

Behaviour Policy

Inclusion Hampshire



Approved by: Trustee Board

Date: 11th May 2021

Signed by: A Minshull-Beech

Position: Chair of Trustees

Last reviewed: May 2021

Next review due: May 2022

Contents

1. Aims of this policy	3
2. Legislation and statutory requirements	3
3. Key beliefs	4
4. Promoting positive behaviour	5
4.1 The quality of our relationships	5
4.2 The quality of our provision	6
4.3 The quality of our staff	6
5. Learner code of conduct	7
6. Bullying	7
7. Roles and responsibilities	8
7.1 The Trustees	8
7.2 Senior Leadership Team	8
7.3 Staff	9
7.4 Parents/carers	9
8. Implementing positive behaviour management	9
8.1 Rewards	10
8.2 Sanctions	10
8.3 Pupil support	11
8.4 Supporting those impacted by bullying or discriminatory behaviour	12
8.5 Use of reasonable force	12
8.6 Confiscation	13
8.7 Off -site behaviour	13
8.8 Malicious allegations	13
9. Training	14
10. Monitoring arrangements	14
11. Links with other policies	14
Appendix 1 : Code of Conduct	15
Appendix 2: Incident report template	16
Appendix 3: Procedures for implementing sanctions	18
Appendix 4: Statement on the use of physical restraint	20

.....

1. Aims of this policy

This policy aims to:

- Provide a framework for Inclusion Hampshire's collective beliefs, understanding and practices about behaviour as it relates to those with mental health, learning and other complex needs
- Provide guidance to parents/carers, trustees, schools and other stakeholders on how we support our learners to promote self-regulation and feel safe to learn
- Outline a consistent approach to behaviour management and its causes for staff members
- Outline how we promote positive behaviour
- Define what we consider to be unacceptable behaviour and the consequences of such behaviours
- Detail the support available to learners who are affected by negative behaviour
- Summarise the roles and responsibilities of staff in the school community with regards to behaviour management

2. Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on:

- Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils
- Sections 88-94 of the [Education and Inspections Act 2006](#), which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property
- [DfE guidance](#) explaining that maintained schools should publish their behaviour policy online

3. Key beliefs

Inclusion Hampshire believes that to enable progression and learning to take place everyone should demonstrate positive, kind and considerate behaviour across its sites.

It is the intention of this Behaviour Policy to reflect our insight and understanding of the complex needs of our learners and how these contribute to their ability to self-regulate and manage their behaviour positively so that they can engage with learning.

Inclusion Hampshire incorporates a holistic, person-centred approach to ensure we are continually reflecting and planning for the needs of our learners. This includes, but is not limited to, learners with Autistic Spectrum Disorder, Moderate Learning Difficulties, Communication Disorders, Sensory Needs and Social, Emotional Mental Health Needs.

Inclusion Hampshire recognises that challenging behaviours happen for a reason – that behaviour is a form of communication – and such behaviour might be the only way a learner can communicate. It is for this reason that these are the young people who most require our nurture and support. In no circumstance does Inclusion Hampshire recommend the use of restrictive practice, regardless of behaviour (please see Appendix 4 for Inclusion Hampshire's Statement on the Use of Restraint).

Most learners are referred to Inclusion Hampshire because they have presented with a behaviour or need that has not allowed them to maintain their mainstream school and/or college placement(s). As a result our Behaviour Policy must go beyond that of merely maintaining good behaviour. It must provide the framework to support the mental health and wellbeing of learners in order to re-establish a positive relationship with education, achieve and prepare for reintegration into a mainstream school /college, employment or life beyond the academic environment.

Inclusion Hampshire seeks to achieve this by creating a safe, nurturing and welcoming learning environments across all its sites by:

- Encouraging, recognising and acknowledging positive behaviour at every opportunity
- Promoting self-esteem by encouraging learners to value and respect themselves and others through role modelling, mentoring and education
- Providing a safe environment free from disruption, violence, bullying and any form of harassment or discrimination
- Identifying the signs of dysregulation and acting proactively to provide the necessary support to prevent escalation and ensure wellbeing
- Ensuring a consistent and fair response to positive and negative behaviour
- Building a positive relationship with parents/carers to develop a learner-centred, holistic approach which involves them and the learner in the implementation of positive behaviour strategies
- Acknowledging that mistakes are part of the learning process and supporting our learners to learn from these mistakes to improve future action
- Encouraging and supporting learners to take responsibility for their behaviour and empowering them to make long-lasting, positive change
- Explaining unacceptable behaviour and the impact it has on others, particularly bullying or prejudice-based language/action

4. Promoting positive behaviour

To ensure the wellbeing of every learner it is necessary that parents/carers, trustees, staff and stakeholders who refer to Inclusion Hampshire understand this behaviour policy and support its implementation.

