



# Serenity School

---

## Behaviour for Learning Policy

Document Status	
Author	Director of Education
Date of origin	March 2018
Version	1
Review requirements	Annual
Date of next review	March 2019
Policy holder	Head of School
Approval Body	Board of Governors
Publication	Website, Staff Handbook

## Behaviour Policy

Serenity school is for pupils with a range of Special Educational Needs; it is, therefore, a school environment and its most important role is to offer the best education possible to the pupils who attend. Good order, structure, routine and discipline are essential elements in effective teaching and guiding learning.

**It is clearly of the utmost importance that every lesson taught has been well planned, properly resourced and differentiated so that every pupil is able to achieve the learning objective. Such lessons are much more likely to engage pupils and minimise the risk of inappropriate behaviour.**

It is also important to maintain a positive behaviour plan in the classroom and all department staff will contribute to an active plan that is discussed on a weekly basis as best practice. It is clearly preferred to reinforce desired behaviour rather than to punish and sanction pupils whose behaviour is less than acceptable.

Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006).

A clear school behaviour policy, consistently and fairly applied, underpins effective education. School staff, pupils and parents should all be clear of the high standards of behaviour expected of all pupils at all times.

As a school we encourage positive behaviour through the promotion of high expectations, clear understanding of policy and an ethos which fosters discipline and mutual respect between pupils, and between staff and pupils. It is intended that we offer all pupils the very best standards of teaching so that the foundation for pupil engagement is strong and supports good relationships and high self-esteem.

Rules that are enforced by staff that pupils value are much more likely to be followed. It is important, therefore, to develop good quality relationships with pupils. This is achieved through effective teaching, therapeutic and counselling support, taking opportunities to talk with pupils outside of lessons and in wider extra-curricular activities. School rules are the scaffolding that supports learning, and they must be reinforced and maintained by every member of staff.

Our School has in place a range of rewards based on choice to reinforce positive behaviour, and clear consequences for those who choose not to comply with the school's behaviour for learning policy. These are proportionate and fair responses.

The following also support positive behaviour management: (See rewards ladder Appendix 1)

- 1) A consistent approach to behaviour management;
- 2) Classroom management delivered by teacher and progress partner working together;
- 3) Behaviour strategies and the teaching of positive behaviour and role modelling expectations;
- 4) Staff development and support;
- 5) Pupil support systems;

- 6) Liaison with parents and other agencies;
- 7) Managing pupil transition, and
- 8) Organisation and facilities.

### **Use of safe spaces/ calm rooms& areas**

Within the school there are a number of smaller spaces to help children to manage their own behavior when distressed or challenged. At our School we call them a safe space/time out or calm rooms (dependent upon where they are in the building).

These spaces have a multipurpose role – dependent upon the need at the time of the incident

### **The Purpose of the Safe Space/Time Out/Chill Out rooms**

To enable children who are distressed, angry, and violent or in an agitated state to spend an appropriate period of time, in privacy, in a safe place, in order to regain composure.

For some pupils, their individual behavior plans include, as part of a managed strategy access to these areas, to support them. They are used for the minimum amount of time required.

Alternatively this space can be sometimes be used for pupils who require a more staff directed time “Time Out” – in some cases to avoid or limit the use of restrictive physical intervention (PRICE).

### **Time Out/Isolation**

In the most recent DfE “Behaviour and discipline in schools – advice for Head of Schools and school staff” document states in paragraph 42 that a school “can use a separate room when it is in the best interests of the child and other pupils. Any use of isolation that prevents a child from leaving a room of their own free will should only be considered in exceptional circumstances and if it reduces the risk presented by the child to themselves and others.”

We define exceptional circumstances as being when it would be more physically distressing for the child to be restrained; that a restraint may potentially last for a significant period of time, which in our opinion is not healthy for child or adults; that the child is using force directed at other pupils and staff, and needs to be prevented from harming themselves; other people or the property.

It would be at this point that support staff would be activated/called upon to ensure that the pupil could be prevented from leaving the room.

### **Description of spaces**

All rooms/areas have a view panel and in some cases a high level viewing mirror in order to ensure children can be seen at all times./area

Rooms/spaces are not key locked, on some doors there is a night security key lock, which can only be secured by the master key. Master keys are not issued to staff. They are held by the Head of School and site facilities manager.

During the daytime the school fob system is available to activate all the doors for safeguarding all persons within the school.

The calm room AKA 'Can Do Room' is a large room and staff are required to be physically present in the room with the child.

### **General Practice of usage**

Children, who need peace and quiet or space on their own, for whatever reason, can take themselves to the room, with permission or guidance from staff.

Children are encouraged, as part of their social skill development to ask or to signal they need to go to the safe space.

