



THE BRITISH RACING SCHOOL

Good Behaviour Policy

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This policy links to	KCSIE 2021 Safeguarding Policy Peer on Peer Abuse Policy Anti Bullying Policy Equality and Diversity Policy Equine Welfare Policy Complaints Procedure

GOOD BEHAVIOUR POLICY

The primary aim and day to day focus of The British Racing School is to ensure that every trainee is able to realise their true potential, achieve beyond their aspirations.

In order to achieve this there must be agreed rules about conduct and behaviour and as such trainees are expected to conduct themselves as young adults while on and off the BRS premises. Trainees must remember that they are ambassadors for the BRS at all times.

WHAT IS EXPECTED

In order to ensure that every member of the BRS community is able to learn and work in a safe and secure environment the following is required:

- observance of the highest standards of behaviour and consideration of other people
- the quality of learning, instruction and behaviour are inseparable issues and are the responsibility of all staff
- respect has to be given to be received. Parents, carers, trainees and staff need to operate in a culture of mutual regard
- all individuals will be treated equally
- respect, integrity, courtesy and consideration for others is a normal part of BRS life
- An emphasis on good behaviour is expected in order to form positive and productive working relationships
- Positive aspects of behaviour will be recognised by staff
- poor behaviour will not be tolerated
- sanctions will be applied depending on circumstance and will vary in form
- permanent exclusion is the final sanction (see section below)
- compliance with all BRS policies including but not exclusively BRS safeguarding, disciplinary, health and safety policies

To maintain a happy and ordered learning environment there must be certain agreed rules about how we conduct ourselves. These are laid out below and at induction on arrival.

1. Our Mission

Our mission and vision is to promote the opportunity for all those involved, to be better tomorrow than they are today, in all that they do.

2. Relationships

- Trainees, parents, carers and staff must show good manners, tolerance and careful consideration of others and their views at all times
- Trainees must show respect in their interactions with all adults within the BRS, regardless of position, at all times
- All should have an acceptance that other people have different faiths or beliefs to theirs (or have none) and this should not be the cause of prejudicial or discriminatory behaviour
- BRS has a ZERO tolerance to racism and bullying. This policy links to BRS Anti Bullying and Equality policies
- Defiance, foul or abusive language and violent behaviour are not acceptable and will not be tolerated from anyone on BRS premises.
- All trainees are encouraged to report any instances of anti-social behaviour
- Trainees and staff must respect both BRS and other people's property
- The BRS recognises that all trainees are vulnerable to and capable of abusing their peers. We take such abuse as seriously as abuse perpetrated by an adult. This includes verbal as well as

physical abuse. Peer on peer abuse will not be tolerated or passed off as part of “banter” or “growing up”.

- We are committed to a whole school approach to ensure the prevention, early identification and appropriate management of peer on peer abuse within our school and beyond. In cases where peer on peer abuse is identified we will follow our safeguarding procedures, taking a contextual approach to support all trainees who have been affected by the situation. (Peer on Peer Abuse Policy)

3. The Training

- Trainees must attend all lessons and activities
- Trainees must follow BRS and lesson rules and the focus on good behaviour will promote a positive learning environment
- Trainees should not leave a lesson (or the yard) unless given permission by a member of staff
- Trainees can discuss any issues that may arise with any staff member. Trainees need to be aware that these discussions cannot always be held in confidence.
- Trainees should complete all assignments in a timely fashion
- Trainees must remember that they are ambassadors for the BRS at all times
- Trainees are expected to conduct themselves as young adults while on and off the BRS premises. Disrespect to staff, other trainees, visitors, property and horses will not be tolerated.

4. The Environment

- The BRS wants to provide a safe and pleasant working environment as possible and it is everyone’s responsibility to look after our surroundings
- Trainees must help keep the hostel tidy and are also responsible for the cleanliness and tidying of their own rooms
- Trainees are encouraged to use the recycling and general waste bins provided
- The patio area outside of the hostel common room is the only area where trainees are permitted to smoke. There is a strict no smoking policy in all other areas of the hostel including bedrooms. There is also a strict no smoking policy in all equestrian areas and buildings and facilities.
- Trainees must move around the school in a quiet and orderly fashion and follow the directional arrows in the corridors
- Mobile phone use is limited to free time so phones are not allowed in the yard or evening classes. To promote social interaction they not allowed in the dining room.

5. Out of Bounds Area

Out of Bounds Areas are clearly defined to trainees on the both the yard and hostel induction briefing. Trainees are to comply with these restrictions and are only allowed access under direct supervision of a member of staff to:

- Bedrooms of other trainees
- Kitchen
- Hitchin’s Wing
- Newmarket Technology Centre, Sir Gordon Richards Room, Hong Kong Room, Godolphin Room and Study
- Moller training Theatre
- Jim Joel House
- Peter O’Sullivan House and gym
- BRS staff offices and the training office
- Trainees may use the outdoor space for fitness training but are required to inform the hostel supervisor

6. Horse Welfare

Trainees are expected to conduct the highest horse welfare standards. The majority of horses on the premises are ex-racehorses loaned to or purchased by owners. The school and the trainees must uphold the highest standards of care. Trainees will not reprimand horses. These standards will be explained fully by yard instructors

DISCIPLINARY PROCEDURES

The BRS operates a three-tier disciplinary procedure. Misconduct requiring disciplinary actions are categorised as minor, serious or very serious.

