

## BEHAVIOUR POLICY



### Wilcombe Primary School Version 2: January 2023

<b>Date approved by LGB</b>	
<b>Review Period</b>	<b>Annually</b>
<b>Signed by Chair of LGB</b>	

Note: All content should be read, adjusted and personalised according to your school's profile, procedures and practices.

## Contents

<b>1. AIMS</b>	<b>3</b>
<b>2. LEGISLATION AND STATUTORY REQUIREMENTS</b>	<b>3</b>
<b>3. DEFINITIONS</b>	<b>3</b>
<b>4. BULLYING</b>	<b>4</b>
4.1 REPORTING	5
4.2 ACTION	5
4.3 SANCTIONS	5
4.4 SUPPORT	6
4.5 PREVENTION	6
4.6 TRAINING	6
<b>5. ROLES AND RESPONSIBILITIES</b>	<b>6</b>
5.1 THE TRUST EXECUTIVE TEAM	6
5.2 THE LOCAL GOVERNING BODY	6
5.3 THE HEADTEACHER	6
5.4 STAFF	7
5.5 PARENTS	7
<b>6. PUPIL CODE OF CONDUCT</b>	<b>7</b>
<b>7. REWARDS AND SANCTIONS</b>	<b>7</b>
7.1 LIST OF REWARDS AND SANCTIONS	7
7.2 OFF-SITE BEHAVIOUR	8
7.3 MALICIOUS ALLEGATIONS	8
<b>8. BEHAVIOUR MANAGEMENT</b>	<b>8</b>
8.1 CLASSROOM MANAGEMENT	8
8.2 PHYSICAL RESTRAINT	8
8.3 CONFISCATION	9
8.4 PUPIL SUPPORT	9
<b>9. PUPIL TRANSITION</b>	<b>9</b>
<b>10. TRAINING</b>	<b>9</b>
<b>11. MONITORING ARRANGEMENTS</b>	<b>9</b>
<b>12. LINKS WITH OTHER POLICIES</b>	<b>9</b>
<b>APPENDIX 1 STAFF TRAINING LOG</b>	<b>11</b>
<b>APPENDIX 2 BEHAVIOUR LOG</b>	<b>12</b>
<b>APPENDIX 3 LETTERS TO PARENTS ABOUT PUPIL BEHAVIOUR – TEMPLATES</b>	<b>13</b>
<b>APPENDIX 4 PASSIVE INTERVENTION AND PREVENTION STRATEGIES</b>	<b>17</b>
<b>APPENDIX 5 POLICY HISTORY</b>	<b>19</b>

## 1. AIMS

This policy aims to:

- Provide a consistent approach to behaviour management across our schools.
- Define what we consider to be unacceptable behaviour in our Trust, including bullying.
- Outline how pupils are expected to behave.
- Summarise the roles and responsibilities of different people in the school community with regards to behaviour management.
- Outline the system of rewards and sanctions.

## 2. LEGISLATION AND STATUTORY REQUIREMENTS

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- [The special educational needs and disability \(SEND\) code of practice](#)

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- [DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy online.

This policy complies with our funding agreement and articles of association.

## 3. DEFINITIONS

**Misbehaviour** is defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform
- Breach of a school rule

**Serious misbehaviour** is defined as:

- Repeated breaches of the school rules
- Any form of bullying
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Vandalism
- Theft
- Fighting
- Smoking

- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
  - Knives or weapons
  - Alcohol
  - Illegal drugs
  - Stolen items
  - Tobacco and cigarette papers
  - Fireworks
  - Pornographic images
  - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

## 4. BULLYING

**Bullying** is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

TYPE OF BULLYING	DEFINITION
<b>Emotional</b>	Being unfriendly, excluding, tormenting
<b>Physical</b>	Hitting, kicking, pushing, taking another's belongings, any use of violence
<b>Racial</b>	Racial taunts, graffiti, gestures
<b>Sexual</b>	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
<b>Direct or indirect verbal</b>	Name-calling, sarcasm, spreading rumours, teasing
<b>Cyber-bullying</b>	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

As Ventrus, we believe:

- Bullying, including cyber bullying, is unacceptable.
- A solution-based approach to bullying must be adopted.
- Seeking help and openness should be proactively encouraged.
- All members of our community will be listened to, taken seriously and involved in decision making/solutions.
- Everyone has the right to enjoy and achieve in an atmosphere that is free from fear.
- We tackle bullying best by encouraging an environment where individuality is celebrated, and individuals can develop without fear.