All strategies and actions undertaken by Inclusion Hampshire staff are designed to create an enjoyable, positive learning experience in line with the key beliefs outlined in this policy. Learners should be able to learn, socialise and be enthusiastic about their education and their future. To achieve this staff encourage positive and kind behaviour and discourage any behaviours that can undermine learning, the relationship between staff and learners, and any deliberate actions intended to harm the physical or mental health of another.

Inclusion Hampshire has identified three qualities of our practice which promotes the development of self-regulation and positive behaviour for its learners to achieve sustainable progress:

4.1 The quality of our relationships

Relationships are the key component to success and achievement at Inclusion Hampshire.

Inclusion Hampshire's members of staff model appropriate relationships to learners and embody trust and honesty within relationships to each other and to learners. All Inclusion Hampshire staff know that trust is something earned from learners, not expected, and members of staff communicate honestly, supportively and compassionately to earn a learner's trust and support their progress.

We value the diversity of our staff and hope that all of them will be a trusted adult for our learners. The more positive relationships a learner has at Inclusion Hampshire leads to greater success and achievement. Our staff know that making and sustaining relationships is not always easy for young people, especially with adults in education. Our staff foster positive, kind and nurturing relationships with our learners by:

- Always listening closely, attentively and non-judgmentally
- Articulating belief in learners and their abilities
- Treating learners with dignity and respect
- Communicating honestly, accessibly and age-appropriately
- Knowing that the person who knows the learner best is themselves and actively seeking their views on issues affecting them
- Recognising and apologising for our own mistakes
- Acting fairly and consistently for all learners
- Challenging prejudice and discrimination when it occurs and using trusting relationship to explain why it is inappropriate and its impact on others
- Respecting and maintaining boundaries and structures
- Empowering learners to make the positive choice based on our trusted guidance and to take responsibility for their choices, actions and future
- Acting to support learners discretely and ensuring that they can make the final decision
- Naming and managing our own emotions when responding to learners' behaviours and modelling emotional intelligence
- Building close relationships with parents and carers to support them to ensure consistency at home and school
- Networking with other professionals and services to enable the learner to access the appropriate support they need and use their positive relationships with us to make new relationships with other adults

4.2 The quality of our provision

The Inclusion Hampshire team recognises that each learner is individual and that before any progress can be made we must understand that young person, their needs, background and aspirations. Understanding that young person where they are, not where they are expected to be, will enable them to be heard and respected and make progress. Our provision and learning programmes are designed with this understanding in mind and we achieve a high quality provision, with learners at its centre, by:

- Having close partnerships with referring schools and the Local Authority to ensure an effective referral process, with all relevant information, is in place before the learner starts
- Reviewing all available information, including EHCPs, and detailing support needs and strategies for new learners before they start
- Communicating support needs and strategies to staff and ensuring their ongoing availability to staff at any time
- Providing ongoing assessment for the learner and their needs (including EHCPs) based on their voice and experience
- Delivering small group or 1-1 teaching which is considerate of group dynamics, personality and need
- A safe, quiet environment for learners to learn and progress which respects those with sensory needs
- Delivering personalised high-expectation learning based on need, not age or expectation
- Embedding a holistic, readily differentiated curriculum focusing on areas of need
- Supporting learners to identify strengths, develop resilience, confidence and self-esteem
- Providing unconditional positive regards and ongoing positive reinforcement and sensitive feedback
- Finding the positive in all situations, including when something bad has happened, however small
- Personalised pastoral care, support and communication for the learner and their family to ensure develop positive relationships and trust with the learner, their parents/carers and family
- Providing therapeutic activities and spaces for learners – including counselling, music and art – to promote wellbeing a self-regulation

4.3 The quality of our staff

Inclusion Hampshire's staff are highly-trained and experienced professionals, the organisation's greatest resources and a learner's greatest support.

