



Professional Values and Behaviours (PVB) Policy

Introduction

At RDUTC, the task of promoting, modelling and maintaining outstanding behaviour and inclusion is the responsibility the Principal, the Governing Body and all RDUTC staff who are entitled to expect the support of parents/carers. This includes ensuring that relationships across the entire RDUTC community promote Fundamental British Values (see next section) and are characterised by mutual respect and support and a sense of shared endeavor. All communications and conversations are conducted in a consistently professional and constructive manner. All staff are trained and required to implement a Positive Discipline approach to promote outstanding professional behaviours and facilitate outstanding teaching and learning.

What are Fundamental British Values (FBVs)?

There are four FBVs:

- Democracy
- The Rule of Law
- Individual Liberty
- Mutual Respect for and tolerance of those with different faiths and beliefs and for those without faith.

This policy actively promotes the four FBVs in order to:

- enable our students to develop their self-knowledge, self-esteem and self-confidence;
- enable our students to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage our students to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable our students to acquire a broad general knowledge of and respect for public institutions and services in England;
- encourage tolerance and harmony between different cultural traditions by enabling our students to acquire an appreciation for and respect for their own and other cultures;
- encourage our students to respect other people;
- encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

What is Positive Discipline (PD)?

PD is a comprehensive approach to behaviour development and management. It is based on the principle that human behaviour is influenced by both:

a) **positive incentives** – actions that make us feel good (praise/recognition/tangible and non-tangible rewards)

AND

b) **negative incentives** – actions that we would wish to avoid (adverse recognition, loss of trust, damage to reputation, loss of opportunity).

Staff at RDUTC:

- use BOTH positive and negative incentives effectively;
- use positive incentives MORE than negative incentives;
- build positive relationships with students;
- control negative behaviour in the short-term and long-term;
- change the negative behaviour into positive behaviour.

Our Positive Discipline approach provides:

- a Code of Conduct which lays out clear set of expectations based on our three straightforward and fundamental 'professional' principals - see Appendix 1.
- student Rewards – see Appendix 2.
- student Sanctions – see Appendix 3.

In securing rewards and avoiding sanctions, students over time build their individual – Employability Rating (see Appendix 4)

Professional Principals underpinning our PVB Policy

Throughout the curriculum and daily routines and experiences, both within RDUTC and with our sponsors, staff model the highest professional values and standards of behaviour expected of our students. This supports students to build professional responsibility, understand the necessity for organisational efficiency, appreciate the paramount importance of health and safety procedures and embrace an appropriate ethical code.

Expectations for behavior, both throughout the RDUTC environment and beyond, are built from and communicated through three straightforward and fundamental 'professional' principals:

