

# Monksmoor Park CE Primary School

## Behaviour Policy

**Date ratified by Governors:**

**26<sup>th</sup> July 2018**

**Dates reviewed by Governors:**

- 1.
- 2.
- 3.

**Note:** This document takes account of the most up to date central government information and guidance, at the time of writing (see footer). It is subject to change as guided by government policy.

## 1 Circulation

- 1.1 This policy is addressed to all staff, all pupils and parents. It also applies to the wider School community. A copy of this policy can be found in on our website and it will be reviewed every three years.

This policy can be made available in large print or other accessible format if required.

## 1. Ethos and policy statement

**1.1** As a Church of England School we believe that all members of the School should be able to learn in a calm, safe and purposeful environment. The behaviour policy is the foundation for a clear, shared understanding between pupils, teaching staff, support staff, parents/carers and governors. It is essential that pupils understand that unacceptable behaviour results in sanctions being imposed, that high expectations are clear and explicit, and that good behaviour will be rewarded.

**1.2** Corporal punishment will never be used in this School.

1.3 This policy takes account of the School's public sector equality duty set out in section 149 of the Equality Act 2010.

## 2. Application

2.1 The Governance and the Headteacher intend that the School rules and the sanctions provided in this policy shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from School premises and outside of the jurisdiction of the School, for example during half term and the holidays. This will normally be where the conduct in question could have repercussions for the orderly running of the School, affects the welfare of a member or members of the School community or a member of the public, or which brings the School into disrepute.

## 3. School rules

3.1 The school expects high standards of behaviour from all pupils and for every member of its community to show Christian values at all time. We have adopted the 'Assertive Discipline' approach to managing which focuses on maximising positive interaction between staff and pupils. Coupled with the implementation of our 'Charter' and an 'Achievement and Consequences' system we have a developed a consistent approach to encouraging good behaviour and positive relationships between staff and pupils and between pupils themselves.

## 4. Conduct

4.1 The School expects that all children will:

- ✓ Follow our school star



- ✓ Show Christian values at all times.
- ✓ Work to the best of their ability both in class and at home, asking questions when they don't understand.
- ✓ Be respectful towards others and behave in a safe and responsible way.
- ✓ Be kind, helpful and forgiving.
- ✓ Be honest.
- ✓ Use the Internet safely

4.2 The School will not accept the following behaviour:

- Physical assaults on staff or other pupils
- Verbal assaults on staff or other pupils
- Damage to school property including the building
- Substance abuse
- Racially motivated incidents
- Behaviour which is against the criminal law

The above behaviour will be deemed to be a breach of school discipline.

## 5. Rewarding good behaviour

5.1 The School understands that rewards can be more effective than punishment in motivating pupils. The School is committed to promoting and rewarding good behaviour and may do so in some of the following ways:

- Stickers/Stars
- Certificates – STAR awards
- Formal recognition in assembly

- Displaying work in and around school
- Writing to parents

## 6. Poor behaviour: use of disciplinary sanctions

6.1 The School understands that the use of sanctions must be reasonable and proportionate to the circumstances of the case and that account must be taken of a range of individual pupil needs in determining the appropriate use of such sanctions, including the pupil's age, any special educational needs or disability and any religious requirements affecting the pupil. The School has the following range of disciplinary sanctions that may be implemented as appropriate:

