



Behaviour Policy

Approved by: Lisa Robertson

Last reviewed on: 03/2026

Next review due: 03/2027

Availability of the Behaviour Policy

This policy is available on request to students, the parents/carers of students, and prospective students of New You Hair Academy. While students may themselves raise concerns and complaints under this policy and procedure, the alternative provision will involve parents/carers should this occur. Copies are available from the following:

The Head of provision, Lisa Robertson

New You Hair Academy, Unit 1 Cougar House, Church lane, NG6 9AD

Introduction and Principles

New You Hair Academy recognizes that promoting positive behaviour in students is most effectively achieved through active engagement and enthusiasm.

New You Hair Academy emphasises the importance of a robust behaviour policy for effective education. This policy should be consistently and impartially enforced, with clear communication to provision staff, students, and parents/carers about expected standards of behaviour. Senior staff and the Head of provision play a crucial role in supporting and reinforcing this behaviour policy.

Our behaviour policy is founded on a positive framework, incorporating rewards to regularly acknowledge and celebrate achievements. This is shown by verbal Praise, positive notes or emails to the parents/ guardians, a phone call home, certificates or rewards, classroom recognition.

Working closely with families is a powerful strategy for behaviour monitoring. We actively involve all parents/carers and referrers in their student's education and support, especially when additional assistance is needed. Sensitivity is maintained during these discussions, recognizing the potential challenges and complexities of certain home situations.

The core of New You Hair Academy behaviour policy is centred around creating a purposeful working atmosphere for both staff and students, guided by the following principles:

- Positive behaviour is crucial for successful learning, with "behavioural literacy" considered as important as reading or writing skills.
- A positive, caring, and equitable environment is fostered to teach, model, and manage desired behaviours, involving all staff members.
- Positive reinforcement, such as recognizing and rewarding good behaviours, is more effective than punitive measures.
- Staff members are encouraged to address not only the behaviours themselves but also understand the underlying causes of poor behaviour.
- All students are taught that their actions have consequences, empowering them to make choices about their behaviour.

The success of this policy is evident when we can demonstrate:

- Cultivation of an ethos of respect and tolerance for all individuals.
- Provision of positive encouragement, praise, and recognition for good behaviour and effort.

- Support for alternative provision staff through continuous professional development, including training in class and workroom management.
- Implementation of appropriate support systems for students with emotional, social, and behavioural needs.
- Establishment of clear rules defining acceptable and unacceptable behaviours.
- Offering a range of consequences and rewards to address and reduce behavioural issues.
- Equipping students with an understanding of appropriate behaviours in various situations.
- Ensuring confidence in the alternative provision's consistency, safety, and structured approach among referrers, parents/carers, and families.
- Cultivation of a positive reputation for the alternative provision within the local community.

Regular, ongoing training is part of New You Hair Academy's responsibility to support staff, with a focus on aligning support with students' evolving needs.

New You Hair Academy recognizes its legal duties under the Equality Act 2010, particularly in respect of safeguarding and students with special educational needs (SEN).

Legal Framework and Obligations

This policy is written in line with the DfE Behaviour in Schools Guidance (2024) and Keeping Children Safe in Education (2025)

Teachers have statutory authority to address unacceptable behaviour, enforce provision rules, and give reasonable instructions to students. This includes disciplining students at any time they are in provision or under the charge of a teacher, whether on provision visits or in certain circumstances outside of provision.

The power to discipline also extends to all paid staff responsible for students, such as teaching assistants.

Head of provisions, proprietors, and governing bodies must ensure a strong behaviour policy to support staff in managing behaviour, including the use of rewards and sanctions.

Governing bodies have a duty under section 175 of the Education Act 2002 to safeguard and promote the welfare of children, and proprietors of alternative provisions have a similar duty under paragraph 7 of Schedule 1 to the Education (Independent provision Standards) (England) Regulations 2010.

While alternative provisions are not required to publish their behaviour policy on their website, it is considered good practice to do so.

Following the Deregulation Act 2015, provisions are not statutorily obligated to have home-provision agreements but can opt for voluntary agreements.

Tackling Poor Behaviour

New You Hair Academy acknowledges that positive behaviour, like academic subjects, varies among students. Unique challenges may be encountered, requiring ongoing support and guidance for tutors through Continual Professional Development (CPD).

