



ERT Behaviour and Attendance Policy

Winter 2018

Prepared by:	<i>Chloe Smith DSL</i>
Approved by:	<i>Clive Coote Managing Director</i>
Status & review cycle	Statutory Annual
Date approved:	14/12/2018
Review date:	14/12/2019

Introduction

This policy aims to state our ethos and the behaviours we expect from staff and students. Within the scope, we will also cover admissions and attendance within this policy as we see this as part of a key ingredient to behaviour management as well as preparing our students for the rigours of the workplace. It should further be read in conjunction with our Equality and Diversity Policy, Safeguarding Policy and Anti-Bullying Policy.

We want our staff and students to have a respectful, secure environment in which to teach and learn. We expect our students to follow our Health and Safety rules as we have an active warehouse environment which could be dangerous.

Attendance:

At ERT we expect at least a 90% attendance rate from our students. As with anyone, we appreciate that people get sick or have extenuating circumstances from time to time. We monitor our student's attendance carefully and speak to the individual in the first instance of suspected problems. Our hope is that the students we have on programme have chosen to learn with us outside of their regular school activities which suggest to us that they want to be with us rather than the mandatory nature of school.

Admissions:

We work in partnership with local schools to provide construction qualifications to children. ERT will meet the students in their primary education location in the first instance to ensure that the student feels comfortable and safe. Then, the students will have a taster day at ERT to further ensure that the programme is a good fit for both them and us. We do an initial assessment interview with the students to ascertain their desire and commitment to the undertaking.

Classroom Behaviour:

ERT wants all students to succeed and to feel as though they have accomplished something worthwhile. We expect students to participate fully in classes and do as they are asked by the teacher. We understand that certain classes can be overwhelming for students and at this point ERT will allow a student to step outside for a moment to recompose themselves. They must tell the teacher and they must stay in the designated area where they can still be seen by the class teacher. We also allow students to tell the teacher at the start of class if they are having a bad day so that the teacher knows that they are more likely to be triggered.

Practical Behaviour:

A lot of our classes involve practical work. (Plumbing, Bricks, Carpentry). This involves the use of tools and materials which may be hazardous. As an employer or trainer, ERT ensure that all students have the correct PPE for the activities and that they are fully briefed under the HASAW 1974 as well as risk assessments that we have and our ERT H&S Policy. In return, ERT demands that student listen to the safety briefing and follow the regulations as there is no room for compromise. All student must wear high vis and PPE in our yard and they must follow the pedestrian walkway in our warehouse. If the student chooses not to comply with any aspect of our health and safety procedures, they are not able to participate. This is mandatory.

Restraint:

We do not use physical force with our students. We tell them the rules and expect those to be followed as disregard for the rules can mean sustaining a fatal injury. However, through our admissions process we aim to risk assess students and talk to them about behaviour management strategies which will prevent any need of physical intervention.

If a student became aggressive or if students started to fight, then the teacher would remove the other students from the classroom to protect them as the first measure. The fighting students would be left in the room. If it were necessary, 999 would be called to deal with the situation.

Recording Incidents:

If an incident of behaviour occurs, whether that is a student choosing to exit the classroom for a moment or a greater breach of conduct, it is recorded alongside the attendance of the individual. If we see a pattern emerging, then ERT will speak to the student and also to the school representative where the pupil usually attends.

Rewards:

As stated, ERT expects a mature level of behaviour from each of our students. We praise our students and encourage their sense of achievement. We treat our students respectfully and allow them such liberties as making themselves a hot drink from our vending machine and to play pool or table tennis on our mezzanine area.

Sanctions:

We will tell the school about any incidents and we reserve the right to send warning letters home. If there is persistent misbehaving which violates the respectful and secure environment which we foster, then ERT states the right to remove a student from programme in accordance to the Service Learning Agreement which is in place with the school where the student usually attends.