- We maintain and develop effective listening for children and staff within our school e.g., through relationships education, assemblies and constantly promoting the message that all our children are important and have the right to be safe, happy, respected and listened to and supported.
- We ensure all staff address incidents of bullying, including cyber bullying, effectively and promptly.
- We ensure that all adults who have contact with our children e.g., midday supervisors, part-time staff, volunteers, support staff etc know how to respond if they witness or are told of a bullying incident.
- We acknowledge the key role of every staff member in dealing with incidents of bullying.
- We ensure that all incidents of bullying are recorded, and appropriate use is made of the information, where appropriate sharing it with relevant organisations, providing support and education for all children involved to affect a positive change on future behaviour.
- We promote emotional health and wellbeing across the whole school.

#### **4.1 Reporting**

Pupils, parents and staff can report incidents of bullying in person, via telephone or in writing. All reports of bullying will be recorded on CPOMS, this will include details of actions taken by the school, sanctions, support and monitoring.

Incidents of bullying will be reported to governors termly. Incidents involving prejudice, hate and discrimination will be reported to the local authority.

Some forms of bullying are illegal and should be reported to the police, further information can be found here: <https://www.gov.uk/bullying-at-school>. In serious cases it may also be necessary to refer to MASH or Prevent.

#### **4.2 Action**

When a concern has been reported about a potential bullying issue, it is important that pupils or parents be assured that action will be taken. Our response will be as follows:

- The teacher/tutor will act on the information they have been given by a child/parent/member of staff, within two school days. The teacher/tutor may need to speak to other children, other staff members (including the Headteacher/Deputy Headteacher/SENDCo) and/or other parents to gain a better understanding of issues raised/events being investigated.
- The teacher/tutor will then personally contact the parent to inform them of the actions taken and the outcomes of them. In some cases, where the outcomes indicate it is appropriate, the Headteacher/Deputy Headteacher /SENDCo may make this contact with parents instead of the teacher/tutor.
- In some cases, it may be necessary for a teacher/tutor to meet with a parent and child in person; the Headteacher/Deputy Headteacher may also attend this meeting.
- The process should not take longer than 5 days.

#### **4.3 Sanctions**

Actions will be in line with our agreed school sanctions in section 7 of this policy, and may include:

- Explanation why the inappropriate behaviour is unacceptable
- Reparation of damaged relationships
- Restorative approaches
- Time away from an activity, including break times
- Meeting with staff, parent and child
- Missing another activity
- Formal letter home from the Headteacher expressing concerns
- Time out from the classroom

- Pastoral support plan
- Internal exclusion
- Suspension from school
- Permanent exclusion

#### **4.4 Support**

The school will offer support to pupils who have experienced bullying through enhanced pastoral support, including talk-time and age appropriate discussion materials. A period of monitoring will be put in place and if required a referral to an outside support agency may be made (e.g., CAHMS, Open Minds).

Pupils who are identified as being vulnerable to bullying will be offered opportunities for additional support with understanding strategies covered in the PSHE curriculum for managing healthy friendships and when to seek help.

The school will also offer help and support to children displaying bullying behaviour to change their attitudes and understand why it needs to change via intervention, working with parents and outside agency support if required.

#### **4.5 Prevention**

We aim to prevent and minimise incidents of bullying through the following whole school strategies:

- Delivering a high quality PSHE and Relationships curriculum
- Creating a school culture where pupils know where to seek help and 'speaking out' is encouraged
- By developing and maintaining good relationships between staff, pupils and parents, where listening and trust are valued
- By acting quickly to manage friendship and social issues at a low level to prevent escalation
- By training staff and sign posting parents and pupils to helpful information (e.g., via events such as anti-bullying week).

