



# Oxfordshire Motor Project-

## Trax

### Behaviour Policy

### 2022/2023

#### Review Management

Initiated	Who	Action
05/10/2022	Trustees, CEO, COO and DSL Leads	Signed off and load onto ARBOR
08/10/2022 ongoing, planned completion 21/11/2022	COO and DSL Leads	Load onto ARBOR
The first week in November 2022	COO and DSL Leads	Staff refresh training first week of November
Throughout November planned completion	Lead Trustee CEO, COO and DSL	Review and validate- test for information and access
Early December OCC Visit		Invite OC to test and review Sign off as lead charity compliance process ( Replace activity section)
April 2023	Trustees, CEO, COO and DSL Leads	Review and update policy

We expect all young people to adhere to the rules and principles of Oxfordshire Motor Project (Trax). Behaviour always has a reason, and we have a duty to find out the reasons behind difficulties in adhering to rules and principles.

The approach we use is primarily the restorative approach—"people are more likely to make positive changes when those in authority do things *with* them, rather than *to* them or *for* them."

Support is central to helping students manage and change their behaviour.

If rules are broken or behaviour is not of the expected standard students will be reminded of the rules and consequences of breaking them. The following procedure will be followed immediately after the incident to ensure maximum support is provided.

**First Stage:** An informal discussion between the student and Trax staff member, to include strategies for the student and the offer of any support they need.

This will be documented on the incident and near-miss recording form and logged in the student file

**Second Stage:** The student will have a formal mediation with those concerned and a weekly review with a mentor will take place for min 4 weeks to ensure consolidation of appropriate behaviour.

All actions must be documented on the forms provided and logged in the student file and the registration holder will be notified.

**Other options could be**

- Behaviour contract
- Peer meeting
- Group support
- Mentoring
- 1:1 counselling on a longer-term basis

**Third Stage:** If problems continue a further meeting with the student will be held. This will involve the school, parents, or any other appropriate person.

Review and repeat stage 2 using different tools and interactions and implement a behaviour contract if not been introduced. At this point, a **temporary exclusion** may be deemed appropriate, and a re-entry interview organised.

**Fourth Stage:** If the behaviour contract is breached by the student a full review will take place. If no further support can be offered the option to permanently exclude needs to be discussed by the team.

If the decision is to permanently **exclude** the student is decided this will be confirmed in a letter to the student, parents, and/or school. It will also be recorded on the relevant forms. In the event of a young person's behaviour being so extreme, Trax reserves the right to skip stages as deemed appropriate. In exceptional circumstances, this could result in permanent exclusion after one major incident.

