Engineering UTC Northern Lincolnshire

Behaviour and Rewards Policy

Richard Endicott
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Approved by the UTC Board

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Document History

Version	Date	Author	Note of revisions
V1	March 2022	R Endicott	Adjustment to rewards section
V2	March 2023	R Endicott	Removal of references to systems that are no longer in place. For example: systems specific to Covid and to a Home School Agreement. Added some additional detail about how students gain Professional Points. Proposal to issue a detention once a student is issued a warning.

			Clarification of the consequences for not attending a detention. Explanation of how Internal Exclusion is used. A table of potential negative behaviours and their consequences. Adjustment to Governors Written Statement of Behaviour to allow members of the Pastoral Team to conduct searches on students.
V3	September 2023	R Endicott	Adjustment to the consequences if students fail to attend detentions. Adjustment to the consequences of being removed from lesson multiple times per day. Additional information added about what behaviour may constitute 'Putting the school's reputation into disrepute'.
V4	September 2025	R Endicott	Remove reference to 'responsible points' to reflect the new streamlined approach to rewards points. Clarification about the potential escalation of consequences that could happen as a result of non-attendance at detentions and clarification of how we will communicate detentions with parents.
V5	June 2026	R Endicott	Changed reference to mobile phone use and consequences in the building to reflect the implementation of mobile phone pouches.

Behaviour Policy and Rewards Policy

Effective from:
Approved by the Board:
Due for review:
Author: Richard Endicott

"Delivering academic excellence through outstanding teaching with first class employer engagement to deliver innovative design challenges, to enable our students to be knowledgeable, skillful and able to solve complex problems. Our world-class STEM teaching will deliver competent mathematicians and writers, who can do research, investigate questions and express themselves creatively and confidently as they prepare for their next steps into successful engineering career pathways."

Our Values and Principles

At the heart of our school are three core values: professionalism, responsibility and loyalty. We believe that these values characterise everything we do. It is our way and underpins everything we believe in. Teaching our students how to be professional will ensure they step into their engineering career pathways confidently. Knowing our students leave us as responsible adults also allows us to be safe in the knowledge that they will be skillful, able to solve problems, and ask the right questions to improve. Being loyal creates the right atmosphere for world-class teaching: we are all part of the same team.

To achieve our way, we reinforce the values through clear routines and consistent boundaries. We celebrate regularly and give praise to those who go above and beyond in being professional, responsible and loyal. If things go wrong, we support students in understanding how to make it right as we firmly believe co-regulation of students' behaviour will eventually lead to self-regulation. We make all decisions in the best interests of our students, not relying on punishment, but on how to educate the student and fundamentally change his/her behaviour. However, alongside this, we believe in celebrating our culture, value and vision and, most importantly, we share our values and principles with our business partners and use them to prepare students for their future outside of the UTC. All students are supported in making the right choices and accommodations are made to ensure they work at their best and highest potential.

Our Visible Consistencies

Staff

The culture we create begins with the adults. Structure liberates and, in establishing visible consistencies, we model and reinforce our way and school values: professional, responsible and loyal.

Professional

- Have 100% positive regard for all students day in, day out: these are **our** students.
- Be ready: arrive on time, greet students at the door, have a Do Now task ready.
- Be prepared for all duties and lessons: arrive on time, have resources ready. •

  Follow appropriate policies and procedures

Responsible

- Teach brilliant lessons by being prepared, planning, differentiation, varied teaching strategies and maximising learning time.
- Challenge passive behaviour and ensure students are engaged or supported in making positive choices.
- Exercise emotional intelligence and control, including accepting blame.
- Always follow the health and safety expectations of the school.

Loyal

- Show loyalty to the UTC and all we believe here at all times.
- Know how we do it here and follow our systems, routines and policy in a consistent way.
- Build appropriate relationships with the whole team of staff and students.
- Always help. Provide the necessary to support to everyone.

Student

Students should be expected to show the same level of professionalism, responsibility and loyalty at all times in the school day: in lessons, during breaks and outside in the community.

	Professional	**Responsible**	**Loyal**
In lessons	Display employability skills. Arrive on time, ready to learn, with a thirst for knowledge. Be prepared to learn with the right equipment.	Take ownership of learning: ask for support and extension tasks; complete work to the best of your ability. Let others learn: encourage them to do so. Take responsibility for your own actions.	Support the learning of others, knowing our goal is for all to achieve their best. Work with the teacher to support learning. Talk through differences with staff, but make sure it is the right time, right place, right mood.
At break times	Display employability skills: be safe, be appropriate and be well-mannered. Be sensible and safe around the building	Look after the environment. Look out for yourself and others: be safe, be supportive.	Help staff and other students create a safe, enjoyable and positive environment.
In the community	Act appropriately in public and in representing the UTC: display employability skills, use professional language	Look after the environment.	Look out for each other and the school. The UTC first, me second.
	and maintain positive relationships with members of the community.	Take care of yourself and be safe, especially in busier areas.	Show the UTC in a positive light at all times.

