

Definition of our Company Policies and Procedures:

The Definition of Policies and Procedures are rules, and guidelines that have been formulated or adopted by our organisation in order to help us reach our long-term goals. Our Policies and Procedures are available to all our Staff, Students and Service Users/Providers via our Admin Department.

Our Policies and Procedures are designed to influence and determine all our major decisions and actions, and all activities that take place within the boundaries set by them. Procedures are the specific methods employed by our organisation to express policies in action in day-to-day operations. Together, our Policies and Procedures ensure that a point of view held by the governing body of our organisation is translated into steps that result in an outcome compatible with that view.

Cirque Skills Pathway CIC prides itself on its Policies and Procedures and is committed to developing fair and equitable standard of competence Policies and Procedures. Cirque Skills Pathway CIC Reserves the right to Amend Company Policies and Procedures at any time. All Company Policies and Procedures are Reviewed Annually in January of every New Year as matter of course.

## Pupil Behaviour and Disciplinary Introduction

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This policy outlines the underlying philosophy, purpose, nature, organisation and management of pupil behaviour at Cirque Skills Pathway CIC. It is a working document designed to enhance the development of positive relationships between Students, Employees and parents and other members of the wider community.

It's fair and consistent implementation is the responsibility of all staff. Students will be encouraged to contribute to this behaviour policy and their involvement will be part.

Cirque Skills Pathway CIC initial principles are:

- That all students have a right to feel safe.
- We promote values including honesty, fairness and respect for truth and justice, within a caring and nurturing environment.
- That all members of our community have a right to respect.
- That all Students have a right to learn

Any Education and Training Facility expects Students and staff to behave in a manner that reflects the principles of the policy, in ways that support everyone's right to learn, be safe and be treated with respect in Cirque Skills Pathway CIC.

Cirque Skills Pathway CIC expects pupils to work as hard as they can and not to disrupt the learning of others, to speak to others in appropriate ways, treat all members of staff and other Students at Cirque with respect.

It is the responsibility of everyone at Cirque to promote our nurturing ethos and to make positive choices about their behaviour, take responsibility for their own actions, and promote the development of positive self-esteem and wellbeing. Cirque expects all Students to behave in this way both on and off the school premises.

## Rules:

Cirque aims at establishing specific positive rules that clearly define the high standard of behaviour and the positive ethos that we expect at Cirque.

These rules are set out below.

- That all Students are friendly, polite, and helpful and show respect.
- That all Students are honest.
- That all Students try hard and always work to the best of our ability.
- That all Students listen to all members of staff and try to cooperate.

- That all Students take care of Cirque
- property and our own and others' belongings.
- That all Students move around Cirque in a safe, quiet way.

Positive behaviour is consistently reinforced, and the Teacher/Trainers note appropriate behaviour in their interactions with each other and with the Students.

- Teacher/Trainers will help Students to learn the develop skills of self-awareness, self-regulation, motivation and empathy as well as social skills.
- Teacher/Trainers will provide the Students with consistent positive encouragement and specific recognition when they do demonstrate positive behaviour.

Rewards:

Verbal praise is the most frequent reward given.

- Teacher/Trainers and Student end of month meetings are used to award certificates for both academic achievement and positive behaviour.
- Student who receive three certificates in one term receive a letter of commendation, which will be sent home to their parents. Parents are also routinely told of the Students positive behaviour through informal conversation, notes in reading and homework diaries and parents evenings.
- Teacher/Trainers will set up their own reward systems for achievement and positive behaviour in the Education and Training Facilities.

Each class reward system ties into the whole of Cirque Skills Pathway CIC For Students who choose to disregard the rules of Cirque a series of consequences a system has been put in place.

These sanctions are designed to both reinforce Cirque Skills Pathway CIC rules and to help to teach Students how to follow them. All Teacher/Trainers have the right to impose sanctions other than exclusion.

1. The Student will be given a verbal warning. This verbal warning will be noted in their progression file.
2. The Student will be given a written warning. This written warning will be held on the students progression file.

3. The Student will be given a final written warning and they will have to appear before an independent hearing which may result in the student being excluded
4. If the student is excluded, they can appeal the decision.

At Cirque Skills Pathway CIC we recognise that some Students may need more support than others to develop their skills, and staffs are encouraged to act on concerns about a Students learning, conduct or emotional behaviour as early as possible. Students will be offered any additional support that Cirque Skills Pathway CIC feels is appropriate such as further or more intensive mentoring. Cirque Skills Pathway CIC will make reasonable adjustments to the rewards, sanctions and teaching strategies within this policy in order not to disadvantage any Students within our care. This would apply to Students with learning difficulties and disabilities and other Students as their personal circumstances warranted it.

This group of Students may include those with dyslexia, autism, speech and language impairments, sensory and physical impairments and more complex behaviour, emotional and social difficulties such as Oppositional Defiant Disorder, Attention Deficit Hyperactivity Disorder and Tourette's syndrome. These adjustments would be made before any official diagnosis if necessary and all staff would be made aware of the reasonable adjustments they would need to make. This may mean that there is the appearance of the policy not being adhered to at times, as rewards and sanctions are applied "differently" but Students, staff and parents should be reassured that adjustments are only made when necessary in order to meet a Students individual need

Cirque Skills Pathway CIC Company Directors must approve all new Policies before they are implemented into Cirque Skills Pathway CIC workplace/workforce.

Name of Company Director:	V Sullivan
Signature of Company Director:	V.M.Sullivan
Date Policy reviewed/approved:	15/05/2019