Our staff understand the background and needs of each learner before they attend and managers attempt to match staff and learners wherever possible.

All Inclusion Hampshire staff sign a code of conduct which includes statements, such as treating learners with dignity and respect and promoting the rights of others.

Our staff promote positive, fun and engaging sessions by:

- Outlining clear expectations for sessions, incorporating learner voice and need
- Ensuring all learners are safe and respected
- Proactively identifying, de-escalating and defusing dysregulation using therapeutic activities in substitute for academic subjects

- Utilising all opportunities for learning, even if it is not planned or is the result of challenging behaviour and/or language
- Communicating, collaborating and sharing knowledge, experience and understanding of learners
- Praising learners for achievement, even if 'small'. For example, a learner may find it hard to accept help and so praising this, although small, is worthy of praise and recognition
- Creating sessions and resources based on a learner's interest, differentiating where necessary
- Being readily accessible to learners for academic, pastoral and therapeutic support, including providing scribe or reader support, or differentiated resources, such as a laptop
- Advocating for learners and trusting in their relationship with them to talk to them when required
- Continually learn new skills and knowledge to support learners
- Communicating with learners using their preferred methods
- Visualising and naming emotions, preparing learners for changes and transitions
- Reflecting and debriefing social interactions which have not happened in the way the learner expected
- Acting non-judgmentally and having unwavering belief in a young person's potential

5. Learner code of conduct

These are the core standards of behavioural conduct that apply to everyone who is part of Inclusion Hampshire:

1. Use your abilities and efforts to produce the best work you can
2. Be considerate, cooperative and supportive towards staff and learners
3. Keep Inclusion Hampshire a pleasant and effective place to work

A more detailed and thorough learner code of conduct is provided at the end of this document (Appendix 3) and should be read by all staff, learners and parents/carers.

6. Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying is therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

Type of bullying	Example behaviour
Emotional	Being unfriendly, excluding, tormenting

Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	'Banter', name-calling, sarcasm, spreading rumours, teasing
Cyber - bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

For further details about Inclusion Hampshire's policies and procedures in dealing with bullying please refer to Inclusion Hampshire's Anti Bullying Policy.

7. Roles and responsibilities

7.1 The Trustees

The Chair of Trustees and Chief Executive are responsible for ensuring that this policy is non-discriminatory, fair and that its expectations are communicated clearly.

The Chair of Trustees and Chief Executive are responsible for reviewing and approving the code of conduct for learners and staff which can be located in this policy (see Appendix 1).

The trustees will review this behaviour policy in conjunction with the Chief Executive, respective Heads of Provision and monitor the policy's effectiveness, holding the senior leadership team to account for its implementation.

The Chief Executive and trustees and Chief Executive support all staff in promoting positive behaviour across Inclusion Hampshire's sites.

7.2 Senior Leadership Team

The respective Heads of Provision are responsible for reviewing and implementing this behaviour policy in conjunction with the Chief Executive and trustees, giving due consideration to Inclusion Hampshire's code of conduct (Appendix 1) and in consultation with other staff members.

The Head of Provision and their respective management teams are responsible for the implementation and day-to-day management of this policy and its procedures, including supporting staff managing behaviour incidents.

The senior leadership team will ensure that the learning environment encourages positive behaviour and that staff and learners act in accordance with this policy.

The senior leadership team will monitor how staff implement this policy to ensure it is applied fairly and consistently.

It is the responsibility of the senior leadership team to ensure that this policy is communicated to learners, parents/carers and any other stakeholders and that it is published on Inclusion Hampshire's website.

7.3 Staff

All Inclusion Hampshire staff are responsible for:

- Implementing this policy consistently and fairly, ensuring there is no differential application of the policy on any grounds, particularly ethnicity or national origin, culture, religion or belief, gender, sexual orientation or disability and that all learners are listened to and their concerns addressed appropriately
- Modelling positive behaviour
- Providing a personalised, holistic approach to the specific behavioural needs of learners
- Recording behaviour incidents (see Appendix 2)
- Encouraging and supporting learners to take responsibility for their own behaviour and making them fully aware of the code of conduct (see Appendix 1), this policy and its procedures
- Enabling and supporting learners to report any form of behaviour which affects the wellbeing of themselves or others

7.4 Parents/carers

The parents/carers of Inclusion Hampshire's learners are expected to:

- Be aware of this policy and its availability on Inclusion Hampshire's website
- Support their child in adhering to the learner code of conduct
- Inform the school of any changes in circumstances that may affect their child's wellbeing and behaviour
- Discuss any behavioural concerns with a member of staff promptly

8. Implementing positive behaviour management

To ensure the wellbeing of every learner it is necessary that parents/carers, trustees, staff and stakeholders who refer to Inclusion Hampshire understand this behaviour policy and support its implementation.

