



## **Operational Guidance: Trust Directions (Interim)**

### **Purpose**

This interim guidance sets out how staff should implement Trust Directions as an operational measure while the 2026 Behaviour Policy is in draft form. It does not replace the current approved policy. Instead, it provides a consistent, Trust-aligned approach that sits within the Headteacher's delegated authority to determine day-to-day behaviour management measures.

This guidance is published in order to give parents, carers, staff and all other stakeholders further information into the application of delegated authority within Off-Site Direction protocols.

Trust Directions are a short, preventative intervention designed to reduce escalation to formal suspension while maintaining a pupil's access to full-time, supervised education. They provide structured reflection away from the home academy, reduce disruption to learning, and reinforce the seriousness of repeated or significant behaviour concerns.

### **When a Trust Direction may be used**

1. A Trust Direction may be considered where:
  - Behaviour patterns indicate a risk of escalation towards suspendable behaviour if not addressed promptly.
  - A preventative measure is required to interrupt negative patterns and reinforce expectations.
  - A short period away from the home academy would support continuity of education while reducing disruption to others.
  - This measure must remain proportionate, time-limited, and consistent with the existing Behaviour Policy.

2. Duration and nature of the placement
  - A Trust Direction involves placing the pupil at another RSAT academy for a short, time-sensitive period, not exceeding five school days.
  - The purpose is to provide space for reflection, reinforcement of standard expectations, continuity of learning, and reduced disruption to the home academy.
  - This is distinct from a formal Off-Site Direction, which may last up to six weeks.
3. Expectations during the placement
  - Pupils must attend the host academy in full Millbay Academy uniform.
  - Start and finish times will be agreed between academies and communicated to Parents/Carers.
  - Pupils must follow the Behaviour Policy of the host academy at all times.
  - Any significant breach may result in the placement being deemed unsuccessful and reviewed accordingly.
4. Attendance, safeguarding, and recording
  - The host academy will record daily attendance and maintain safeguarding oversight.
  - Attendance will be coded B (educated off-site).
  - Parents/Carers are responsible for ensuring safe and punctual travel to and from the host academy.
  - The home academy retains overall safeguarding responsibility and must ensure appropriate information-sharing prior to placement.

### **SEND considerations**

5. Reasonable adjustments must be made for pupils with SEND, including meet-and-greet arrangements, adapted curriculum materials, or additional support staff where required to meet statutory plans. The SENDCo should be consulted before confirming the placement for those with statutory plans.

### **If the Trust Direction is unsuccessful**

6. If the placement does not achieve its intended purpose, the home academy will review the incident(s), determine appropriate next steps, apply sanctions where

necessary, consider escalation to formal suspension, or explore alternative provision pathways if appropriate. All decisions must be recorded and communicated in line with existing behaviour procedures.

### **Reintegration following the placement**

7. On completion of the Trust Direction, the pupil will attend a reintegration meeting with Parents/Carers. The meeting will review expectations, reflect on learning completed, identify any ongoing support needs, and ensure a successful return to Millbay Academy. A brief reintegration plan should be recorded on the behaviour system.

### **8. Communication and documentation**

- Parents/Carers must receive clear written communication outlining the purpose, duration, and expectations of the Trust Direction.
- Staff must ensure all records (behaviour logs, safeguarding notes, attendance codes) are completed accurately.
- This guidance must be applied consistently across all relevant staff until the revised Behaviour Policy is formally ratified.