

BEHAVIOUR

POLICY AND PROCEDURES

Date Adopted:

September 2021

Prepared by:

Vice Principal

Approved by:

Local Governing Body

Next Review:

September 2022



1. Introduction

- 1.1 This policy takes into account the Governing Body's Behaviour Principles and information provided in:
- Ofsted Inspecting Equalities Briefing April 2014
 - Equality Act 2010
 - Education Act 2011
 - Education and Inspections Act 2006
 - "Guidance on the Use of Restrictive Physical Interventions for Staff Working with Children and Adults who Display Extreme Behaviour in Association with Learning Disability and / or Autistic Spectrum Disorders" 2002
 - "DOH & DFES Guidance for Restrictive Physical Interventions" July 2002
 - Use of Reasonable Force Guidance July 2013 (England)
 - Behaviour and Discipline in schools February 2014
 - Local authority policies

2. Rationale

- 2.1 At Sandringham Primary School we embrace the rights of all members within our community to learn and play in a safe, supportive and stimulating environment.
- 2.2 All members of our community are fully committed to work together to establish a positive school ethos and promote effective learning within an environment where all children and young people can stay safe, enjoy and achieve, be healthy, make a positive contribution and achieve future economic wellbeing.
- 2.3 We acknowledge that knowing and understanding children, their differences and similarities must remain at the heart of our behaviour practices.
- 2.4 All members of our community are supported to acknowledge and respect cultural, emotional, social and spiritual differences.
- 2.5 Children are treated sensitively within an atmosphere of mutual respect and tolerance.
- 2.6 All members of our community must always aim to be good role models. Throughout school life we are seeking to develop positive attitudes, raise the self-esteem of all children and establish school and education as being of value. It is hoped that this will be achieved through a range of class and school strategies that reward effort and achievement.
- 2.7 All members of staff accept their responsibility for establishing and teaching acceptable codes of behaviour and for the use of rewards and sanctions in line with policy.

3. Our Code of Conduct

We have 7 learning behaviours to empower pupils' learning, these are:

- resilience
- collaborator & participator
- thinking, creativity and motivation
- reflection

- inquisitive & investigation
- social responsibility
- well-being and mindful

In all year groups 'key assessment criteria' for each learning behaviour will support assessment, pupil ownership and reflection.

We have four school rules that summarise our expectations of adults and children:

- We give respect
- We show kindness
- We act with responsibility
- No matter what, we always try our best.

In the classroom we expect children will demonstrate these by:

- being polite and respectful to everyone, using their manners towards adults and children;
- getting on with their work responsibly and completing their work to the best of their ability;
- keeping all classrooms tidy;
- sharing and using materials sensibly returning them to the appropriate place;
- following the classroom rules;
- letting others get on with their learning;
- listening to and following instructions;
- raising hands to participate at appropriate times;
- helping and supporting your friend;
- not distracting others from their learning;
- being part of a team;
- being a role-model to other children;
- using silent signals to follow instructions.

In the corridors and shared areas we expect children will demonstrate these by:

- respecting other classes when moving to a different area in school;
- showing good manners around school and addressing each other politely on the corridors;
- walking sensibly on the left and quietly throughout school;
- holding doors open for adults, visitors and other children;
- keeping shared areas & corridors tidy.

In the playground we expect children will demonstrate these by:

- being kind and friendly;
- sharing;
- using appropriate language;
- keeping their hands and feet to themselves;
- playing sensibly and not putting others at risk by selfish actions;
- putting all equipment away carefully in the correct place;
- playing games sensibly without falling out;
- apologising when they need to;
- looking after property of the school and of other children;
- solving problems together;
- solving disagreements without losing their temper, going through questioning to help to find a solution without resorting to aggression/physical violence.

Procedure for lining up at the end of playtimes and lunchtime:

- Two whistles will be blown at the end of playtime and lunchtime breaks.
- On the first whistle everyone will stop and stand still.
- All games will be stopped and all equipment held.
- Staff will wait until all children are still before blowing the second whistle.
- On the second whistle all children will walk to their lines.