All actions undertaken by Inclusion Hampshire staff are designed to create an enjoyable, positive learning experience. Learners should be able to learn, socialise and be enthusiastic about their education and their future. To achieve this staff encourage positive and kind behaviour and discourage any behaviours that can undermine learning, the relationship between staff and learners, and any deliberate actions intended to harm the physical or mental health of another.

Staff should ensure they acknowledge and reward behaviour with praise at every opportunity and are consistent and clear when explaining why a negative behaviour is being discouraged. If the behaviour is repeated by the learner staff will be required to impose sanctions for deliberately repeating unacceptable behaviours.

There may be times when parents/carers, referring schools or agencies do not agree with the chosen consequence for a behavioural incident. In such cases, while Inclusion Hampshire will be willing to discuss the matter we hope that all involved will support the decision.

8.1 Rewards

An ethos of care, encouragement and understanding is central to the promotion of positive behaviour. Rewards can be an acknowledgement of effort, demonstrate care and play a motivational role in helping learners to realise that positive behaviour is valued.

The main form of reward utilised by Inclusion Hampshire is an emphasis on specific praise both informal and formal to individuals and groups. Praise and rewards are used to motivate pupils much more frequently than negative consequences. This builds a culture of achievement and success.

Positive behaviour will be rewarded with:

- Individual and precise praise tied to a specific action (e.g. accepting responsibility for a negative action).
- Postcards, emails or phone calls home to parents/carers
- Special responsibilities/privileges (such as an Ambassador role)
- Public recognition of achievement (with the learner and parent/carer's agreement) on social media and the Inclusion Hampshire website

8.2 Sanctions

Inclusion Hampshire has a range of sanctions, separated into three categories: minor-, medium- and high-level.

Minor-level sanctions

Most behavioural instances are minor and will be adequately dealt with by using a minor-level sanction.

Examples of these behaviours include (but is not limited to) negative language towards peers, adults or staff; purposeful disruption of another learner's session; deliberately upsetting another learner; throwing objects, or wilfully misusing equipment.

Sanctions for these behaviours may include:

- An expression of disapproval
- Sensitively challenging a learner on their language/actions and an explanation of its effect
- A 1-1 conversation with a member of staff
- Withdrawing privileges, such as an unsupervised break

Medium-level sanctions

There may be infrequent instances that require the use of a medium-level sanctions and may require an incident report to be completed (see Appendix 2 for a template of Inclusion Hampshire's incident report).

Examples requiring staff to implement a medium-level sanction includes, but is not limited to, persistent defiance, deliberate damage to property, threatened violence, possession of

drugs or alcohol on site, bullying (see Anti -Bullying Policy), harassment or intimidating behaviour.

Sanctions for these behaviours may include:

- Intervention from a member of the senior leadership team, including contacting the learner's parent/carer
- Contacting the referring school or Local Authority
- A short 'cooling off' period away from the centre (with home learning provided)

High-level sanctions

There are rare occasions that will require the use of a high-level sanction and will require an incident report to be completed by the most appropriate member of staff, supervised by the Head of Provision, within 48 hours of the incident taking place. The incident report will inform the Head of Provision and Chief Executive's subsequent decisions.

Examples requiring this level of sanction may include, but is not limited to, behaviour such as: persistent occurrence of aforementioned behaviours, unresolved bullying (see Anti-Bullying Policy), actual violence, or an incident involving members of the public or local business owners.

