

Positive Behaviour Policy

DATE CREATED: September 2023

DATE REVIEWED: N/A

SIGNATURE:



DATE OF NEXT REVIEW: September 2024

This policy will be reviewed annually and updated in line with any new recommendations or legislation as it is made available.

Key Personnel			
Role	Name	Tel.	Email
Education Officer	Natasha Sawyer	01225 751675	education@larkrisefarm.org.uk
Designated Safeguarding Lead (DSL)	Lucy Allen	01225 751675	asstmanager@larkrisefarm.org.uk
Deputy DSL(s) (DDSL)	Jane Wallis	01225 751675	vicechair@larkrisefarm.org.uk
Farm Manager	Wendy Self	01225 751675	manager@larkrisefarm.org.uk

Children’s Social Care referrals: Multi-Agency Safeguarding Hub (MASH):	0300 456 0108
Vulnerable Adults Social Care referrals: Multi-Agency Safeguarding Hub (MASH):	0300 456 0111
Out of hours:	0300 456 0100

If you believe a learner is **at immediate risk** of significant harm or injury, you **must** call the police on 999.



Aim

This policy is a statement of good practice that is intended to promote, develop and maintain a positive ethos at Larkrise Community Farm. It will assist support staff to generate an atmosphere of courtesy and consideration resulting in positive behaviour and an effective learning environment. This policy will support the health, safety and wellbeing of all who visit Larkrise Community Farm.

The overarching aims are:

- To promote appropriate behaviour and encourage learning progress
- To enable effective teaching and learning for all
- To create a safe and secure environment for all
- To teach mutual respect and an understanding of individual differences

Learners are expected to:

- Be prepared to listen to staff and to each other
- Arrive on time to sessions
- Bring appropriate clothing for the weather
- Bring a healthy packed lunch if staying all day
- Conduct themselves around Larkrise Community Farm in a safe and sensible manner
- Follow instructions
- Behave in a polite manner to all staff and students
- Show respect for the opinions and beliefs of others
- Try to complete all activities to the best of their ability
- Show respect for the working environment and each other's property
- Follow Larkrise Community Farm's safety rules and the guidance for staying safe around the farm

Staff are expected to:

- Encourage all learners to achieve their full potential
- To model good interpersonal skills by promoting positive and supportive relationships based on mutual respect
- Create a swift and purposeful start to the session
- Reinforce clear and consistent expectations of behaviour
- Deliver a suitably planned and structured activities to meet the student's goals
- Deal with incidents of inappropriate behaviour by following the agreed procedure
- Promote and reinforce positive behaviour
- Provide a personalised approach to specific behavioural needs, liaising with school and outside agencies as necessary

Schools are expected to:

- Ensure Service Level Agreement, learner information form, learner intervention plan and risk assessments are returned before the start of the placement
- Inform Larkrise Community Farm of any serious concerns
- Work in partnership with Larkrise Community Farm to ensure excellent behaviour
- Respond to the concerns raised by Larkrise Community Farm
- Ensure learners visit Larkrise Community Farm fully equipped with appropriate clothing, food and drink



Praising positive behaviour

It is important to reward achievement and good behaviour. Verbal praise is a fundamental tool for raising our client's self-esteem and helps them to build confidence. It lets the learner know positive behaviour is valued. Larkrise Community Farm also give out awards for student of the year and long serving student/clients to recognize those who have made outstanding progress. We believe that receiving recognition and encouragement for all achievements is fundamental to changing lives.



Support structure for behaviour causing concern

We have a duty of care to ensure everyone at Larkrise Community Farm is safe. We know that some students and clients may be visiting us at a time in their life which is unsettling and we want to support them through this. We believe it is important for students and clients to understand that it is the behaviour being challenged, not the individual and that we should take time to reflect and learn from our experiences. We aim to listen to the individual voice their feelings and provide clear boundaries.

Persistent incidents such as (not limited to), not following instructions, off task, swearing, and rudeness to staff.

Staff are encouraged to use a clear facial expression and body language to support a disruptive learner and listen in a non-threatening way to learners voicing their feelings. There are times when it might be possible to facilitate a short cooling off period (maximum of 5 minutes) where the learner is kept within visual contact of the member of staff and has a short escape route to try to take control of their feelings.

There are times when unacceptable behaviour persists and staff need to communicate clearly to be able to continue with learning and to encourage positive behaviour. At these times, staff are expected to follow the following support structure:

- Level 1 – First verbal warning – this should be administered in a low key manner and inform the student that their behaviour needs to improve.
- Level 2 - Second verbal warning – at this point the learner should be alerted to the fact that continued poor behaviour will lead to a 5 minute cooling off period.
- Level 3 – Third verbal warning – this should lead to a cooling off period.
- Level 4 – Discussion with the learner's school contact via email with clear targets for the next session. If a level 3 warning is reached more than three times a term the student will face exclusion from Larkrise Community Farm for a short time.
- Level 5 – Permanent exclusion.

Serious incidents such as, but not limited to, verbally aggressive behaviour to another pupil, extreme rudeness to staff, smoking, refusal to comply with other sanctions, theft, bullying, vandalising property.

- Levels 1- 3 as above.
- Instant, temporary removal from Larkrise Community Farm. The incident should also be discussed with the learner's school contact via email with clear targets.

Very serious incidents should be dealt with by the Designated Safeguarding Lead. They might include serious incidents of bullying, sexual contact, racial/ sexual harassment, fighting, bringing an offensive weapon on site (laser pens, knives, pellet guns, fireworks, scissors), involvement with drugs or alcohol, physical aggression to a member of staff, physical endangerment of other pupils, staff or animals. This list is not exhaustive.

- Instant, possibly permanent, removal from Larkrise Community Farm.
- Involvement with police.

*Where staff are involved in managing violent incidents it is important that the appropriate **Local Authority recording procedures** are followed.

Absconding

Learners who leave Larkrise Community Farm site:

Where a learner(s) leaves Larkrise Community Farm property the following procedure should be followed:



- If a TA/member of school staff is attached to the group, they should make the initial attempt to persuade the learner/s to return. (The only exception to this is where the TA absence would either risk the health and safety of other pupils or if a number of other learners are volatile and thus support for the teacher is a greater priority.)
- If a learner leaves Larkrise Community Farm site it is imperative that the education/management team, Natasha Sawyer (Education Officer), Wendy Self (Farm Manager) and Lucy Allen (Business Operations Manager) are informed immediately. In such circumstances the following procedure will be followed:
 - Staff will either endeavour to persuade the learner(s) to return or will embark upon a search of the local area to find them.
 - If the learner(s) cannot be found the school and parents/carers will be contacted and alerted to the fact their son/daughter has left Larkrise Community Farm site without permission.
 - If school and parents/carers agree, or they cannot be contacted, the police will be alerted to the situation.
 - If the learner(s) return to Larkrise Community Farm the school and parents/carers and the police will be informed immediately.

Students leaving Larkrise Community Farm without permission will be excluded permanently with immediate effect.