Some children, as part of their positive handling plan have this area as an identified safe place.

Children may be escorted, using PRICE techniques (single/double elbow) to the safe space Time out room and placed in this safe space. A level 3R incident form will always be completed in this case

The child will never be left unattended and should be observed from within the room.

If the door is open – staff can sit by the child or just outside the door

Once in or at the room the child will be given every opportunity to settle and regain emotional stability. The adult will only begin dialogue with the child and attempt to resolve the situation, at an appropriate time. Staff are instructed NEVER to take eyes off the child/young person. Signs on the doors serve as a reminder to this.

The child will be encouraged, if appropriate to talk through the antecedent behaviour that led to the situation. In most cases it would be hoped that the child would be able to return to class once any reparation has been made.

Ask the child/young person, would they like the door to be open or closed; ask if they would like you to be sitting with them in the calm area; ask if they would like to sit outside the room for a short while, whilst calming. Whatever you do – give them options.

Children will only remain in this safe space, for the **shortest possible time**, and may move to another area for further discussion and independent work – if appropriate.

If a child is extremely distressed and violent/challenging, a senior member of staff, or the pupil support manager should always be alerted, in order to support the lead member of staff.

A record will and is always kept of time spent in the room. The calm room /safe space book is located outside of each of the doors. The information is transferred electronically onto our behaviour watch system, to ensure analysis and a permanent record. The frequency of its use will be monitored by the lead teacher responsible for B4L and by the head of school

Parents are informed via their home school book, telephone call or by letter that their child has been distressed and the action taken by the school.

Opportunities for staff to debrief, particularly if the situation has been physically challenging will be made.

### **The identified areas are used to:**

- Ensure the health and safety of pupils at all times being aware of any requirements in relation to safeguarding and pupil welfare
- Ensure that a pupil is kept in a safe space/time out room for the minimum amount of time necessary to calm them down or settle them so that they can return to lessons.
- All use of safe spaces and time out rooms are recorded immediately with the information transferred as soon as possible onto the Behavior Watch recording system.

When poor behaviour is identified, sanctions or consequences should be implemented consistently and fairly in line with the behaviour for learning policy. Sanctions available include: (See Consequences Ladder)

- a verbal reprimand;
- extra work or repeating unsatisfactory work until it meets the required standard;
- loss of privileges;
- Loss of Golden Time and placed in Catch up.
- additional after school detention for repeated behaviour or failure to complete satisfactory Catch Up on any given day
- 1 or 2 hour detention for further escalated behaviours including failure to meet standards in classroom, Catch Up or failure to attend one hour detention
- school based community service or imposition of a relevant task eg helping clear up the dining hall after meal times; or removing graffiti;
- in more extreme cases the school may use inclusion, fixed term or instruct change of school placement through the Local Authority.

### **Confiscation of inappropriate items**

What the law allows:

There are two sets of legal provisions which enable school staff to confiscate items from pupils:

- 1) The general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully.
- 2) Power to search without consent for "prohibited items" including:
  - knives and weapons
  - alcohol
  - illegal drugs
  - Substances described as "legal highs".
  - stolen items
  - tobacco and cigarette papers
  - fireworks
  - pornographic images

Pupils are not permitted the use of mobile phones during the school day. They are required to hand these in on arrival at school. Pupils who refuse to hand in their phone will not be permitted entry to the school on safeguarding grounds.

### **Positive Action Scheme – Rewards and Consequences Ladder**

This Positive Action Scheme is a part of THSG's overall behaviour policy. The Scheme spells out the actions that staff should take when dealing with incidents of unacceptable and challenging behaviour as well as meriting and encouraging the use of acceptable and appropriate behaviours. The plan is produced in the context of a school that is a) teaching high quality and engaging lessons b) understands the nature of each pupil's academic and emotional needs. It is intended that pupils gain more rewards than consequences, and therefore learn consistent positive behaviours to support behavioural change. The system we use is Class DoJo that offers an interface in classrooms with instant motivation for pupils to remain positive and focused.

The reward and consequences system is explained below.

#### **Behaviour Code**

The School's 5 Principles of Positive Behaviour are displayed throughout the school and in classrooms. These are:

**We Take Care of Ourselves**

**We Take Care of Each Other**

**We Take Care of Our Learning**

**We Take Care of Our School, Our Community and Our World**

**We Take Care for Our Future**

The 5 principles are sufficiently broad to encompass all other pragmatic "bi-laws" of a successfully functioning school.

Rules can be reinforced and pupils reminded using one of the 5 Principles e.g. "No running in the corridors" can fit under "We Take Care of Others" or "We Take Care of Our School".

