

Mary Pugsley MBE

Director, Hair@theAcademy



Behaviour Policy

Written by Mary Pugsley MBE

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Hair@theAcademy is a company limited by guarantee, registered in England and Wales, number 9223155.

Registered office: 8 Feltrim Avenue Exeter Devon EX24RP UKPKN 10047420

Overview

Staff and students at Hair@theAcademy can expect to work in a positive and safe environment which values everybody equally.

The code of conduct for all users of Hair@theAcademy states that:

- All persons shall be able to carry out their business without any threat of violence or fear of physical aggression; racist, homophobic, sexist or other discriminatory behaviour (or materials e.g. pornography) are unacceptable. This includes verbal insults.
- The buildings and property of Hair@theAcademy will be treated with respect.
- These regulations are easily accessible.
- The use of drugs, alcohol and weapons are prohibited. Everybody should conduct themselves in a socially responsible manner and unruly, disruptive behaviour, bullying or victimisation will not be tolerated.
- To ensure young people are able to maximise their learning in a safe and secure environment.
- To develop independent learning behaviours where young people take responsibility for their own progress.
- To support young people to behave in a socially appropriate way.

Hair@theAcademy Guidelines and Code of Conduct

Hair@theAcademy prides itself on being fully inclusive with equal opportunities being of the utmost importance and at the forefront of everything we do. All students and staff need to feel respected and safe, and staff and students at Hair@theAcademy can expect to work in a positive and secure environment that values everybody equally. The code of conduct for all users of the Hair@theAcademy building states that: All persons shall be able to carry out their business without any threat of violence or fear of physical aggression; racist, homophobic, sexist or other discriminatory behaviour (or materials e.g. pornography) are unacceptable. This includes verbal insults. The building and property of Hair@theAcademy will be treated with respect. The use of drugs, alcohol and weapons are prohibited. Everybody should conduct themselves in a socially responsible manner and unruly, disruptive behaviour, bullying or victimisation will not be tolerated.

Hair@theAcademy Guidelines

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1. Attendance – Students must attend regularly.
2. Punctuality – All students should arrive in good time for the start of the day.
3. Do not leave any equipment unattended and do not attempt to repair any equipment yourself.
4. Drugs/Alcohol –The use of drugs and alcohol is prohibited.
5. Food and Drink –Food and Drink must be consumed in the salon. Food and drink can be consumed in the theory room. Please help us to keep the building tidy by using the litter bins provided.
6. Clothing and preparation for classes – Please ensure that you are dressed appropriately for the lesson. Students should be dressed in black clothes. Please remember to remove watches, jewellery and chewing gum.
7. Mobile phones – Are not allowed in the salon for any reason. Mobile phones will be locked away with the student's belongings. These can be used during break and lunch times.
8. Personal information – Students must keep the senior administrator informed of any changes of address, telephone numbers and other circumstances.
9. Personal Property – Will be locked in the cupboard and staff will be the only ones to have access. If you require anything from your bags a member of staff will oversee this to ensure there are no thefts' in the salon.
10. Hair@theAcademy does not accept liability for articles brought on to the premises.
11. Behavior – Students are expected to behave in the appropriate manner at all times. This includes demonstrating consideration for other staff and users of the building.
12. Exclusion – Hair@theAcademy reserves the right to exclude students from the course and premises if their behaviour is not of an acceptable standard. In the following cases, exclusion is immediate: - Use of threatening behaviour - Use of offensive remarks or language contravening our Equal Opportunities policy - Bullying or harassment - Physical or verbal abuse - Deliberate acts of theft of equipment and/or vandalism/destruction of equipment, property or premises - The possession of offensive weapons - All illegal activities including the possession of drugs, alcohol or other illegal substances - Inappropriate use of the internet e.g. accessing, downloading, distributing pornographic material

Behaviour in the community

Pupils' behaviour outside Hair@theAcademy on college business e.g. on college trips, is subject to the Hair@theAcademy's behaviour policy. Bad behaviour in such circumstances will be dealt with as if it had taken place on site.