1. Health and Safety

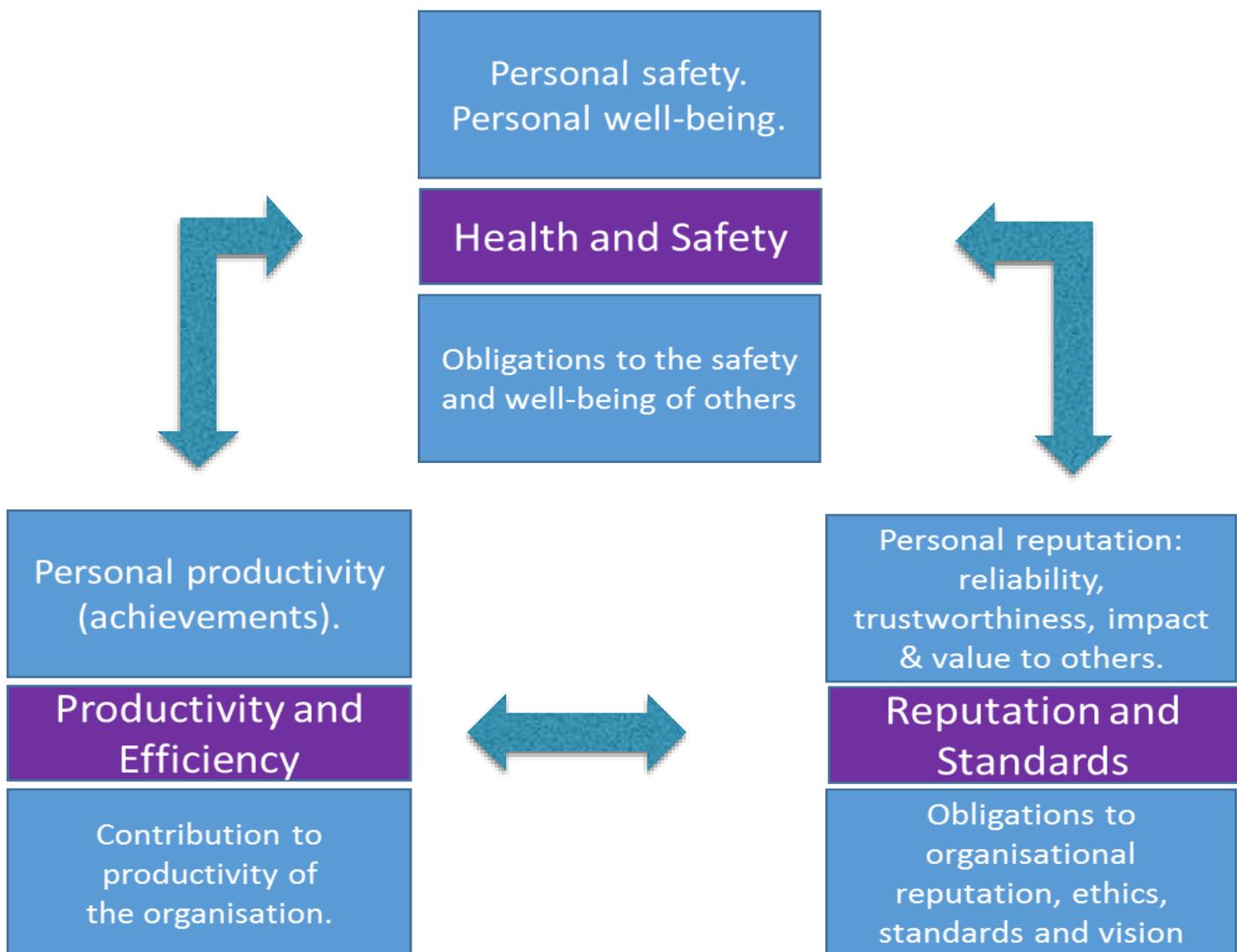
The appreciation of the importance of this aspect of behavior, and strict adherence to its enforcing policies, is a prerequisite for working in a professional context. Further than simply adhering to non-negotiable health and safety procedures, students are expected and taught to take a lead in this regard, for example through an industry style 'don't walk by' philosophy. In such a way they understand their personal responsibility for their own safety, that of their colleagues and of the organisation as a whole.

2. Productivity and Efficiency

Our PVB is a 'productivity policy', which describes and promotes those behaviours which will optimise outcomes. For example, in certain environments or tasks, independent and silent work maximise output whilst, in others, collaboration through discussion and the sharing of creative ideas are more likely to achieve the intended outcomes.

3. Reputation and Standards

Expectations of student behaviour are designed to protect and enhance the reputations of our students, our organization, our sponsors and the UT movement. Students are expected to conform to these expectations wherever they are, at whatever time of day, and in whatever context, including when using social media. Behaviour expectations are embedded through the RDUTC Code of Conduct, our Rewards and Sanctions policies, familiarisation with work-based practices and expectations and the modelling of professional practice by all staff.



KS4 Uniform and 6th Form Dress Code

The RDUTC uniform (KS4) and 6th form dress code requirements are consistent with the three professional principals described above:

- **Health and Safety**

In meeting the health and safety requirements of different activities, there is a need for a range of dress e.g. lab coats, hair protectors and goggles in science experiments, protective garments in workshops.

