

OAK Behaviour Policy



OAKs Vision and Values

The OAK is a short term therapeutic provision for secondary age pupils who are not able to engage in education due to trauma or mental health issues.

Who does the Policy Apply to?

This policy applies to all pupils who attend the OAK. In addition to understanding this Behaviour Policy all pupils, parents/carers and referring schools need to sign contracts which highlight their responsibilities in supporting the young person attending the OAK. Contracts can be found in Appendix A. This behaviour policy is supplementary to the Heathcote Behaviour Policy which can be found on their website under the policy section.

Pupil Expectations

We expect all pupils to be **Ready, Respectful and Responsible**.

Ready pupils

1. Excellent attendance and punctuality to the OAK and sessions offered within it.
2. Be appropriately dressed at all times.
3. Engage with the online work provided by their referring schools.
4. Have no banned items on display
5. Have their phones turned off, and put away in their bag, during all sessions.

1. Attendance

Pupils referred to the OAK have all been unable to regularly attend their mainstream school/mainstream lessons. The OAK is a provision that supports pupils to engage with the reasons behind why they struggle with mainstream attendance and offers a full timetable to help them be able to reintegrate at the end of their 12 week work with us.

In some exceptional cases, due to the level of anxiety that pupils at the OAK can feel in relation to school attendance we offer, where necessary, a flexible structure of engagement for certain pupils. We may allow pupils not to attend the school site, but still expect full engagement in the online sessions and timetable agreed. Please see Attendance policy for the attendance information.

For the majority of pupils full, in person, attendance at the OAK is expected and required. Without attending the OAK in person it is far less likely that pupils will be able to engage in the timetable of work that will allow them to achieve their goals, and return to school at the end of their placement with us.

If there are repeated absences over a 2 week period, a TAF will be called to ensure that the OAK is the right provision for the pupil, or if a further FAP referral needs to be made.

2. Punctuality

Pupils are expected to arrive on time to the OAK. Session 1 starts at 9.30 am, and they need to be on the OAK site, ready and prepared to start this session on a daily basis.

Where punctuality is an issue, the staff will make daily calls by 8.30 am to parents/carers to support them in getting their child to school on time. Home visits from OAK staff may be offered in addition to phone calls.

3. Uniform

There is no uniform for the OAK but pupils are welcome to wear the uniform from their referring school if they wish.

Pupils need to wear clothes that they are able to move and work in effectively. There are to be no offensive slogans on any clothing worn.

We have indoor and outdoor sessions and coats are not to be worn indoors at the OAK, so pupils need to wear clothes that are appropriate for the weather.

We do not have a rule on make-up or nails, but they should not impact the ability for a pupil to engage in learning, or they become a health and safety concern. Staff may contact parents if they need nails to be shortened or removed, or if make-up being worn is having a negative impact on session engagement or safety.

Before entering indoor sessions, pupils should remove any outdoor wear (coats, hats, gloves). This outdoor wear should be placed on the back of their chair or into their bags, or on a chair in the communal reception area.

In the event of a fire, pupils would be expected to leave bags and coats in the classroom, as these items can hinder the safe exit from the building.

4. Banned Items

In the table below, it is possible to see all the items that are classed as banned items. With the exception of phones, none of these items should be brought onto the school premises and if they are seen or found as part of a school search then they may be confiscated.

The OAK has the right to confiscate the item and dispose of them. Items will only be returned to pupils at the end of the day if this is not a persistent issue. Where a pupil continually brings in a banned item then they will be confiscated and only returned to the parents.

Banned Items		
Sugary/Junk Food	Fizzy/Sugary Drinks	Chewing Gum
Aerosols/Sprays	Food for Selling	Metal Combs
Tobacco and Papers	Vapes/E cigarettes	Lighters/Matches
Stink/water bombs	Compasses/firecrackers	Cigarettes

Searching

To maintain good order and safety of the community, certain items are banned from the OAK, Heathcote premises, and when out on school trips. OAK staff can search a pupil for any item if the pupil agrees and this is normally undertaken, where possible, by Pastoral staff and by at least two staff members; at least one of the same sex.

However, the Head Teacher of Heathcote, and staff authorised by them, have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a dangerous/

unlawful item on their person or in their bag.

The OAK staff member must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other pupils talking about the item, or they might notice a pupil behaving in a way that causes them to be suspicious.

- The powers allow school staff to search regardless of whether the pupil is found after the search to have had that item. This includes circumstances where staff suspect a pupil of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen
- A statement from a pupil or adult could initiate a search
- School staff can view CCTV footage in order to make a decision as to whether to conduct a search for an item.