Sanctions for these behaviours may include:

- Timetabling changes (including twilight hours)
- Exclusion for more than one day
- End of placement and permanent referral to the original referrer

In this last circumstance, there are two types of situation in which this may be considered:

1. A final, formal step in a concerted process for managing unacceptable behaviour following the unsuccessful implementation of a range of other strategies, including holistic support plans, meetings with parents/referring partners and previous 'cooling off' periods
2. An exceptional circumstance, usually in consideration with the safety of others, in which it is not appropriate to implement other strategies and where it is appropriate to end a learner's place for a first or one-off offence. Examples of this may include:
 - Actual violence towards another individual
 - Sexual abuse or assault
 - Arson or other criminal behaviour

Inclusion Hampshire is obliged to inform the Police and/or Children's Services for these above offences. These instances are not exhaustive but indicate the severity of such offences and their impact on the wellbeing of other learners and staff.

8.3 Pupil support

Inclusion Hampshire recognises its legal duty under the Equality Act 2010 to prevent learners with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the learner.

The Head of Provision and special educational needs lead will evaluate a learner who exhibits challenging behaviour to determine whether their known needs are being met and whether there are any other unknown needs that could explain their actions.

Where necessary, support and advice will also be sought from the referring school/agency and external professionals (such as educational psychologists or medical practitioners) to identify and support needs.

When acute needs are identified, Inclusion Hampshire will liaise with external agencies and create an appropriate support plan for the learner. Inclusion Hampshire will work with the learner, their parents/carers and other professionals to create the plan and review it on a regular basis.

8.4 Supporting those impacted by bullying or discriminatory behaviour

Learners who attend Inclusion Hampshire are likely to have ongoing mental health needs and/or to have had at least one negative education experience (such as bullying). Inclusion Hampshire promotes an environment that respects and values the wellbeing of all who attend but there will be times, whether deliberately or accidentally, that a young person is affected by the negative behaviour of another learner. In these instances, Inclusion Hampshire provides a range of support for that young person, including making a formal report (if appropriate and proved to be true). Examples of such behaviour might be:

- A young person having experienced unwanted touching from a peer
- A young person having suffered a racist, sexist, homophobic incident (or any other form of discrimination of a protected characteristic).

In the rare instance that an example such as those outlined above takes place, staff members will provide all necessary support for the young person to support their mental health and wellbeing. This may include:

- Accessing therapeutic support, such as counselling
- Working with the family to provide ongoing care
- Support writing a formal complaint following the incident
- Access to a safe space at any time
- Space and time with a senior member of staff
- Final say in any suggested restorative action
- Opportunities to move session time to avoid being around the perpetrator/abuser

Whilst support for the victim is ongoing members of staff will also continue to work with the other learner separately, assuming their placement has not been ended due to the incident, to enable them to understand the impact and consequences of their actions and implement any appropriate sanctions and actions. Inclusion Hampshire strongly believes that all learners are good and that opportunities for restorative action and change should be actively supported to promote change.

8.5 Use of reasonable force

Inclusion Hampshire does not support the use of restrictive practice in any instance. For more information please see Inclusion Hampshire's statement on use of physical restraint (Appendix 4)

As outlined in this behaviour policy, and the statement on the use of physical restraint, Inclusion Hampshire promotes positive behaviour and de-escalation strategies and the use of passive physical contact (such as standing between two learners in a situation in which a staff member has identified escalating tensions). Staff members will only use active physical contact to separate learners who are being violent towards one another, a staff member or

a member of the public, or to intervene if a learner is at risk to themselves (as part of the staff member's duty of care).

Inclusion Hampshire does, when appropriate, encourage positive physical contact. Examples of this include:

- Delivering first aid
- Congratulations or praise (such as a handshake)
- Comforting a learner in distress
- Teaching a music instrument or new activity

8.6 Confiscation

Any of the following prohibited items found in pupils' possession will be confiscated:

- Knives and illegal weapons
- Alcohol
- Illegal drugs (such as cannabis or MDMA)
- Stolen items
- Fireworks
- Pornographic imagery
- Any items that can cause harm to themselves or others

These items will not be returned to pupils.

Inclusion Hampshire does not search or screen its pupils although it is able to do so, in line with the DfE's [latest guidance on searching, screening and confiscation](#).

If a learner is suspected of having an item in their possession that does not pose a threat to others but that they should not possess a senior member of staff will discuss this with the learner and encourage them to voluntarily hand this to them. Depending on the item this may or may not be returned to the learner and this will be communicated to the learner at the time.

If a learner denies possessing the suspected item, or refuses to voluntarily hand this item to a staff member, they will be informed that if it should be seen there will be further actions required by senior staff members at a later date.