Pupils are rewarded for good behaviour through praise that reinforces acceptable behaviours. In particular desirable learning behaviours are especially reinforced thus pupils are rewarded for effort and perseverance in addition to successful outcomes.

#### **Whole School Rewards System**

**It is essential that all staff use rewards as often and as extensively as possible. Rewards must be far more frequent than Consequences.**

- Rewards help to build a confident, positive 'can-do' ethos and will bring clear benefits to your interactions and success with pupils inside and outside the classroom.
- They help to celebrate and validate achievement, service and effort.
- All pupils will start with 1000 points in September. Points are added when rewards are given and taken away when consequences are given. If a pupil keeps above 1000 they remain eligible for school trips.
- They are an important motivator and are a way of recognising the majority of pupil's successes.
- When staff issue a reward they are responsible for logging this on the system and using the App on your department iPad to instantly record is best practice.

- Rewards must be given to any pupils with around the school not just those you teach who merit praise.
- All Form Tutors will log R3 rewards for those pupils who do meet their 'Passport for Learning', PAP personal targets each week as to encourage positive behaviours and mind-set.

Positive Points Value	Type of Behaviour	Can be given by	Examples
5	Positive	Any member of staff (teaching and support)	Every day low level introductory motivational rewards. (5 Lesson objectives per lesson)
10	Good	Any member of staff (teaching and support)	Academic: good work in a lesson, pleasing homework, test result, positive contribution and participation, display work Sports: one-off success, good effort Service: helpful, community spirit, kindness
15	Very Good	Any member of staff (teaching and support)	As above but amplified e.g. good longer piece of work, assessment, sustained effort or improvement over a few lessons
<b>All staff can recommend R4+5's but Only Middle Leaders/SLT can issue R4+5</b>			
50	Excellent	SLT/ML/ Ext providers	'Pupil of the month' type award HOS/ Tutors should regularly solicit nominees for R4s Could also be for attendance, sustained hard work, effort, exemplary behaviour Participation in a school: e.g. assembly, match Contribution to sport, success out of school, charity work
100	Outstanding	SLT	Exceptional performance in a subject or activity in school or out of school. Significant dedication, after-hours, over and above the norm Exceptional sporting achievement: Grade in music / black belts etc Bravery, courage, overcoming adversity Parents should support this – encourage them to write in to recommend an R4 Tutor to monitor and pass recommendations to SLT

- The Behaviour Support Manager will regularly contact all parents of pupils who receive R3 and above to congratulate them and send a letter of commendation home as well.
- This will run in parallel to the Behaviour for Learning Consequence Ladder Scheme as the Behaviour Support Manager will also communicate C3-5 offences via telephone and letter.
- We believe in rewarding pupils extensively for their effort, hard work and contribution to school life.
- To help them celebrate their success and effort we have many activities/ rewards organised throughout the school year to keep the motivation of all pupils as high as possible.
- Regular celebration of attendance, punctuality, effort in lessons and beyond the classroom form part of our weekly Rewards Assembly. In each Rewards Assembly held on Friday the individual and form group with the best performance for the week based on effort will be celebrated.

### **Celebration Assemblies**

At the end of each half term we celebrate the success of many pupils who have outstanding attendance and those who win pupils of the week/month for hard work and dedication and/or contribution to school life.

### **Rewards Trips for:**

- Agreed level of achievement each half term
- 90% or better attendance
- Pupils on or above 1000 points on the league table

\*Those pupils with any C4's or C5's will NOT be eligible.

- **Annual Awards Evening**

We will hold an annual awards evening at the beginning of the year to celebrate the previous years achievement of many individuals who won prizes for hard work and effort in all subject areas, outstanding attendance and contribution to school life, as well as making important personal gains in social and emotional aspects of their own development.

- **Transition Prizes**

We offer a variety of motivation prizes to help motivate learners to seek Vocational Excellence, ranging from a pre-approved Apprenticeship Pathways through to industry specific items such as construction tools, motor equipment etc.

## **Behaviour Management and Support Strategies**

For many of our pupils, challenging behaviour is usually communication borne out of responses to situations and demands. This may be the only way our pupils have of gaining attention, expressing feelings, expressing needs or refusing to engage. Be mindful of this when considering an appropriate mode of action or response to behaviour.

## **Analysing Behaviour**

The Intervention stage of managing behaviour requires staff to use their own professional judgement to analyse behaviour or incident that has occurred. Due to the broad range of disabilities and general social understanding that our students have, an individualised approach to managing behaviour must be implemented.

