



Code of Behaviour for Students

August 2023

(Next review date **August 2024**)

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 student code of conduct, 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 code of conduct.

Purpose:

The code of conduct 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 year, and this policy should be used in conjunction with that code.

Introduction:

This Policy consists of three parts:

Part One: Code of conduct agreement between students and SupaJam

Part 2: SupaJam's Risk Management Model and Intervention

Part 3: SupaJam's disciplinary procedure and appeals process

Appendix A: Substance Use/Misuse and Weapons

Part One: Code of conduct agreement between students and SupaJam

At the point of enrolment with SupaJam, all students receive a Code of Conduct agreement which outlines the behaviours which are acceptable and behaviours which are not acceptable at college. Students are taken through each expectation with their teacher to ensure that they have understood. The agreement is then signed by the student and their teacher. See the agreement in place below;

Do
Dress in clothes that are appropriate for college.
Treat all members of the SupaJam community - staff, students and visitors - with respect.
Yourself and SupaJam proud when you are in the local area by being polite to members of the local community.
Respect the facilities, instruments and resources provided to assist you in your studies.
Follow the guidance in SupaJam's e-safety policy
Follow SupaJam's health and safety policy to keep yourself and others safe.

Come to college when you have timetabled classes and attend them all.

Notify us if you are running late or are going to be absent on your timetabled day.

How can we help you to meet these expectations?

- If you need a place to wash your clothes, we can help you - talk to your Base Leader, a DSL or a member of staff you trust.
- Alert college staff if you are aware of potential risk to yourself or others.
- If you are worried about your attendance, speak with your teacher or the Base Leader - there may be things we can put in place to help you come into college, and to help you catch up with any work that you have missed.

Don't

Bring non-students into SupaJam.

Drop or leave litter around SupaJam including classrooms, common areas or outside the building.

Leave SupaJam without permission during break times or lesson times.

Bring in alcohol onto SupaJam's premises or be under the influence of alcohol at any time during the college day.

Remove any equipment from SupaJam.

Be in possession of any bladed articles, offensive weapons or firearms.

Be in possession of illegal substances or bring such substances into SupaJam.

Be under the influence of illegal drugs, legal highs or any other non-prescribed psychoactive substances.

Engage in any violent or threatening behaviour within college, it's surrounding community or during trips.

Bully, harass or discriminate against any member of the SupaJam community - staff, students or visitors.

Send or view any obscene, offensive or illegal material within SupaJam, on any SupaJam device or your own.

Take a holiday during term time.

How can we help you to meet these expectations?

- If you would like someone to look around SupaJam, such as a friend or family member, you can arrange an appointment with the Base Leader and they can attend as a visitor at an agreed time. Any visitors must check in at reception and wear a red visitors lanyard.
- If you are being bullied - talk to the Base Leader, a DSL or a member of staff that you trust immediately so we can stop it.
- If you see something that concerns you on a device, tell us immediately so that we can stop it.

Part 2: 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.



Possible interventions following a low level risk of harm (to themselves, other students, staff or the wider community):

- A Team Around The Young Person Meeting. This meeting can be called by a DSL or a Base Leader, and brings together internal staff that work with the student to discuss the best plan of action moving forward.
- Implementing a behaviour support plan (Appendix B), a framework that outlines strategies to reduce negative behaviours and encourage positive behaviours. This will often be undertaken with the student and their teacher.
- Reviewing the young person's Individual Learning Plan, looking at other support strategies that may be required.
- A meeting with the young person and their parent/carer to discuss ongoing support needs.
- Mentoring with a specific member of staff such as an LSP or our Creative Industries team.
- A low level pastoral intervention, such as a stand-alone programme of support targeted towards to the negative behaviour, or simply a conversation with a member of staff exploring the behaviour in a safe and productive environment.

Possible interventions following a medium level risk of harm (to themselves, other students, staff or the wider community):

- Any of the above.
- Creating a bespoke behavioural agreement between the young person and SupaJam, which will be signed by the student and by the Base Leader or teacher. This may include the introduction of regular safe searches if applicable.
- Working off-site contingencies such as home learning.
- Providing learning outside of the classroom with a 1:1 staff member on a temporary basis, where possible.
- A professionals meeting, bringing together relevant professionals and people that care about the student to discuss the best plan of action moving forward.

Possible interventions following a high level risk of harm (to themselves, other students, staff or the wider community):

- All of the above
- An EHCP annual review meeting with the young person, parent/carer and any other professional working with the young person (including the local authority).
- Moving on to SupaJam's disciplinary process

All risk levels and interventions will be reviewed by the staff member completing the action with the student on regular basis:

Low Level Risk: After 6 weeks

Medium Level Risk: Bi-Weekly

High Level Risk: Minimum Weekly (Monitored daily)

Should the review demonstrate that the interventions that have taken place have not been effective, SupaJam will consider any further interventions that could be suitable or may escalate the student to the disciplinary procedure.

Whilst the initial stages are supportive in nature, students must be aware that if the procedure is followed in full, it could lead to the students 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.**

Part 3: SupaJam's disciplinary procedure and appeals process

Misconduct (Negative Behaviour based on low-medium risk levels)

Misconduct is when a student's behaviour persistently breaches the code of conduct agreement signed by the student, for example (not limited to); smoking on site, using foul or abusive language, disrupting other student's learning, damaging property, failing to attend lessons, inappropriately using the internet.

Gross Misconduct (Serious Cases of Negative Behaviour based on medium-high risk levels)

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 temporary or permanent exclusion.

It is emphasised that depending on the level of risk present, SupaJam reserves the right to skip stages outlined below if necessary.