Dangerous items

- Knives or weapons (including Swiss Army knives).
- Replica weapons or pointed articles or any object that could be used with intention of harming or intimidating another person.
- Alcohol.
- Illegal drugs and drugs paraphernalia.
- Stolen items.
- 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 pupil).
- Fireworks or Flares.
- Pornographic images.
- Images of self with weapons or drugs.

These items may be handed to the Safer Schools Officer (SSO) and pupils will be spoken to by the SSO or the police.

Active refusal to be searched, especially where suspicions of a dangerous item may be concerned, or when pupils are seen with these items (unless there are unique and exceptional circumstances) could result in a return of the case back to the referring school via FAP. The OAK operates a zero tolerance approach to this subject.

Confiscation

- School staff can seize any banned / dangerous or unlawful item found as a result of a search.
- The school can seize any item, however found, which they consider harmful or detrimental to school discipline; this includes deleting electronic images or passing illegal material onto the police.

- depending on the nature of the confiscated item, it may be retained by the school or disposed of as a disciplinary measure where reasonable.
- confiscated weapons, knives or blade items, items believed to be stolen and illegal drugs (or suspected of being illegal drugs) will be passed onto the police

5. Mobile Phones

Mobile devices should not be seen or heard during sessions. They must remain turned off in a pupil's bag. If seen during sessions mobile phones may be taken away by a member of staff, safely locked away, and the pupil may collect it at the end of the school day.

No pupil should use their phone to photograph, film or record another person at any point during the school day. This is a serious breach of GDPR and will result in a sanction up to an exclusion.

If an OAK staff member conducts a search and finds an electronic device, they may examine any data or files on the device if they think there is a good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so. The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a "good reason" for examining or erasing the contents of an electronic device. In determining a 'good reason' to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.

If inappropriate material is found on the device it is up to the OAK staff member to decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

The inappropriate use of mobile phones, other technologies, social media inside or outside of the school which impact on the wellbeing of pupils, the orderly running of the school or its reputation will be reported to the Police via the Safer Schools Officer or to the appropriate authority. Once investigated, we will decide on sanction and in the most severe cases could result in a return of the case back to the referring school via FAP.

Respectful pupils:

1. Use good manners to all members of the community
2. Track adults and listen to peers when speaking
3. Follow all staff instructions without question or delay
4. Keep hands, feet and objects to themselves
5. Are polite, kind and use positive language to all, in person and on social media

1. Use good manners to all members of the community

The way that pupils speak to each other and to OAK staff denotes their character. We expect pupils to speak in full sentences and use standard English. The use of slang and

inappropriate language will not be tolerated and pupils will be corrected by staff. We will encourage the pupils 'to leave the street at the gate' and model adult/ professional language.

We expect the highest standards from our staff and pupils in our community. When any stakeholders interact the expectations are that manners are used. This is important between staff as this is how we model to the pupils. We also expect staff to use manners with pupils even when giving them direct instructions. Moreover, we demand that pupils use manners when interacting with each other.

Below are the expectations for all when interacting. Staff will remind pupils when they are not meeting these standards by asking them to correct their behaviour and also by modelling the desired behaviour.

Being Respectful

When talking to an adult:

Body Language	Stand up straight No folded arms
Facial Expression	Track the adult
Titles	Use Sir /Mrs/ Ms/Mx /Miss
Polite phrases and words	Please, Thank you Good Morning Good Afternoon Sorry
Spoken Language	Speak in full sentences. Use standard English

2. Track adults and listen to peers when speaking

It is important to us that pupils show the teachers/ adults or their peers that they are listening to them when giving instructions, giving responses or communicating important information to them. Pupils can do this by tracking the teacher/ adult / peer. Tracking is looking towards the adult/ peer and following them with their eyes and body language. Pupils would also not talk whilst they are tracking the other person.

3. Follow all staff instructions without question or delay

To ensure the OAK can run smoothly and safely it is important that pupils follow any instructions given by any member of staff. The expectation is that pupils respond to those instructions quickly and without delay.

4. Keep hands, feet and objects to themselves

At the OAK we respect and tolerate one another and any pupil who does not do this will be spoken to. This level of disrespect and conduct will not be tolerated at the OAK. There is no reason for pupils to touch another pupil or their property intentionally.