4. Responsibilities of Staff

- 4.1 All staff are expected to model our school ethos in their interactions with children and with other staff. We know that self-image is formed largely by how children feel they are perceived by adults and children with significance in their lives.
- 4.2 All staff, children and visitors are expected to treat each other with respect. By doing this a calm environment is created, a place where children can feel safe, learning takes place and good behaviour is promoted.
- 4.3 Staff should have high standards of expectations in terms of learning and behaviour.
- 4.4 All staff are responsible for ensuring the school's behaviour policy and procedures are fully implemented.
- 4.5 All school staff will ensure that they take responsibility for behaviour on the corridors.

5. Overview of Rewards and Consequences

- 5.1 We aim to develop an ethos where there is a healthy balance between rewards and logical consequences with both being clearly understood by all children and staff. Children should learn to expect fair and consistent consequences for inappropriate behaviours. Logical consequences are designed to teach children more appropriate behaviours.
- 5.2 At the beginning of each year staff discuss expectations, reward systems and rules with children. The emphasis of this policy is on positive praise and reward, which should be given wherever possible for both learning and behaviour.
- 5.3 All systems may be varied as part of a behaviour plan or a child's special educational needs to take into account individual circumstances.
- 5.4 A summary of our rewards and consequences is appended to this policy. This will be shared on our website and displayed around school.

Rewards

- 5.5 In school every class will use 'Class Dojo' to display the behaviours demonstrated by the pupils. If children demonstrate excellent learning, follow school rules or use manners well, they will be verbally praised and given a dojo. If they follow a rule well again (in the same day) they will be given another dojo. 'Class Dojo' will keep a record of the behaviour points received. Certificates will be awarded to celebrate the amount of dojos given.

- 5.6 All members of staff will recognise and celebrate appropriate behaviour at all times around the school through informal praise.
- 5.7 Incidental feedback will be shared with parents/carers to celebrate the child's achievements either in person/telephone/email.
- 5.8 Celebration assembly is held each week and pupils are chosen to show off excellent learning or celebrate excellent learning behaviours. These pupils are awarded a Proud Award.

School Trips and Events

- 5.9 With the exception of Year 6 Booster Trips, off-site visits are not classed as privileges. However, if a child repeatedly chooses not to follow school rules and their behaviour will present an unacceptable risk to themselves or others, we may not always be able to allow them to take part in a visit. This decision will be made by the Principal or a Senior Member of staff. We will always discuss such circumstances with parents/carers well in advance of the visit.

Consequences

- 5.10 The procedures outlined in the following section are to help deal effectively with inappropriate behaviour. All staff are responsible for maintaining the high standards of behaviour in school. If a child exhibits inappropriate behaviour, staff should initially ask a child what has happened. It may be necessary to employ a number of sanctions to maintain positive pupil-staff relationships, and to ensure a safe and positive learning environment. As with matters relating to reward, consistency is vital and should be appropriate to each individual situation.

In School Support

- 5.11 We use a range of support mechanisms for pupils.
- 5.12 Restorative Practice Questioning Technique – at all stages we encourage children to talk through an issue that has caused conflict leading to children with support developing possible solutions and strategies.
- What has happened?
 - Who has been affected?
 - How can we help everyone involved to come to a solution?
 - How can everyone do things differently in the future?
- 5.13 Where appropriate, we use Thrive as a strategy to support pupils whose behaviour is the result of underlying issues.

Class based consequences

- 5.14 If appropriate behaviour is not displayed by children, they will receive a verbal warning.
- 5.15 If behaviour persists the child will be given a red dojo. A record of this will be logged on 'Class Dojo.'
- 5.16 The child will be given a consequence of missing their playtime, or part of their playtime (depending on the age of the child). The reason for this will be clearly explained to the pupil.

- 5.17 Red dojos will be shared with parents/carers in a discrete manner e.g. phone call/email/chat at the end of the school day away from other parents/carers.
- 5.18 Behaviour that is significantly unacceptable may warrant a bypass of verbal warning and immediate red dojo or immediate reflection time with the Phase Leader.

