



## ERTG Behaviour and Attendance Policy

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| <b>Status &amp; review cycle</b>           | Statutory Annual                         |
| <b>Date approved:</b>                      | <i>07-09-2020</i>                        |
| <b>Review date:</b><br><b>Next Review:</b> | <i>12-3-2021<br/>12-3-2022</i>           |

### 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.

We realise that all behaviour is a form of communication and that through behaviour, all staff and students are trying to communicate; they might just not always speak the same language.

### Attendance:

At Eastern Region Training Group (ERTG) 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.

For our apprentices, we report absence to the employer by e-mail during the morning with the reason that the apprentice has given to us for them to update their records accordingly and to liaise about any worrisome patterns which may emerge. We will work with employers to review and put in place an action plan to improve attendance and ensure they remain up to date. Continued absence would be seen as a disciplinary matter and dealt with through the company absence management policy.

For our Traineeships and DWP funded courses we will report absences to the referrer and take an agreed action, which could be up to and including withdrawal of the placement. An Identified process is in place should attendance become an issue for the learners in this group.

For our paid courses, please see our Terms & Conditions and Cancellations as this is a different part of the business from our young students.

### **Admissions:**

We work in partnership with local schools to provide construction qualifications to children. ERTG 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 ERTG 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.

For our apprentices, we work with employers to find suitable candidates. We ask every company who is putting an apprentice onto an apprenticeship to fill out an admission form which details information from the student and the company. All apprentices must be a PAYE employee in order to enrol on an apprenticeship.

For our paid courses, we will request a disclosure of unspent criminal convictions; please see our criminal convictions policy in conjunction. Otherwise, as long as the individual or company is able and willing to pay course fees and meets any specific requirements or pre-requisites, they are welcome on the course.

### **Quality Behaviours for Staff:**

1. Be ready, respectful, safe.
2. Model positive behaviour and build relationships
3. Plan lessons which engage, challenge and meet the needs of all students
4. Ensure praise outweighs anything negative by at least 5:1 ratio
5. Meet and greet at the door
6. Be calm and give 'take-up-time' before going through the steps. Prevent before sanctions.
7. Follow up every time, retain ownership and engaging in reflective dialogue with students.
8. Never ignore or walk past students who are behaving badly.
9. Challenge the behaviours of the student, not the student themselves.

### **General Behaviour:**

We employ a student-centred approach which focuses on each individual achieving the best that they can. Everyone has the right to learn, but no-one has the right to disrupt the learning of other students. We aim to install a sense of personal responsibility into our students for their own actions while ensuring that the child understands it is their behaviour which is a fault, not themselves as a person. We obey our duty to protect student and staff from discrimination and we wish to work in partnership with the

school, employer or other multi agencies to give consistency in our approach and use common strategies to manage behaviour.

### **Classroom Behaviour:**

ERTG 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 ERTG 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.

The Rules for our students are set in combination with the students, however there are 3 main rules we follow:

1. Listen to others when they are speaking
2. Let the teacher know if you want to leave to room or add something to the discussion
3. Listen to and follow instructions from all staff

### **Practical Behaviour:**

A lot of our classes involve practical work. (Plumbing, Bricks, Carpentry, Roofing). This involves the use of tools and materials which may be hazardous. As an employer or trainer, ERTG ensure that all students have the correct PPE for the activities and that they are fully briefed under the HASAWA 1974 as well as risk assessments that we have and our ERTG H&S Policy. In return, ERTG demands that student listen to the safety briefing and follow the regulations as there is no room for compromise. All students 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. We maintain the right to use reasonable force in emergency situations as per the law or in the event of grave danger.

### **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 ERTG will speak to the student and to the school representative where the pupil usually attends.

In the case of our apprentices or adult students, we will contact the employer about any instance which gives us cause for concern.

## **Rewards:**

As stated, ERTG 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.

Our apprentices have the chance to compete in national competitions and to be recognised during National Apprenticeship Week when various awards are given out for talent and effort.

For our paying customers and students, we expect that the satisfaction of course completion will be enough.

## **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 we foster, then ERTG states the right to remove a student from programme in accordance with the Service-Learning Agreement which is in place with the school where the student usually attends.

For our apprentices/traineeships, we will have a conversation with the employer. If it is a behaviour which is unique to college then we reserve the right to send letters home outlining the behaviour. If it is a behaviour which impacts work as well, the employer usually calls a meeting with the apprentice. We will also invite both parties into us to create an action plan to implement across all concerned parties.

**Staff and Learner Social Media Conduct.** (See in conjunction with Staff code of Conduct and Safeguarding policy)

Learners should not be contacted by staff on their personal phones or using their personal e mail address. All communications should be via designated technology owned and used by ERTG/ERRTG.

Equally, learners may not, under any circumstances, contact, like, share or follow staff on social media, nor make contact via personal e mail.

The consequences will be: \_

First infringement. The Designated Safeguarding Lead and tutor will meet with the learner and outline the rules again, request a behaviour contract be signed and set a timeframe in which the learner must not infringe the rules again. This will also be supported by an official verbal warning.

Second Infringement. Safeguarding Lead and Office Manager will meet with the learner. The learner will have the tutor as advocate. The learner will receive an official written warning about their behaviour and contact will be made with the employer, outlining the concerning behaviour and the actions taken so far.

Third Infringement. The Apprenticeship Manager and Office Manager will meet with the learner, who will have their tutor as advocate in the meeting. At this meeting the learner will be given a final warning outlining gross misconduct due to bullying and/or harassment and they will be asked to leave the course. Their employer will be informed and also advised of the right to appeal the decision.

An Apprentice or Trainee may be able to continue attending while the appeal process takes place but this will be dependant on the seriousness of the breach of rules. The decision for the learner to continue

studies, will be made by the Senior Management Team in conjunction with the ESFA Account Manager or the wider governance team.

If any adult learner has unspent convictions relating to minors, we reserve the right to cancel their place on a course. Please see our Criminal Conviction policy for further information on this.