

Roots *and* Shoots

Learning and Behaviour Policy

Last Updated: 25 Sept 2023

Walnut Tree Walk, Kennington, SE11 6DN
Charity number: 1064070

Learning and Behaviour Policy

This policy is based upon the year on year learning by the senior team with consultation from the staff team and guidance from DfE including: Behaviour and Discipline in Schools (2016).

This Policy Is Designed To:

- Ensure rules are simple and clear for all staff and learners (students) to understand.
- Encourage staff and learners to adopt a positive approach to behaviour and learning.
- Help staff and learners feel and stay safe.
- Maintain consistency across all areas of learning.

A Positive Approach to Learning and Behaviour Management

A learner's success is related to their positive perception of themselves and their learning environment. We learn more when we feel happy and safe. At Roots and Shoots we rely upon staff to create positive environments, including the physical layout of the class, the lesson planned and the attitudes which reside in that class.

We expect all staff to communicate clearly with learners and treat all them fairly, equally, positively and firmly when required.

We value individuality and expect nothing less from our staff. Staff have been recruited for their brilliant attitude towards others as much as their skills and experiences. Staff operate professionally, consistently and feel supported enough to bring their own individual personalities to work each day.

Are You Ready for Work?

As a vocational training provider much of the work we do is geared towards work. Learners must show that they are moving towards being ready for work in every way. This includes excellent punctuality, a consistent work ethic and positive approach to working with others.

Every Day Is a New Start

Many young people come to Roots and Shoots with negative perceptions of education from repeatedly being involved in negative experiences and feel stuck in this role. Many young people do so well at Roots and Shoots because it provides a fresh start.

A Sense of Humour

As an education provider this is a vital ingredient. However, humour is subjective and some will find different approaches to humour difficult to understand, in some cases feeling threatened or upset by seemingly harmless remarks. Particularly when working with young people with learning difficulties it is vital to consider the power of language and be sensitive in your approach.

Consistency
As a small vocational training provider everyone who attends relies upon consistency across the board. Please share your experiences with other staff as this will promote consistency and staff are likely to be able to offer guidance and support. Informal talks or staff meetings are both valuable opportunities to share your experiences.

Learning Agreements
Agreements are created during collaborative group discussion in which learners are encouraged to share ways in which their experience of learning can be improved.

- Agreements are collaborative documents which are visible.
- They should adopt a positive approach (Use 'Do…' rather than 'Do not…')
- Learners have played a role in their creation and feel ownership.
- They should be updated regularly to remind learners.

Time Out
Time Out can be given to learners who cannot continue with the current activity. The student could have their time out inside or outside the classroom. If another staff member is available this could be supervised in another area. For example:

- A student who is so happy that they cannot stop talking or focus could be asked to take a time out in the corner of the room. Deep breath and relax!
- A student who becomes upset could take a time out outside the classroom, alone and be called back in when they feel better.
- A student who is displaying negative behaviour takes time outside the class room with an LSA (or other) to briefly discuss what is concerning them and preventing learning.

Warning System
Tutors can use warnings to acknowledge inappropriate behaviour and remind individuals and groups of the Learning Agreement. Warnings can be given for:

- Rude and disruptive behaviour.
- Bullying of any nature.
- Dangerous behaviour.

The Warning System is simple and to be used by tutors to provide firm boundaries:

- Warning 1 is dealt with in class by the tutor.
- Warning 2 can be dealt with in class and may require other staff including management.
- Warning 3 results in a call/ written letter to the learner and their family. This may result in a learner being sent home for the rest of the day.
- In serious cases a learner will be suspended for between 1 day and 5 days.

Serious Concerns, Suspension and Permanent Exclusion
In some cases learners will receive a suspension. This decision will be made if:

- The warning system has not helped the learner's behaviour to improve.
- A learner's behaviour repeatedly contradicts the learning agreement.
- A learner is aggressive and/or violent towards another person.

- A learner behaves in a way that damages property

The length of suspension depends upon the severity of the incident and the nature of the learner's needs and timetable. For example:

- A delayed suspension may be desirable if an activity which is deemed important for the learner's wellbeing is not to be missed.
- A short suspension (1 day) may be desirable if it is deemed more valuable for the learner to continue having structured, timetabled care.
- A longer suspension (5 days) may be desirable if there are outstanding matters which must be dealt with requiring time and planning of external parties.

In most circumstances a student will retain their place and accommodations will be made.

Permanent Exclusion

However, there are some scenarios where it may be untenable to sustain a young person's place due to a risk to themselves, their own safety and development or the safety and development of other students in the cohort. Reasons can include:

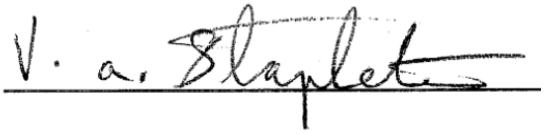
- Violence or the consistent threat of violence
- Intimidation of the consistent threat of intimidation
- The use of illegal substances during training hours
- Being under the influence of illegal substances during training hours
- Repeated breaches of this learning and behaviour agreement

Signed by the Director:



Date: 25/09/23

Signed by the Chair of Trustees:



Date: 25/09/23