Therefore, in order to respond to a behaviour or incident appropriately, it is vital that staff analyse each situation accordingly to determine the most appropriate form of intervention. Analysis of these behaviours and incidents can be done by using a STAR (Settings, Triggers, Actions, Results) approach and taking into consideration each student’s individual needs and difficulties as described within their Individual Behaviour Management Plan (IBMP)

**The STAR Approach:** *Analyse these aspects of the behaviour or incident*

Settings	<i>Environmental</i>	<i>Personal</i>
	<ul style="list-style-type: none"> <li>• The physical aspects</li> <li>• The social interactions</li> <li>• The activity being undertaken</li> </ul>	<ul style="list-style-type: none"> <li>• The pupil’s well being</li> <li>• The pupil’s psychological state</li> <li>• The pupil’s thoughts and moods</li> </ul>

**Life Coaching Programme** –This profile enables an analysis of behaviour and a programme to be developed with and for the individual child (Used for pupils demonstrating significant behavioral issues). In close partnership with staff, parents and carers, a programme is devised by the Pupil Support Manager and therapist to help address challenging behaviours.

**RECORDING and REPORTING INCIDENTS**

The school records all behavior incidents on behavior watch, using a series of proformas.

Proformas for all serious incidents are signed by the staff and hard copies of incidents filed.

It is school policy that All incidents must be recorded electronically before staff leave site and handed to the B4L manager, in the event that this cannot be completed this needs to be authorised by an SLT manager before the member of staff leaves the site, to ensure a member of the senior leadership team is aware of the incident.

Department managers are responsible for following through the incidents, recording any discussions with parents and informing the Head of School of any serious incident.

Profomas of documentation are kept in a department folder and any electronic copies placed in the individual pupils folder on the U drive.

The Pupil Support Manager records all incidents on the pupil database, Behaviour Watch, which is analysed at least on a termly basis and in more regular or serious incidents, immediately.

Where a pupil is causing concern, in relation to their behaviour, the analysis of the incidents impacts on the next actions, which may include:

Meeting with staff and /or parents to discuss concerns and developing an action plan, with timed review

Review of IBMPs and current practice Identify any training needs

Multi agency meetings

Involvement of EP or other specialist team i.e AFAT

Referral to Doctor or other specialist service i.e CAMHS or CTPLD

## 2.4

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear.

All pupils in the school have an individual behaviour management plan, which is developed with class teacher, support assistants and parents or carers. The behaviour management plan is reviewed after any serious incident and on an annual basis as a minimum expectation. The IBMPs can be found in the PIFs and on the G drive in the individual pupils files.

## 2.5

All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfEE Circular 10/98, relating to section 550A of the Education Act 1996: *The Use of Force to Control or Restrain Pupils*. Teachers in our school do not hit, push or slap children. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children. The school has adopted the Team Teach approach to the physical management of pupils. There is a clear protocol and expectations relating to the recording of any form of physical management.

### **PRICE Principles and Techniques**

PRICE training leads the way in ensuring organisations and individuals have the skills needed to keep themselves and those in their care safe. PRICE is accredited by the British Institute of Learning Disabilities and we believe it offers the best knowledge, understanding and skills for staff to be confident in recognising when behaviour is likely to escalate so that the risk of harm or injury can be minimised through deescalation strategies and preventative tools.

This positive behaviour support training is designed to help staff manage physically challenging behaviour in the least restrictive way, focusing heavily on deescalation and diversion techniques and approach ensures staff fully acknowledge the rights of the students and consider physical restraint only as a last resort.

(See website if this is no good: <http://www.pricetraining.co.uk/about-us/> )

It is important to remember that in line with our expectations most pupils behave well most of the time. However, in some extreme cases, physical intervention may be needed and this must be done in controlled and expert ways using Team Teach principles.

Behaviours that may be observed at THSG School have been divided into 3 categories with level 1 being minor behaviours and level 2 more severe challenges and level 3 R if a restraint (restrictive physical intervention) is involved.

The table below provides some examples of the different levels of behaviours that may be observed. Please remember that this is not a complete list and that there will obviously be 'grey' areas where a behaviour cannot be clearly defined at a particular level.

Level 1	Level 2	Level 3
Not on task	Refusal to work / accept help from staff	Continuous Violent behaviour towards staff or students.
Disrupting others	Destruction of their own or other pupils' work	Repeated incidents of bullying and intimidation.
Not listening / asking questions constantly	Spitting	Racial, sexual orientation or disability abuse or harassment.
Unsafe movement around the classroom or school	Minor vandalism	Damage to property or building.
Minor bad language	Continuous targeting an individual for bullying	Stealing
Name calling / verbal bullying	Refusal to follow instructions	Demanding money.
Asking for a preferred activity constantly/ work avoidance	Abusive and threatening behaviour	Sexual intimidation of others
Laying on the floor/being oppositional	Self injury	
Leaving the classroom and wandering the school	Persistent level 1 behaviour	

Level 1 : Low level misbehaviour that can be effectively managed by teachers and support staff

Level 2 : More serious behaviour that may not be so easily managed and may need the implementation of support plan and/or advice from the Pupils Support Manager or specific advice for pupils with ADHD/ASC from the Deputy Head of School or the other specialist staff.