Any concerns or suspicions will be recorded by members of staff and shared with SLT.

8.7 Off -site behaviour

Sanctions may be applied where a learner has not conducted themselves in a manner in keeping with this policy or the code of conduct whilst off -site.

8.8 Malicious allegations

Where a learner makes an accusation against a member of staff and that accusation is shown to have been malicious, the Head of Provision will respond in accordance with this policy.

Please refer to Inclusion Hampshire Safeguarding Policy for more information on responding to allegations of abuse.

The trustees and senior leadership team will also consider the pastoral needs of staff accused of misconduct .

9. Training

Inclusion Hampshire staff are provided with training on safeguarding, proactively managing behaviour and de-escalation as part of their induction process.

Promoting positive behaviour, managing challenging behavioural situations and proactively identifying situations before they arise form part of each staff member's continuing professional development.

10. Monitoring arrangements

This behaviour policy will be reviewed by the trustees and senior leadership team every two years but may be reviewed earlier if deemed appropriate. At each review, the policy will be approved by the Chair of Trustees.

11. Links with other policies

This behaviour policy is linked to the following policies:

- Anti-bullying policy
- Safeguarding policy
- Statement on restraint

Appendix 1: Code of Conduct

These three rules apply to everyone who is part of Inclusion Hampshire:

1. Use your abilities and efforts to produce the best work you can
2. Be considerate, cooperative and supportive towards staff and learners
3. Keep Inclusion Hampshire a pleasant and effective place to work

Further details of what these three rules look like on a day-to-day basis is outlined below:

1. To use your abilities and efforts to produce the best work you can you must:
 - 1.1. Arrive as per your timetable
 - 1.2. Arrive in time for sessions
 - 1.3. Listen carefully when required
 - 1.4. Complete the work as well as fully as you can
 - 1.5. Ask for help when you need it
 - 1.6. Accept both praise and constructive criticism towards your work
2. To be considerate, cooperative and supportive towards staff and learners you must:
 - 2.1. Follow the instructions given by staff
 - 2.2. If you feel they are unreasonable, discuss this after the session with the staff member concerned
 - 2.3. Do nothing to hurt others through word or action, including through others
 - 2.4. Do not use any bullying, racist or sexist language or behaviour
 - 2.5. Bring nothing to Inclusion Hampshire that might cause damage or harm
 - 2.6. Contribute to the best of your ability when working in a group
 - 2.7. Be accepting and supporting of others
 - 2.8. Minimise giving offense by swearing or other inappropriate language
3. To keep Inclusion Hampshire a pleasant and effective place to work you must:
 - 3.1. Look after buildings, furniture and equipment
 - 3.2. Do all you can to protect surfaces and displays
 - 3.3. Dispose of litter properly
 - 3.4. Not go off site without permission
 - 3.5. Remain alcohol and drug free during attendance

I have read and understand the Code of Conduct.

Date:

The Board of Trustees also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.

This written statement of behaviour principles is reviewed and approved by the Board of Trustees and Senior Leadership Team at least every two years.

Appendix 2: Incident report template



Inclusion Learning Centre

Incident Report - Confidential

Complete a separate form for each incident within 3 days of the incident occurring.

Failure to report an incident could result in someone else being put at risk in the future.

This form should be used for each occasion of:

- Aggressive or threatening behaviour
- Verbal abuse
- Destruction of equipment or property (or threats of)
- Physical assault (or threats of)

Report information

Name of person completing report:

Job title:

Date:

Time:

Location:

Name of perpetrator(s) (if known):

Other persons present (use initials):

Who was the perpetrator?

- A young person who is known to the service
- A young person unknown to the service
- A relative of a young person
- A friend of a young person
- A partner or ex-partner of a client
- A volunteer
- A staff member
- A person unknown to any staff members, volunteers or young people
- Other

Who was the victim?

- Attending young person
- Unknown person
- Staff member
- Volunteer
- Other

Injury and damage

Were any injuries sustained? Yes No

If yes, name of injured person

Was any property damaged? Yes No

What happened?

What caused the incident? With hindsight, what warning signs were evident prior to the incident?

What action did staff or volunteers take to manage the situation **during and after** the incident?