School based consequences

- 5.19 If a child still continues to display inappropriate behaviour and receives 3 dojos in one week, then they will have a detention with their Phase Leader during their break time. During this time, depending on the appropriateness for the pupil, they will carry out a verbal discussion, reflecting on their behaviour with the Phase Leader. The Inclusion team will make a call home to inform the parents of their child's actions and discuss an appropriate monitoring system depending on the age of the child e.g. report card/reward chart/communication book home with parents/carers.
- 5.20 If inappropriate behaviour still does not improve or is significantly unacceptable, a meeting with the Inclusion Lead, class teacher and parents will be held, behaviour will then be monitored and a personal behaviour plan will be put in place.
- 5.21 If the behaviour plan is unsuccessful, pupils' will be referred to the outreach behaviour support service for support.
- 5.22 Unacceptable behaviour includes:
- disobedience
 - biting, spitting, hitting and kicking
 - foul language and swearing
 - making unkind remarks or Racist/Homophobic comments
 - damaging property
 - answering back, rudeness or aggression to adults
 - stealing
 - truancy
 - forming gangs and bullying
 - walking away from members of staff
 - being rude to members of staff.
- 5.23 Where necessary restraint may be used in line with the section below on the use of reasonable force, but will not be used as a sanction.
- 5.24 If the behaviours are severe or repeated, this would lead to an 'internal exclusion' from class to a safer and supportive area in school or to exclusion, in order to reduce any health and safety risks and also to avoid disrupting the learning of other pupils.

6. Exclusion

- 6.1 Exclusion will only be used as a last resort but may be used if a pupil's behaviour is severe or repeated.

Fixed Term Exclusion (for 1-15 days)

- 6.2 Only the Principal (or the acting Principal) has the power to exclude a child from the academy. The Principal may exclude a child for one or more fixed periods, for up to 45 days in any one school year. The Principal may also exclude a child permanently.

Permanent exclusion

- 6.3 Permanent exclusion will only happen:
- in response to a serious one-off breach or persistent breaches of the school's behaviour policy, and
 - where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.
- 6.4 In practice this means that there are two likely scenarios for a permanent exclusion
- a child has had a history of persistent disruptive behaviour and the school feels it cannot do anymore;
 - a child has committed a single serious one-off offence, even if they have never been in trouble before.
- 6.5 Parents/carers may make representations to the governing body who must meet to consider the principal's decision to exclude. Parents may make representations to the governing body at the review meeting, and ask them to reinstate their child. The governing body has the power to reinstate a child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion in which case parents may request that the decision be reviewed by an Independent Review Panel.

7. Managed Moves

- 7.1 If a child is not able to accept the support given consistently then it may be more appropriate to hold an emergency review meeting or professionals' meeting to request a change of school/placement.
- 7.2 It may be necessary to involve other agencies and the Local Authority.

8. Use of reasonable force

Physical contact with pupils

- 8.1 The Governing Body recognises that it is not illegal for staff to touch a pupil. There are occasions when physical contact with a pupil is proper and necessary. Examples of where touching a pupil might be proper or necessary include:
- holding the hand of the child at the front/back of the line when going to assembly or when walking together around the school;
 - when comforting a distressed pupil;
 - when a pupil is being congratulated or praised;
 - demonstrating how to use a musical instrument;
 - demonstrating exercises or techniques during PE lessons or sports coaching;
 - giving first aid; and

- use of reasonable force, to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.

Reasonable Force

- 8.2 The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.
- 8.3 Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury. 'Reasonable in the circumstances' means using no more force than is needed. When using physical contact with a child, verbalise your actions before making contact when possible.
- 8.4 Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.
- 8.5 Restraint means to hold back a pupil physically. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention. School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.
- 8.6 All members of school staff have a legal power to use reasonable force. This power applies to any member of staff at the school. It can also apply to people whom the Principal has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on a school organised visit.
- 8.7 The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances. The following list provides some examples of situations where reasonable force can be used:
- to remove disruptive children from the classroom where they have refused to follow an instruction to do so;
 - to prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
 - to prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
 - to prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground;
 - to restrain a pupil at risk of harming themselves through physical outbursts.
- 8.8 All staff will receive generic training on the use of reasonable force. Where a risk assessment has been carried out that identifies a pupil may need regular restraint, identified staff will receive specific additional training sharing the positive handling plan.
- 8.9 All incidents of restraint should be logged by completing a restraint incident form.
- 8.10 Force may not be used as a punishment as this is unlawful.
- 8.11 In addition to the general power to use reasonable force described above, the principal and authorised staff can use such force as is reasonable given the circumstances to conduct a search for the following "prohibited items":
- knives and weapons
 - alcohol
 - illegal drugs
 - stolen items

- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

8.12 Force cannot be used to search for items banned under the school rules.

8.13 Pupils with Special Educational Needs have the right to be treated no less favourably than their peers, and staff have a legal duty to make reasonable adjustments to ensure they are.

