



**LINKS**  
**ACADEMY**  
MULTI ACADEMY TRUST

EXCITING OPPORTUNITIES • WIDER HORIZONS • SUCCESSFUL FUTURES

# Behaviour Policy

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September 2022

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# LINKS MULTI ACADEMY TRUST

## Behaviour Policy September 2021

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Committee:	Academy Academic Improvement Committee (AAIC)
Date Produced:	September 2022
Date approved:	September 2022
Review Date:	September 2023

### Amendments

Periodically the Senior Leadership Team and Board of Trustees will add to or revise the content within this policy. Any revisions made are noted below.

Edition	Date	Revision made by	Content revised
1.0	13.09.2020	Mark Fuller/Sarah Stagg	Updated to MAT format
2.0	08.09.2021	Mark Fuller/Sarah Stagg	No updates
3.0	15.09.2022	Mark Fuller/Sarah Stagg	Update Sims to Arbor

*Please note that for the purpose of this policy, the following terminology will apply:*

Headteacher	Head of School, Headteacher, Executive Head
Trust	Links Multi Academy Trust
School	Links Multi Academy Trust St Albans/ Links Multi Academy Trust Hatfield/Cedars
Parent	Parent means the person with parental responsibility, and could be the carer

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## Rationale

The Links Multi Academy Trust is a friendly, creative and purposeful learning community where all stakeholders are entitled to feel valued and supported. We aim to empower the young people we work with help them achieve their potential in an inclusive, safe and mutually respectful environment. We work collaboratively with young people to help reset their attitude to learning and identify why barriers have been created with the aim to help transition them back to mainstream school, further education or into the world of work. Everyone is expected to behave in a respectful way, to accept responsibility for their behaviours and to develop a higher level of resilience in their approach to learning.

## Purpose

The purpose of the policy is to provide a simple, practical code-of-conduct for staff, learners and parent/carers which:

- Recognises behavioural norms
- Positively reinforces behavioural norms
- Promotes self-esteem and self-discipline
- Teaches appropriate behaviour through positive interventions

## Key Objectives

The key objectives are:

- to allow every student to make the best possible academic, social and emotional progress through developing a more resilient approach
- to encourage individual and collective responsibility
- to promote the values of courtesy, consideration and mutual respect
- to foster a sense of community

We intend to meet these objectives by:

- providing a well differentiated curriculum which serves the needs of all students
- having high expectations for standards of punctuality, attendance, appearance, behaviour and effort
- communicating clearly with all members of the school community to help students understand the effect of their behaviour on others
- encouraging students to take personal responsibility for their learning and behaviour
- having a minimum number of written rules based on common sense and courtesy
- applying written and unwritten rules with fairness and consistency
- using praise, encouragement and rewards to recognise good behaviour and positive contributions to the school community
- identifying clear links with the school curriculum for citizenship and PSHME

## Students Succeeding

We at Links Multi Academy Trust intend to recognise even the smallest achievements of all, showing that successes are personal and hard won, through considerable, sustained effort. We believe students learn best in an ordered environment and this can be achieved when expectations of work and behaviour are high and their consequences are applied consistently and fairly.

We want everyone:

- to take responsibility for his/her own actions and personal organisation
- to develop an awareness of and adherence to acceptable and appropriate behaviour

- to encourage students to value the school environment and its routines
- to learn how to communicate assertively but non-aggressively; so that they can express themselves appropriately and encourage others to co-operate in a safe atmosphere
- to respect the needs and differences of others at work and play
- to understand our aims and their benefit to students experiencing difficulties in their lives and at school
- to ensure that students are confident of their right to be treated fairly

## Behaviour Code of Conduct

This is displayed around the school and is explained to all new students and colleagues (see appendix 1). Students, parents and tutors revisit and agree key behaviours from the agreement checklist on a regular basis, including at reintegration meetings where parents and students sign the Behaviour Code of Conduct and Behaviour Agreements.

Students who are found to have made a false allegation against a member of staff are at risk of permanent exclusion.

## Responsibilities

We acknowledge that the maintaining of good behaviour within school is a shared responsibility with all members of the school community.