#### **4.6 Training**

Staff are trained in preventing bullying and how to handle bullying through:

- Induction
- As part of safeguarding training
- Ongoing internal CPD
- Working with outside agencies
- Specific training e.g., Positive Intervention Techniques

### **5. ROLES AND RESPONSIBILITIES**

#### **5.1 The Trust Executive Team**

The Executive Team is responsible for monitoring and reporting on the effectiveness of this Behaviour Policy.

#### **5.2 The local governing body**

The local governing body of each school is responsible for agreeing this Behaviour Policy in its school.

#### **5.3 The Headteacher**

The Headteacher develops this policy in consultation with staff; the Headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

## 5.4 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently.
- Modelling positive behaviour.
- Providing a personalised approach to the specific behavioural needs of particular pupils.
- Recording behaviour incidents.
- Discussing concerns about pupil behaviour with parents, this may be via telephone, in person, by email or letter (example letter templates are provided in appendix 3).

The senior leadership team at each school will support staff in responding to behaviour incidents.

## 5.5 Parents

Parents are expected to:

- Support their child in adhering to the pupil code of conduct.
- Inform the school of any changes in circumstances that may affect their child's behaviour.
- Discuss any behavioural concerns with the class teacher promptly.

## 6. PUPIL CODE OF CONDUCT

Pupils are expected to:

- Behave in an orderly and self-controlled way.
- Show respect to members of staff and each other.
- In class, make it possible for all pupils to learn.
- Move quietly around the school.
- Treat the school buildings and school property with respect.
- Always wear the correct uniform.
- Accept sanctions when given.
- Refrain from behaving in a way that brings the school into disrepute, including when outside school.

## 7. REWARDS AND SANCTIONS

### 7.1 List of rewards and sanctions

Positive behaviour will be rewarded with:

- Praise
- House points
- Postcards home to parents
- Special responsibilities/privileges: such as head teacher's golden hour (half termly- linked with an area of the curriculum)

The school may use one or more of the following sanctions in response to unacceptable behaviour:

- A verbal reprimand
- Sending the pupil out of the class, with work to complete\*
- Expecting work to be completed at break or lunchtime
- Time out at break or lunchtime
- Referring the pupil to a senior member of staff
- Letters or phone calls home to parents

- Agreeing a behaviour contract
- Putting a pupil 'on report'

See appendix 3 for sample letters to parents about their child's behaviour.

## **7.2 Off-site behaviour**

Sanctions may be applied where a pupil has misbehaved off-site when representing the school, such as on a school trip or on the bus on the way to or from school.

## **7.3 Malicious allegations**

Where a pupil makes an accusation against a member of staff and that accusation is shown to have been malicious, the Headteacher will discipline the pupil in accordance with this policy.

Please refer to our Safeguarding Policy, statement of procedures for dealing with allegations of abuse against staff, for more information on responding to allegations of abuse.

The Headteacher will also consider the pastoral needs of staff accused of misconduct.

# **8. BEHAVIOUR MANAGEMENT**

## **8.1 Classroom management**

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

- Create and maintain a stimulating environment that encourages pupils to be engaged.
- Display the pupil code of conduct or their own classroom rules.
- Develop a positive relationship with pupils, which may include:
  - Greeting pupils in the morning/at the start of lessons
  - Establishing clear routines
  - Communicating expectations of behaviour in ways other than verbally
  - Highlighting and promoting good behaviour
  - Concluding the day positively and starting the next day afresh
  - Having a plan for dealing with low-level disruption
  - Using positive reinforcement

## **8.2 Physical restraint**

In some circumstances, staff may use reasonable force to restrain a pupil to prevent them from:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- Always be used as a last resort.
- Be applied using the minimum amount of force and for the minimum amount of time possible.
- Be used in a way that maintains the safety and dignity of all concerned.
- Never be used as a form of punishment.
- Be recorded on CPOMS and reported to parents.

Please see Appendix 4 for further information



### **8.3 Confiscation**

Any prohibited items (listed in section 3) found in pupils' possession will be confiscated. These items will not be returned to pupils.

Schools will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with senior leaders and parents, if appropriate.

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

### **8.4 Pupil support**

The Trust recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's special educational needs co-ordinator will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met. Those children whose behaviour poses a threat to themselves, other children or staff, or those children who regularly reach the limit of the school's sanctions, will have a personalised Behaviour Care Plan. These will be written by the class teacher with support from the SENDCo and be shared with parents.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

## **9. PUPIL TRANSITION**

To ensure a smooth transition to the next year, pupils have transition sessions with their new teacher(s). In addition, staff members hold transition meetings.

