



SUPPORTING CHILDREN AT HACKBERRY

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Policy agreed by	S Trevethan / R Childs
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EXPECTATIONS WITH REGARD TO OUR YOUNG PERSON

The young person will be expected to:

- Conduct themselves around the building in a safe, sensible, manner and show regard to others
- Arrive on time to lessons
- Follow reasonable instructions given by the teacher
- Behave in a reasonable and polite manner to all staff and other young people
- Show respect for the opinions and beliefs of others
- Complete work in the manner required
- Show respect for the working environment
- Follow Hackberry rules.

EXPECTATIONS WITH REGARD TO STAFF

Staff will be expected to:

- Endeavour to arrive on time
- Create a swift and purposeful start to the day
- Reinforce clear expectations of behaviour
- Deliver a suitably planned and structured day which meets all individual needs
- Deal with incidents of inappropriate behaviour by following the Hackberry procedures
- Promote and reinforce positive behaviour

EXPECTATIONS WITH REGARD TO MAIN SCHOOL AND PARENTS/GUARDIANS

School, parents and guardians are expected to:

- Work in partnership with Hackberry staff to ensure good behaviour
- Inform Hackberry staff of any concerns
- Respond to concerns raised by members of Hackberry staff
- Ensure their young person comes to Hackberry prepared

THE POSITIVE REWARD SYSTEM

It is important that achievement and good behaviour are rewarded. The two main ways of doing this are by giving verbal praise for good work and recording such things as exceptional effort, improvement in behaviour, volunteering to help etc, on Hackberry's daily reporting system, school and parents informed.

Prize Day

Prizes are awarded intermittently during the young person's time at Hackberry for outstanding effort and achievement, for excellent attendance and punctuality, for success at Hackberry.

SUPPORT STRUCTURES FOR YOUNG PEOPLE CAUSING CONCERN

The following structures exist within the Hackberry to support young person whose behaviour is causing concern. Referral to these areas of support in all cases parental/carer involvement is essential.

Mentoring Scheme

A team of mentors works within Hackberry to support and encourage who are not achieving their potential.

Placement on the SEN Register

Each young person on the register is monitored by Hackberry and advice from the school SENCO and parents will be sort if needed.

Pupil Support Plans

These plans are for the young person who attends Hackberry and will be completed and shared with the school and parent/carer.

The young person is set individual targets and Hackberry will work with the school, where there are interventions in place.

PROCEDURES FOR DEALING WITH UNACCEPTABLE BEHAVIOUR

It is the responsibility of Hackberry staff to deal with **minor incidents** which occur at Hackberry.

More serious incidents can be dealt with by Hackberry staff but must also be recorded on an Incident Referral Slip (see appendix). After Hackberry has dealt with the matter, by informing the school and parents, the referral is ultimately filed in the pupil's main school file.

It is the responsibility of Hackberry staff to monitor the young person' behaviour across the curriculum. They will become involved if a pupil's behaviour is causing concern. Hackberry may then log all incidents and take appropriate action, which may involve the child no longer being suitable for Hackberry. The school and parent/cares are also responsible for dealing with serious incidents which are likely to result in the student no longer attending Hackberry.

Hackberry Staff are available throughout the day to remove a young person where there is **serious disruption**. These incidents will be recorded and will be referred back to the school and parents/carer.

CONSEQUENCES

Outlined below are examples of unacceptable behaviour and consequences which are available. This is not a tariff, and each case must be dealt with according to its merits. Consequences will be applied fairly in accordance with DCSF guidance and exclusion used when no other alternatives are available (refer to Inclusion Policy)

Minor Incidents

These incidents are dealt with by the Hackberry staff and include, for example: throwing paper; calling out; chewing; not following instructions.

Consequences could include:

- Verbal reprimand
- Short cooling off period
- Recorded on the daily report to school and parent
- Phone call home

Persistent incidents, or incidents of medium severity

These incidents must be recorded and passed to the school and parent/guardian. Unacceptable behaviour in this category includes:

- Persistency of minor incidents as above
- Rudeness to staff
- Verbally aggressive behaviour to another pupil
- Being continually off-task.

Hackberry consequences include:

- Discussing with pupil
- Contact with parents by phone or letter
- Referral to school

Serious Incidents

Serious incidents are dealt with by Hackberry and referred to the school and parent.

- Truancy from school
- Extreme rudeness to staff
- Aggressive behaviour
- Smoking or vaping
- Refusal to comply with other consequences
- Theft
- Bullying
- Refusing to follow instructions

Hackberry consequences include:

- Discussing behaviour with student
- Meeting parents/guardians through school
- Referral to school
- Student can be sent home, following safeguarding procedures

Very Serious Incidents

These incidents are dealt with by Hackberry. They include:

- Persistency of the above
- Serious incidents of bullying
- Sexual contact
- Racial/sexual harassment
- Fighting

- Bringing an offensive weapon to school (laser pens, knives, pellet guns, fireworks, scissors, this list is not exhaustive)
- Involvement with drugs or alcohol
- Physical aggression to a member of staff will be treated with the utmost severity

Consequences available include:

- Discussion with the young person
- A placement can be ceased and step out revoked
- Police involvement
- Referral to the school and parents

Appendix

BEHAVIOUR REPORT

NAME OF YOUNG PERSON	
DATE	
BEHAVIOUR INCIDENT	
SANCTION	
DATE AND PERSON INFORMED AT SCHOOL	
DATE AND TIME PARENT/CARER INFORMED	

SIGNED :

Date:

This policy was written by S Trevethan (Director)

Policy updated 02/09/2026

Signed by S Trevethan/R Childs

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