The staff of Links Multi Academy Trust will promote good behaviour by:

- looking for individual student achievements and praising them for their efforts
- showing students how to take responsibility for personal actions and belongings and noticing and praising when they do
- providing opportunities for choice and recognising positive change when it occurs
- being clear, positive and assertive in all communication with individuals, without using aggressive, angry, thoughtless or sarcastic comments
- reminding students of our expectations of good behaviour by calmly restating what has been agreed
- act on any incidents of bullying or discriminatory behaviour such as racism, sexism, homophobia or those relating to disability, gender presentation or religion immediately and report as set out in this policy
- demonstrating a respectful attitude to all students, parents and staff
- taking time to listen and talk to parents, teachers and other professionals who have an effect on students' lives and letting them know about successes they achieve
- Follow **Hertfordshire STEPS** principles. See - [http://www.thegrid.org.uk/leadership/isl/documents/model\\_policy\\_reducing\\_the\\_need\\_for\\_restrictive\\_interventions\\_in\\_schools\\_december\\_2019.doc](http://www.thegrid.org.uk/leadership/isl/documents/model_policy_reducing_the_need_for_restrictive_interventions_in_schools_december_2019.doc). Hertfordshire Steps is a therapeutic approach to positive behaviour management. The Steps approach is based on the following principles:
  - Shared focus on inclusion of all children and young people within their educational settings
  - A shared set of values and beliefs
  - Open and shared communication
  - A shared commitment to diversion and de-escalation
  - Shared risk management
  - Shared reparation, reflection and restoration

All staff are trained in these procedures with annual refresher training. Temporary staff are advised about our behaviour policy and procedures.

## Positive Strategies

- Behaviour Code of Conduct and signed Behaviour Agreement Checklists are used consistently across all key stages see including behaviour on visits see appendices 1, 2 & 3.
- Staff non-verbal disapproval or ignoring behaviour which does not threaten the safety of others.
- Brief verbal warning from staff which refers to the behaviour rather than the person.
- Contact between home and school, letters, telephone calls, meetings for discussion and positive encouragement.
- Where unacceptable behaviour persists and the Behaviour Code of conduct is breached the school will issue consequences. See the flowchart summarising actions to be taken for poor behaviour included in appendix 4. Guidelines showing examples of behaviour and likely consequences are included in appendix 5.
- Offering opportunities to encourage students to develop self-esteem and cooperation.
- Our PREP Course, introduced November 2016, involves student reflection on behaviour, situations and solutions with a named mentor.
- Daily behaviour and attitude is monitored using Green Cards detailing targets, see appendix 6.
- Feedback is logged for discussion with students on a lesson by lesson basis. Some will form part of PREP discussions between student and their mentor.
- Solution focussed staff meetings used to generate successful strategies for individual students.
- Restorative justice will be facilitated if appropriate.
- Rewards to reinforce good behaviour including phone calls, post cards letters home, and Headteacher special events.
- Every student has a Personal Profile which is reviewed regularly and informs strategies for teaching and learning.

## Rewards

- The token reward system provides students an opportunity to demonstrate the character traits of responsibility, respect and resilience. Any member of staff can reward a token when a student has demonstrated one of these attributes within lesson or during unstructured time and this is recorded on the Green card and on ARBOR. Tokens received are monitored daily by form tutors and PL's (HSL) and can be used to earn a reward at the end of each half term.

## Records

- Staff are required to record incidents on ARBOR. If an incident involves safeguarding at any level it must also be recorded on CPOMS. Witness statements will be taken and stored where appropriate.
- Examples of when an incident would be recorded on ARBOR and CPOMS would include incidents involving bullying, racism, sexism, homophobia or those relating to disability, gender presentation or religion; behaviours which result or could result in harm to self and/or others or behaviours/ comments which may indicate an underlying safeguarding issue

## Monitoring

- Tutors monitor weekly behaviour via the Student's Green Card and entries on ARBOR. These are used to formulate relevant and meaningful weekly targets for students to aspire to.

- Assistant Headteacher (Behaviour) to monitor behaviour through ARBOR reports half termly.
- SLT report to the Academic Improvement Committee termly.
- Parents are involved in discussion when concerns or successes occur.
- All parents are expected to attend termly meetings with staff to monitor academic and behavioural progress.