Level 3 : Very serious misbehavior that is not easily managed will be referred to the Senior Leadership Team/ LA external agencies – Therapeutic Team lead by John McLean ( Director & Lead Clinical Psychologist)

Where pupils require a physical management programme, due to their special needs, the school will agree with parents or carers the appropriate form of recording and monitoring behaviours. This is called a behaviour

management plan, which complements and supports the individual education plan. The plan is reviewed as appropriate and discussed with parents.

In the interests of health and safety it may be necessary for a small number of pupils to wear wrist straps or handling belts to enable them to take part in activities both on and off site. We respect parental wishes regarding this, as it is considered a form of restraint. Should a parent decline or oppose the use of a wrist strap or similar, the school will undertake a further health and safety risk assessment to decide whether a child can take part in off site activities.

### 3.0 Understanding the behavior of Pupils with an Autistic Spectrum Condition

A significant number of our pupils have an ASD and therefore, due to the very specific needs of young people with Autism the following guidance needs to be adhered to

#### **Guidance for pupils with Autism Spectrum Conditions**

For students with ASC and associated pervasive developmental disorders it is important to allow sufficient time for thinking and responding; failure to do so can result in a sense of failure and extreme frustration. It is also necessary to structure and 'break up' a lesson (eg insert a relaxation/choice activity) of an hour's duration in order to provide the extrinsic motivation that students with ASC require. Students with ASC have low intrinsic motivation and rely heavily on extrinsic motivation and rewards to help them complete their work. Some students may respond well to receiving point systems, however for many, immediate or 'tangible' rewards are appropriate. It is important to ensure that students know exactly how much work is expected of them: this may be in terms of quantity (in trays or itemised) or a stimulated duration of time, measured by a timer or denoted on the clock. It is also important to clearly explain the context of the teaching or instructions, asking students to repeat back what they understand before proceeding.

A significant number of our pupils have an ADHD and therefore, due to the very specific needs of young people with Autism the following guidance needs to be adhered to

#### **Guidance for pupils with ADHD**

Schools require students to; sit still, listen quietly, pay attention, follow instructions, and concentrate. Children with ADHD or ADD struggle to do this because of the way their minds work. ADHD symptoms include; inattention, hyperactivity, and impulsivity. Students often demand attention in ways that's disrupts the learning process. Successful teaching programs accommodate 3 key areas: Accommodations: what you can do to make learning easier for students with ADHD. Instruction: the methods you use in teaching. Intervention: How you head off behaviors that disrupt concentration or distract other students.

In situations where members of staff need to intervene to manage the behaviour of a pupil with ASD and ADHD, the principles outlined in the PRICE approach should be adhered to. In addition, the staff should bear in mind the following:

#### **1. Communication**

It is most likely that the behaviour is not confrontational but occurs as a result of not understanding the situation. Be aware that we may be inadvertently threatening the pupil's structure / security.

- Use a calm voice and use minimal language when dealing with the situation; allow time for the language to be processed and understood before repeating instructions.
- Use the same key words in each repetition and always redirect to an appropriate activity area.

- Ask yourself the following :

Was my communication clear (to the student)

Was my communication at a level and using means that a student could understand?

Did I have the student's attention?

Did I allow enough time to process the communication? Is the student able to communicate to me what they want/need?

## **2. Flexibility of Thought and imagination**

In order to feel sufficiently calm to learn, students with an ASC/ADHD need a sense of safety and predictability, order and routine.

Ask yourself the following:

- Has the environment changed without sufficient warning or preparation?
- Have too many new factors been introduced at once?
- Has an established ritual been interrupted unintentionally?
- Has a school routine been changed or dropped too early?

## **3. Social Understanding**

Recognising their own feelings and motives of others as well as having an innate ability to empathise with others will be a challenge for our ADHD/ASD students.

Ask yourself the following:

- Did I expect the student to infer what was required of them?
- Did I expect the student to show empathy at a level beyond their ability?
- Did I expect the student to act on social rules that had not yet been taught?
- Did I expect the student to read facial expressions/body language without additional support?

## **4 The role of the Teacher**

**4.1** It is the responsibility of the class teacher to ensure that the school rules are enforced in their class, and that their class behaves in a responsible manner during lesson time. However, we acknowledge that ALL adults within the school are responsible for the management of pupil behaviour and the consistent implementation of this policy.