Minor Misconduct

Incidents such as untidiness, bad time keeping or poor standards in the yard will be classed as minor misconduct. A verbal warning by a member of staff will be delivered in such instances. Repeated incidents of a minor nature will result in a formal warning by the course instructor/Quality Assurance manager and/or hostel manager and a note made on the weekly report. If a trainee receives three formal warnings they will go onto the seven-day assessment procedure [see below].

Serious or Persistent Misconduct

Incidents such as being out of bounds, insubordination, rudeness as well as serious displays of bad behaviour will result in an immediate formal warning. If a trainee receives three formal warnings they will go onto the seven-day assessment procedure [see below].

Very Serious Misconduct

Misconduct incidents classified as very serious will result in the trainee being asked to leave the training programme and be permanently excluded. Incidents detailed above such as those involving alcohol, drugs, illegal substances, sexual misconduct and horse welfare or other very serious incidents or wilful disregard for the rules will normally be classed under this heading. Behaviour which is considered disruptive, unacceptable and to the detriment of other trainees to the extent that continuing with the training programme at the BRS is regarded as impossible will result in the trainee being asked to leave.

SEVEN DAY ASSESSMENT

Where a trainee receives three formal warnings they will be placed onto a seven-day assessment. They will be placed on to this by a member of the Senior Management Team who will explain what is required to it and the implications of not doing so. Parent/guardian[s] will be notified if a trainee is placed on a seven-day assessment.

A seven-day assessment requires the trainee to do everything to standard and on time. They must demonstrate impeccable behaviour throughout the seven days. The purpose of the assessment is to provide the trainee with a final opportunity with persistent poor standards and/or behaviours to demonstrate that they do wish to remain on the training programme. Trainees will be monitored throughout the seven-day period. On the seventh day the trainee will be told whether or not they have achieved the required standards and/or behaviours. If the trainee passes they will continue on the course with a "clean slate". If the trainee does not pass they will be asked to leave. Parent/guardian[s] will be informed of the decision.

PERMANENT EXCLUSION

This policy outlines the BRS' approach to exclusions in line with statutory guidance. It aims to set forth rights and responsibilities around exclusion and the appeals procedure with clarity and brevity to ensure all exclusion proceedings at BRS are conducted in a fair and just manner, with appropriate notice to all, full participation of all parties within clear timelines to ensure a fair outcome. Permanent exclusion will only be used as a last resort or in serious breaches or rules.

Exclusions must be reported in the Chief Executive's brief at quarterly Trustee meetings. At exclusion parent/guardian[s] must be informed of their right to make representation of the Board of Trustees. Pupils over the age of 18 have to be informed and have the right to appeal on their own behalf. Pursuant to the Duty of Care placed on schools to ensure the welfare of pupils, parent/guardian[s] must be advised of an exclusion prior to the pupil being sent off-site. Satisfactory arrangements for the collection of the child must be made. The BRS maintains standard letters for notifying parents of exclusions and an explanatory note to accompany the letter setting forth their right of appeal.

BEHAVIOURS LEADING TO PERMANENT EXCLUSION

Alcohol and Drugs

Alcohol is not permitted on the premises. For the avoidance of doubt this means on the grounds, in the hostel, in individual bedrooms etc. This rule applies equally to those over 18 years of age. Any incidence involving alcohol will be subject to disciplinary procedure and the trainee should expect to be asked to leave.

Drugs and other illegal substances are not permitted on the premises. Any trainee found to be under the influence of non-prescribed drugs, legal highs or other illegal substances will be subject to disciplinary procedures and the trainee should expect to be asked to leave.

Sexual misconduct

The BRS ethos is one of respect. Trainees must be aware that sexual violence and sexual harassment is always wrong and will not be tolerated. Sexual harassment is unwanted conduct of a sexual nature that can occur in person and online. It is likely to violate a trainees' dignity and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. This can include:

- Sexual comments and remarks about appearance
- Sexual jokes or taunting
- Physical behaviour
- Online sexual harassment

Sexual harassment creates an atmosphere, that if not challenged can normalise inappropriate behaviours leading to an environment that may lead to sexual violence. Anyone found in breach of this rule should expect to be asked to leave.

Contravention of No Smoking rules above

Major breach of horse welfare

Some out of bounds areas (see those in Section 5 above)

Failure to pass a seven day assessment

Appeal Procedure

The parent or guardian has 7 days to appeal against permanent exclusion from the School. This should be done in writing to the Chief Executive.

Within a further 15 days the school will convene an exclusion panel. The exclusion panel shall have three members of the Board of Trustees, with a Chair

Parent/guardian[s] will be informed of the case for exclusion put forward by the school and have an opportunity to challenge it. All documents to be used in evidence should be distributed to all parties at least five working days before the appeals panel. If new material is introduced at the appeals panel, all parties must have time to consider it.

Both parties should be allowed to present their case without unreasonable interruption. Aggressive, repetitive or unnecessarily over long presentations hinder the effectiveness of the appeals process and the Chair will retain the discretion to curtail any such presentation. However, both parties should feel that they have had a full opportunity to present their case and have it duly considered. Following the panel meeting the Chair will write to the parent/guardian within 5 working days of the meeting clearly stating its decision. The exclusion panel's decision is binding and final. The exclusion panel may uphold exclusion or direct reinstatement. If it is the latter the school must inform the parent/guardian[s] of its plan for reinstatement and reintegration with timelines.

The full BRS Complaints Procedure can be found on the web site.