## Exclusions

- Internal exclusions include students working apart in a separate space within the school for an increasing number of lessons depending on the seriousness of the offence.
- Internal exclusions include students working at our other site for an agreed amount of time and duration.
- More serious offences lead to fix term exclusions from school which could be from 1-30 days induration. After 6 days alternative provision will apply. Students are required not to be in public during school hours to complete work set.
- Permanent exclusion is reserved for the most serious offences and these are confirmed by Trustees. Parents have a right to attend the exclusion panel meeting with a supportive friend and may appeal the Trustees' decision details of which will be sent with the decision documents (see the Exclusions Policy).

## STEPS

### Use of reasonable force

All Links Multi Academy Trust staff follow the '**Step On**' Hertfordshire STEPS training in de-escalation which emphasises the importance of consistency and teaching internal, rather than imposing external, discipline. It focuses on care and control, not punishment. It uses techniques to de-escalate a situation before a crisis occurs and, where a crisis does occur, it adopts techniques to reduce the risk of harm. Where non-physical intervention is not adequate to de-escalate a dangerous situation use of reasonable force e.g. physical intervention used to describe contact between staff and a student where no force is involved may be used i.e. guiding a student away from a potentially harmful situation. Physical restraint defined as a restrictive intervention involving direct physical contact where the intervener's intention is to prevent, restrict, or subdue movement of the body, or part of the body of another person is avoided where possible within Links Multi Academy Trust. On extremely rare occasions it may be appropriate for staff to intervene physically with or between students. These include:

- Injury, or risk of injury, to another student
- Injury, or risk of injury, to a member of staff
- Serious damage to property.

Any intervention should be a last resort and be proportionate, reasonable and necessary.

### Confiscation of inappropriate items

Links Multi Academy Trust routinely scans students on entry to school to ensure prohibited items are not bought into school which could potentially put themselves, their peers and the school staff at risk. The school has the power to search without consent if there is a suspicion of prohibited items including; knives and weapon; alcohol; illegal drugs; stolen items; tobacco and cigarette papers; fireworks; pornographic material; any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and any item banned by the school rules which has been identified in the rules as an item which may be searched for e.g. mobile phones. If the confiscated item is returned to the student will depend on the legality of the item and circumstances for its possession,

however weapons, including knives and extreme or child pornography will always be handed to the police. Appropriate consequences based on the type of prohibited item bought into school will be issued.

### Discipline of conduct outside the school gates

If the negative conduct of a student of the school outside of the school premises and/ or outside the duration of the school day is report disciplinary action may take place, this could include; taking part in any school-organised or school-related activity; travelling to or from school; and/or if the student is wearing school uniform or is in some other way identifiable as a student of the school. At the discretion of the school disciplinary action may take place if; the incident could have repercussions for the orderly running of the school; poses a threat to another pupil or member of the public or could adversely affect the reputation of the school. In all cases of misbehaviour the school can only discipline the student on school premises or elsewhere when the student is under the lawful control of a school staff member.

### Links with other policies

For specific details about possible related issues e.g. racism, bullying, sexism, physical intervention, child protection and safeguarding reference needs to be made to our relevant school policy.

- Anti-Bullying Policy
- Equality and Diversity Policy
- CP/Safeguarding Policy

This policy is subject to development in response to changing needs and patterns of behaviour at the centre.





## BEHAVIOUR CODE OF CONDUCT

- Look after yourself and your school
- Mobile phones must be in lockers at the start of the student school day. They will be returned at the end of the student day. Mobile phones will **not** be available during morning break or lunchtime.
- The possession or use of any offensive weapons/devices or illegal substances will not be tolerated.
- Smoking is not allowed on site. All smoking materials including lighters and matches must be in lockers from the start of the school day.
- Show respect for the feelings and opinions of all adults and students.
- We do not tolerate any bullying or racist, sexist, ageist and homophobic comments.
- Follow all instructions and focus on your work.
- Keep your hands and feet to yourself – no fighting or physical contact with others.
- Stay safe, be healthy and act responsibly

*Parents and students renew a checklist and sign their Behaviour Agreement to follow our Behaviour Code*

There are consequences for failure to adhere to this behaviour code



### BEHAVIOUR AGREEMENT CHECKLIST

Student  
Initials

*I will* take off my outdoor coat, wear the correct uniform and hand in all my personal possessions before entering the main building.

*I will* show a positive interest in lessons and respect all property and equipment at the Links Multi Academy Trust.

*I will* behave in a way which allows everyone to work without distraction.

*I will* use acceptable language and non-aggressive behaviour towards fellow students and staff.