5. Are polite, kind and use positive language to all, in person and on social media

The OAK is a small and caring community, whose values are built on mutual trust and respect for all. Every member of the school community should feel valued, respected, and each person should be treated fairly. The Behaviour Policy will promote respect for pupils and staff, through high expectations of language and conduct. We expect every member of our community to behave in an appropriate and socially acceptable way. We aim to ensure that everyone has equal rights, but also needs to exercise the responsibilities which go with them pupils appreciate the value of every member of the community including themselves.

- pupils are kind to each other.
- pupils participate fully in society.
- pupil's safety and wellbeing is managed.
- Peer on peer abuse is prevented and managed well if it does occur.

Pupils are asked to consider what kind of person they want to be as part of the OAK journey. We hope that they want to display positive behaviours at all times because this is 'who they are' and not who they are being forced to be.

Responsible pupils

1. Are PROUD of their learning
2. Work to the best of their ability
3. Engage in every lesson
4. Act safely when on the OAK
5. Keep the community tidy
6. Act positively in the community

1. Are PROUD of their learning

At the OAK pupils have a timetable that is split into 2 major parts. The morning is a therapeutic timetable, and the afternoon is academic. We expect all of the pupils who attend the OAK to work hard in all aspects of their learning. At the end of each day we take time to reflect on the highlight (Peak), the hardest part (Pit) and the part bit of the day we are most proud of (Praise). The Praise can be for yourself as a learner, or for other members of the OAK community.

In 1:1 sessions with OAK staff, pupils have weekly opportunities to think about the areas of therapeutic and academic learning that they are succeeding in, and the steps they need to

take to progress in the areas that they are struggling with.

We want all OAK pupils to be able to be proud of themselves and to develop confidence in their academic abilities alongside the development of their social and emotional skills.

2. Work to the best of their ability

Every session each pupil needs to try their hardest and complete all tasks set. We expect pupils to attempt challenging tasks in order to challenge themselves.

We are encouraging all pupils to become independent learners and to ensure that they are resilient in their learning. Pupils at the OAK do this in their remote learning from their referring schools, alongside the confidence building therapeutic timetable

3. Engage in every lesson

Pupils must come ready to learn and engage in all parts of the OAK timetable. We do not expect to see any pupils with heads on desks and outdoor wear on. Engaging in lessons includes answering questions when asked by the teacher, starting tasks promptly and completing each task set to the best of your ability.

4. Act safely when at the OAK

We expect our pupils to be in the right place at the right time, doing the right thing. We have clear expectations of pupils in order to ensure that their conduct is orderly and safe at all times and that their actions do not disrupt learning or create unsafe conditions.

On the OAK we do not expect pupils to have ANY physical contact with another pupil unless that pupil has given verbal consent. This includes comforting a pupil if they are worried or upset.

Pupils will always be able to say if they are finding a part of a session emotionally or physically uncomfortable.

We expect pupils to respect one another and to safely handle the animals which we look after as part of the OAK timetable.

5. Keep the community tidy

To ensure that the OAK remains clean and tidy, we expect pupils to do the following:

1. Eat all food in the communal indoor and outdoor spaces, not the classrooms.
2. Place all litter in the bins
3. Clean up any mess that has been made
4. Return all equipment to its allocated place

Pupils and staff will take part in daily community activities to make sure the OAK stays clean and tidy for all. This may include washing up, wiping down tables, cleaning out the guinea pig

cage and hoovering up the floor.

6. Act positively in the community

We want all pupils at the OAK to have an outstanding reputation for the way that they behave and treat others.

We have the following expectations in the local area, pupils must;

- **Walk sensibly and leave promptly:** use pavements at all times. Cross roads carefully.
- **Respect others:** we recommend that OAK pupils do not gather in groups of more than 5, (as this can make it difficult for others to use the footpaths), do not use inappropriate language or physical contact and do not raise voices above talking volume.
- **Respect the property of others:** do not lean on cars or walls, enter private property, drop litter, spit or smoke.
- **Follow all instructions the first time:** whether these are given by an adult you know or don't know. Respect users and the driver of public transport.
- **Be outstanding ambassadors for the OAK:** be polite, kind and courteous when in, and out of the OAK. Walk sensibly on the pavements and be mindful of members of the public.

Appendix A:



Home Learning Agreement

The OAK is a therapeutic provision; therefore, it is important that behaviour does not interfere with the work of staff and pupils. During your time at The OAK you will be expected to follow the behaviour and attendance policy, by signing this learning agreement you are acknowledging that you have read them both.

