



MILLFIELD
ENTERPRISES

Millfield English Language Holiday Courses (MELHC) Behaviour Policy

At Millfield English Language Holiday Courses (MELHC) we wish to promote positive behaviour and strong relationships throughout our community and beyond. Such behaviour enables the orderly running of the campuses and promotes academic, personal and social development. The policy is intended to promote the welfare of all students and to protect them from discrimination and harassment (whether this is based on race, gender, disability, sexual orientation, nationality, religion or other factors).

To achieve this we promote:

- respect and consideration for others (students, staff and the wider community)
- the right to live and learn in an ordered and ethical community
- care for the environment
- the welfare of all people in our community
- good manners and a high standard of appearance
- self-discipline and an appropriate regard for authority

The school rules (see Student Guide and School Rules) fulfil our duty of care to all pupils and ensure student conduct can be regulated by determining the boundary between acceptable and unacceptable behaviour. We are aware of and will take into consideration issues related to protected characteristics (age, disability, race, religion, sex and sexual orientation), and their impact on the individual needs of pupils when considering any disciplinary issue by fulfilling our legal duties under the Equality Act 2010. Members of staff are expected to set a positive example to students and to establish an appropriate tone with regard, for example, to courtesy, punctuality and personal conduct.

MELHC seeks to prevent bullying and measures are set out in Anti Bullying Policy and Anti Cyber Bullying Policy

This policy applies to all staff who have equal right to regulate behaviour at MELHC.

Rewards

Recognition of good behaviour is very important. Staff will look for opportunities to praise individuals and groups for good behaviour and acts of kindness which are seen as a positive contribution to school life. Staff may use their own systems of informal rewards and incentives.

Students are encouraged to support each other at events, so that other members of the community can be seen to value students' efforts and performances.

Regulation

Student behaviour at MELHC is regulated by all staff and responses shall be proportionate and timely. In the first instance staff must deal with any unacceptable behaviour by challenging the pupil



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concerned. This conversation is essential to the effective regulation of any behaviour that MELHC deems unacceptable. In many cases a verbal warning from the member of staff will suffice.

In addition to this however, staff must be prepared to involve the academic, activity and pastoral systems to ensure sustained improvement of behaviour. MELHC must also be prepared for the eventuality that students may continue their negative behaviour despite initial warnings. Repeat offences should warrant an increased sanction, and staff should ensure that communication is held with the student concerned and their immediate line managers.

Where a student's behaviour is of serious concern a conversation should always ensue between the member of staff and their immediate line manager. If staff are in any doubt as to the appropriate action they should ask the Pastoral Manager, Centre Manager, MELHC Manager or Director of Holiday Courses and Events.

MELHC considers underlying issues in both investigations and outcomes. In addition, MELHC carefully considers whether student behaviour raises concerns that a child is suffering, or likely to suffer, significant harm. Where this is the case all staff must refer immediately to the Safeguarding & Child Protection Policy. MELHC will also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs and will refer the matter immediately to the DSL.

MELHC conducts searches in line with DFE Guidance Searching, Screening and Confiscation (February 2014; updated January 2018). All staff will follow the Search Policy and Physical Interventions and Positive Handling.

In line with legislation the following items are prohibited-

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco, cigarette papers, cigarettes and vaping materials
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used:
 - to commit an offence, or
 - to cause personal injury to, or damage to the property of, any person (including the student).

The Director of Holiday Courses, MELHC Manager, Centre Managers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Reasonable Force and Physical Contact

Any use of force by staff will be reasonable, proportionate and lawful and reducing the need for restraint and restrictive intervention. Reasonable force will be used in accordance with the DFE Guidance *Use of Reasonable Force* (July 2013) and as set out in the School's Physical Interventions and Positive Handling Policy. Corporal punishment is not used at the School and force is never used as a



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form of punishment. The MELHC Manager records all incidents involving reasonable force or physical restraint.

Areas of behaviour governed by specific policies and procedures:

- Alcohol: Drugs, Alcohol, Smoking & Vaping Policy
- Unauthorised absence from lessons/activities/events: Student Absence & Registration Policy
- Bullying: Anti Bullying Policy, Anti Cyber Bullying Policy, Anti-Sexual Bullying Policy
- Smoking: Drugs, Alcohol, Smoking & Vaping Policy
- Mobile devices: Mobile Device Policy

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