

Code of Behaviour Policy for Students

September 2021
(Next review date August 2022)

This policy consists of four parts:

Part 1a: Code of Behaviour Policy for Students

- **Part 1b: Remote Learning Code of Behaviour Policy for Students**

Part 2: The disciplinary procedure and appeals process.

Part 3: Substance Use/Mis-use

Part 4: Weapons

Part 1: Code of Behaviour Policy for Students

Note: SupaJam commits itself to providing continuous professional development around behaviour management to all staff to ensure negative behaviour is challenged appropriately, professionally and safely.

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, inside or outside of the bases and at all times during the academic year.

Students must:

- 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.
- 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.
- Respect their environment, the building and the resources within it, treating everything with care, never intending to cause harm or damage.
- Comply with all Health and Safety rules, policies and procedures within SupaJam, following the instructions of staff.
- Support staff and other students in the maintenance of a clean and tidy environment throughout SupaJam Education in Music and Media.
- Complete work in a timely fashion and to the best of their ability.
- 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.
- Act lawfully at all times.
- Understand that parents/carers/guardians of students will be informed of concerns and involved in appropriate discussions.

SupaJam commits itself to recognising and rewarding positive behaviour. Positive behaviour points will be awarded to all students who demonstrate exemplary behaviour within college. Students who go above and beyond with their behaviour and/or attendance will be awarded throughout the year with various prizes as well as having the opportunity to win awards during the end of year students awards ceremony.

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)

Level 1 misconduct - the following misconduct is considered minor and will likely result in the student being challenged by a member of staff.

- Being deliberately late to a lesson
- Inappropriate ICT use
- Inappropriate dress

Level 2 misconduct - the following misconduct is considered more serious and will likely result in the student being put into stage 1 or 2 of the disciplinary process, which can be found below.

- Not returning to college after lunch/break
- Inappropriate comments
- Continued refusal to do work
- Not listening to instructions
- Not putting away a personal device
- Excessive or inappropriate swearing
- Walking out of a lesson without permission

Level 3 misconduct - the following misconduct is serious and will likely result in the student being put into stage 2 or 3 of the disciplinary process.

- Bringing in alcohol
- Using the walkie talkies
- Causing a lesson to stop
- Repeated plagiarism

Level 4 misconduct - the following misconduct is considered very serious and will likely result in the student being put into stage 3 or 4 of the disciplinary process

- Malicious communication using ICT or phones
- Attending under the influence of alcohol
- Verbal aggression
- Suspected possession of drugs
- Suspected drug dealing
- Suspected use of drugs
- Damaging property with intent
- Damaging equipment with intent
- Truancy
- Smoking within Supajam buildings
- Failing to meet deadlines/complete work without good cause

Level 5 misconduct - the following is considered gross misconduct and is considered unacceptable and will result in the student being put straight into stage 4 of the disciplinary process.

- Making homophobic or other hate comments based on sexuality
- Making racist comments or other hate against race, religion or culture
- Consuming alcohol on premises
- Physical aggression or assault
- Theft
- Known possession of drugs
- Known drug dealing
- Known use of drugs
- Bringing in a weapon

Part 1b: Remote Learning Code of Behaviour Policy for Students

In the event of a lockdown or if a student needs to engage with remote learning, the student will be required to adhere to the remote learning code of behaviour policy. Any breach of expectations can result in the student receiving disciplinary action. The expectations of students working online include:

- Attend all online lessons on time.
- Be dressed appropriately when on camera.
- Be working in an appropriate environment.
- Be polite to staff and students whilst on video call.
- Adhere to all rules of SupaJam as though learning in the base (i.e. not smoking during lessons) and behave as though learning within the college.

Part 2: The disciplinary procedure and appeals process

Should a student not follow the expectations outlined on page 2, they may find themselves as 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.

Note: All misconduct will be dealt with on a case by case basis, and student welfare, safeguarding, physical/mental health etc will factor into the decisions made by staff during each stage of the disciplinary procedure.

The disciplinary procedure:

Stage One: Warning -

Should a student commit a minor offense, they will be challenged and a member of staff will log a behavioural incident on arbor. At this stage the misconduct will likely be a first time offence and will not need to result in any disciplinary action; the student will be informed of the consequences of continued misbehaviour.

Stage Two: Cause for Concern -

Should a student give a member of staff a cause for concern, that member of staff or their teacher will have a conversation with the student and log a behavioural incident on arbor. In this meeting the member of staff will outline the cause for concern and will begin to suggest strategies for improvement. The students parents/guardians may be notified of the offence during this stage.

At the discretion of the member of staff or their teacher, in stage one the student may, by way of example:

- Be asked to work in a separate space outside the classroom
- Be asked to stay behind during break or lunch
- Be given a warning
- Lose part of that week's bursary (for students who receive bursary payments)

Stage Three: SLT/Manager intervention / Involving Parents -

Should the student's behaviour not improve or should the breach to the Code of Conduct be a re-offence, a manager or designated member of staff 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. At this stage, parents will be notified of the code of conduct breach or re-offence, and a meeting may be organised with the parents to discuss the student's misconduct. This meeting may take place in person, over the phone or via video conference, as soon as is possible for the family and for SupaJam.

At discretion of their teacher/SLT, in stage two the student may, by way of example:

- Lose access to college resources in (jam room, mac suites etc)
- Be refused to join in any enrichment opportunities
- Be asked to re-read the student code of conduct
- Have regular meetings with their teacher or a member of the SLT to create an action plan to get their behaviour on track.

If the offence is serious enough, or if it is more appropriate to do so, the member of staff may move the student straight to this stage and skip stage one and two. The consequences of moving into stage four will be expressed heavily to the student during this stage.

Stage Four: SLT / Manager Investigation –

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 either:

- 1.) 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.
- 2.) Be required to attend SupaJam in a limited capacity. If being directed to work from home poses a safeguarding, welfare or any other risk to the student, they may be required to remain in SupaJam whilst SLT conducts a formal investigation into the student's conduct. A risk assessment will be completed to determine their own safety and the safety of others whilst the student remains at SupaJam. The student may be required to work with a member of staff 1:1 outside of their scheduled lessons. The student may also be limited in their access to college resources and enrichment activities during this time.

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, Stage 2 and Stage 3 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 3 – 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. methedrone, 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 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 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 4 - 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 it 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.