



Policy for Promoting Positive Behaviour

August 2024

(Next review date August 2025)

Safeguarding Statement

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

Aim:

SupaJam encourages positive behaviours that are respectful of others and reflective of the behaviours expected of all members of society within modern Britain. These behaviours are outlined within the college expectations, which is signed by every student when they enrol with SupaJam in agreement that they will follow these behaviours. The aim of this policy is to outline the process should a student not follow SupaJam's agreed expectations.

Purpose:

The agreed expectations apply to all SupaJam Education in Music and Media students, whether full-time or part-time, in college and when representing the college in the community.

Introduction:

This Policy consists of three parts:

Part One: Agreed expectations between SupaJam and students

Part Two: SupaJam's Risk Management Model and Intervention

Part Three: SupaJam's disciplinary procedure and appeals process

Appendix A: Substance Use/Misuse and Weapons

Part One: Agreed expectations between SupaJam and students

At the point of enrolment with SupaJam, all students receive a copy of SupaJam's agreed expectations. Students are taken through each expectation with their teacher to ensure that they have an understanding of why they are in place, and how they apply to college life and beyond. The agreement is then signed by the student and their teacher. See SupaJam's expectations below;



SupaJam's graduated approach to supporting positive behaviour

Universal	Targeted	Specialist
SupaJam provides a curriculum that is engaging and adaptive to meet the needs of individual students, which promotes respect, tolerance and resilience through preparation for adulthood activities and wellbeing sessions.	When identified, students will be supported to create appropriate behaviour targets within their success plans	Regular workshops with support charities and organisations such as METRO, With You and Prevent.
All staff are trained appropriately to support SEND and implement SupaJam policy and procedures effectively		Key therapies made available where there is evidence of need such as SALT, OT, physio etc.
All staff have a working knowledge of individual student's EHCPs and associated diagnoses and disabilities. Staff will implement recommended support strategies	A Team Around The Young Person Meeting can be called by key members of staff to discuss and implement supportive strategies for students who are struggling	Specialist VI and HI professionals when required (and evidence of need)
Each student has a Success Plan that is reviewed by key staff at least three times per year to support with academic and personal development	A short-term reasonable adjustment may be considered in certain circumstances as agreed with the Teacher and College Leader, such as a reintegration plan	Referring or re-engaging existing support contacts such as CAMHS
Students are assigned key staff to support positive engagement and wellbeing	A range of additional interventions to support identified needs	Seeking external specialist support e.g from VSK, early help and social care
Expectations are communicated clearly, regularly and consistently by all staff	Individual student risk assessments will be created and reviewed when appropriate to ensure a safe environment and to mitigate risk of harm to all	Working in partnership with the Local Authorities to consider whether the educational setting can support student needs
Staff will log, monitor and review behaviour incidents to inform any additional support or safeguarding concerns	Where a SEND need is identified, SupaJam will seek support from external professionals re: referrals for assessment and diagnosis	
SupaJam will monitor attendance and punctuality daily		
Staff at SupaJam will make it clear when and where mobile phone/device and earphone/headphone use is appropriate		
SupaJam understands that some students have sensory needs when it comes to items of clothing and will make reasonable adjustments when necessary.		
SupaJam staff model positive behaviours and expectations		

SupaJam uses a range of rewards to celebrate achievements		
SupaJam provides resources to support effective teaching and learning, and support student needs.		
SupaJam aims to promote parental partnership and engagement to support positive student behaviour		
Safe searching may be used to promote staff and student welfare as well as provide discussion to support students in keeping themselves safe - this is in line with the governments advice for searching, screening and confiscation.		

Part Two: SupaJam’s Risk Management Model and Intervention

All SupaJam staff receive risk management training and use SupaJam’s risk model to identify, assess and mitigate any risk of harm to students, staff, and the wider community.



When a behavioural incident occurs, staff work through this model to decide on the best course of action to take using the graduated approach as outlined in part one. SupaJam recognises that it needs to take an individual approach to supporting student behaviour, taking into account the student's individual needs within its risk assessment process.

