



Behaviour Policy





Approved by:	
Last reviewed on:	February 2026
Next review due:	February 2028

Behaviour Policy

'Behaviour is the way we act and respond to people and to situations we find ourselves in'. 'Behaviour is a language'.

1. Aims and expectations

- 1.1 The Kings Dam Project (hereafter referred to as KDP) rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation.
- 1.2 It is a primary aim that every member of the community feels valued and respected, and that each person is treated fairly and well. We are a caring community whose values are built on mutual trust and respect for all. This behaviour policy is therefore designed to support the way in which all of our members can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe, secure and enable the learners to progress.
- 1.3 We have a number of different rules in procedures and practices, but the primary aim of this behaviour policy is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the individual in the community in aiming to allow everyone to work together in an effective and considerate way.
- 1.4 The KDP expects every member of its community to behave in a considerate way towards others.
- 1.5 We treat all young people fairly and apply this behaviour policy in a consistent way.
- 1.6 This policy aims to:
 - encourage a positive, calm and purposeful atmosphere where everyone feels safe, young people can learn to the best of their abilities and everyone feels valued and treats others with respect.
 - encourage young people to take responsibility for their behaviour.
 - encourage young people to achieve high standards in learning and behaviour.
 - celebrate achievement and to discourage negative behaviour.
 - tackle incidents/instances of poor behaviour effectively and fairly

- foster an environment where members of the KDP community will treat each other with respect.
- support staff in decision making regarding positive and negative conduct.
- explain rewards and sanctions to parents so that they can support KDP and their child with ensuring good conduct.

1.7 Staff receive regular training to ensure that this approach is consistent.

1.8 An incident log is retained by the session Leader.

2 Statutory Framework

This policy is guided by advice from the Department for Education (DfE) on:

- 'Searching, screening and confiscation' 2018
- 'Keeping Children Safe in Education' 2025
- 'Special educational needs and disability (SEND) code of practice' 2015
- The Equality Act 2010

3 Definitions

3.1 **Poor** behaviour may include:

- Disruption during activities, or travelling to and from activities.
- Poor attitude to staff and/or peers
- Refusal to follow staff instructions.
- Swearing at staff or other young people

3.2 **Serious** misbehaviour may include:

- Persistently failing to follow staff instructions which could raise safety concerns.
- Any form of bullying (Please refer to KDP Anti-Bullying Policy)
- Sexual violence or harassment
- Damage to KDP or other person's property
- Theft
- Physical violence towards other persons
- Smoking/vaping
- Racist, sexist or homophobic behaviour
- Possession of prohibited articles that could cause harm or damage. This may include (non-exhaustive list)
 - Knives or other weapons
 - Aerosols and sprays

- Alcohol
- Illegal drugs
- Stolen goods
- Matches and/or lighters.
- Fireworks
- Pornographic material
- Or any article that a staff member reasonably suspects could be used (or adapted) to cause damage to property or cause harm or serious injury to any other person.

3.3 Any staff member can confiscate any item that they have reasonable grounds for suspecting:

- poses a risk to staff or other persons.
- is suspected of being a prohibited item (as identified above)
- is evidence in relation to an offence?

Items seized will be recorded in the Confiscation Register (**see Appendix A**)

Note: Prohibited articles that are found on a young person that are suspected of being illegal to possess may be reported directly to the police for further investigation.

4 Seizure & Confiscation

4.1 Any prohibited items found in young person's possession will be confiscated. These items will not be returned to the young person but can be collected at the end of the day by a parent/carers unless the prohibited article is suspected of being illegal.

Alternatively, the seized item can be disposed/destroyed of by staff at KDP if the parent/carers signs a disclaimer to this effect. (**see Appendix B**)

Any cigarettes, e-cigarettes/vapes or alcohol must be collected by parents/carers or will be destroyed if a disclaimer is provided.