Behaviour	Action and Follow up	Responsibility
<b>Level 1:</b> Minor incidents e.g. talking out of turn, hindering the work of others, poor effort	Verbal warning and rule reminder	<ul style="list-style-type: none"> <li>• Class teacher</li> <li>• Teaching assistant</li> </ul>
Repeat of behaviour incident or no improvement in behaviour	Name on board and pupil moved away from group for short period of time. (Length will vary depending upon age). Once time is reached, pupil to re-join main group but name remain until lunch/next day.	<ul style="list-style-type: none"> <li>• Class teacher</li> <li>• Teaching assistant</li> </ul>
<b>Lunchtime</b> Minor incidents involving inappropriate play  Unkind words used between children	Verbal warning and rule reminder. If behaviour does not improve, pupil must walk with lunchtime supervisor and not participate in any play activities.	<ul style="list-style-type: none"> <li>• Lunchtime supervisor</li> </ul>
<b>Level 2:</b> Repeat of behaviour incident or no improvement in behaviour  <ul style="list-style-type: none"> <li>• Poor attitude</li> <li>• Disrupting learning of others</li> <li>• Not following adult instructions</li> <li>• Rough behaviour/ play fighting</li> </ul>	Cross next to name on board indicating 'Timeout' at break/lunchtime.  Parents and Headteacher must be informed	<ul style="list-style-type: none"> <li>• Class teacher</li> <li>• Teaching assistant</li> </ul>
<b>Lunchtime</b> Repeat of behaviour  <ul style="list-style-type: none"> <li>• Poor attitude</li> <li>• Not following adult instructions</li> <li>• Rough behaviour/ play fighting</li> </ul>	Timeout  Class teacher must be informed.	<ul style="list-style-type: none"> <li>• Lunchtime supervisor.</li> </ul>
<b>Level 3:</b>	Internal exclusion	<ul style="list-style-type: none"> <li>• Headteacher</li> </ul>

<p>When above behaviour continues or warrants a more severe consequence, L3 consequences apply immediately without proceeding through L1 &amp; L2</p> <ul style="list-style-type: none"> <li>• Persistence of Level 1 or Level 2 behaviour</li> <li>• Aggression and/or fighting</li> <li>• Bullying</li> <li>• Persistent refusal to comply</li> <li>• Damage to property/equipment</li> </ul>	<p>Pupil is removed from class to work in isolation or partner class as appropriate. Length of time at the discretion of the Headteacher. This will include all break and lunchtimes.</p> <p>Parents must be informed and a meeting arranged to discuss behaviour. Behaviour plan implemented.</p>	
<p><b>Lunchtime</b></p> <ul style="list-style-type: none"> <li>• Aggression and/or fighting</li> <li>• Bullying</li> <li>• Persistent refusal to comply</li> <li>• Damage to property/equipment</li> </ul>	<p>Internal exclusion</p> <p>Pupil is removed from the playground to work in isolation or with the Headteacher as appropriate. Length of time at the discretion of the Headteacher.</p> <p>Parents must be informed and a meeting arranged to discuss behaviour. Behaviour plan implemented.</p>	<ul style="list-style-type: none"> <li>• Headteacher</li> </ul>
<p>Level 4:</p> <p>Certain behaviours will require more serious consequences and pupils may need to be automatically removed from a room or playground without moving through the hierarchy.</p> <ul style="list-style-type: none"> <li>• Severe verbal or physical abuse to a child or adult</li> </ul>	<p>External exclusion</p> <p>Parents must be informed and a meeting arranged to discuss behaviour. Behaviour plan implemented and EIPT notified.</p>	<ul style="list-style-type: none"> <li>• Headteacher</li> </ul>
<p>Level 4:</p> <p>Certain behaviours will require more serious consequences and pupils may need to be automatically removed from a room or playground without moving through the hierarchy.</p> <ul style="list-style-type: none"> <li>• Severe verbal or physical abuse to a child or adult</li> </ul>	<p>External exclusion</p> <p>Parents must be informed and a meeting arranged to discuss behaviour. Behaviour plan implemented and EIPT notified.</p> <p><i>Note: Persistent poor behaviour at lunchtime may result in pupils being excluded from school for the lunchtime period only.</i></p>	<ul style="list-style-type: none"> <li>• Headteacher</li> </ul>

6.2 In all cases of misconduct, including those outside of the School, the Headteacher will consider whether the police or the local authority's anti-social behaviour co-ordinator should be notified of the disciplinary action taken. The police will always be informed where the pupil's behaviour is criminal or poses a serious threat to a member of the public.

6.3 Where behavioural issues give cause to suggest that a child is suffering or is likely to suffer significant harm, the School's child protection procedures will be followed.

## **7. Exclusions**

7.1 The School will follow government guidance on exclusions, unless there is a good reason to depart from it. The School aims to operate within the principles of fairness and natural justice.