Our Termly Praise and Recognition Awards

Daily and Weekly Rewards

Every student has the opportunity to achieve daily rewards for their efforts in the following ways:

- Professional points awarded by staff to recognise students who have arrived at school ready to learn with appropriate professional attire and full equipment; to acknowledge the work and effort done in lessons; to acknowledge behaviour demonstrating loyalty to the UTC.
- Verbal recognition of efforts in lessons.
- Postcards home.
- Recognition of excellent, or improving attendance in weekly assemblies.

Termly rewards

Each half term will end with a rewards assembly to acknowledge the efforts of that term. This is so everyone is refocused on the way we do it here. Students who are eligible will receive one or more of the following awards.

The Professional Award
The leading professional points earners will have consistently demonstrated: Perfect punctuality – always on time Wonderful business dress Fully equipped and ready to learn

The Responsible Award
The leading responsible points earners will have consistently demonstrated: Excellent behaviour Responsibility for their learning in the classroom Exceptional effort

The Loyalty Award
Represented the UTC in a positive way Will have been nominated by a member of staff

- Breakfast with the Principal – Awarded for students who have had an exceptional piece of work nominated by a subject teacher
- Individual awards for 100% and most improved attendance
- Tutor award for best attendance
- Reading Champions – Progress and attainment in reading age throughout the term
- Subject awards for attainment and effort
- Awards for the top 10 professional/ responsible and loyal points
- Principal's award

Our Boundaries

Classroom Behaviour

Negative behaviour choices in a classroom can often be a slope to further sanctions. Our policy intends to support students in making the right decisions by offering support or time out from an environment. Complete removal from a lesson is a last resort and the expectation of any and every removal is to put the relationship right through restorative conversation and, as a minimum, catching up on missed work.

In lesson, the following language should be used

Reminder
Warning
Withdrawal

If a student is given a warning in lesson, they will be issued with a 20-minute detention for the same day where possible. If this is after 2:05 PM, it will take place the following day, as we feel it would be unreasonable to ask families to change their travel arrangements after this time. If a student is unable to adjust their behaviour beyond this point and is disrupting the learning of others then the teacher will contact On Call and ask the student to leave the lesson. If the student or staff member feels the need for a restorative conversation, this will be organised at the first opportunity.

Failure to attend a detention

If a student forgets to attend an after school detention, they will be given the opportunity to sit the detention the following day. If they again fail to attend the detention, then they will sit the detention at break or lunchtime the following day. Members of staff will remind students at the end of the day that they have a detention. If a student is reminded and refuses to attend, then we may issue the student a period of internal exclusion the following day for defiance.

We will notify parents of detentions through the 'My Child At School' App and any changes to scheduled detentions should be made through parent contact with the student's Head of Year. Break/ lunch time detentions may also be used as an alternative if students persistently fail to attend detentions. Students will be given work to do during this time that will relate to their curriculum learning.

Multiple removals in a day

If a student is being repeatedly disruptive throughout the day, then the decision may be taken to isolate them in Internal Exclusion. However, the main aim is always for students to stay in lessons wherever possible.

Persistent Negative Behaviour

Timely intervention and support is key to ensuring students can self-regulate and make the right choices. As such, information sharing is key. Pastoral team members, including Heads of Year and

Assistant Head for Professional Standards will meet and discuss students who require additional support.

Internal Exclusion

Students may receive a period of isolation in Internal Exclusion when they have persistently failed to attend detentions, are repeatedly withdrawn from lessons, or for a particular instance of behaviour that requires some reflection. The periods in Internal Exclusion should be brief and allow the students to reflect on their behaviour and, if necessary, for the Pastoral Team to intervene to help support the student with their behaviour in the future. If the Internal Exclusion is set for the following day, then work will be provided from subject teachers that mirror the student's normal timetable.

We may ask for a meeting with parents after periods of Internal Exclusion to help support the student's reintegration into mainstream lessons.

When a serious incident has occurred, a full investigation will be undertaken. This will involve taking statements from students and staff where needed. Parents will always be informed when we are dealing with a serious incident. At times, we may need to isolate a student during an investigation.

