



BCIS Inclusion Policy

Steps to Inclusion procedure

Ensuring good attendance and behaviour is an essential part of supporting learners to progress and achieve. BCIS aims to strike a balance between rewards to encourage good behaviour, and sanctions to ensure that poor behaviour is challenged and that there are implications for learners who don't comply.

Please see below for procedures on how we work with learners who are non-compliant with classroom rules and regulations.

Disruption in classroom:

If a learner is being disruptive in the classroom and is not following rules / regulations or instructions, the following procedure must take place:

1. The learner will be sent out of the classroom (into corridor), and will be spoken to by support tutor / lead tutor to assess what the problem is. The learner must not be left on their own for more than 5 minutes. If the learner can be integrated back into class once a discussion has been had, this is to be the case. A general warning must be given to the learner, that if they do show the same behaviour again, they may be sent to the inclusion room, and may be moved up the disciplinary procedure. A strategy must be devised in order to help the learner complete the lesson, and not display the same behaviour.
2. If a learner is still not compliant once spoken to, and can not be integrated back into classroom, or does display more disruptive behaviour once back in the classroom, learner is to be sent back into corridor / wait outside of lesson, support tutor will contact course manager (CM) and explain the situation up to this point. Support tutor must make note of the incident in the BCIS Behaviour Log (Please note if CM / Head of school is not available, staff must contact SMT, SMT to follow this procedure).
3. The learner will then be escorted to the BCIS office to start inclusion. Support tutor **MUST** provide the learner with work. This can either be via email to the learner and CM, or paper-based worksheets. The learner must take work to the CM office (supervised by a Support tutor), knock on the door and wait.
4. CM will set up the learner in the BCIS office. Please note a learner must not stay in the inclusion room for more than 1 session. After this period CM will discuss the issue with the learner with the intent of re-integrating the learner back into class with new strategies. CM will decide if learners move up disciplinary procedure for their actions. CM will discuss disciplinary action with support tutor / lead tutor before making a decision if need be. If the BCIS office is not available, CM will contact SMT to make alternative arrangements.
5. If a learner is moved up the disciplinary procedure for their actions, they will be subject to lose 15 class dojo points (CM to take away points and inform staff).
6. Once integrated back into class, if the learner continues to be disruptive the support tutor is to contact the CM and the CM will make arrangements for the learner to be sent home. The learner may have to remain at reception until consent has been gained from guardians to send the learner home.

Phone use:

Mobile phones are banned from all BCIS / BCT sessions unless your tutor says they can be used for research or as part of your course. If someone close to the learner needs to contact them, they can contact the support tutor phone number **07578 590 327**, alternatively they can contact the training centre number which is **020 3873 5800**.





1. Upon entering the classroom, learners **MUST** turn phones to silent / turn off and put them into the phone sleeve located behind the tutors desk.
2. If a learner does not hand in their phone, the tutor will assume the learner does not have a phone.
3. If the phone comes out, learners will be asked to leave the room; support / lead tutor will speak to the learner at the most convenient time. The learner **MUST** hand in their phone at this stage, the learner will lose dojo points for not handing in the phone in the beginning.
4. If the learner does not hand in their phone at this point the CM **MUST** be notified and the learner will face further disciplinary action, which may result in advancement through disciplinary procedure including being sent home.
5. Support tutor **MUST** make note of the incident in the BCIS behaviour log.

Date Updated	To Review	Responsibility
July 2025	Jul 2027	JB