

Behaviour & Anti-Bullying Policy

1. Policy Statement

Clever Clogs Academy is committed to creating a safe, positive and inclusive learning environment where every student feels respected and valued. We believe that good behaviour is essential for effective learning.

This policy outlines the high standards of conduct expected from our students and parents/carers and the procedures we will follow if these standards are not met. It applies to all students and parents/carers during tuition sessions (in-person and online) and during any contact with staff.

2. Expectations (Code of Conduct)

We expect all students to:

- Be Respectful:** Treat tutors and fellow students with courtesy and respect at all times.
- Be Ready to Learn:** Arrive on time, bring the necessary equipment, and engage fully in the lesson.
- Listen:** Follow instructions from the tutor immediately and without argument.
- Be Safe:** Move around the learning space calmly and use equipment properly.

We expect our staff to:

- Treat all students fairly and with respect.
- Model positive behaviour.
- Deal with behavioural issues calmly, consistently, and clearly.
- Recognise and praise effort and good conduct.

3. Zero Tolerance Policy

As stated in our Tutor-Client Contract, Clever Clogs Academy has a **zero-tolerance policy** towards any form of abuse.

Immediate termination of tuition (without refund) may occur for:

- Physical abuse or violence towards staff or other students.
- Verbal abuse, swearing, intimidation or aggression towards staff or other students.
- Sexual violence or sexual harassment.
- Possession of illegal drugs or weapons.
- Theft or deliberate damage to Academy property or equipment.

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4. Unacceptable Behaviour

While not always grounds for immediate exclusion, the following behaviours are unacceptable and will result in sanctions:

- Disruption of learning (e.g. talking over others, persistent silliness).
- Refusal to complete work or follow instructions.
- Misuse of technology (see Online Safety Policy). This may result in the student's place at the Academy being withdrawn permanently without a refund.

5. Managing Behaviour (Sanctions)

We use a stepped approach to manage behaviour, though serious incidents may escalate directly to Step 3 or 4.

- Step 1: Verbal Warning.** The student is reminded of the rules and asked to stop the inappropriate behaviour.
- Step 2: Formal Warning & Parent Notification.** If the behaviour continues, the student will be spoken to at the end of the session. The parent/guardian will be informed via email or in person at collection.
- Step 3: Parent Meeting.** If there is no improvement, or for serious one-off incidents, a meeting will be called with the parents to agree on a behaviour plan.
- Step 4: Permanent Exclusion.** If the student's behaviour continues to endanger the safety or learning of others, or in cases of "Zero Tolerance" offences, the student's place at the Academy will be withdrawn permanently without a refund.

6. Anti-Bullying Policy

We are committed to preventing and tackling all forms of bullying.

Definition: Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. This includes:

- Verbal:** Name-calling, sarcasm, spreading rumours.
- Physical:** Pushing, kicking, hitting.
- Emotional:** Excluding, tormenting.
- Cyber:** Online bullying via text, social media, or chat functions.

Procedure:

- Report:** All bullying incidents must be reported to a member of staff at Clever Clogs Academy.
- Investigate:** We will talk to the victim, the alleged perpetrator, and any witnesses.
- Action:** If bullying is confirmed, we will support the victim and apply sanctions to the perpetrator (up to and including exclusion). Parents of both parties will be informed.

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7. Use of Reasonable Force & Physical Contact

- No Corporal Punishment:** Under no circumstances do we use physical force as a punishment.
- Reasonable Force:** Staff will only intervene physically in exceptional circumstances to prevent a child from:
 - Injuring themselves or others.
 - Causing serious damage to property.
- This intervention will be the minimum force necessary and will be recorded on an Incident Form.

8. Online Behaviour

For online tuition, the same standards of behaviour apply. In addition:

- Students must not record sessions or take screenshots without prior written consent.
- Students must use the "Chat" function only for learning purposes.
- Inappropriate comments or links posted online will result in immediate removal from the session.

Signed: _____ Date: October 2025

Name: Mathew McArthur

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