- **Productivity and Efficiency**

In terms of organisational productivity, a clear and consistently applied uniform and 6th form dress code ensures that all students know what the expectations are and no teaching/learning time is wasted addressing non-compliance.

- **Reputation and Standards**

The public image of RDUTC promotes a strong organisational and professional reputation within the community and reflects positively on the reputation of our university and employer sponsors.

RDUTC will monitor the aggregated cost of uniform requirements in mitigating the financial demands on parents and carers.

Student Voice

RDUTC recognises the added-value to be gained from inviting, hearing and developing the views and ideas of our students. To this end we ensure that the views of students are represented through all our key policy development, appointments and organisational adjustments. This includes a RDUTC Student Council, as well as informal mechanisms such as electronic ideas boxes and student focus groups. Permanent staff appointments involve a student panel as part of the selection process.

Appendix 1 - Positive Discipline: Code of Conduct

1. Health, Safety and Well-Being

Our students are expected to behave in a manner which does not endanger their own safety and well-being and that of others. This expectation extends throughout and beyond RDUTC, including visits to employers, universities and other organisations, within Kingston Square and the wider community.

2. Productivity & Efficiency

Our students are expected to exhibit behaviours which promote their own learning and progress and which provide the same opportunity to all others at RDUTC. In so doing they will increase their own productivity and that of others.

3. Reputation & Standards

Our students are expected to have regard to their own emerging reputation as potential future professionals and employees and that of RDUTC, its sponsors and the UTC movement. This includes their engagement in online social media and communications and participation in illegal or anti-social activity. Our students are expected to behave in a manner that promotes positive relationships with residents and the community around RDUTC.

Expectation	Expectations	Health & Safety	Standards & Reputation	Productivity & Efficiency
1	Y10 and 11: Arrive at RDUTC between 8.30am and 9.15am			
2	Arrive at taught sessions and enrichment activities promptly, equipped and ready to work.			
3	Have your ERL with you at all times and present it to staff without argument if they ask for it.			
4	Be polite and show respect for others at all times, both within RDUTC and on your way to and from RDUTC.			
5	Do as you are asked by all staff, first time every time.			
6	Listen attentively to others and wait for staff permission to speak.			
7	Complete work set, including independent study, by the deadline and to the best of your ability, allowing others to do so also.			
8	Ensure mobile phones and electronic devices are used appropriately and, during taught sessions, used only with staff consent.			
9	Walk sensibly around RDUTC, keeping to the left at all times.			
10	Wear RDUTC uniform (KS4) dress code (6 th form) at all times, including the correct PPE when appropriate.			
11	Eat and drink only in the café areas. Put all litter in the bins.			
12	Leave RDUTC by 5.15pm unless you have staff permission to stay later.			

Appendix 2 - Positive Discipline: Student Rewards

Employer Sponsor Awards Evening

Student of The Year Award:

Presented to the student with the highest Employability Rating.

Star Student Awards:

Presented to top 5 students with the highest Employability Ratings in each Year Group.

Employer Sponsor Awards:

Presented to students making outstanding contributions to RDUTC/sponsors/community

Letters of Commendation

1200 Credits – Chair of the Governing Body Letter of Commendation.

1100 Credits - Employer Sponsor Letter of Commendation.

1000 Credits – Principal Letter of Commendation.

900 Credits – Vice Principal Letter of Commendation.

800 Credits – Head of Year Letter of Commendation.

700 Credits – Personal Development Adviser Letter of Commendation.

600 Credits – Team Leader Letter of Commendation.

Achievement Certificates

500 Credits – Double Diamond Certificate.

400 Credits – Diamond Certificate.

300 Credits – Double Platinum Certificate.

200 Credits – Platinum Certificate.

150 Credits - Gold Certificate.

100 Credits – Silver Certificate.

50 Credits – Bronze Certificate.

Credits

3 stamps = **1 Credit**.