School Behaviour

Other behaviour issues: around the UTC, outside of lessons, there may be times where things go wrong. Staff are to notify the pastoral team when this occurs who will record these instances, ensuring effective follow up at some point. Staff should record these instances as **Unprofessional** providing a brief comment as to what the behaviour was, location, time and date, as well as Action Taken.

Lunch and Break times: inappropriate and unsafe behaviour can result in students being withdrawn and behaviour logged and recorded in the same way as lessons.

Uniform and Jewellery: at ENL UTC, students wear business wear. This includes a pair of earrings and a wrist watch. Other items are not allowed and will be asked to be removed. If a student refuses, then this will be classed as defiance. If a student is not wearing correct business wear, it will be reviewed on a case by case basis and, where possible and appropriate, alternative items will be offered to be worn. Defiance and refusal of attempts to support student in wearing professional attire will result in sanctions being applied.

Mobile Phones:

- students are not permitted to use mobile phones throughout the school day.
- If mobile phones are seen, or heard on the school site, or if it is brought to our attention that pupils have been using their phone during the school day, then the phone will be confiscated
- When mobile phones have been confiscated, pupils will be given a same day, after school detention. If the mobile phone is confiscated after 14:05, then an after-school detention will be issued for the next school day

- When mobile phones have been confiscated, they will be returned to the pupil at the end of their detention, or by a member of the pastoral team if their detention is for the following day

Students will also be issued sanctions for any of the following behaviours:

- Not placing their phone in their designated pouch
- Attempting to cheat the system (For example by bringing a second phone or unlocking tools)
- Vandalism or damage to pouch
- Persistent non-compliance

Sanctions for these behaviours may range from detentions to internal exclusion or suspension.

Further details about mobile phone use and pouches can be found in the *Mobile Phone Policy.*

Late to school: students who are late to school will receive a detention after school.

Health and Safety: a health and safety incident is one that is so dangerous it will result in the immediate withdrawal of a student without any reminders or warnings. Breaches of health and safety may result in a student being asked to complete some work in Internal Exclusion in order to support their safe return to normal lessons.

Misuse of ICT: instances of ICT misuse can result in the termination of computer access for a period of time. These should be logged on SIMS and parents contacted.

Consequences

The table below shows possible consequences for different behaviours

	Teacher	Teacher/ Head of Year/ SLT	Head of Year/ SLT	SLT	SLT	Principal
	Reminder	Detention	Internal Exclusion	Placement	Suspension	Managed Move

Off task behaviour in lessons	✓	✓	✓			
Answering back to staff	✓	✓	✓			
Unprofessional physical contact	✓	✓	✓	✓	✓	
Chewing gum		✓				

Misbehaving in detention/ Internal Exclusion	✓	✓	✓	✓	✓	✓
Failure to meet dress code expectations	✓	✓	✓			
Late to school		✓				
Repeatedly late to lesson		✓				
Mobile phone seen, or heard		✓	✓	✓	✓	
Prohibited items brought into school		✓	✓			
Overheard swearing		✓	✓			
Putting the school's reputation into disrepute (This can range from smoking or vaping outside school to anti-social behaviour and fighting outside school).		✓	✓	✓	✓	✓
Swearing at a student		✓	✓			
Leaving a lesson		✓	✓			
Missing a detention		✓	✓			
Vandalism of school property			✓	✓		
Multiple withdrawals in a day		✓	✓	✓	✓	
Truancy			✓	✓		
Theft			✓	✓	✓	
Persistent off task behaviour		✓	✓	✓		
Absconding the school site			✓	✓	✓	

Defiance/ Refusal to follow instructions			✓	✓	✓	
Swearing at a member of staff			✓	✓	✓	
Fighting			✓	✓	✓	✓
Racist/ trans/ homophobic comments or behaviour			✓	✓	✓	✓
Prolonged bullying of a student			✓	✓	✓	✓
Sexual/ homophobic/ racist bullying			✓	✓	✓	✓
Verbally threatening a member of staff				✓	✓	✓
Bringing drugs or a dangerous weapon into school					✓	✓
Physical violence towards staff					✓	✓
Using an implement to harm another person					✓	✓

The UTC may also use the following consequences:

- Limiting students access to trips and visits
- Removal of IT rights (e.g. email and internet access)
- Restorative conversations
- Removal of unstructured time e.g. break time, or lunchtime

Where student behaviour is persistent, we will work with families and the student to put support in place to create strategies to help the student get back on track. It is important to note that we will issue consequences alongside a restorative process to support students with targeted approaches to meet their needs based around our understanding of our students and their influences.