4.2 Controlled drugs, other substances or stolen items will be passed on to the Police and parents/carers informed.

(Seizure and confiscation are conducted in line with the DfE guidance on Searching, Screening and Confiscation - July 2022)

https://assets.publishing.service.gov.uk/media/62d1643e8fa8f50bfbefa55c/Searching_Screening_and_Confiscation_guidance_July_2022.pdf

5 Informing Parents/Carers

Parents/carers will always be informed of any seizure of a prohibited item (listed in section 3). A member of staff will tell the parents/carers as soon as is reasonably practicable:

- What happened / the reason for the seizure?
- What was found,
- What has been confiscated,
- What action KDP has taken,

Support after a search

On implementing a seizure of an article, KDP will consider whether the young person may be suffering or likely to suffer harm or distress and whether any specific support is needed.

If this is the case, staff will follow the project's safeguarding policy and speak to the designated safeguarding lead (DSL).

6 Recognising Good behaviour

6.1 KDP recognise the importance of encouraging good behaviour by celebrating and rewarding such behaviour.

6.2 The aim of rewarding good and positive behaviour is to:

- Foster a culture where praise, achievement and rewards are accepted and celebrated.
- Encourage a positive attitude towards work, behaviour and all at KDP.
- Develop a system of rewards that are known, understood and are consistently applied.
- Support KDP's behaviour policy and reward effort

7 Recognising the impact of SEND on behaviour.

7.1 KDP recognises that a young person's behaviour may be impacted by a special educational need or disability (SEND). When incidents of poor behaviour arise, we will consider them in relation to that young person's SEND, although we recognise that not every incident of misbehaviour will be connected to their SEND. Decisions on whether a young person's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis.

7.2 When dealing with misbehaviour from young people with SEND, especially where their SEND affects their behaviour, KDP will balance their legal duties when making decisions about enforcing the behaviour policy. These duties include:

- Taking reasonable steps to avoid any substantial disadvantage to a disabled young person being caused by the KDP's policies or practices (Equality Act 2010)
- If a pupil has an education, health, care plan (EHCP), the provisions set out in that plan must be secured and the project must co-operate with the local authority and any other bodies.

8 The Role of the Staff

- Creating a positive and supportive working environment with an ordered and calm atmosphere, in which all young people feel safe and secure.
- Implementing the behaviour policy consistently
- Modelling good behaviour, building positive relationships and promoting high expectations
- Plan challenging and engaging activities to ensure that all young people are encouraged to make good progress.
- Celebrating and rewarding good behaviour and young person achievement
- Working with parents/carers to support behaviour and learning.

9 The Role of the Director/Project Manager

- It is the responsibility of the Director/Project Manager to implement the behaviour policy consistently and to report, when requested, on the effectiveness of the policy. It is also the responsibility of the session leader to ensure the health, safety and welfare of all young people.
- The session leader supports the staff by implementing and modelling the policy; by setting the standards of behaviour and by supporting staff in the application of the policy.
- The session leader may delegate the record keeping of all reported serious incidents of misbehaviour.

10 The Role of Parents/Carers

- KDP may at times work with parents on-site, so young people receive consistent messages about appropriate behaviour.
- The rules are explained where applicable and we expect parents to know and support these rules.
- We expect parents to support their child's learning, and to co-operate with KDP.

- If parents have any concerns about the way that their child has been treated, they should initially contact the session leader.

KDP will endeavour to build positive relationships with parents and carers by keeping them informed about developments in their child's behaviour and the project's policy as well as working in collaboration with them to tackle behavioural issues.



Appendix A



Seizure and Confiscation Record

Date	Item Seized		Reason for Seizure	Seized From	KDP Initials	DSL Informed Initials	Parent/ Carer Contacted	Date Item Collected/ Disclaimer

Appendix B



Seized/Confiscated Property Disclaimer

I _____ being the parent/carer of _____

Date of birth _____, a young person who attends the Kings Dam Project. Having been informed of the seizure/confiscation and retention of prohibited item(s)

(brief description of item) _____

as outlined in their Behaviour Policy, which may cause damage to property, injury or harm to my child or any other person, hereby relinquish my rights or those of my child for return of the said item and authorise Kings Dam Project (or a representative thereof) to dispose/destroy of the said item(s) in an appropriate manner.

CONFIDENTIAL

Signed: _____ (Parent/carer)

Date: _____

Signed: _____

Date: _____ (on behalf of KDP)