**4.2** All adults in our school have high expectations of the children in terms of behaviour, and they strive to ensure that all children work to the best of their ability.

**4.3** All adults are expected to treat each child fairly and enforce the classroom code consistently. The teacher treats all children in their class with respect and understanding.

- 4.4** If a child displays worrying or regular challenging behaviours repeatedly, the class teacher keeps a record of all such incidents using the school proformas which are stored by the department manager on a daily/weekly basis, In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehavior continues, the class teacher seeks help and advice from the Pupil Support Co-Ordinate and/or the Deputy Head of School – Lead B4L.
- 4.5** The department manager liaises with external agencies, as necessary, to support and guide the progress of each child. The class teacher may in agreement with the department manager for example, discuss the needs of a child with the education social worker; social workers; AFAT or external behaviour support services employed by the school
- 4.6** The class teacher reports to parents about the progress of each child in their class, in line with school policy. The department manager or Pupil Support Manager may also contact a parent if there are concerns about the behaviour or welfare of a child. The school records both behaviour concerns and welfare concerns about individual children.

## **5 The role of the Headteacher**

- 5.1** It is the responsibility of the Head of School, to implement the school behaviour policy consistently throughout the school, and to report to the Governors, when requested, on the effectiveness of the policy.
- 5.2** The Head of School supports the staff by implementing the policy, by setting the standards of behaviour
- 5.3** The Head of School keeps records of all reported serious incidents related to behaviour.
- 5.4** The Head of School has the responsibility for giving fixed-term exclusions to individual children for serious acts of challenging behaviour. For repeated or very serious acts of anti-social behaviour, or serious high levels of behaviour which have significant health and safety risks, which cannot be reduced, the Head of School may permanently exclude a child. The Head of School will follow the procedures relating to exclusion as set out in the most recent DfE guidance on exclusion.

## **6 The role of parents and carers**

- 6.1** The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school.
- 6.2** We explain the school rules in the school prospectus, and we ask and expect parents to read these and support them. We explain school rules to children in child friendly language so they can be understood.
- 6.3** We expect parents to support their child's learning, and to co-operate with the school, as set out in the home–school agreement. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare or behaviour.
- 6.4** If the school has to use reasonable sanctions to punish a child, parents should support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the school to discuss the matter with the Deputy or Assistant Head of School. They will then investigate and report back to the parent. If the concern remains, they should contact the Head of School to discuss the matter. If these

discussions cannot resolve the problem, the parents have a right to invoke a formal complaint. This procedure is laid down in a separate complaints document.

## **7 The role of Governors**

- 7.1** The Board of Governors have the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The Governors support the Head of School in carrying out these guidelines.
- 7.2** The Head of School has the day-to-day authority to implement the school behaviour and discipline policy, but Governors may give advice to the Head of School about particular disciplinary issues. The Head of School must take this into account when making decisions about matters of behaviour.
- 7.3** The Governors receive anonymized monitoring reports from either the Head of School or Deputy Head of School who is responsible for behaviour for learning, as part of their monitoring role.

## **8 Fixed-term and permanent exclusions**

- 8.1** Only the Head of School (or the acting Head of School) has the power to exclude a pupil from school. The Head of School may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The Head of School may also exclude a pupil permanently. It is also possible for the Head of School to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this, as laid down in the DfE guidance. The school follows the most recent guidance from the DfE and will provide information within the expected timescales.
- 8.2** If the Head of School excludes a pupil, s/he informs the parents immediately, giving reasons for the exclusion. At the same time, the Head of School makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make any such appeal.
- 8.3** The Head of School informs the LA and the Board of Governors about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.
- 8.4** The Board of Governors itself cannot either exclude a pupil or extend the exclusion period made by the Head of School.
- 8.5** The Board of Governors has a disciplinary committee which is made up of three members. This committee considers any exclusion appeals on behalf of the Governors.
- 8.6** When an appeals panel meets to consider an exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents and the LA, and consider whether the pupil should be reinstated.
- 8.7** If the Governors' appeals panel decides that a pupil should be reinstated, the Head of School must comply with this ruling.

## **9.0 Allegations against members of staff**

9.1 All allegations against a member of staff will be fully and thoroughly investigated in accordance with 'The Dealing with Allegations of Abuse' guidance.

The school encourages staff to access specialist external support via unions and/or counselling via their GPs who may be adversely affected as a result of a significant behavior incident or allegation

Incidents of malicious accusations by pupils against members of staff shall be heard by the Head of School in the first instance and maybe referred to the Governors behaviour and disciplinary committee who shall investigate the incident further and decide on appropriate disciplinary actions to be taken having regard to the circumstances and the needs of the pupil.