Part Three: SupaJam's disciplinary procedure and appeals process

As a general rule, SupaJam operates a no exclusion policy however exclusions may need to be considered for the following reasons:

Fixed-Term Exclusion

- In response to serious breaches of the agreed expectations which includes bullying and harassment in person, and online
- If allowing the student to remain in college would seriously harm the education or welfare of other students and is no longer able to meet their need.

There may be exceptional circumstances where, at SupaJam's discretion, it is appropriate to exclude a student for either persistent breaches of policies and expectations or a first or single offence. This will be a short term, temporary measure and may last for one day up to a maximum of 45 days in a school year.

These might include:

- Persistent refusal to adhere to staff instructions or requests which disrupts the learning environment
- serious actual or threatened violence against another pupil or a member of staff
- offensive and discriminatory language
- assault of other pupils or members of staff
- carrying an offensive weapon or instrument that could be used with intent to cause harm
- serious damage to or destruction of property
- being in possession of, or/and supplying drugs, alcohol or weapons

Exclusions have to be given for a specified period and a reintegration meeting must take place prior to return, which documents further adjustments or support as required. If any exclusions are actioned then SupaJam's Exclusion Form (see Annex) will be completed and sent to the Local Authority.

Permanent Exclusion

Permanent exclusion should usually only be used as a final step when a wide range of other strategies have been tried and are unsuccessful, including a consultation with the Local Authority. It is an acknowledgement by SupaJam that it has exhausted all available strategies for supporting a student who persistently breaches the college policies and expectations, or their behaviour is a consequence of the placement being appropriate.

SupaJam will consider whether or not to inform the police or other agencies, e.g. the Youth Offending Service, social services etc. These instances are not exhaustive but indicate the severity of such offences and the fact that behaviour can affect the discipline and wellbeing of the college community.

SupaJam understands that students with an Education Health Care Plan (EHCP) or in the process of statutory assessment for an EHCP should not be permanently excluded except in the most exceptional circumstances. This is because SupaJam will usually be aware of increasing difficulty

before the situation has escalated and should try every practicable means to maintain placements, including seeking Local Authority and other professional advice and support. Where this process has been exhausted, SupaJam should liaise with the Local Authority to arrange an interim annual review placement.

If SupaJam decides to permanently exclude a pupil with an EHCP, they should use the period between their initial decision and final outcome to work with the Local Authority to see whether more support could be made available, or whether a change of placement could be arranged. If either of these two options is possible, SupaJam may withdraw the exclusion.

The Base Leader and SLT will work in liaison with the Designated Safeguarding Lead to assess the risk of excluding a student from SupaJam and will make mitigating adjustments as required. For example, a student may be internally excluded under supervision.

For further information regarding the process for exclusions please refer to the 'Appendix 2' in this policy.

Record Keeping

- Behaviour incidents and actions taken are recorded on Arbor.
- Termly analysis of behaviour is carried out in order to inform any interventions needed to support students and address any issues. These are reviewed termly or when necessary.
- Any discussions with parents/carers are recorded on Arbor including meeting minutes.
- Behaviour records/logs are analysed by the Leadership Team to review the SupaJam's policies and support strategies and identify whole college approaches to supporting positive behaviour.
- A copy of exclusion documentation will be sent to the Local Authority and will be recorded on Arbor.

Complaints or Appeals

The student will have the opportunity to appeal against a decision if this decision has not been directed by the Local Authority or Police. All appeals and complaints must be addressed to Nick Stillwell, joint CEO of SupaJam, and must be made in writing or via email to nick.stillwell@supajam-education.org within 5 working days of receiving the exclusion letter.

- a) Nick Stillwell will arrange an interview with the student within 10 working days of the appeal being received. The interview will be arranged for a time that is convenient for both. SupaJam encourages students to be accompanied by their parent, carer or appropriate adult.
- b) Should the student fail to attend the interview on the date and time provided without good reason, or cancel two arranged interviews without cause or within less 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 their case.
- d) The Base Leader or SLT 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 further questions of the student and the member of staff and will then consider whether to allow or dismiss the appeal.
- f) If the appeal is allowed, SupaJam may decide that disciplinary action lesser than that recommended by the College Leader or SLT should be taken.
- g) If the appeal is dismissed, the recommendation of the College Leader or SLT will stand.