Has the incident been reported to the appropriate supervisor? Yes No

Have staff and volunteers been provided with an opportunity to debrief and discuss the issue? Yes No

Signed:

Date:

Appendix 3: Procedures for implementing sanctions

Minor -level sanctions

A member of staff who observes or hears a behaviour which requires a minor -level sanction is empowered and expected to act as soon as possible in accordance with this policy, utilising an appropriate sanction, such as sensitively challenging the behaviour and explaining its negative impact.

The member of staff, even if they are not the learner's tutor that day, will record the behaviour and sanction on an individual learner's daily evaluation, along with the strategy they used to promote positive behaviour. Referring schools and the Local Authority have access to these documents for their referred learners at any time.

Medium -level sanctions

The following procedures should be followed if a behaviour occurs which requires a medium -level sanction. These procedures are for guidance and they may be altered if circumstances require.

1. The respective tutor will engage with the learner presenting with dysregulated behaviour and offer them time and space away from peers to discuss how they are feeling. They will engage the learner calmly to encourage co -regulation and de -escalate the situation. Time and space away from other peers is to be encouraged, or to engage in other therapeutic, calming activities.
2. If this is unsuccessful, another staff member will try to remove non -participatory learners away from the incident (if necessary) or engage them in another activity.
3. Ensuring it is safe to do so, a member of staff will notify the Head or Assistant Head if they are not already aware and involved.
4. The Head or Assistant Head will speak to the dysregulated learner away from others and attempt to discover the cause of the dysregulated behaviour, discuss how they are feeling and what support can be put in place to help resolve the situation.
 - a. This may not be possible to do immediately as the learner may not be calm. If this is the case, a member of staff will be asked to continue to de -escalate and supervise the learner.
 - b. Assuming this does not require a high -level sanction, it may not be until the next session for the Head or Assistant Head to review the incident with the learner, discuss how they felt, available support and design a support plan involving the learner, Head and parents/carers.
5. Following the resolution of the incident, the Head/Assistant Head will instruct staff to follow safeguarding procedures and, if necessary, and contribute to or write an incident report (under the supervision of the Head/Assistant Head).
6. This report will be sent within 48 hours to the Chief Executive and may be sent to the referring school if required.
7. The learner involved and their parents/carers will be informed of the outcome by the Head or Assistant Head by phone or in person.

High-level sanctions

If a serious incidence of unacceptable behaviour is thought to have taken place an investigation must take place.

NOTE: Internal investigations can inadvertently prejudice investigations by Social Services or the Police. If it appears that the offence is a matter for Social Services or the Police, staff must stop the internal investigation immediately and refer the matter to the

Chief Executive, Head of Provision and/or the Designated Safeguarding Lead (DSL), as appropriate.

Staff should primarily act to de-escalate the situation and ensure the safety of everyone as described above.

If a behaviour occurs which requires a high-level sanction the following procedure should be followed:

1. The Head and Chief Executive will decide the nature of investigation required. If it is not an immediate matter for the Police or Children's Services the Head will arrange for a member of the team to supervise the learner concerned and/or isolate them from other learners.
2. The Head will determine whether the learner can remain on site or whether a parent/carer should be called and transport home arranged.
3. If it is deemed safe for the learner to remain on site, the Head will speak to the learner to explain why a high-level sanction needs to be implemented.
4. Once the session has ended, the Head will inform and liaise with the Chief Executive and the referring school to implement the high-level sanction and organise staff to write an incident report.
5. The learner involved and learner's parents/carers are to be informed of the outcome by the Head/Assistant Head by phone or in person. The incident report will be sent to the referring school within 48 hours.
6. A case review will be arranged once the sanction has been implemented to create an action plan of support and intervention which aims to lead to re-integration. This may require referrals to be made to external agencies. The case review should be attended by: Head/Assistant Head and a representative of the referring school/agency.

Appendix 4: Statement on the use of physical restraint

Every child and young person has a right to be treated with respect and dignity, and deserves to have their needs recognised and be given the right support. Some children and young people with learning disabilities, autistic spectrum conditions, trauma or mental health difficulties may react to distressing or confusing situations by displaying behaviours which may be harmful to themselves and others and may have been at heightened risk of restrictive intervention to minimise the impact of their behaviour, on them and on other people.

Research has shown that children and young people, their families and carers have said that restraint and restrictive intervention are traumatising. We also know that use of restraint and restrictive intervention can have long-term consequences on the health and wellbeing of children and young people, and that it can have a negative impact on staff who carry out such intervention. The personal costs to children and young people's development and welfare and to staff from the use of restraint are well documented. These include damage to physical, psychological, social and emotional wellbeing and to their neuro-cognitive, behavioural and emotional development. Restraint can be traumatising for children and repeated use of restraint can have damaging, re-traumatising effects.

Young people who have experienced trauma in the past are especially at risk of experiencing psychological harm from restrictive interventions. For example: exclusion and seclusion can echo relational trauma and systemic trauma; physical restraint can echo physical and sexual abuse. As a result, these interventions may cause re-traumatisation which, in turn, may drive even more challenging behaviour

Children and young people with learning disabilities, autistic spectrum conditions and mental health difficulties may often respond with behaviour that challenges (verbal or non-verbal) when they are in pain, or experiencing sensory overload, or when confronted with situations they do not understand or environments in which they cannot easily cope, which cause anxiety or fear, and for which they are unprepared. Such behaviour may be perceived as 'naughty' or 'bad' if the child or young person is unable to follow instructions or fit in with existing rules and structures and it can be a form of communication for children and young people who are unable to communicate verbally.

Young people who have been exposed to trauma are more likely to have psychological and behavioural problems, and there is evidence that greater trauma exposure is associated with more severe and diverse behaviour problems. In addition, young people with behavioural issues and mental health conditions may be at higher risk of abuse and neglect than children without these conditions. These findings taken together suggest the possibility of a feedback cycle in which young people who have experienced trauma and who have mental health conditions and behavioural issues are at the highest risk of further trauma, mental health conditions and behavioural issues

Inclusion Hampshire promotes a learner centred approach with trauma-informed practices and, as such, does not operate a system of using restraint punitively or as a behaviour

management tool. Learning groups within our centres at any one time rarely exceed 12 learners at any one time and the staff/learner ratio is high, always 1:4 or above. Staff are trained to use positive behaviour support (as outlined in the behaviour policy) and other alternatives which can de-escalate challenging behaviour, and tackle the reasons for it at source. This is our primary approach. We believe in relationships built on respect, trust and nurture and to break this by using restraint on a young person would be both wrong and potentially damaging.

The likelihood of challenging behaviour can often be anticipated by those who know the learner well. Measures to understand the range of communication used by young people to express emotions, including distressed behaviour, are put in place. Measures to identify triggers of distressed behaviour and to prevent or address it are also developed with the involvement of the child or young person and their family, and with careful assessment, planning and support we create the right environment for education, care and support.

Inclusion Hampshire's strategies are listed below:

Primary strategies

We put in place strategies for each individual learner to reduce the likelihood of the behaviour happening; for example, managing situations that we know will trigger a behaviour, changing environments, changing grouping and timetabling and providing opportunities for new experiences and acquiring new skills.

Secondary strategies

These are our plans for what to do if the primary strategies do not work and behaviour starts to escalate. These include using calming approaches, changing the environment, and diverting the young person's attention to an activity they enjoy.

Reactive strategies

These are planned, robust strategies that are put in place to be used as a response to an incident of challenging behaviour. They aim to take control of a situation and minimise the risk to the person and others.

These include:

- Continued use of proven and evidence based de-escalation strategies and calming techniques
- Alerting senior or experienced staff, for example Head of Provision, SLT and/or counsellors, of an escalating situation requiring support and intervention
- Removal and supervision of other learners to a safe place
- Learner to leave site (under the care of staff, parent/carer or other appropriate professional)
- In cases of violence, extreme destruction, risk to self or others the police may be called

- In extreme cases of violence towards other learners, self or staff, non violent intervention may be necessary such as standing between learners or standing at a door to protect others.

After any incident a full incident report is written and submitted to CEO and SLT within 2 days for discussion and actions.

Please refer to relevant Inclusion Hampshire policies to support this document:

- Behaviour Policy
- Violence at Work
- Special Educational Needs and Disabilities Policy

References

Reducing the Need for Restraint and Restrictive Intervention Children and young people with learning disabilities, autistic spectrum conditions and mental health difficulties in health and social care services and special education settings Published: 27 June 2019 HM Government

Centre for Mental Health: Trauma, challenging behaviour and restrictive interventions in schools

