made the decision to exclude will be asked to respond to the appeal and explain the reasons for the recommendation.
- e. Nick Stillwell may ask questions of the student and the manager and will then consider whether to allow or dismiss the appeal. Witnesses will not normally be asked to attend except in relation to any relevant new evidence which has come to light.

NB: In order to protect student witnesses from fear of recrimination within SupaJam, any written evidence given by a student will have the identity of

that student obscured/deleted from any copies given to the student against whom the disciplinary action is being taken.

- f. If the appeal is allowed, management may decide that disciplinary action lesser than that recommended by the manager should be taken.
- g. If the appeal is dismissed, the recommendation of the manager will stand.
- h. Within 5 working days of the appeal interview, the final decision by the Senior Leadership Team will be confirmed, in writing, to the student and where appropriate the parents/guardian.
- i. There is no right of appeal against this decision.

Part 2 – Substance Use/Mis-use

1. Policy Statement

- 1.1 SupaJam Education in Music and Media is committed to providing a clear strategy and guidelines for managing all incidents involving illegal or socially unacceptable substances
- 1.2. The policy takes account of the current legislation governing these substances and will be reviewed in the light of any future legislative changes
- 1.3. SupaJam Education in Music and Media is committed to providing an environment enabling all students to study effectively without risk to individual health or safety
- 1.4. Any incidents involving these substances will be dealt with promptly following the procedure laid down in the policy
- 1.5. All staff, students and visitors at SupaJam Education in Music and Media should be made aware that any substance misuse is unacceptable whether or not it is unlawful
- 1.6. SupaJam Education in Music and Media regards any incident involving illegal or harmful substances as serious and undesirable and will take disciplinary action in all cases

2 Definitions of Substances covered by the Policy and Legal Status

1. The following substances will be covered by the Policy:

Illegal Drugs

The Misuse of Drugs Act 1971 regulates controlled drugs and divides them into:-

Class A which includes Crack Cocaine, Cocaine, Ecstasy (MDMA), Heroin, LSD, Methadone, processed Magic Mushrooms, methamphetamine (Crystal Meth) and any injected Class B drug.

Class B which includes Amphetamines, barbiturates, cannabis, codeine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (e.g. mephedrone, methoxetamine) and ketamine.

Class C Anabolic steroids, benzodiazepines (diazepam), gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), piperazines (BZP), khat

Solvents which includes (but is not limited to) aerosols, gasses and glues.

Alcohol

It is illegal to supply any classified drug to another person or possess a classified drug with the intent to supply.

Class A drugs are treated by the law as most dangerous.

1. It is illegal to possess any controlled drug unless the drug has been supplied on a prescription. Legal possession of any prescribed class A or B drug should be notified to the Operations Manager.
2. It is an offence to sell solvents, gasses or glues to those under 18 years of age if it's suspected they are to be used for intoxicating purposes.
3. It is illegal to purchase or consume alcohol in a public area under the age of 18 years

3 Responsibilities

1. All members of SupaJam Education in Music and Media, staff, students and visitors are required to comply with this policy. Failure to do so will result in disciplinary action in accordance with SupaJam's disciplinary procedures (either staff or student, as applicable).
2. Overall responsibility for day to day operation of the Policy rests with the Senior Leadership Team.

4 Operation

Anyone suspected of being in possession of drugs, solvents or alcohol with the intent to misuse, or being under the influence of the above should be reported immediately to a member of the Senior Leadership Team or the safeguarding team.

The following action will be taken:

Drugs and Solvent Possession/Misuse

- a. The matter will be reported to the Centre Manager or Safeguarding Manager who may inform the student's parents and also seek advice from the Police.
- b. The manager may suspend and detain the student pending the arrival of the Police.
- c. Following Police advice, the student may be excluded from SupaJam Education in Music and Media, or allowed to return pending an investigation.
- d. Any misuse of drugs may result in the immediate suspension of the student from SupaJam Education in Music and Media and a disciplinary hearing which could lead to exclusion from the SupaJam.

Alcohol

- a. Students are not to consume alcohol before attending SupaJam, within SupaJam hours or on the premises of SupaJam. Any misuse of alcohol may result in the immediate suspension of the student from SupaJam Education in Music and Media and a disciplinary hearing which could lead to exclusion from SupaJam. If it is not safe for the student to leave the premises of SupaJam alone, a parent or guardian will be called to collect them immediately. Should they not be available, an ambulance will be called to escort the student from SupaJam for their safety and they may be charged for this service.
- b. Students are not to bring alcohol onto the premises of SupaJam, even without the intention of consumption.

5 Supportive Framework

1. Wherever appropriate, SupaJam staff will offer initial advice, guidance and referrals to drugs and alcohol support organisations to students involved in any incidents of substance use or misuse.

Part 3 – Weapons

1.1 SupaJam has a zero tolerance policy on the possession of weapons or instruments with the intent to use as a weapon, either to cause harm or as a method of defence.

1.2 Should a student be found to be in possession of a weapon or instrument with the intent to use as a weapon, or be suspected of this fact, SupaJam will need to act accordingly.

1.3 Should the weapon be deemed immediately dangerous, such as a blade or heavy blunt instrument, the Police may be called and the student will be detained (if safe for staff to do so). If the weapon is deemed to be more severe or it is not safe to detain the student, the member of staff must trigger the SupaJam Lockdown procedure and call the Police.

1.4 Should the weapon not be deemed immediately dangerous, such as a fake or toy weapon, the weapon will be confiscated and the student will have a meeting with the Centre Manager, the Safeguarding Manager or another member of SLT. This meeting will be documented.

1.5 Any possession of weapons on SupaJam premises may lead to suspension and/or permanent exclusion for the student. The Police may need to be involved and the student could incur a criminal record.