Written Statement of Behaviour

Section 88 of the Education and Inspections Act 2006 requires governing bodies and management committees of maintained schools to have regard to the statutory guidance from the secretary of state for Education in making and reviewing a 'written statement of behaviour'. The Statement of

Behaviour Principles will be reviewed regularly to take account of any legislative or other changes which may affect the content or relevance of this document.
Any person whose work brings them into contact with learners, including volunteers, must follow the principles and guidance outlined in the UTC Behaviour and Rewards Policy. All young people and staff have the right to feel safe at all times whilst in the UTC. There should be mutual respect between staff and learners; learners and their peers; staff and their colleagues; staff and parents or other visitors to the UTC.

All members of the UTC community must be aware that bullying or harassment of any description is unacceptable and, even if it occurs outside normal UTC hours, will be dealt with in accordance with the Behaviour and Rewards Policy. We are an inclusive UTC. All members of the UTC community should be free from discrimination of any description. The Behaviour and Rewards Policy must emphasise that bullying and discrimination as a result of gender, race, ability, sexual orientation or background is unacceptable. Measures to counteract bullying and discrimination will be monitored for their effectiveness.

The UTC has a legal duty to comply with the Equality Act 2010 – the Behaviour and Rewards policy must seek to safeguard vulnerable learners, particularly those with special educational needs where reasonable adjustments may need to be made.

The UTC Behaviour and Rewards Policy must include details of the rules. These should set out expectations of behaviour, be displayed in all classrooms, and shared with and explained to all learners. The Governors expect that any UTC rules are applied using an emotionally intelligent approach to behaviour management. UTC behaviour rules which are clear and explained to all staff will ensure that staff have the confidence to apply the rules appropriately and where necessary, give rewards for good behaviour and issue natural consequences for inappropriate or unacceptable behaviour.

The Governors expect the Behaviour and Rewards Policy to include a wide range of rewards which are clear and enable staff and others with authority to apply them consistently and fairly across the whole UTC. The rewards system will encourage good behaviour in the classroom and elsewhere in the UTC. The Governors expect that any rewards system is explained to others who have responsibility for young people such as extended UTC provision and, where applicable, parents so that there is a consistent message to students that good behaviour reaps positive outcomes. The rewards system must be regularly monitored for consistency, fair application and effectiveness.

Natural consequences for unacceptable/poor behaviour should be applied using an emotionally intelligent approach, seeking to educate the child and encouraging self-regulation. The UTC Policy should also explain how and when exclusions will be used as a consequence.

The Policy should also include the provision for an appeal process against a consequence where a student or parent believes the UTC has exercised its disciplinary authority unreasonably. The Governors, however, believe that exclusion should only be used as a last resort. The Principal may inform the police, where necessary and appropriate, if there is evidence of a criminal act or it is thought that one may take place. It is important that natural consequences are monitored for their proper use and effective impact.

The Governors expect the Behaviour and Rewards Policy to clearly explain to staff and others with authority their powers in relation to the screening and searching of learners for items which are

'prohibited' and/or banned and that there is clarity on when 'reasonable force' may be used or circumstances where pupils may be restrained. The governors expect that appropriate and 'authorised' staff are appropriately trained in the use of reasonable force and restraint and that all staff are given advice on de-escalation and behaviour management techniques.

The Governors expect the Policy to clarify that students are under the remit of the UTC Behaviour and Rewards policy when:

- Taking part in any UTC-organised or UTC-related activity
- Travelling to and from UTC,
- Identifiable as a learner at the UTC
- Behaviour could have repercussions for the orderly running of the UTC
- Behaviour poses a threat to another learner or member of the public
- Behaviour could adversely affect the reputation of the UTC **Exclusions**

The Principal retains full authority to vary the length of any exclusion. The UTC recognises the need to keep fixed term exclusions short wherever possible.

No student will receive greater than 45 days' exclusion in any one academic year in accordance with "Exclusion from maintained schools, Academies and pupil referral units in England: A guide for those with legal responsibilities in relation to exclusion." The next stage involves a student being permanently excluded for persistent disruption.

Please note that a principal also retains the right to permanently exclude a student for persistent disruption even if they have not reached 45 days.

The legal time frame for an application to appeal to the independent panel is set out in the DfE guidance, "Exclusion from maintained schools, Academies and pupil referral units in England: A guide for those with legal responsibilities in relation to exclusion."

A decision to exclude a pupil permanently will only be taken:

- Where allowing the pupil to remain in the UTC would seriously harm the education or welfare of the pupils or others in the UTC
- In response to serious or persistent breaches of the UTC's behaviour policy (DfE 'Exclusion from maintained schools, Academies and pupil referral units in England 2012)
- The Principal will make the judgement, in exceptional circumstances, where it is appropriate to permanently exclude a child for a first or 'one-off' offence.