Stage One: A formal conversation - A formal conversation between SupaJam's management, key support staff, the student and their parent/carer will take place to outline the interventions that have taken place, the review analysis and to inform of further actions that could be taken should the student continue to not adhere to SupaJam's Code of Conduct, despite there having been supportive interventions in place.

Stage Two: A Verbal Warning - A verbal warning will be given to the student, having considered the level of risk that the behaviour of the young person is causing. The student and parent/carer will be informed of further actions that could be taken should the student continue to not adhere to SupaJam's Code of Conduct, despite there having been supportive intervention and conversations in place

Stage Three: A Written Warning - Should the student's behaviour be assessed as a high risk, then there may be a decision to immediately issue a written warning outlining that their place could be at risk should they continue to not adhere to SupaJam's code of conduct as well as any other previous agreement made between the student and SupaJam.

Stage Four: Change of Placement and/or Permanent Exclusion - SupaJam has made the decision to cease placement due to the nature of the behaviour, the level of risk presented and in consideration of the welfare of the student themselves, other students and the reputation of SupaJam.

Investigations will be carried out by a member of the Senior Leadership Team. During this time, SupaJam will investigate the circumstances and, if necessary, consult with its Advisory Board and the local authority to decide the most appropriate course of action. Students will not be allowed in during this time, and if an incident has happened during the day, parents may be required to pick their child up from college and take them safely home. We are aware that parents and carers are often busy, but ask that they cooperate during this process and collect their child as quickly as possible to ensure the safety and wellbeing of all students and staff.

The Senior Leader investigating the circumstances will advise the student and parent of the timeframe of the investigation, but will conclude the investigation no later than a week from the initial incident occurrence. Correspondence will be maintained during this time and the outcome of the investigation will be sent to the parent and student in writing within 2 weeks of the decision made.

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. All appeals 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 days of receiving the exclusion letter.

- a) Nick Stillwell will arrange an interview with the student within 10 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 or carer.
- 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 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 further 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.
- 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 Nick Stillwell will be confirmed, in writing, to the student and where appropriate the parents/guardian.
- i) There is no right to appeal against this decision.

Appendix A

Substance Use/Misuse and Weapons

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 substances

1.2. The policy takes account of 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

2.1. 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**

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

2.3. 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 Base Leader or Deputy Base Leader.

2.4. 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.

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

3. Responsibilities

3.1. 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).

3.2. Overall responsibility for day to day operation of the Policy rests with the Senior Leadership Team.

4. Actions to be taken

4.1. 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 the Base Leader or Deputy Base Leader.

4.2. The following action will be taken:

- **Drugs and Solvent Possession/Misuse**

- a) The matter will be reported to the Base Leader (or Deputy Base Leader) who may inform the student's parents and also seek advice from the Police.
- b) The Base Leader (or Deputy) may suspend and detain the student pending the arrival of the Police. No physical restraint can be used to enact this duty.
- c) SupaJam may seek advice from Police or other partner agencies to support any actions.
- d) Following an investigation, SupaJam Education in Music and Media may permanently exclude a student. The risk management tool will support decision making on an individual basis.

- **Alcohol**

- a) Students are not to consume alcohol before attending SupaJam, within SupaJam hours or on the premises of SupaJam. Any suspected or known use of alcohol will result in the student being required to leave the premises. SupaJam Education in Music and Media 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 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) All incidents of suspected or known alcohol consumption (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.
- c) Students are not to bring alcohol onto the premises of SupaJam, even without the intention of consumption.

5. Weapons

5.1 SupaJam has a zero-tolerance to the possession of weapons or instruments with the 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.

5.2 Should a student be found to be in possession of a weapon or instrument with the intent to use it as a weapon, whether made, adapted or intended, or be suspected of this fact, 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.

5.3 Should a student be in possession of an item which is not be deemed 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 B



Behaviour Support Plan

Name of Student	Level/Class	Date of Birth
Primary Need/s	Medical Condition (If applicable)	Teacher:

Date plan starts		Date for review (please add in additional review dates if required)	

Has there been a High-Level incident that has triggered this plan? If so, please give a brief summary (Include, date, location and time of the incident)

Identified Behaviour/s	
How does the challenging behaviour present?:	What triggers the behaviour?:

Personalised Target/s:

What are they working towards? What does the target behaviour look like?

Intervention strategy

Proactive (How can we support the student to achieve their target)

E.g, phrases to use, rewards/ motivation, specific intervention

Preventative (How do we prevent an incident)

E.g. What to look out for? Signs when behaviour is beginning to escalate and how to respond.

Reactive (How can we minimise the impact of the behaviour)

E.g How can we diffuse the situation? What de-escalation strategies can we use?

- What to do and what not to do?
- Phrases to use
- Calming techniques
- When should another member of staff be informed?

After an incident (subsequent incidents since the plan has been created)

Date of Incident:

Brief summary of the incident:

What restorative practices have been used? Have any sanctions been imposed? If so the risk management of this decision should be documented. Has there been any contact with parents?

Agreement (Tick one or both as applicable)	Evaluation and Next Steps (To be completed at the review)
<ul style="list-style-type: none"> • Student has been involved in the creation of and is in agreement of the plan • Parent/carer has been involved in the creation of and is in agreement of the plan 	<p>How effective is the plan? Does it need to be tweaked?</p> <ul style="list-style-type: none"> • Consider: are the rewards and sanctions supporting the student to maintain positive behaviour? Has the student maintained positive relationships with peers and staff, or do they require further support? Does the plan have clarity and consistency? • Record suggestions to be considered when reviewing the plan.

A copy of this Behaviour Support Plan can be found on the drive: <https://docs.google.com/document/d/1j-5S-d3NIK5ZI8GVVfcZrv9ujc1-X6ejWIFoivzXNEM/edit>