Clean Slate (no written warnings) per week = **1 Credit**.

100% Attendance per week = **4 Credits**.

Stamps

Teachers, TAs and Employer Representatives award stamps in students' ERLs for:

- Making a positive contribution to learning
 - Good contribution/work = 1 stamp.
 - Very Good contribution/work = 2 stamps.
 - Outstanding contribution/work = 3 stamps.
- Showing care, respect and concern for other people/the environment.
 - Doing the right thing.
 - Being helpful.
- Making a positive contribution to RDUTC.
- Generating ideas which bring about positive change within RDUTC.
 - Making a positive contribution to employer sponsors/Hull Uni.
 - Making a positive contribution to the local community.

Other Rewards

Fulfilling Your Potential

Students who attend well, work to the best of their ability, participate fully and treat others with respect will fulfil their potential academically, socially and emotionally.

This is the best reward you can achieve!

Guaranteed access to Stage 1 selection process for Apprenticeships/Jobs/Degree Courses

Students in Y11 or Y13 with a high Employability Rating will be guaranteed access to stage 1 of the selection process for apprenticeships/jobs with the employer sponsors between May and August of that year.

Students in Y13 with a high Employability Rating are guaranteed a conditional offer of a place on a related degree course at the University of Hull.

1-2-1 Mentoring

Students in both Y10 and Y12 with the highest Employability Ratings at the end of the academic year will be allocated a 1-2-1 Business Mentor from one of the Employer Sponsors for the duration of the following year.

Business Breakfast with Employer Sponsor

SLT to nominate 1 student per Year Group to spend time with an employer sponsor to discuss their achievement.

'Power Lunch' with SLT

Team Leaders nominate 1 star student per Team per week to spend lunch with SLT to discuss their achievement.

Clean Slate Reward Trip

Free Annual Awards Trip for every student with a clean slate for the full year.

Praise Postcard

Awarded half-termly by departments to the hardest working and/or highest achieving students. Postcards posted home.

Attendance Certificates

Presented to students for 100% attendance per half-term.

Praise

Staff praise students for good effort, achievement, attendance, punctuality and behaviour in taught sessions and around RDUTC, at university and in the work place.

Appendix 3 - Positive Discipline: Student Sanctions

AROUND RDUTC SANCTIONS

<p><u>Phase 07</u> <i>Permanent Exclusion</i></p>	<p>Sought by the Principal if the student's behaviour is so serious that he/she cannot remain at RDUTC.</p>
<p><u>Phase 06</u> <i>Fixed-term Exclusion</i></p>	<p>Given by the Principal if the behaviour is so serious as to merit the student being banned from RDUTC site for a fixed period of time (PSP and day in IE on return).</p>
<p><u>Phase 05</u> <i>Internal Exclusion</i> <i>(inc. supervised break & lunch & loss of enrichment)</i></p>	<p>Given as a follow-up to Call-Out or if a misdemeanour takes place within isolation or a student's behaviour is so serious as to merit isolation for a fixed period of time – the number of days will reflect the nature of the offence.</p>
<p><u>Phase 04</u> <i>Written Warning & Call-Out & Isolation.</i></p>	<p>Given if a student fails to respond to written warning or is behaving in an 'extreme' or 'dangerous' way.</p>
<p><u>Phase 03</u> <i>Written Warning and loss of enrichment.</i></p>	<p>Given if student fails to respond to written warning.</p>
<p><u>Phase 02</u> <i>Written Warning.</i></p>	<p>Given if a student fails to respond to verbal warning.</p>
<p><u>Phase 01</u> <i>Verbal Warning.</i></p>	<p>Given directly after first misdemeanour.</p>