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Pupils with special educational needs, disabled pupils and emotional behaviour difficulties:

Hair@theAcademy must take account of any special educational needs when considering whether or not to exclude a pupil. We have a legal duty under the Disability Discrimination Act 1995 as amended not to discriminate against disabled pupils by excluding them from college for behaviour related to their disability. The Director should ensure that reasonable steps have been taken by the college to respond to a pupil's disability so the pupil is not treated less favourably for reasons related to the disability. 'Reasonable steps' could include:

- Differentiation in Hair@theAcademy's behaviour policy
- Developing strategies to prevent the pupil's behaviour
- Requesting external help with the pupil
- Staff training

Where reasonable adjustments to policies and practices have been made to accommodate a pupil's needs and to avoid the necessity for exclusion as far as possible; exclusion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in Hair@theAcademy may be such a reason. Procedures by which a pupil may be excluded Exclusion is a serious step and wherever possible it is at the end of a disciplinary process where all other measures and sanctions as outlined in Hair@theAcademy policies have been exhausted. The disciplinary process is most likely to have already involved parents. Occasionally the behaviour of a pupil will be such that exclusion will be a necessary immediate response. However, such action would be exceptional and would generally relate to extreme and very serious poor behaviour. Pupils need to be aware that exclusion is a possible extreme sanction. Wherever possible, pupils will have been supported to modify their behaviour, to avoid the need for exclusion. Only the Director has the power to exclude a pupil from Hair@theAcademy. He/she may exclude a pupil for one or more fixed-term periods. Wherever possible, exclusion should not be imposed in the heat of the moment. The following procedure should be followed by the director when considering exclusion:

- Ensure that an appropriate investigation has been carried out;
- Consider all the evidence available, taking into account Hair@theAcademy policies;
- Allow the pupil to give his/her own version of events;
- Consider the context of the incident and whether there may have been provocation;
- Consult others, if necessary, but not anyone who may later have a role in reviewing the Principals' decision;
- Be satisfied that, on the balance of probabilities the pupil did what he/she is alleged to have done;

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- Keep a record of events and meetings.

After having followed the above procedure as closely as is possible under the circumstances, the Principal may decide that exclusion is appropriate. The pupil's parents or guardian must be informed immediately of the Principal's decision to exclude. The parent or guardian needs to be informed of:

- The period of exclusion;
- The reason for exclusion;
- The right to appeal to the Proprietor regarding the exclusion and the process of appeal.

Hair@theAcademy will write to the parent within one day of the decision to exclude confirming the information above. Reference will also be made to the continuing education of the pupil, including setting and marking work, if the exclusion is for more than one day. If a parent refuses to co-operate with exclusion and still sends their child to Hair@theAcademy or refuses to collect him/her, Hair@theAcademy must have due regard for the pupil's safety and it may be that it is not possible to enforce exclusion in these circumstances. If this was the case, the pupil would need to be internally excluded or put on a personalised curriculum. Exclusion should be for the shortest time necessary and can not be for an unspecified period. In circumstances where a pupil is excluded for more than 15 Hair@theAcademy days, plans will be made on how the pupil's education will continue during the period of exclusion and how the time might be used to address the pupil's problems. Consideration will need to be given on how to reintegrate the pupil into Hair@theAcademy at the end of the fixed term period of exclusion. Notification of exclusion When the Director has taken the decision to exclude a pupil, for a fixed-term or otherwise, the referring organisation will be informed of the decision. Hair@theAcademy will report any exclusions to the referring organisation once a term. Marking attendance registers following exclusion.

Appeal procedure

Following exclusion parents have the right to appeal to the referring organisation following the exclusion of their child. An appeal can be made on grounds of:

- The facts of the event leading to exclusion;
- The severity of the sanction.

If parents wish to appeal the exclusion the matter will be referred to the governors. Hair@theAcademy will acknowledge the complaint and schedule a hearing to take place as soon as practical and normally within five days. Records relating to the decision to exclude and the parents' complaint will be copied to all parties not later than two days prior to the hearing. In no circumstances however, will Hair@theAcademy or its staff be required to divulge to parents or

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others any confidential information regarding the identities of pupils or others who have given information which has led to the exclusion or which the Head has acquired during an investigation.

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