- h) Within 5 working days of the appeal interview, the final decision by Nick Stillwell will be confirmed, in writing, to the student and where appropriate the parents/guardian.
- i) This ends the appeal process within SupaJam.

Appendix 1

Substance Use/Misuse and Weapons

Definitions of Substances covered by the Policy and Legal Status

The following substances will be covered by the Policy: Illegal Drugs, solvents and alcohol. 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 A drugs are treated by the law as most dangerous.**
- **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 include (but are 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.

SupaJam does not permit the use of cannabis whether prescribed or otherwise in order to safeguard the health and wellbeing of our students and staff. Legal possession of any prescribed class A or B drug should be notified to the College Leader or Deputy College Leader/DSL

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.

It is illegal to purchase or consume alcohol in a public area under the age of 18 years.

Students are not to consume alcohol before attending SupaJam, within SupaJam hours or on the premises of SupaJam. Any suspected or known possession or use of alcohol could result in the student undertaking a safe search and/or being required to leave the premises. SupaJam will take all reasonable measures to ensure that the student arrives safely home. If it is not safe for the student to leave the premises of SupaJam alone, a parent or carer will be called to collect them immediately. Should they not be available, SupaJam will ensure there is safe provision on site until it is safe for them to go home.

All incidents of suspected or known drug or alcohol use (or possession on site) will be risk assessed using the risk management model. Incidents could result in disciplinary action being

taken. This could lead to permanent exclusion from SupaJam.

Students are not to bring alcohol onto the premises of SupaJam, even without the intention of consumption.

Weapons

SupaJam has a zero-tolerance to the possession of weapons or instruments with or without intent to use as a weapon, either to cause harm or as a method of defence. This includes weapons which are made, intended or adapted.

Should a student be found to be in possession of a weapon or instrument with the intent to use it as a weapon, 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.

Should a student be in possession of an item which is not deemed to be immediately dangerous but may cause fear within the SupaJam community, such as a fake or toy weapon, the weapon will be confiscated and the student will have a meeting with the Base Leader. This meeting will be documented. SupaJam will consider these situations as if the weapon was real and use the risk management tool to determine the most appropriate course of action.

Appendix 2: SupaJam's Exclusion Policy

Aim:

SupaJam works tirelessly to support every student. However, there will be the rare occasion that all support strategies have been exhausted and/or we do not believe that we are able to safeguard an individual or other students around them. In this instance, the student will face permanent exclusion.

As way of example, behaviour that may lead to permanent exclusion within SupaJam

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

Please note that this is not an exhaustive list but are examples of the types of behaviour that could be a one off incident or continued behaviours after having been addressed based on risk.

The Exclusion Process

1. There will be communication with the parent/carer during any investigation process. During this time, the parent/guardian will be made aware that the student's place is at risk, and, with as much detail as is appropriate, why. The College Leader (base specific) will also have notified the Local Authority (SEN team) via email that the student's place is at risk, as well as the student's social worker (if applicable).
2. In the decision that a student is going to be excluded, the College Leader will contact the student's parent or carer and ask them to attend a meeting within the college. This will allow the College Leader to explain the situation and the reasons why we can no longer support a student. Depending on the circumstances, we may or may not suggest the student attends the meeting: sometimes it may not be appropriate or safe to have a student back in the building.
3. Following the meeting, the College Leader will confirm the exclusion of the student in writing within 3 working days of the meeting.
4. The College Leader will confirm with the Local Authority (SEN team) via email that a student has been excluded and the reason for the exclusion.

The Appeal Process

Should you wish to appeal SupaJam's decision to exclude a student, you will need to write to the College Leader within five working days of being notified of the decision in writing.

1. Either email or send in writing your reasons for appealing the decision.
2. The College Leader will confirm receipt of your appeal and will forward the appeal to a member of the Senior Leadership Team (SLT) or one of the CEOs of SupaJam: wherever possible, someone who was not involved in the investigation.
3. The member of SLT or CEO will review the decision and will decide whether or not to uphold the appeal. They will respond to the parent/guardian within 10 working days and this decision will be final.

Support and Transition

SupaJam recognises the significant impact that an exclusion will have on a student, and will discuss a support and transition plan with the student and parent/guardian when the decision to exclude has been made.