## **10 Monitoring**

- 10.1** The Head of School monitors the effectiveness of this policy on a regular basis. S/he also reports to the Governors on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.
- 10.2** The school keeps a variety of records of behaviour incidents. All staff record minor classroom incidents. We also keep a record of any incidents that occur at break or lunchtimes and use Behaviour Watch as our preferred method of recording.
- 10.3** The Head of School keeps a record of any pupil who is excluded for a fixed-term period, or who is permanently excluded.
- 10.4** It is the responsibility of the governing body to monitor the rate of exclusions, and to ensure that the school policy is administered fairly and consistently.

## **11 Review of Policy and Guidance**

- 11.1** The governing body reviews this policy annually in line with DfE guidance.

They Governors may, however, may review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

### **Legislative Links:**

Education Act 1996

School Standards and Framework Act 1998 Education Act 2002

Education and Inspections Act 2006

School Information (England) Regulations 2008 Equality Act 2010

The Education (Independent School Standards) (England) Regulations 2010 Education Act 2011

Schools (Specification and Disposal of Articles) Regulations 2012

The Education (Independent School Standards) (England) Regulations 2012

The School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012

DfE "Behaviour and discipline in schools – advice for Head of Schools and school staff" – February 2014

### **Appendix 1**

**Whole school consequence ladder**

Consequence and Negative Points Value	Examples of behaviour	Class Teacher (CT)/ Form Tutor (FT)/ Behaviour Manager (BSM)	Sanction Option Available Class Detentions Are Not Permitted
<b>C1 5pts</b>	Not adhering to the THSG Lesson. Disrupting the learning of others Talking/Arguing/ Out of seat Uniform/Appearance not acceptable Lack of equipment and/or planner Rudeness – Minor Littering Poor attitude/behaviour	Behaviour Challenged – CT introduce strategies from BFL guidelines Logged on system by C.T Recorded on SIMS, contact home	Catch up time  Repeated across lessons – 1 hour detention following day  Verbal warning Logged on System
<b>C2 10pts</b>	Repetition of any C1 Offence Inappropriate language inc. swearing in conversation/swearing in a room/corridor Lateness to lessons (>5mins) Eating in the school building	C2 logged on System by CT on day of incident. Phone call or Email to Parent by CT BSM – monitoring daily/weekly	Catch up time  Repeated across lessons – 1 hour detention following day  Contact Home via phone
All C1 + C2 offences logged and repetition of C1 or C2 should be dealt with by the class teacher form tutor and/or Line Manager. All boys who receive a C2 should not be moved to a C3 until contact with parents has occurred UNLESS the behaviour escalates to C3 during the lesson.			

<p><b>C3</b> <b>15pts</b></p>	<p>Repetition of any C2 Offence Rudeness to a member of staff Refusal to follow instructions Chewing gum Spraying deodorant inside the school building (not changing rooms) Abuse of Open Access Use of phone, MP3s in school building Aggressive behaviour in corridors</p>	<p>C3 logged on System on day of incident – detailed info and list of interventions already used must be logged on system in Details Box. Phone call/ e-mail to parents by CT/BSM to implement Positive Action Plan BSM – monitoring patterns</p>	<p>As per above</p> <p>Restorative Justice used if possible</p>
<p><b>C4</b> <b>20pts</b></p>	<p>Repetition of any C3 Offence Truancy from lessons or school site at break/lunch time Failure to attend catch up Deliberate sustained defiance</p>	<p>C4 logged on system by BSM</p> <p>If witnessed by staff Incident form filled in and emailed to BSM</p> <p>BSM to contact parents. BSM/SLT to decide punishment and implement BSM/SLT PAP.</p>	<p>Any of above directed by BSM</p> <p>Catch Up and possible Inclusion for day or more</p> <p>And/or: Repeated across lessons – 1 – 2 hour detention following day</p> <p>Restorative Justice used if possible</p> <p>Parent meeting BSM</p>
<p><b>C5</b> <b>25pts</b></p>	<p>Repetition of any C4 Offence Persistent refusal to keep to school rules. Failure to attend C4 catch up/Detention Persistent C4 behaviour Swearing at /or towards staff. Truancy Fighting Bullying incident Inappropriate use of mobile phone/computer or other equipment</p>	<p>If witnessed by CT Incident form filled in and emailed to BSM</p> <p>C5 logged on SIMS by BM/SLT. SLT to contact parents. SLT to decide consequence and implement SLT PAP. SLT to decide upon choices.</p>	<p>Planned Inclusion</p> <p>Fixed term exclusion</p> <p>Parent meeting/SLT</p> <p>Bullying Ladder Recorded</p> <p>Police Team involvement/ Restorative Justice used if possible</p> <p>Transfer of EHCP Placement</p>