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year. Information on behaviour issues may also be shared with new settings for those pupils transferring to other schools.

## **10. TRAINING**

Our staff are provided with training on managing behaviour, including the school policy on use of restraint, as part of their induction process.

Behaviour management will also form part of continuing professional development, this may be delivered internally or via advice from outside agencies.

An example staff training log can be found in appendix 1, schools may also keep records of external training via certificates and log training via Microsoft Forms.

## **11. MONITORING ARRANGEMENTS**

This Behaviour policy will be reviewed by the Headteacher and Executive Team, each year. At each review, the policy will be approved by the local governing body.

Headteachers will review and approve the relevant sections applicable to their school.

## **12. LINKS WITH OTHER POLICIES**

This Behaviour policy is linked to the following policies:

- Exclusions policy
- Safeguarding policy

## APPENDIX 1 STAFF TRAINING LOG

Example training log

TRAINING RECEIVED	DATE COMPLETED	TRAINER/TRAINING ORGANISED	TRAINER'S SIGNATURE	STAFF MEMBER'S SIGNATURE	SUGGESTED REVIEW DATE

## **APPENDIX 2 BEHAVIOUR LOG**

Our practice is to record behaviour incidents on CPOMS, including the information detailed below:

- Name
- Date/Time/Location
- Name of staff member reporting the incident
- When did the incident take place (before/after school, lunch time, break time)?
- What happened? Who was involved?
- What actions were taken, including any sanctions?
- Is any follow up action needed? If so, give details.
- People informed of the incident (parents, social care if applicable, police, other staff).

### APPENDIX 3 LETTERS TO PARENTS ABOUT PUPIL BEHAVIOUR – TEMPLATES

Feedback to parents about pupil behaviour may be via telephone, in person or by email. Contact with parents about behaviour will be logged on CPOMS, **letters can only be sent home with the knowledge of the Headteacher.**

Please adapt these letters according to how you manage behaviour in your school. These are suggestions only.

#### First behaviour letter

Date: XXXX

Dear parent/carer

Recently, your child XXXX has not been behaving as well in school as they could.

It is important that your child understands the need to follow our pupil code of conduct, and I would appreciate it if you could discuss their behaviour with them.

If your child's behaviour does not improve, I will contact you again and suggest that we meet to discuss how we can work together. However, at this stage I am confident that a reminder of how to behave appropriately will be sufficient.

Yours sincerely

Class teacher signature:

Class teacher name:

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#### Behaviour letter – return slip

Please return this slip to school to confirm you have received this letter. Thank you.

Name of child: \_\_\_\_\_

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Second behaviour letter

Date: XXXX

Dear parent/carer

Following my previous letter regarding the behaviour of child name XXXX I am sorry to say that they are still struggling to adhere to our pupil code of conduct.

I would appreciate it if you could arrange to meet me after school so we can discuss a way forward.

Insert details of how to contact the school to arrange the meeting.

Yours sincerely

Class teacher name:

Class teacher signature:

### Third behaviour letter

Date: XXXX

Dear parent/carer

I am sorry to report that, despite meeting and creating a behaviour contract, **child name XXXX** has continued to misbehave.

**Child Name XXXX** would now benefit from a structured approach to help improve their behaviour in school.

I would be grateful if you could attend a meeting with the myself (Headteacher), the special educational needs co-ordinator and their teacher, to discuss how we can best support your child in improving their behaviour.

**Insert details of the meeting time, date and location, as necessary, or how to contact the school to arrange the meeting.**

Yours sincerely

Headteacher name:

Headteacher signature:

**Detention letter**

Date: XXXX

Dear parent

I am writing to inform you that child name XXXX has been given a detention on this date XXXX at this time XXXX.

The reason(s) for this detention are set out below.

XXXXXXXX

XXXXXXXX

XXXXXXXX

If you need to see me about this matter, please call the school to make an appointment.