7.2 Exclusions can take the form of:

- Fixed term exclusions;
- Permanent exclusions;

7.3 The School's policy on exclusions applies to serious breaches of School discipline occurring on School premises and also outside of the School. Please see the School's separate exclusions policy.

## **8. Malicious allegations against staff**

8.1 Where a pupil makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Headteacher will consider whether to take disciplinary action in accordance with this policy. This may include a referral to the police to consider if action might be appropriate against the accused.

8.2 Where such an allegation is made, appropriate support will be provided to the member(s) of staff affected.

## **9. Use of reasonable force**

9.1 Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance *Use of reasonable force: advice for head teachers, staff and governing bodies* and only when immediately necessary and for the minimum time necessary to prevent a pupil from doing or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

9.2 Where restraint is used by staff, this is recorded in writing and the pupil's parents will be informed about serious incidents involving the use of force. Force is never used as a form of punishment. [• See also the School's separate policy on the use of physical restraint.]

## 10. Searching pupils

10.1 **Informed consent:** The School staff may search a pupil with their consent for any item. Appropriate consideration will be given to factors that may influence the pupil's ability to give consent.

10.2 If the pupil refuses, sanctions will be applied in accordance with this policy.

10.3 **Searches without consent:** In relation to prohibited items, as defined below, the Headteacher, and staff authorised by the Headteacher, may search a pupil or a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Searches without consent will only be carried out on the school premises or where the member of staff has lawful control or charge over the pupil, for example, on school trips.

10.4 **Prohibited items:** Means knives or weapons, alcohol, illegal drugs and stolen items, tobacco and cigarette papers, fireworks, pornographic images and any other items as defined as such from time to time. It shall also include any article that a member of staff 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; any item banned by the School rules identified as being an item which may be searched for; and any other items as defined in law as such from time to time.

10.5 **Searches generally:** If staff believe a pupil is in possession of a prohibited item, it may be appropriate for a member of staff to carry out:

- a search of outer clothing; and / or
- a search of School property, e.g. pupils' lockers or desks; and / or
- a search of personal property (e.g. bag or pencil case within a locker).

10.6 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff.

10.7 Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil. However, where a member of staff reasonably believes that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and it is not reasonably practicable to summon another member of staff a search may be conducted by a member of the opposite sex without a witness present.

10.8 Where the Headteacher, or staff authorised by the Headteacher, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item as appropriate in accordance with the DfE guidance *Screening, searching and confiscation*.

## 11. Parents and carers

11.1 Parents and carers can help their child to contribute positively towards the disciplined learning environment by:

- ✓ Accept the school's aims and Christian values, positively supporting the school.
- ✓ Ensure that their child attends school punctually every day during term time, unless there is a good reason for absence (e.g. illness).

- ✓ Notify the school by letter or telephone in the event of absence.
- ✓ Support the school's policies and decisions on learning, behaviour and uniform, both in School and at home.
- ✓ Attend all parents' meetings to discuss their child's progress.
- ✓ Support their child with homework that is set, including reading.
- ✓ Keep School informed of where to contact them in case of emergency.
- ✓ Promptly inform the school of any concerns or problems that may affect their child's learning, behaviour or happiness at school.
- ✓ Encourage their child to communicate respectfully to other pupils and staff at all times.
- ✓ Encourage their child to work hard and maintain a positive attitude towards life at Monksmoor Park.
- ✓ Support school in the teaching of safe and secure Internet use at home.

## 12. Evaluation / monitoring / performance

12.1 The Academy will evaluate and monitor performance by reviewing all Level 2 or above behaviour incidents.

12.2 All 'Time Out \ Buddy' consequences are recorded CPOMS which will be regularly reviewed by the leadership team.

12.3 By evaluating the success of the policy the Academy will consider to what extent :

- Level 2 or above incidents have reduced
- FTE have reduced
- Achievements have had a positive impact on learning

## References

***Searching, screening and confiscation: Advice for headteachers, school staff and governing bodies (February 2014)***

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/279245/searching\\_screening\\_confiscation\\_advice\\_feb14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279245/searching_screening_confiscation_advice_feb14.pdf)