<p><b>C6</b> <b>50pts</b></p>	<p>Repetition of any C5 Offence  Failure to remain in or attend Internal Exclusion  Intimidating a member of staff  Swearing at /towards staff with intimidation or gestures.  Smoking and/ or the possession of cigarettes, lighters, alcohol, illegal drugs  Being in the vicinity of smokers  Assault  Tampering with fire equipment  Persistent bullying  Racist or Homophobic or Sexist abuse  Theft, Graffiti or Vandalism</p>	<p>If witnessed by CT/ PP Incident form filled in emailed to SLT.  SLT call out by CT or BM PC to investigate.</p> <p>HOS to meet with parents. BM to administer after HT or HoS has authorised.  Logged on SIMS.</p>	<p>Internal Exclusion  or  Fixed Term Exclusion</p> <p>&amp;</p> <p>Any of the above C5</p>
<p><b>C7</b></p>	<p>Repetition of any C6 Offence  Persistent C5/C6 behaviour  Possession of offensive weapon  Serious theft or Serious vandalism  Possession/distribution of illegal drugs  Violence towards a member of staff</p>	<p>EHT to implement assisted by BM  Trust to ratify.</p>	<p>Transfer of EHCP Placement</p>

Consequence and – Pts value	Code	Behaviour	Rewards and + Pts value	Code	Behaviour
<b>C1</b> 5 points	<b>A</b>	Disruption	<b>R1</b> 5 points	<b>A</b>	On Task
	<b>B</b>	Talking/ arguing		<b>B</b>	Positive contribution (verbal or written)
	<b>C</b>	Uniform		<b>C</b>	Uniform
	<b>D</b>	Equipment/ environment		<b>D</b>	Fully equipped
	<b>E</b>	Poor attitude		<b>E</b>	Politeness
<b>C2</b> 10 points	<b>F</b>	Inappropriate language in class	<b>R2</b> 10 points	<b>F</b>	Positive Attitude
	<b>G</b>	Lateness		<b>G</b>	Resilience
	<b>H</b>	Eating in class/ building		<b>H</b>	Honesty
<b>C3</b> 15 points	<b>I</b>	Chewing gum	<b>R3 (pupil of the lesson)</b> 15 points	<b>I</b>	Readiness to work
	<b>J</b>	Spraying deodorant		<b>J</b>	Positive attitude in class towards others
	<b>K</b>	Refusal to follow instruction		<b>K</b>	Punctual throughout the week
	<b>L</b>	Use of mobile phone/ device		<b>L</b>	Full completion of work – lesson, homework, test
	<b>M</b>	Aggressive behaviour in corridor		<b>M</b>	
<b>C4</b> 20 points	<b>N</b>	Truancy from lesson	<b>R4 (SLT/ ML)</b> 50 points	<b>N</b>	Demonstrating high levels of effort throughout the lesson
	<b>O</b>	Defiance/ walking away from staff		<b>O</b>	Pupil demonstrating a supportive attitude to others throughout the lesson
<b>C5 (SLT Only)</b> 25 points	<b>P</b>	Defacing text and exercise books	<b>R5 (SLT)</b> 100 points	<b>P</b>	Attendance – 95%+
	<b>Q</b>	Persistent refusal to follow school rules		<b>Q</b>	Sustained hardwork and effort
<b>C6</b> 50 points	<b>R</b>	Swearing at staff	<b>R5 (SLT)</b> 100 points	<b>R</b>	Sustained outstanding behaviour
	<b>S</b>	Fighting		<b>S</b>	Outstanding contribution to school life
	<b>T</b>	Bullying/ homophobic behaviour		<b>T</b>	Outstanding contribution to sport
	<b>U</b>	Serious inappropriate use of computer equipment		<b>U</b>	Outstanding contribution in the community
	<b>V</b>	Defacing other pupils work		<b>V</b>	Exceptional performance in a subject over a term Exceptional performance in an activity in school
<b>C7</b>	<b>W</b>	Failure to stay in internal exclusion	<b>R5 (SLT)</b> 100 points	<b>W</b>	Exceptional performance in an activity out of school
	<b>X</b>	Intimidation towards a member of staff		<b>X</b>	Significant dedication, after hours, over and above the norm
	<b>Y</b>	Smoking on site or smoking paraphernalia		<b>Y</b>	An act of bravery/ courage in school
	<b>Z</b>	Assault on pupil		<b>Z</b>	An act of bravery/ courage in the community
		Tampering with fire equipment theft, offensive weapon, vandalism, possession of illegal drugs, violence towards staff			