These offences might include:

- Serious actual or threatened physical assault against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Possession of an illegal drug with intent to supply
- Carrying an offensive weapon

- Making a malicious serious false allegation against a member of staff
- Where potentially placing students, staff and members of the public in significant danger or at risk of significant harm.

These instances are not exhaustive, but indicate the severity of such offences and the fact that such behaviour can affect the discipline and well-being of the UTC community.

A Principal may also permanently exclude a student for:

- Persistent disruption and defiance including bullying (which would include racist or homophobic bullying)
- Repeated possession and/or use of an illegal drug or drug paraphernalia on UTC premises
- An offence which is not listed but is, in the opinion of the Principal, so serious that it will have a detrimental effect on the discipline and well-being of the UTC community
- Deliberate activation of the fire alarm without good intent
- Repeated or serious misuse of the UTC computers by hacking or other activities that compromise the integrity of the computer network
- Repeated verbal abuse of staff

Offensive weapons

The UTC has determined that, in addition to legislative guidance, any knife, irrespective of length, constitutes an offensive weapon and should not be brought into the UTC. In addition to knives; axes, BB guns, air guns, GATT guns, catapults, slings, etc., will also be deemed to be offensive weapons. Other types of offensive weapons will include lengths of pipe, bats, other blunt instruments, or items judged by the Principal to be carried with the intention to inflict injury on another individual – this would include blades removed from pencil sharpeners, etc. Any weapons or items which are evidence of a serious offence must be passed to the police as soon as possible or retained whilst the UTC carries out its own investigation.

Searches

Where a search of an individual or their property is required it will only be undertaken after authorisation by a Senior Leader and conducted in the presence of at least one other member of staff. In addition to the practice identified in the DfE guidance, the UTC also bans any item brought into the UTC with the intention of the item being sold or passed on to other students which, in the Principal's opinion will cause disruption to the UTC or be detrimental to UTC practice and as a result a student and their possessions may be searched for such items.

UTC staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to UTC discipline. Staff should hand the confiscated item to the relevant member of support staff as soon as possible and complete the necessary information to identify the item, the date it was confiscated, the name of the student and the member of staff's name. Staff must not give the confiscated item to another student to hand in and must not leave the item in an unsecure area at any time. Any item which staff consider to be dangerous or criminal i.e. drugs must be brought to the attention of a senior member of staff immediately. Items confiscated by the UTC can be collected by parent/carers except where the UTC has chosen to dispose of the confiscated items, e.g. cigarettes, alcohol, lighters.

The Principal will use their discretion to confiscate, retain and/or destroy or return any item found as a result. Electronic equipment, jewellery and other expensive items will be confiscated and held by the UTC for a period of up to one year. If, at the end of the year, the item has not been reclaimed then the UTC reserves the right to destroy the item.

Where alcohol has been confiscated the UTC will retain or dispose of it. This means that the UTC can dispose of alcohol as they think appropriate (or return it to a parent/carer but this will not include returning it to the student). Where the UTC finds controlled drugs, these must be delivered to the police as soon as possible but may be disposed of if the Principal thinks there is a good reason to do so.

Where the UTC finds other substances, which are not believed to be controlled drugs, these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs'. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.

Where the UTC finds stolen items, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the Principal thinks that there is a good reason to do so. Where a member of staff finds tobacco or cigarette papers they may retain or dispose of them. As with alcohol, this means that the UTC can dispose of tobacco or cigarette papers as they think appropriate, but this will not include returning them to the student.

If a member of staff finds a pornographic image, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police or to retain the image whilst the UTC carries out its own investigation.

CCTV

The UTC may use CCTV for the purpose of maintaining discipline and managing behaviour and safety.

Use of Reasonable Force

Please refer to the DfE guidance "Use of reasonable force. Advice for Head teachers, staff and governing bodies". All members of UTC staff have a legal power to use reasonable force. This power applies to any member of staff at the UTC as directed by the Principal.

Police

The UTC will involve the Police in all matters where criminal activity has taken place or is suspected of having taken place. In addition, the UTC will inform the Police of any intelligence which may support the Police in preventing or tackling criminal activity. A student and his or her family have the right to contact the Police if they feel that a criminal offence has been committed. Further information on the role of Safer Schools Partnerships can be found in the Safer Schools Partnership Guidance document available on the internet:
https://www.education.gov.uk/publications/eOrderingDownload/Safer_Schools_Guidance.pdf