

## **BEHAVIOUR POLICY**

### **Aims**

It is our primary aim that every member of the Geeks Room community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. Geeks Room's behaviour policy is therefore designed to support the way in which all members of the Geeks Room can work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe and secure.

Geeks Room has a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports our community in aiming to allow everyone to work together in an effective and considerate way.

Geeks Room expects every member of our community to behave in a considerate and respectful way towards others. We treat all students fairly and apply this behaviour policy in a consistent way.

This policy aims to help students grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the community.

Geeks Room recognises and promotes good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to encourage good behaviour, rather than merely deter anti-social behaviour.

### **Staff Responsibility**

Behaviour Management is the responsibility of all staff at Geeks Room CiC.

### **Role of the Administrator**

It is the responsibility of the Administrator to implement the Geeks Room behaviour policy consistently throughout Geeks Room, and to report to the board of Directors, when requested, on the effectiveness of the policy. It is also the responsibility of the Administrator to ensure the health, safety and welfare of all students.

The Administrator supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.

The Administrator keeps records of all reported serious incidents of misbehaviour including bullying and racism.

The Administrator has the responsibility for giving fixed-term exclusions to individual student for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Administrator may permanently exclude a student. These actions are taken only after the board of Directors have been notified.

### **The Role of the Class Tutors**

It is the responsibility of class tutors to ensure that the rules of Geeks Room are enforced in their classes, and that their classes behave in a responsible manner during lesson time.

Our tutors have high expectations of the students with regards to behaviour, and they strive to ensure that all students work to the best of their ability.

Tutors must be role models for the students and treat each student fairly, and enforce the classroom code consistently. The tutors treat all students in their classes with respect and understanding.

The tutor should ensure that parents are aware of repeated low level negative behaviour such as calling out or disrupting the class.

If a student misbehaves repeatedly in class, the tutor will keep a record of all such incidents. In the first instance, the tutor will deal with incidents him/herself in the normal manner. However, if misbehaviour continues, the tutor will seek help and advice from the team leader and if necessary the Administrator.

In the case where a student has a condition which leads to difficulty in adhering to standard behavioural expectations, we are able to allow for the development of individual strategies.

The tutor will report to parents and carers about the progress of each student in their class, in line with the whole-school policy. The tutor may also contact a parent (in discussion with the board of Directors and the Administrator) if there are concerns about the behaviour or welfare of a student.

### **The Role of Team Members**

Staff should provide a positive model of behaviour and ensure high expectations are made explicit to the students. They should inform tutors of any inappropriate behaviour.

### **The Role of Parents and Carers**

Parents and Carers agree to the Code of Conduct for Parents, Carers and Visitors and a Home School Agreement (if applicable) when enrolling their child with Geeks Room. Parents are expected to adhere to the Code of Conduct and Home School Agreement and support the actions of Geeks Room, but are able to address any queries regarding sanctions firstly to the class tutor, then to the Administrator.

Geeks Room collaborates actively with parents and carers, so that students receive consistent messages about how to behave at home and with us. We expect parents and carers to support their student's learning, and to cooperate with us.

### **Promoting Positive Behaviour**

Positive behaviour is celebrated in many ways by praise and by rewards such as certificates, stamps, stickers and postcards home.

At Geeks Room we operate a restorative approach to inappropriate behaviour which encourages student to accept responsibilities for their actions.

- The safety of the students is paramount in all situations. If a student's behaviour endangers the safety of others, the tutor will stop the activity and will prevent the student from taking part for the rest of that session. The tutor may at this point seek further support from the Administrator.
- If a student repeatedly acts in a way that disrupts or upsets others, the tutor will seek further support from the Administrator. The tutor will contact the student's parents or carers and will seek an appointment in order to discuss the situation, with a view to improving the behaviour of the student.
- Geeks Room does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we will act immediately to stop any further occurrences of such behaviour. While it is very

difficult to eradicate bullying, we do everything in our power to ensure that all students attend school free from fear.

- Racist incidents will not be tolerated in any form.

## **Behaviour Monitoring**

The following systems are in place to monitor behaviour:

- Students who are involved in incidents will have the incident recorded in the log detailing the incident, the student's response and action taken.
- Tutors will have copies of letters that they can send home to parents/carers if they want to discuss a student's behaviour. If a letter is sent home, this needs to be recorded in the log and the letter sent to the office for posting. The Administrator must be informed if a letter is sent home. Any phone calls must also be logged.
- If a tutor sends a letter home and receives no response from the parent/carer within two school days, the Administrator should be informed. A second letter will then be sent to the parent/carer from the Administrator or a phone call will be made.
- Non-class based tutors should follow all the procedures in place and should communicate action taken to all relevant staff.
- Serious incidents are recorded in an incident log in the Administrator's office.

The following behaviour triggers a student being sent immediately to the Administrator:

- physical violence or threatening behaviour
- swearing intentionally to cause offence
- racist, sexist or homophobic remarks (these are recorded separately and reported to the board of Directors)
- repeated disobedience
- continued inappropriate behaviour after returning from Time Out
- If a student refuses to go to the Administrator, the class tutor will send the SOS card to the office.
- If sent to the Administrator a phone call will be made to parents/carers as soon as possible.
- The Administrator will log parent contact/incidents in the school behaviour log.

## **Further Sanctions**

We do not wish to exclude any student from learning with us, but sometimes this may be necessary. Therefore when all reasonable strategies have been attempted and have failed (including internal sanctions and the application of any available support), exclusion is the next option for us.

Exclusions will occur if:

- Students repeatedly violate the Behaviour Policy
- Students seriously assault student or staff
- Students commit serious breaches of the Behaviour Policy
- Exclusions from lunchtimes will also be considered if students are repeatedly violating the Behaviour Policy during this time.

**January 2022**

**Next Review Date: January 2022**