Monitoring Incidents / Reviewing Procedures

8.14 The Inclusion Leader will monitor and evaluate all entries relating to the use of reasonable force, along with the need for/impact of any training.

8.15 Records will be made available during Ofsted inspections and to the Local Authority upon request.

8.16 Incidents of restrictive physical intervention will be monitored termly by the Governing Body.

9. Parental Involvement

When and how do we involve parents?

9.1 The school will share its expected standards of behaviour which both the children and their parents. This will ensure that everyone in school is working towards the same standards and fully understands them.

9.2 Parents/carers will be contacted following a child receiving a red card and share the reason for this.

9.3 We will include the number of behaviour points as well as number of amber, yellow and red lights, as part of our termly reports to parents.

Home / School Agreement

9.4 The school's behaviour policy will be supported by a Home /School Agreement. All parents will be encouraged to sign the agreement when the pupil joins the school. This will be retained on file.

10. Working with Other agencies

10.1 As part of the school's inclusive ethos we will make every attempt to work with other agencies to safeguard the welfare of a child from an early stage and ensure that a child receives as much support as possible. The school believes that often behaviour results from social and emotional issues and therefore other agencies are needed to stop the escalation of these issues. Full use will be made of such agencies as Educational Welfare, Social Services, Health Services, CAMHS, Family Support Worker (Children's Centre) and the Educational Psychological Service when appropriate.

Police

- 10.2 Value is placed on a good relationship with the Police and good liaison is encouraged. The community police support officers regularly come into school and attend meetings where they can support the outside issues affecting a child's behaviour.

11. Sharing of Information

- 11.1 The school will keep up to date records of a child and share information in accordance with its safeguarding policies and information sharing guidance. All conversations regarding a child with a multi-agency team will be recorded on CPOMS.

12. Care of school premises and sites:

- 12.1 Everyone in the school is responsible for the care of the school premises. Children and staff are encouraged to feel a sense of ownership for the school and its environment.
- 12.2 To achieve this:
- Staff will display children's work to a high standard.
 - The building will be kept clean and tidy.
 - The grounds will be kept clear of litter.
 - The plants will be well maintained.

13. Equal Opportunities & Disability Discrimination

- 13.1 All children will be treated equally and fairly within the school and in accordance with the Equality Act 2010.
- 13.2 The school endeavours to make reasonable adjustments in relation to children's needs to ensure that all children are treated fairly in line with this policy – this may include improving physical environment or improving the accessibility of information to disabled pupils and their parents/carers.
- 13.3 Staff ensure children know all issues of discrimination and prejudice including the use of derogatory language will be addressed by staff.

14. Monitoring of Behaviour in school

- 14.1 Behaviour is monitored by teachers, phase leaders and the pastoral team on a day-to-day basis, so that trends of behaviour are noticed and supported straight away.
- 14.2 Behaviour is also monitored on a weekly basis by the Inclusion Leader and this will be reported back to governors termly.

- 14.3 Analysis of behaviour data will look at groups, e.g. class, gender, disability and ethnicity, to identify any trends or patterns.
- 14.4 Any incident which raises a concern about harassment, oppressive behaviour, acts of discrimination, etc, will be followed up by the Senior Leadership Team and logged on the school's system.

15. Policy Review

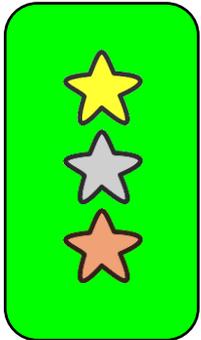
- 15.1 The Principal is responsible for ensuring that this policy is implemented and that it is reviewed at least annually.

Appendix 1: Rewards & Consequences

Rewards & Consequences



Proud Award



Dojo Certificates



Class Dojo & Praise



Verbal Warning



Time out / miss playtime



Detention with a Phase Leader



Internal Exclusion

Internal Exclusion with Principal or Vice/Assistant Principal

Fixed-Term Exclusion

Permanent Exclusion