Yours sincerely

Class teacher name:

Class teacher signature:

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**Behaviour letter – return slip**

Please return this slip to school to confirm you have received this letter. Thank you.

Name of child: \_\_\_\_\_

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix 4 Passive Intervention and Prevention Strategies

### Things to remember:

- Almost 100% of incidents can be supported/solved without physical intervention and this strategy should only be used if it is appropriate and necessary.
- Behaviour is a communication of an unmet need - What is it?
- How much of a problem is it? Can you positively ignore and then praise immediately when appropriate?
- Keep focused on the PRIMARY behaviours not the secondary (e.g., a verbal reaction)
- Use an instruction 'You need to sit down.'
  - Calmly repeat.
  - Give a choice.
  - Calmly repeat.
  - Consequence 'If you don't .... then....' (Natural and logical consequences)
  - Give positive as soon as possible.
- Staff supporting each other. Can use script 'I am available for help' Use of limited adults is best.
- Share pocket sized prompt cards with staff to remind of strategies to use to reduce risk.

### Card Prompt Ideas

#### Have you tried?

- |                                     |                         |           |
|-------------------------------------|-------------------------|-----------|
| -Distraction                        | -Humour                 | -Ignoring |
| -Choice                             | -Change of face         |           |
| -Non-verbal (visual)                | -Change of place        |           |
| -Simple instruction                 | -Saying 'I wonder'      |           |
| -Validate feeling                   | -specific praise        |           |
| -Highlight wanted behaviours        |                         |           |
| -Include them in the plan/next step |                         |           |
| -Positive gestures                  | -use of objects         |           |
| -Down to their level                | -respect personal space |           |

- Be respectful of the child's SPACE. Side on approach rather than face to face.
- The first person to calm down is *you*.
- A child will move through the 'stages of crisis.'

The child:	Our role:
Trigger	Observe/inform
Build up	Defuse/ respond
Crisis	Passive intervention only if necessary and after prevention strategies
Recovery	Re-assure/ wait
Depression/fatigue	Post incident support/ repair and rebuild relationships/ restorative approaches

- All members of staff are authorised members of staff to 'use force' as instructed by the Headteacher. We all have a duty of care but why is it necessary?

### Legislation and Guidance

As a rule, nobody has the right to touch, move, hold or contain another person. *However*, people with a duty of care operate in exceptional circumstances where it is sometimes necessary to act outside the norm. Whenever they do so they should be clear about why it is NECESSARY. The best legal defence would be to show that any actions taken were in the child's BEST INTEREST and that they were REASONABLE AND PROPORTIONATE.

In the Education and Inspections Act 2006 (part 7): A person to whom this section applies may use such force as is reasonable in the circumstances for the purpose of preventing a pupil from doing (or continuing to do) any of the following, namely;

- a) committing an offence
- b) causing personal injury to, or damage to the property of, any person (including the pupil themselves)
- c) prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise.

Reasonable force (There is no legal definition) must be \*the minimum force for the desired result \*proportionate to any force used against you. Disproportionate force would be an offence. It is always unlawful to use force as a punishment.

Principles of passive intervention:

- The safety of both children and staff are equal.
- Safety is paramount for both.
- The skills of guiding, safe touch and holding are acts of care which combine with calming, diffusing and problem solving.

It is designed to:

- Give the pupil back some control and help in calming down.
- Help children who have experienced negative touch.
- Make movement safe not to overpower.
- Allow staff to act confidently at times of crisis.

To maximise safety when holding, use a team approach.

Any physical intervention must be recorded on CPOMS. Parents must be informed.

CPOMS Positive handling:

Child/ date/ time

1. Incident
2. Known Trigger?
3. Prevention/de-escalation strategies used
4. What behaviour led to positive hold?
5. What PIPS techniques were used- by which staff?
6. Outcome / Next steps
7. Informing the parents – Who/When-must be on the same day (ensuring they understand reasonable force was used and why)

If it is deemed that a pupil may be likely to need support via physical intervention due to observed escalation or after a single incident then this should be included in their behaviour, care plan and shared with parents.

Schools must ensure that they have staff who have received training in passive intervention and prevention strategies. This should be refreshed every three years or more frequently if required. The school's approach to passive intervention and prevention strategies must be included in staff induction.