*I will* begin to accept responsibility for my own learning and behaviour.

*I will* be punctual for school and not be absent without a valid reason.

I agree to the Links Multi Academy Trust Behaviour Code of Conduct and agree to adhere to the requirements with regards to attendance, uniform regulations & behaviour.

Student Signature:	
Print Name:	
Date:	

Parent Signature:	
Print Name:	
Date:	



### MINIBUS BEHAVIOUR AGREEMENT CHECKLIST

Student

Initials

*I will* hand in all my property to staff members

*I will* wear my seatbelt at all times

*I will* not spit or throw any objects out of the window

*I will* not to swear or shout at passers-by while in the bus

*I will* not throw any objects in the bus

*I will* not shout or use of inappropriate language while in the bus

*I will* not to bang on windows or the side of the bus

*I will* listen and respond to instruction given by staff members

*I will* sit where allocated by staff

**If my behaviour is unacceptable while travelling on the bus, I agree to get off at the nearest point of safety when asked by a member of staff.**

**If I break these rules then I understand that I will not be allowed on the minibus again and outdoor activities may be stopped for the whole group.**

***I agree*** to the Links Multi Academy Trust Behaviour Code of Conduct and agree to adhere to the requirements with regards to attendance, uniform regulations & behaviour.

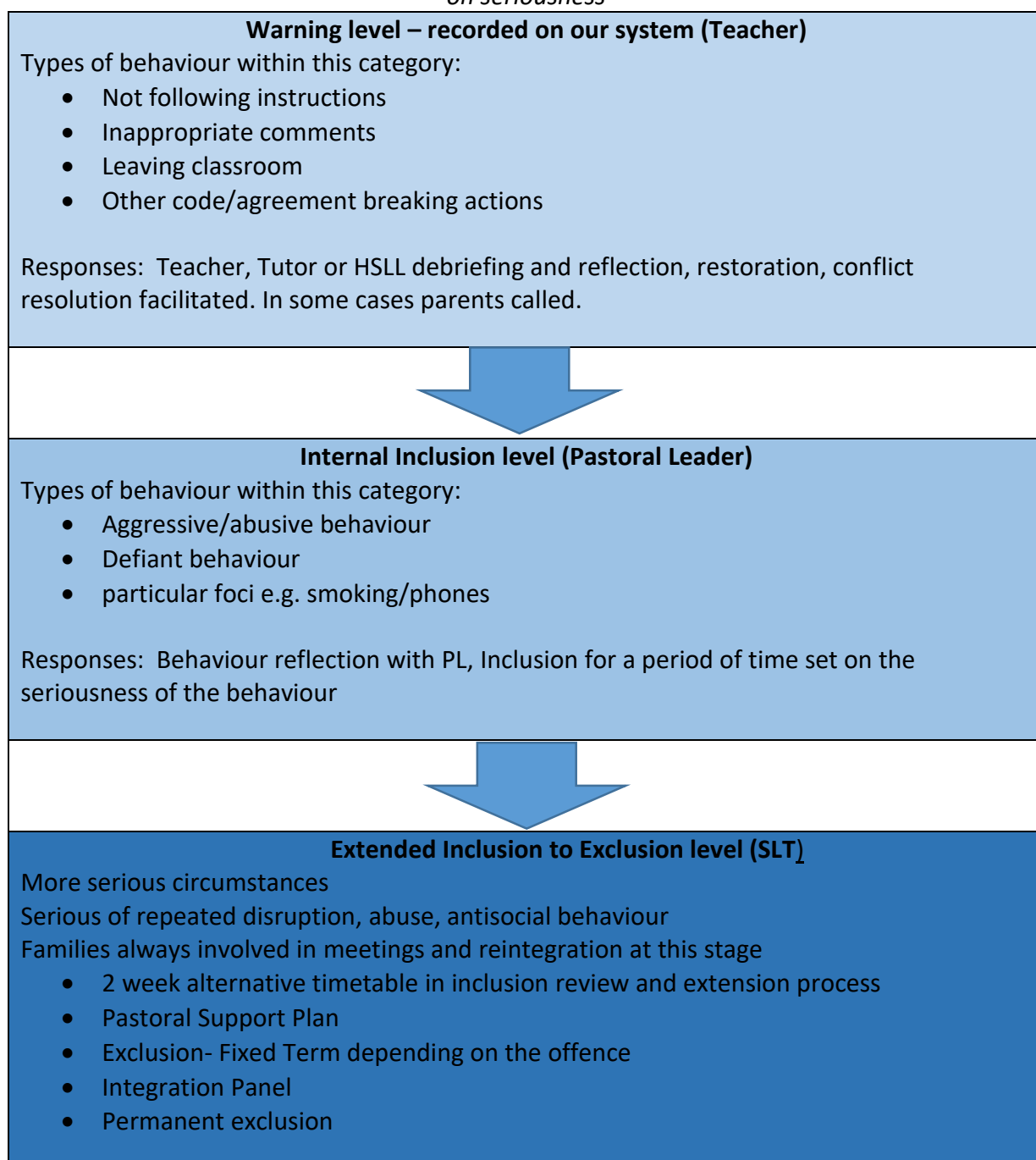
Student Signature:	
Print Name:	
Date:	

