

Disciplinary and Behaviour Policy

Location: The Curious Cabin, at Move the Mind Foundation, Hoares Lane

1. Policy Statement

MtM Learning AP Limited is committed to maintaining a safe, respectful, and supportive environment for all children and young people, staff, volunteers, and visitors.

We recognise that many learners attending our alternative provision have additional needs, trauma histories, or difficulties with emotional regulation. Discipline is therefore approached in a **fair, trauma-informed, and proportionate way**, with an emphasis on learning, repair, and positive change rather than punishment.

This policy covers:

- Behaviour, discipline, and support for **children and young people**
- Disciplinary procedures for **staff and volunteers**

PART A: CHILDREN AND YOUNG PEOPLE

Behaviour and Discipline Policy

2. Aims

We aim to:

- Promote positive behaviour and emotional regulation
- Ensure safety on a working farm and learning environment
- Support children to understand boundaries and consequences
- Respond to behaviour in a way that is consistent, fair, and inclusive
- Avoid exclusionary practices wherever possible

3. Principles

- Behaviour is viewed as a form of communication
- Discipline is **educational, not punitive**
- Responses are proportionate and individualised
- Reasonable adjustments are made for SEND
- Physical punishment is **never used**
- Restrictive practices are avoided and used only as a last resort, in line with policy and training

4. Expectations of Behaviour

Children and young people are supported to:

- Treat others with respect
- Follow safety rules, particularly around animals, tools, and outdoor spaces
- Engage with staff and activities to the best of their ability
- Use agreed strategies to manage emotions and behaviour

Expectations are communicated clearly, visually, and repeatedly where needed.

5. Managing Challenging Behaviour

Staff use a **graduated response**, including:

- De-escalation and regulation strategies
- Clear, calm verbal reminders
- Sensory breaks or time-out *with* support
- Restorative conversations
- Adjustments to activities or environment

6. Consequences

Consequences are:

- Proportionate
- Relevant to the behaviour

- Explained clearly and calmly

Examples may include:

- Repairing harm caused
- Temporary removal from an activity for safety
- Increased adult support
- Review of behaviour support plans

Exclusions are a last resort and only used where safety cannot be maintained, following local authority guidance.

7. Serious Incidents

Serious incidents may include:

- Violence or serious aggression
- Unsafe behaviour around animals or equipment
- Significant damage to property
- Discriminatory or abusive language

These incidents will:

- Be recorded and reported
- Be reviewed with professionals and parents/carers
- Lead to a risk assessment and support plan review

Safeguarding procedures are followed where required.

8. Use of Physical Intervention

- Only used as a **last resort** to prevent harm
- Must be reasonable, proportionate, and lawful
- Only used by trained staff
- Recorded and reported to parents/carers and relevant authorities

PART B: STAFF AND VOLUNTEERS

Disciplinary Policy

9. Standards of Conduct

All staff and volunteers are expected to:

- Act professionally and safely at all times
- Follow safeguarding, health and safety, and equality policies
- Treat children, colleagues, and families with respect
- Maintain appropriate boundaries
- Uphold the values of the provision

10. Informal Resolution

Where possible, concerns will first be addressed informally through:

- Discussion and guidance
- Additional training or supervision
- Support plans

11. Formal Disciplinary Procedure

Where concerns are serious or persist, the following stages may apply:

Stage 1 – Investigation

- Facts gathered fairly and confidentially
- Staff member informed of concerns
- Opportunity given to respond

Stage 2 – Disciplinary Meeting

- Staff member may be accompanied
- Evidence reviewed
- Outcomes explained clearly

Stage 3 – Outcomes

Possible outcomes include:

- No further action
- Verbal warning
- Written warning
- Final written warning
- Dismissal (in cases of gross misconduct)

12. Gross Misconduct

Examples may include:

- Safeguarding breaches
- Violence or abuse
- Serious health and safety violations
- Discrimination or harassment
- Being under the influence of alcohol or drugs
- Theft or dishonesty

Gross misconduct may result in **immediate suspension and dismissal**, following investigation.

13. Suspension

Suspension may be used:

- To protect children or staff
- To allow a full investigation

Suspension is a neutral act and does not imply guilt.

14. Record Keeping

- All disciplinary actions are recorded confidentially
- Records are kept in line with data protection requirements

15. Appeals

Staff have the right to appeal disciplinary decisions. Appeals must be submitted in writing within a specified timeframe and will be heard by an impartial person where possible.

16. Monitoring and Review

- This policy is reviewed annually
- It is updated in line with legislation and guidance
- Training is provided to ensure consistent application

Policy Approval

Approved by: N Gillard

Position: Director

Date: September 2026

Review Date: September 2027