LEARNING ZONE SANCTIONS

<p><u>Phase 08</u> <i>Permanent Exclusion</i></p>	<p>Sought by the Principal if the student's behaviour is so serious that he/she cannot remain at RDUTC.</p>
<p><u>Phase 07</u> <i>Fixed –term Exclusion</i></p>	<p>Given by the Principal if the behaviour is so serious as to merit the student being banned from RDUTC site for a fixed period of time (PSP and day in IE on return)</p>
<p><u>Phase 06</u> <i>Internal Exclusion</i> <i>(inc. supervised break & lunch + loss of enrichment)</i></p>	<p>Given as a follow-up to Call-Out or if a misdemeanour takes place within isolation or a student's behaviour is so serious as to merit isolation for a fixed period of time – the number of days will reflect the nature of the offence.</p>
<p><u>Phase 05</u> <i>Call Out + Written Warning + Isolation</i></p>	<p>Given if a misdemeanour takes place within Time Out or the student refuses Time Out or if the student's behaviour is so serious as to merit Call Out and isolation from peers.</p>
<p><u>Phase 04</u> <i>Written Warning and Time Out</i></p>	<p>Given if fourth misdemeanour takes place. Teacher directs student to work in Time Out for the rest of the lesson.</p>
<p><u>Phase 03</u> <i>Written Warning and compulsory move</i></p>	<p>Given if a third misdemeanour takes place. Teacher directs student to move places within the room or to leave the room for a two minute cool down.</p>
<p><u>Phase 02</u> <i>Written Warning</i></p>	<p>Given if a second misdemeanour takes place.</p>
<p><u>Phase 01</u> <i>Verbal Warning</i></p>	<p>Given directly after first misdemeanour.</p>

FAST TRACK SANCTIONS

Behaviour which will result in fast-tracking straight to Fixed-Term Exclusion pending consideration of Permanent Exclusion.

- Bringing illegal substances, alcohol or cigarettes onto RDUTC site with the intent to sell them.
- Persistent abuse of staff.
- Persistent bullying/abuse of other students.
- Serious physical assault on another student.
- Physical assault on a member of staff.
- Bringing a weapon onto RDUTC site and threatening another person with it.

Behaviour which will result in fast-tracking straight to Call-Out and Isolation and/or a day in Internal Exclusion.

- Forgetting Employability Rating Log for the third time.
- Refusing to hand over Employability Rating Log.
- 3 full boxes of written warnings in a half-term.
- 6 lates in a half-term.
- Persistent truancy.
- Smoking – second offence in a half-term.
- Verbal abuse of staff.
- Bullying/abuse of other students – first offence.
- Fighting – if instigator.
- Being in possession of an illegal substance or alcohol.
- Being under the influence of illegal substances or alcohol.
- Theft of property
- Deliberate damage to property – RDUTC's/other people's.
- Possessing and circulating inappropriate images of other students.
- Being in possession of a weapon.

Behaviour which will result in fast-tracking straight to loss of enrichment.

- Forgetting Employability Rating Log for the second time.
- Full box of written warnings in a half-term.
- 3 lates in a half-term.
- Truancy including Team Meeting Time – first offence.
- Fighting – if equal blame on both sides.
- Smoking on site – first offence in a half-term.

APPENDIX 4: Employability Rating

Whilst at RDUTC students achieve an annual Employability Rating which reflects their professional behaviours, values and work ethic.

Every student has an Employability Rating Log (ERL) which they carry with them at all times.

Students are awarded points (stamps) in their ERL:

a) daily for:

- attendance
- punctuality
- being correctly attired
- being equipped to learn

b) as appropriate for:

- Making a positive contribution to learning
 - Good contribution/work = 1 stamp
 - Very Good contribution/work = 2 stamps
 - Outstanding contribution/work = 3 stamps
- Showing care, respect and concern for other people/the environment
- Doing the right thing
- Being helpful
- Making a positive contribution to RDUTC
- Generating ideas which bring about positive change within RDUTC
- Making a positive contribution to university and/or employer sponsors
- Making a positive contribution to the local community

See Rewards policy.

Students who breach RDUTC's code of conduct receive Written Warnings which are recorded in their ERL – See Sanctions policy.