This policy distinguishes between low-level disruption and challenging, offensive behaviour labelled as 'anti-social.'

A zero-tolerance stance on bullying is maintained, with immediate action taken to address persistent behaviours targeting an individual student.

Only the Head of Provision (or in their absence, the Business Manager) has the authority to issue a suspension or permanent exclusion. Suspension is used as a serious sanction and only where other interventions have been exhausted or where safety requires immediate action.

The provision assesses whether examined behaviour raises concerns regarding potential harm to a child. Staff adhere to the provision's safeguarding policy, considering unaddressed educational or other needs contributing to persistent disruptive behaviour.

To be lawful, any sanction must meet specific conditions, including being made by a paid member of provision staff or authorised staff, on provision premises or while the student is under the staff member's charge, and not breaching legislation.

Sanctions must be proportionate, considering the student's age, special educational needs, disability, and religious requirements.

When students are excluded, the key worker maintains contact to attempt contact with the student and parent/carer, following the morning and afternoon registration times. Reference to the Safeguarding Policy is recommended.

New You Hair Academy recognises that behaviour can be a form of communication.

Where behaviour presents as persistent disruption, aggression, sexualised behaviour, bullying or withdrawal, staff will consider whether this may indicate:

- Unmet educational need
- Trauma or adverse childhood experience
- Child-on-child abuse
- Exploitation risk
- Mental health need

In such cases, the Designated Safeguarding Lead will be informed and the Safeguarding Policy followed.

Behaviour incidents will be logged and monitored to identify patterns and emerging risk.

Reinforcing Positive Behaviour

New You Hair Academy is dedicated to maintaining a positive atmosphere.

We strive to establish a positive, caring, and fair environment for teaching, modelling, and managing desired behaviours. The responsibility for behaviour extends to all staff, both delivery and non-delivery.

Each staff member is encouraged to praise in every session.

Daily methods employed to reinforce and reward positive behaviour include:

- Reward charts highlighting positive behaviour or certificates
- Utilisation of extensive data by tutors/student support team workers to showcase positive and negative behaviours
- Weekly staff focus videos praising individual students or groups for positive behaviour
- Displaying pictures around the provision to promote positive experiences
- End-of-term reward trips for positive behaviours and attendance, along with additional trips and rewards as incentives
- Gift Vouchers to be given.

Careful consideration is given to reintegrating a student into the same session following an incident, ensuring active participation in the learning process.

Staff members are encouraged to use refrains in a normal or softer tone to communicate with students, fostering a more effective response than raising voices.

Instances involving potential harm are documented on an Incident Form. Matters requiring attention from the Head of provision are assessed.

Concerns about behaviour may lead to a meeting with the parent/carer, arranged by the Head of provision, Head of Student Support, or key worker. Sensitivity is emphasised, and individual staff members contact parents/carers only after consulting with the Head of provision or Head of Student Support. In the case of a serious incident the commissioners/home schools are always informed of serious incidents that occur at NYHA on the same day of the event.

Classdojo Engagement System

New You Hair Academy operates a structured engagement system through ClassDojo to promote sustained positive behaviour throughout each session.

Students can earn:

- 2 points at the beginning of the lesson (settling promptly, correct equipment, positive start)
- 2 points mid-lesson (engagement, effort, contribution)
- 2 points at the end of the lesson (reflection, completion of tasks, respectful closure)

This ensures engagement is recognised across the full duration of the lesson, not simply at one point in time.

Points are cumulative and contribute towards:

- Weekly recognition
- Termly rewards
- End-of-year reward opportunities

For students who successfully complete their programme, achieve their qualifications, and remain with New You Hair Academy through to the end of Year 11, accumulated points may contribute toward a monetary reward or voucher as recognition of sustained commitment and growth.

Sanctions

CCTV is used within the provision so we are able to look back on any incidences. We are all in one room so constant monitoring of the students will take place through every session.

If a student accumulates numerous warnings in a half term, consequences are implemented to ensure the child's support and welfare:

- **Five warnings:** Key worker engages in a conversation with personalised targets.
- **Ten warnings:** A letter is sent home to notify parents/carers, information is also shared with the commissioners.
- **Fifteen warnings:** Parent/Carer/Commissioner invited to a meeting at the provision to discuss behaviour and explore additional measures. Allows the student a voice to address grievances.
- **Twenty-five warnings:** The student's placement is subject to evaluation and consideration.

Vaping and Tobacco Use

New You Hair Academy has a zero-tolerance policy on vaping and tobacco use to ensure a safe and healthy environment for all. Students are prohibited from bringing vape products or tobacco onto Academy premises or using them during Academy related activities. Any student found in possession of or using vape products will face appropriate consequences, including confiscation of the item, parental notification, and potential disciplinary action.

Repeated offenses will result in escalated interventions, including behavior plans or exclusion, as outlined in this policy. The Academy is committed to educating students about the risks of vaping and providing support for those who need help addressing this behavior. Staff and visitors are also expected to adhere to the no-vaping rule while on Academy premises.

Behaviours such as physical violence or intimidating threats of violence lead to:

- Removal from the provision
- Attendance at a placement review meeting with the parent/carer, referrer, key worker, and either the Head of provision or Head of Student Support.

After an incident, a restorative meeting is held to promote positive behaviour and rebuild relationships. Other strategies include restorative circles, reflection journals, goal setting, restitution or repair, family involvement, and follow-up meetings.

Restorative approaches will only be used where appropriate and will not replace safeguarding procedures, suspension, exclusion, or other formal disciplinary action where serious harm thresholds are met.

Bullying

Bullying in any form is not tolerated. Reports are treated seriously, focusing on swift resolution and teaching positive behaviours for the future.

Bullying can be motivated by actual or perceived differences.

Bullying can take various forms, including physical, verbal, exclusionary, property damage or theft, face-to-face or remote, perpetrated by known or unknown individuals, and cyberbullying.

New You Hair Academy fosters a culture against bullying. Prevention and education are prioritised.

Reporting practices include encouraging easy reporting, serious investigation, appropriate sanctions, a restorative justice approach, collaboration with parents/carers/Commissioners, support for victims, and thorough documentation.

Incidents of bullying outside of provision are thoroughly investigated, and appropriate action is taken.

Sexual Abuse in provisions

To prevent the normalization of sexual abuse, New You Hair Academy emphasizes a safe and respectful environment where such behaviors are not tolerated. Sexual abuse, in any form, is unequivocally unacceptable. The DfE identifies various manifestations of sexual abuse, including bullying, physical abuse, sexual violence, sexual harassment, and upskirting. Instances of sexually inappropriate behaviour are promptly addressed and documented to ensure proper documentation.

Confiscation of Inappropriate Items

In line with current government guidance on mobile phone use in schools, New You Hair Academy operates a strict no mobile phone policy during provision hours. Students are required to surrender mobile phones upon entering the premises, stored securely in lockers until the end of the day.

Students must hand in their mobile phone immediately upon entry to the provision. Phones are stored securely and returned at the end of the day.

Mobile phones must not be kept on a student's person during provision hours.

Failure to comply will result in confiscation and may lead to sanctions in line with this Behaviour Policy.

The purpose of this policy is to:

- Safeguard students from online harm
- Prevent disruption to learning
- Reduce social conflict and bullying
- Promote focus and engagement

Exceptions will only be made where a medical or safeguarding reason has been formally agreed with senior leadership.

Guidelines extend to electronic devices and certain food items, confiscated upon entry. Authorised staff may conduct searches based on safety concerns. Students, through signed behaviour contracts, consent to searches.

Prohibited items include weapons, drugs, stolen items, and specific banned items. Confiscated items may be held, destroyed, or handed over to the police, with severe consequences for students in possession.

Power to Use Reasonable Force

Staff have the authority to use reasonable force when necessary, such as preventing illegal activities, self-harm, harm to others, or damage to property. It aligns with maintaining a positive environment and upholding discipline.

Reasonable force may be used during searches for prohibited items without consent. Further details can be found in the DfE Guidance Document on the Use of Reasonable Force.

Key Points for Staff

- Approach misbehaviour without taking it personally, recognizing it as part of the learning process.
- Separate behaviour from the individual, avoiding unnecessary confrontation.
- Avoid sarcasm and dwell minimally on administered sanctions.
- Emphasise each day as an opportunity for students to make better choices.
- Consistency in behaviour management is crucial.
- Always communicate escalating concerns with Parents/Carers/Commissioners
- Seek help and support when needed.

Malicious Allegations Against Staff

For malicious accusations against staff, appropriate disciplinary measures will be considered by the Head of provision. Malicious allegations must be proven false with substantial evidence, leading to potential exclusion.

Monitoring, Evaluation, and Review

The governing body conducts regular reviews, at least annually, to assess policy implementation and effectiveness. Reviews also consider changes in legislation or guidance to ensure policy relevance. The goal is to create awareness and compliance for a safe and supportive environment within the alternative provision.

Behaviour data, including warnings, suspensions, exclusions and use of positive handling, will be reviewed termly by the Governing Body to ensure fairness, proportionality and effectiveness.

Appendix 1: Student Behaviour Contract

This contract serves as a guide to help students align their behaviour with the principles outlined in the NEW YOU HAIR ACADEMY Behavior Policy. By signing this contract and embracing its simple expectations, students can ensure a positive and secure experience during their time at NEW YOU HAIR ACADEMY.

As a student of NEW YOU HAIR ACADEMY, I commit to the following:

Respect:	I will treat staff members, fellow students, and the learning environment with respect.
Academic Effort:	I will always try to give my best effort in the subjects I have chosen.
Communication:	I will maintain respectful language within and around the premises.
Positive Engagement:	I will aim to achieve consistent Engagement.

Attendance and Punctuality:	I will prioritise my attendance and punctuality, aiming to maintain a record of over 90% attendance.
Seeking Support:	I will address challenges or issues I may have by seeking assistance from the student support team.
Search Consent:	I agree to undergo searches upon entry to the alternative provision as part of our commitment to maintaining a safe and secure environment.
Phone Policy:	I will hand in my mobile phone upon entry to New You Hair Academy
Embracing Diversity:	I will respect the diverse nature of our alternative provisions community.
Dress Code:	I will comply with the dress code, ensuring that my attire aligns with the established guidelines

As a student of NEW YOU HAIR ACADEMY, I will refrain from engaging in the following behaviours:

Threats:	I will not use any form of threatening behaviour, whether physical or verbal, towards fellow students or staff members.
Violence:	I will not engage in acts of violence towards any individual within New You Hair Academy's community.
Discrimination:	I will not discriminate against others based on their race, ethnicity, gender, religion, or any other characteristic.
Sexual Inappropriateness:	I will not engage in any form of sexually inappropriate behaviour, including sexual touch, using sexualised language, or belittling or marginalising individuals based on their gender.
Distractions:	I will not distract or hinder other students' learning experiences.

Restricted Areas:	I will refrain from using the reintegration space unless it is necessary and authorised.
Smoking:	I will not smoke cigarettes or use a vape on provision grounds during provision hours.

By signing this contract, I acknowledge my commitment to upholding these expectations and contributing to a positive and conducive learning environment at NEW YOU HAIR ACADEMY.

Student Name:.....

Pupil Signature Date:

Appendix 2: Parent Contract

This contract serves as a means to establish a shared understanding and collaboration between home and New You Hair Academy, ensuring that the student conducts themselves in alignment with the NEW YOU HAIR ACADEMY Behavior Policy. By agreeing to the parental contract, we foster a consistent approach that enhances the likelihood of a positive and secure experience during the student's time at NEW YOU HAIR ACADEMY.

As a Parent/Guardian of a NEW YOU HAIR ACADEMY pupil, I commit to encouraging and supporting Lisa Robertson in the following ways:

Respect:	I will encourage my child to treat staff members, fellow students, and the learning environment with respect, fostering a culture of mutual regard.
Academic Diligence:	I will motivate my child to apply themselves fully to the subjects they have chosen, striving for personal excellence in their educational pursuits.

Language and Conduct:	I will work with my child explaining the importance of using respectful language and displaying appropriate behaviour within and around the provision premises.
Positive Recognition:	I will support my child in aiming for a consistent track record recognizing the value of showcasing positive behaviours.
Attendance Commitment:	I will highlight the significance of regular attendance, encouraging my child to maintain over 90% attendance, and understanding the importance of consistent participation in their educational journey.
Communication Channels:	I will guide my child to address any problems or concerns they may encounter by approaching the student support team, fostering effective communication and proactive problem-solving.

Consent to Search:	I acknowledge and consent to my child undergoing searches upon entry to the alternative provision as part of our commitment to maintaining a safe and secure environment.
Phone Policy:	I will ensure that my child complies with New You Hair Academy's phone policy by handing in their mobile phone at the designated location upon entry. I understand that all mobile phones must be handed in upon entry and will not remain in student lockers during provision hours unless an agreed medical or safeguarding exemption has been authorised by senior leadership.
Embracing Diversity:	I will promote an understanding and acceptance of the diverse nature of our provision community, encouraging my child to appreciate and respect the unique needs and perspectives of others.

Dress Code Compliance:	I will ensure that my child adheres to New You Hair Academy's dress code, ensuring that their attire aligns with the established guidelines.
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In addition, I will discourage my child from engaging in the following behaviours:

Threats:	I will emphasise the importance of not using any form of threatening behaviour, whether physical or verbal, towards fellow students or staff members.
Violence:	I will communicate the expectation that my child will not engage in acts of violence towards any individual within New You Hair Academy's community.
Non-Discrimination:	I will guide my child to treat all individuals without discrimination based on their race, ethnicity, gender, religion, or

	any other characteristic, fostering an atmosphere of inclusivity and respect.
Sexual Appropriateness:	I will discourage my child from engaging in any form of sexually inappropriate behaviour, including sexual touch, using sexualized language, or demeaning individuals based on their gender.
Minimising Distractions:	I will highlight the importance of my child avoiding behaviours that may distract or hinder other students' learning experiences, promoting an environment conducive to focused education.
Restricted Areas:	I will communicate to my child that they should refrain from accessing the learning hub unless it is necessary and authorised.
Phone Policy:	I will ensure that my child knows the importance of not having a phone on their person whilst at New You Hair Academy. If

	they do bring their phone, I will guide them to securely store it in their locker.
Smoking:	I will communicate to my child that smoking during provision hours is strictly prohibited, adhering to legal and health regulations.

By acknowledging and signing this contract, I demonstrate my commitment to supporting my child in upholding these expectations and contributing to a positive and conducive learning environment at NEW YOU HAIR ACADEMY.

Parent Name:.....

Adult Signature Date:

Appendix 3: Physical Intervention and Positive Handling Policy

Introduction

This policy is founded on the guidance provided by the Government on the Use of Force, recognizing the need for appropriate intervention in situations that pose a clear risk to the safety of NEW YOU HAIR ACADEMY's students, staff, and property.

NEW YOU HAIR ACADEMY is committed to ensuring that all staff and adults entrusted with the safety and well-being of young individuals handle incidents involving aggressive or reckless behaviour in a professional manner. Positive handling techniques will only be employed as a last resort, following the DfE and NEW YOU HAIR ACADEMY behaviour guidelines. Moreover, the application of positive handling will always be within the framework of a respectful and supportive relationship with the students. Our primary aim is to minimise the risk of injury to both students and staff.

It is crucial to comprehend and implement this policy in conjunction with New You Hair Academy's behaviour policy and approach to behaviour management, along with individualised learning plans for students.

The Education Act 1996 (Section 550A) states that teachers and authorised staff have the lawful authority to use reasonable force to prevent a student from committing an offence, causing harm, disrupting the good order and discipline of New You Hair Academy. While tutors at NEW YOU HAIR ACADEMY are not contractually obligated to carry out restraint procedures or

undergo related training, the Head of provision, Senior Managers, and Lead Tutors at NEW YOU HAIR ACADEMY are trained in appropriate techniques. This policy applies to all staff members authorised to employ positive handling methods.

It is imperative for all staff members authorised to utilise positive handling techniques to understand that they MUST NOT engage in the following actions:

Use corporal punishment as a means of discipline.

Inflict pain on individuals to compel compliance.

Deprive individuals of food or drink as a form of punishment.

Impose the wearing of inappropriate clothing on individuals.

Engage in any behaviour that humiliates or degrades the child or young person.

By adhering to these guidelines, NEW YOU HAIR ACADEMY ensures a safe and respectful environment that upholds the welfare and dignity of all individuals involved.

Approach To Best Practice

The principles outlined below for positive handling should be considered in conjunction with other relevant policies at NEW YOU HAIR ACADEMY, including behaviour management, anti-bullying, child protection, and health and safety.

In accordance with the Education Act 1996 (Section 550A), staff members must assess the reasonableness and appropriateness of utilising positive handling in the following situations:

When there is a risk to the safety of staff, students, or visitors.

When there is a potential for significant property damage.

When a student's behaviour seriously undermines good order and discipline.

When a student is involved in committing a criminal offence.

This assessment will take into account the specific circumstances of the incident. It is important for all staff members to recognize that the use of positive handling is intended to manage behaviour positively and prevent the situation from escalating, particularly when there is a clear or emerging risk of injury.

Staff members will prioritise de-escalation strategies and view positive handling as a last resort when maintaining a safe environment. In cases of disruptive or antisocial behaviour, every effort will be made to employ positive behaviour management techniques to prevent the situation from worsening.

Staff members will demonstrate an understanding of the significance of actively listening to and respecting young individuals, fostering a calm and supportive environment. This understanding

is particularly crucial when working with students who may have emotional and behavioural needs that contribute to increased aggression.

All staff members will recognize the importance of addressing the underlying feelings and emotions that drive behaviour, in addition to addressing the behaviour itself. By acknowledging and responding to these underlying factors, staff can effectively support students and foster positive change.

By upholding these principles, NEW YOU HAIR ACADEMY ensures a safe, supportive, and inclusive environment that promotes the well-being and positive development of all students.

Practise Regarding Specific Incidents

At NEW YOU HAIR ACADEMY, all policies and practices regarding student supervision are tailored to meet the specific needs and behaviours of our students. This, in conjunction with our behaviour approach, aims to minimise the necessity of employing positive handling techniques.

When physical intervention is deemed necessary, careful consideration will be given to the age and capabilities of the young person involved, ensuring that the chosen approach is the least detrimental option.

Staff members intervening in situations involving young people will seek assistance from their colleagues at the earliest opportunity. Single-handed interventions increase the risk of injury and lack of witness. Collaboration among staff provides a safer and more effective approach.

In the event that a staff member recognizes a situation escalating to a point where positive handling may be required but feels unable to perform such intervention, they have a duty of care to clearly instruct the student(s) to cease the behaviour and seek help using any available means. They must also be knowledgeable about de-escalation strategies to defuse the situation.

If a staff member becomes aware that another staff member is physically intervening with a student, they have a responsibility to offer support and assistance as needed, ensuring the presence of a colleague during the intervention.

Whenever possible, staff members who have not been involved in the initial confrontation leading up to an incident may be better positioned to intervene or restrain the student, if necessary.

It is acknowledged that a student's behaviour may be negatively influenced by the presence of an audience. Therefore, whenever feasible, the audience will be removed. If complete removal is not possible, the student and staff member(s) will relocate to a quiet space that is not entirely private, such as having two staff members present or leaving a door partially open to ensure awareness of the situation.

Staff members will understand the importance of calmly and gently explaining to the restrained student that the intervention is intended to maintain the safety of all individuals involved. They will communicate that once the student has calmed down, they will be released.

The level of force employed will be proportionate to the risk presented by the situation, ensuring an appropriate response.

Positive Handling

New You Hair Academy acknowledges that positive handling may be necessary in certain situations, including but not limited to:

- When a student physically attacks a member of staff or another student.
- Instances of physical altercations between students.
- Engaging in or on the verge of intentional property damage or vandalism.
- A student possesses a risk of causing harm or damage due to accidents, rough play, or misuse of dangerous materials or objects.

In appropriate circumstances, the following approaches are considered reasonable:

- Holding for security and to alleviate anxiety, particularly when there is a potential risk, even if the student is not yet out of control. This approach is most effective when a student is feeling anxious or confused. Staff members should exercise caution to ensure their actions are not perceived as aggressive by the student.
- Physically interposing between students to prevent or separate them.
- Blocking a student's path to de-escalate a situation.

- Using controlled pushing as a means to resist a student's movement, provided it falls within the boundaries of reasonable force. It is important to note that forceful pushing that may cause the student to fall over is not considered acceptable.
- Escorting a student by holding their hand or arm to guide them when necessary.

Holds to be avoided:

New You Hair Academy strictly prohibits the use of certain holds or physical actions when it comes to positive handling. The following actions are strictly forbidden:

- Holding a student around the neck, by the collar, or in any manner that may impede their ability to breathe.
- Slapping, punching, or kicking a student.
- Twisting or forcefully manipulating a student's limbs against their joints.
- Tripping a student intentionally.
- Holding a student by their hair or ear.
- Forcing a student to remain face down on the ground.

These holds are deemed inappropriate and can cause harm or distress to students. At New You Hair Academy, our priority is to ensure the safety and well-being of all individuals, and as such, these actions have no place in our approach to positive handling.

Recording an incident

At New You Hair Academy, we maintain thorough and accurate records of all incidents that involve non-routine interventions.

The following guidelines are in place for recording such incidents:

An incident report, provided in (Appendix 3 - 6.4), will be completed in detail to document the incident.

The staff member directly involved in the incident will create a contemporaneous record within twenty-four hours of the incident.

Other staff members who witnessed the incident or provided additional support will also make contemporaneous notes.

The incident record will include the following information:

- Names and job titles of the staff members who used reasonable force.
- Names of the students involved.
- Date, time, and location of the incident.
- Names of staff and students who witnessed the incident.

- Reason for the incident report.
- Behaviour exhibited by the student leading up to the incident.
- Attempts made to resolve and de-escalate the situation.
- Degree of force used and how it was applied.
- Duration of the force applied.
- Response of the student and the eventual outcome.
- Details of any injuries sustained by staff or students (photographs, if possible).
- Details of any property damage (photographs, if possible).
- Information on any required medical treatment (accident book completion, if necessary).
- Follow-up actions, including communication with parents/carers.
- Involvement of other agencies, such as police or Social Services.
- Post-incident discussion with the student involved.

If appropriate, student witnesses may also be asked to provide a written account.

A copy of the incident report will be kept on the student's file and retained for reference.

New You Hair Academy will comply with legislation regarding the reporting of injuries to students or staff.

Students who are identified as likely to require positive handling as part of their behaviour management will have an Individual behaviour Plan, which will be developed alongside their Individual Education Plan. This plan takes into account the student's behaviour-related risks and is shared with all relevant staff members, parents/carers, and the student (if appropriate).

By maintaining comprehensive incident records, we ensure transparency, effective communication, and appropriate measures to address incidents and support the well-being of all individuals involved.

Debriefing Arrangements

Following an incident, a thorough check will be conducted to identify any signs of injury on both the student and the staff member involved. Prompt first aid will be administered to individuals requiring it, and appropriate medical treatment will be sought.

After the incident, the student will be given time to regain composure while under the supervision of staff. The student will be given an opportunity to share their perspective. Efforts will be made to rebuild the relationship between the student and the staff member(s) involved, taking all necessary steps to foster a positive connection. If it is not possible to speak with the student on the same day, the debrief will be scheduled as soon as the student returns to New You Hair Academy.

All staff members involved in the incident will be granted a debriefing period to recover and reflect. External support may be made available to them as needed. A senior staff member or their designated representative will provide support and guidance to the staff members involved.

The Head of provision will be promptly informed of any incidents requiring positive handling. The Head of provision or their designated representative will initiate the recording process if it has not already begun and thoroughly review each incident to ensure that valuable lessons are learned.

Training Needs of Staff

New You Hair Academy recognises the importance of providing appropriate training for staff who may be involved in positive handling situations. Staff members will actively identify their training needs in this area to ensure they are equipped to handle such situations effectively.

In anticipation of potential positive handling scenarios, New You Hair Academy will regularly review and refine its approach and techniques in collaboration with its consultant/trainer. This proactive approach ensures that staff are well-prepared to respond to challenging situations.

Staff members trained in positive handling techniques are required to participate in annual training updates to maintain their skills and knowledge. It is crucial that their training records are consistently updated to reflect their ongoing professional development in this area.

Authorisation of Staff to Use Positive Handling

New You Hair Academy acknowledges that positive handling should be a rare occurrence and reserved as a last resort to ensure the safety of the environment. Our primary aim is to create a safe and supportive learning environment where positive behaviour management strategies are prioritised.

Teaching staff, by the inherent nature of their roles, are authorised to utilise positive handling techniques as necessary. Support staff will require specific authorization from the Head of provision, which may be granted temporarily or permanently. Formal notifications will be provided to authorised staff members.

To uphold best practices, regular sessions will be conducted to practise and refine positive handling techniques. These sessions will also serve as a platform for disseminating any updated information or revised strategies. All staff members, including non-teaching staff who have been authorised to use positive handling techniques, are welcome to participate in these meetings, which may be incorporated into the New You Hair Academy normal schedule or pastoral meetings.

In the event that a complaint is received regarding the use of physical force by staff, New You Hair Academy is committed to conducting a thorough investigation following our established complaints procedure. We take all complaints seriously and strive to ensure a fair and transparent resolution process.