The key points are summarised below, alongside additional points that have been created by former OAK pupils:

I will:

- Comply with the rules of the OAK.
- Not bring personal belongings or valuables to school, unless absolutely necessary.
- Be polite and helpful to others.
- Take good care of equipment.
- Engage with sessions and do all my classwork/homework as well as I can.
- Keep the school free from litter and graffiti.
- Respect boundaries and always speak kindly to people.
- Not share confidential information about individual pupils with the wider OAK community but will always speak to a member of staff if I am worried about their safety/behaviour.
- Welcome pupils into the OAK and not isolate people.
- Be friendly and inclusive.
- Check in with people who are alone but respect their wishes if they wish to have time out.
- Not push someone to give me their personal information, or social media contacts.
- Talk with staff if I have any concerns about pupils or staff.
- Encourage restorative, healthy discussion.
- Not take photos on the OAK/Heathcote site.
- Be mindful of what I share in group sessions/break times and use language that is respectful of people's gender, race, ethnicity, sexuality, religion and Trauma.
- Be considerate about how I talk about people's bodies and appearance.

Signed:

Date:

My **start** date is:

My **midway** is:

My **end** date is:



Parent and OAK Learning Agreement:

The OAK is a therapeutic provision; therefore, it is important that behaviour does not interfere with the work of staff and pupils. During your time at The OAK you will be expected to follow the behaviour and attendance policy, by signing this learning agreement you are acknowledging that you have read them both.

The key points are summarised below, alongside additional points that have been created by former OAK pupils:

I will:

- Contact the OAK staff if I have any concerns, queries or positive feedback
- Respond to phone calls and emails from the OAK

I will support my young person/child to:

- Attend the OAK on time by helping them to get up in the morning and leave with enough time for their journey.
- Comply with the rules of the OAK.
- Not bring personal belongings or valuables to school, unless absolutely necessary.
- Be polite and helpful to others.
- Engage with sessions and do all my classwork/homework as well as they can.
- Respect boundaries and always speak kindly to people.
- Not share confidential information about individual pupils with the wider OAK community but will always speak to a member of staff if I am worried about their safety/behaviour.
- Be friendly and inclusive.
- Check in with people who are alone but respect their wishes if they wish to have time out.
- Encourage restorative, healthy discussion at home and at the OAK.
- Not take photos on the OAK/Heathcote site.
- Be considerate about how I talk about people's bodies and appearance.

Signed:

Date:

My child's **start** date is:

My child's **midway** is:

My child's **end** date is:

Please find attached phone numbers/websites that may offer you, or your child, support during holidays/weekends and evenings. Please always let staff at the OAK know if you have any worries.

Childline

www.childline.org.uk

24 hr helpline: 0800 1111 (free, doesn't show on your phone bill)

Also a one-to-one counsellor chat service online (see the website)

The Mix

www.themix.org.uk

Helpline open 11am till 11pm: 0808 808 4994

Text message support 24/7; one-to-one online chat (see website)

Kooth

www.kooth.com

Chat to a qualified counsellor online

Mon-Fri: 12 noon -10pm; Sat & Sun: 6-10pm

Shout

Crisis text line: text 'Shout' to 85258 (for free) and a counsellor will respond to you as soon as possible and help you find ways to keep yourself safe if you are feeling overwhelmed or want to hurt yourself



School and OAK Learning Agreement

The OAK is a therapeutic provision. While on the OAK pupils undertake academic work online, provided by their referring school, this is supported by OAK staff.

Parents and pupils at the OAK have signed learning agreements, please could you, as the referring school, read and sign the contract below. It is key for the mental health and academic progression of OAK pupils that referring schools provide regular and challenging work for their pupils while they attend the OAK.

The aim for all OAK pupils is for them to return to their referring schools at the end of their placement at the OAK, being up to date with their learning makes this transition substantially easier and they can only do that with your support.

The referral school will:

- Provide between two and six weeks of online work for pupils in the subjects agreed at the induction.
- This work is to be uploaded in advance of the placement starting onto the pupil's online learning platform.
- Respond to the OAK's engagement officer regarding levels of academic engagement and achievement, and supply other information as needed.
- Provide the OAK with all necessary information/paperwork for referred pupils.
- Attend, as a minimum, the Induction, Midway and Ending meetings related to their pupil.
- Name a key member of staff who will be the main point of contact, and who will read and respond to all communications from the OAK.
- Take consultation from staff at The OAK regarding the re-integration of pupils into the referral school, where appropriate. If it is decided that a pupil should not return to a mainstream school, the referral school will be responsible for overseeing the move.

Signed:

Date:

Pupil's **start** date is:

Pupil's **midway** is:

Pupil's **end** date is: