



Pathways Skills Academy Behaviour and Attendance Policy

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Introduction

This policy aims to state our ethos and the behaviours we expect from staff and learners. 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 learners for the rigours of the workplace. It should further be read in conjunction with our Equality and Inclusion Policy, Safeguarding Policy and Anti-Bullying Policy.

We want our staff and learners to have a respectful, secure environment in which to teach and learn. We expect our learners 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 learners are trying to communicate; they might just not always speak the same language.

Attendance:

At Pathways Skills Academy (PSA) we aim for our learners to attend the minimum learning hours to achieve their qualification. As with anyone, we appreciate that people get sick or have extenuating circumstances from time to time. We monitor our learner's attendance carefully and speak to the named contacts if we have concerns regarding a student's attendance. PSA will identify if patterns of attendance present as a concern and will action accordingly.

For our schools, attendance is expected every week on the scheduled day from 9:30 am to 11:30 am and/or 12:30 pm to 2:30 pm. If learners are going to be late or are unable to attend, schools should inform us by telephone or email to the administrator. If a learner is not in attendance within the first hour of lesson, we will report their absence to the school by phone call and email; contacting the school, where no absence report has been made, will be prioritised as we have a duty of care to the learner's wellbeing as per our Missing Children Policy.

Admissions:

When recruiting schools, we work with schools to find suitable candidates. We ask every school to fill out a registration form which details information from the learner and the school.

Where adult learners or manufacturers are attending the centre, we will ask for a DBS check to be completed, for those attending commercial courses; please see our criminal convictions policy in conjunction with this policy. As part of safeguarding all non-schools' learners will be required to wear a visitor's lanyard to verify they are able to be onsite. Anyone attending without this will be challenged and asked to leave.

If it comes to light that any adult learner has offences that cause concern, spent or unspent or is subject to a sexual harm prevention order, we reserve the right to cancel their place on a course with immediate effect. Please see our Criminal Conviction Policy for further information on this.

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 learners
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 learners.
8. Never ignore or walk past learners who are behaving badly.
9. Challenge the behaviours of the learner, not the learner themselves.

General Behaviour:

We employ a learner-centred approach which focuses on everyone achieving the best that they can. Everyone has the right to learn, but no-one has the right to disrupt the learning of other learners. We aim to install a sense of personal responsibility into our learners for their own actions while ensuring that the learner understands it is their behaviour which is at fault, not themselves as a person. We obey our duty to protect learners and staff from discrimination, and we wish to work in partnership with the school and multi agencies, to give consistency in our approach and use common strategies to manage behaviour.

Classroom Behaviour:

PSA wants all learners to succeed and recognise they have accomplished something worthwhile. We expect learners to participate fully in classes and do as the teacher asks them.

The Rules for our learners are set in combination with the learners, 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:

Most courses involve practical work (Plumbing, Bricks, Carpentry, Roofing, Hairdressing). This involves the use of tools and materials which may be hazardous. As an Alternative Provision Provider and training centre, PSA ensures that all learners have the correct PPE for their activities and that they are fully briefed under the HASAWA 1974, including risk assessments and risk management. Our PSA H&S Policy should be read in conjunction with this policy. In return, PSA demands that learners listen to the safety briefing and follow the regulations as there is no room for compromise. All learners must wear high vis and PPE in our yard, and they must follow the pedestrian walkway in our warehouse. If the learner chooses not to comply with any aspect of our health and safety procedures, they are not able to participate. This is mandatory.

Restraint:

If a learner becomes aggressive or if learners start to fight, then the teacher will remove the other learners from the classroom to protect them as the first measure. The fighting learners 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 concerning behaviour occurs, in the case of our schools, we will contact the school's named person about any the behaviour which gives us cause for concern. This information will be recorded on 'my concern' and will be held for the duration of the course attended, after course achievement and certification we will destroy the record. This record will be separate to the learners' course file and information will only be shared with concerned parties on a need-to-know basis as per our GDPR policy.

Rewards:

As stated, PSA expects a mature level of behaviour from each of our learners. We praise our learners and encourage their sense of achievement. We treat our learners 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:

If we are concerned about the behaviour of any school's learners, we will have a conversation with the child to see if there is anything we can do to support. If this is unsuccessful, we will also discuss the issue by raising it with the school, either by phone or email. This contact may be made outside of the timetabled progress reviews, or we may schedule an additional progress review to address specific concerns. If it is a behaviour which impacts school as well, we will work with the school to try and resolve issues where we can. All parties will contribute to an action plan to implement support measures.

Behaviour that is deemed a risk to Health and Safety, safeguarding of individual learners or the group or is aggressive or offensive in nature, will be addressed immediately by the Tutor. This may result in the learner being asked to leave the session to talk to another member of staff about their conduct, after which they may return to the class.

Should the behaviour or actions be of greater concern, learners may be asked to leave the training site, and this sanction will be at the discretion of the Company Director or his designated Deputy, should he be absent. This sanction may be a temporary measure until the situation can be fully investigated or could result in placement on the course being withdrawn. In all cases the school responsible for the learners will be notified and they will be responsible for getting the learners home or to return to their school.

Staff and Learners Social Media Conduct. (See in conjunction with Staff Code of Conduct and Safeguarding Policy)

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

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

The process for sanctions for breaching the behaviour and attendance policy will be:

- ***First infringement.** The Schools' Lead and Tutor will meet with the learner(s) and outline the rules again, request a behaviour contract be signed and set a timeframe in which the learner can demonstrate changed behaviour. This will also be supported by an official verbal warning and notification to the school.
- **Second Infringement.** The Schools' Lead and Office Manager will meet with the learner(s). The learner(s) will have the Tutor as advocate. The learner(s) will receive an official written warning about their behaviour and contact will be made with the school, outlining the concerning behaviour and the actions taken so far.
- **Third Infringement.** The Company Director and Schools' Lead will meet with the learner(s), who will have their Tutor as advocate in the meeting. At this meeting the learner(s) will be given a final warning outlining the reasons for their further breach and they will be asked to leave the course. Their school will be informed and advised of the right to appeal the decision.

Learners may be able to continue attending while the appeal process takes place, but this will be dependent on the seriousness of the breach of rules and entirely at the discretion of the Company Director. The decision for the learners to continue studies or be withdrawn, will be made by a minimum of two members of the Senior Management Team in conjunction with the tutor and/or the wider governance team, where appropriate, considering the information from an investigation.

*The formal process will be followed the conclusion of an investigation where applicable. See our Complaints Policy, Safeguarding Policy, Bullying and Harassment Policy