Parent Signature:	
Print Name:	
Date:	

## Appendix 4 Actions When Behaviour Code is Broken

### ACTIONS WHEN BEHAVIOUR CODE IS BROKEN

*General principles – always adapted to circumstances, some levels can be jumped depending on seriousness*



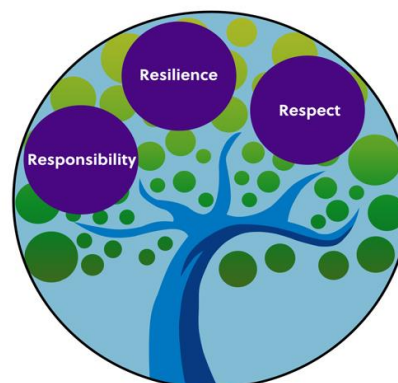
## Appendix 5 Behaviour Guidelines

Level	Examples of Behaviour Types	Likely Actions	Assumed at all Levels
1	Failure to follow instruction repeatedly Leaving classroom, wandering Disruption of learning Poor language Littering	Logging by teacher Discussion with tutor/mentor Reset Help by pastoral support staff to reset	<p>If appropriate staff will</p> <ul style="list-style-type: none"> <li>• Guide Reflection</li> <li>• Facilitate Restoration</li> <li>• Facilitate Conflict Resolution</li> </ul>
2	Excessive – swearing/aggressive language, targeted unpleasant comments Refusal/defiance Intimidation Constant disruption of learning Inappropriate repeated physical contact Constantly being out of class Smoking	Families involved Isolation (1 Lesson <del>2 days</del> ) Potential sending home Conversation with family Loss of break/lunch break  + level 1 outcomes	
3	Continued level 2 behaviour with no improvement Drugs/alcohol/weapons on site or being under the influence of substances on site Aggressive /dangerous behaviour Sexualised behaviour Vandalism/deliberate damage	Parents involved Potential referrals SLT decision – long programme at Woollam FT exclusion Panel referral Potential permanent exclusion + stage 1 outcomes Bill for damage  + level 1 & 2 outcomes	

## Appendix 6 Green Card

Name:							Form:						Date:				
Period	Monday			Tuesday			Wednesday			Thursday			Friday				
	Target	Attitude	Token	Target	Attitude	Token	Target	Attitude	Token	Target	Attitude	Token	Target	Attitude	Token		
AM form																	
1																	
2																	
3																	
4																	
5																	
6																	
PM form																	
Targets met Met = M Partially = P						Not met = X						Attitude 5 to 1 where 5 is Excellent and 1 is poor			Token totals are collected each week		

Targets		
1		
2		
3		
		TOTAL
Attitude summary		
Character Achievements initialled by staff when acknowledged		
Resilience		
Respect		
Responsibility		
Attendance		
Punctuality		
Tokens achieved		



Name: \_\_\_\_\_

Tutor: \_\_\_\_\_



## Policy Review – Behaviour Policy

This policy will be reviewed in full by the Links Multi Academy Trust Trustees on an annual basis.

The policy was last reviewed and agreed by the Academy Academic Improvement Committee and the Trustees in September 2022.

It is due for review in September 2023 up to 12 months from the above date.

Signature

Date

David Allen  
Executive Headteacher

Signature

Date

Maire Lynch  
Chair of Trustees

**A full signed and dated copy is kept on file at the school office.**