



All Saints' CE (VC) Primary School

School Behaviour Policy

All Saints' Primary School is committed to establishing a vibrant learning environment in which pupils and adults can thrive. We are a caring community, whose values are built on mutual trust, respect and appreciation for others and the encouragement that everyone willingly makes a positive contribution. We promote positive behaviours and attitudes that foster an environment where everyone feels happy, safe, valued and secure.

School Expectations

This school expects every member of the school community to behave in a considerate way towards others. These expectations permeate all aspects of school life. All members of the school community will:

- Be polite, courteous, helpful and kind
- Listen and be respectful of one another
- Strive hard in their learning
- Act in ways that keep themselves and others safe
- Take care of property and show pride in our school

Aims

The purpose of this Behaviour Policy is to encourage the highest levels of behaviour and to support pupils in their responsibility for their own behaviour management. Good behaviour and self-discipline have strong links to effective learning and are vital skills for pupils to carry with them both during and after their school years.

This Behaviour Policy aims to:

- ensure expected standards of behaviour and conduct are shared with the school community
- ensure all members of the school community understand, support and promote the principles underpinning the policy
- ensure the underpinning principles of sanctions and rewards are consistently applied in school
- enable pupils to develop reasoned, self-discipline and demonstrate respect towards others
- ensure pupils have high levels of self-esteem, are happy in school and take pride in their achievements
- ensure high standards of orderliness, to maintain a quality learning environment and opportunities for all
- ensure the principles of inclusion are promoted and practiced throughout the school community

Responsibilities

Legal Guidance and Responsibilities

The Department of Education guidance, *'Behaviour and Discipline in Schools; Advice for Headteacher's and school staff (January 2016)'* has been read and used to guide the school on the legal obligations, powers and responsibilities in terms of discipline and managing behaviour within the school.

Pupils are expected to:

- Know the school expectations and engage in discussions about them
- Adhere to the school expectations, including during off-site visits, and when travelling to and from school
- Support other members of the school community in promoting the expectations of good behaviour

Parents and carers are expected to:

- Know the Behaviour Policy and actively support it through discussions with their child as appropriate, role modelling and leading through example to support the expectations of the school
- Ensure their child adheres to the school's expectations

Members of Staff in school are expected to:

- Set high standards of professional behaviour, politeness, self-discipline and respect to all
- Listen to pupils, making it clear through their response that pupils' comments are taken seriously and are of importance
- Actively support the Behaviour Policy through implementing and discussion this with pupils
- Seek advice from senior leaders and report any concerns regarding the implementation of the behaviour policy

Governors are expected to:

- Refer all matters regarding discipline to the Headteacher who, in consultation with relevant parties, will investigate
- Know, support and promote the school's behaviour policy
- Evaluate the effectiveness of the behaviour policy and hold senior leaders to account for its implementation

Behaviour Management

Preventative and De-escalation Measures

The school believes that preventing inappropriate behaviour is more effective and beneficial to pupils than managing situations when they occur. The aim is to create a safe, positive, and productive learning environment, based on the principles of consistency, fairness and engagement. In order to provide this, the school manages behaviour through positivity.

To do this, adults and pupils:

- Work to ensure positive, professional and mutually respectful relationships are developed between staff parent/carers and each pupil
- Acknowledge and celebrate the talents, gifts and differences between individual pupils
- Are always asked to do the best they can. Staff members' will teach and facilitate this behaviour
- Praise and reward appropriate behaviour
- Use behaviour management strategies, such as distraction, addressing inappropriate behaviour quietly, listening to the pupil's voice
- Restorative practices are used as a proactive measure to de-escalate situations and to explore, restore and repair relationships

Principle of Reward

The school recognises that a positive learning environment can be created by recognising positive efforts, praising pupils and building mutual respect between staff and pupils, and between pupils themselves.

Individual Rewards

The following rewards are used regularly by all staff:

- Specific verbal praise congratulating or highlighting the effort or acquisition of new skill / understanding
- Stickers for the pupil to wear or put on their piece of work
- Opportunities for pupils to share their work with the Headteacher
- House points or do-jos for consistent good work or behaviour, or to acknowledge outstanding efforts or acts of kindness
- Special Mentions Certificates awarded during the weekly sharing assemblies
- Praise in weekly school newsletter
- Awards are provided for good attendance and punctuality

Lunchtime Rewards

It is important that the expectations in the Behaviour Policy are reinforced at lunchtime. The expectation for positive lunch time behaviour is also reinforced through rewards such as:

- Specific verbal praise
- Mentions to teaching staff and senior leaders
- Captain's Table Reward

Sanctions and Consequences

In all disciplinary actions, it is essential for the pupil to understand that it is the behaviour that is unacceptable, and not the child as a person. Whole class sanctions will be used sparingly and only in circumstances where the inappropriate conduct of a significant majority of the class warrant this. Members of staff with less experience will seek advice from a senior colleague before applying this sanction. The interventions and consequences described below are in place to reinforce the expectation that the behaviours of everyone in the school community positively promote learning.

STAGE	CHARACTERISTICS	INTERVENTIONS and CONSEQUENCES
Low level disruption / inappropriate behaviour	Calling out / attention seeking Interrupting others Ignoring instructions Incomplete learning tasks Being off task / playing	Highlight positive behaviours Reinforce expectations through praise Pre-empt situations Quiet conversations / reminders Provide tactile resources to help focus
Medium level disruption / inappropriate behaviour	Taking possessions belonging to others Persistent disruptive behaviour Deliberately creating a disturbance Increasing incidents of ignoring instructions Offensive language General lack of effort in learning	Apply positive strategies as above Loss of break times Discussion with parents Record of incidents in behaviour log Expectations with timescales / timers Report to Headteacher
High level disruption / incident	Serious challenge to authority Intentional physical harm of others Repeated & sustained ignoring instructions Leaving classrooms without permission Malicious allegations against others Deliberate damage to property Prolonged lack of effort in learning	Apply positive strategies as above Individual behaviour plan in place Record of incidents in behaviour log Regular review meetings with parents Advice applied from outside agencies
Persistent disruptive behaviour / serious incidents	Bullying – physical and emotional Repeated serious challenge to authority Serious intentional physical harm of others Leaving school boundary without permission Bringing banned substances/items to school	Involvement with outside agencies PSP set up Fixed term exclusion Permanent exclusion

NB It is possible and quite likely that children can exhibit behaviours from different stages. The list of interventions and consequences is not exhaustive and do not directly correlate to the characteristics opposite. In all circumstances, our knowledge of the individual children and the context in which incidents and behaviours are exhibited will be factors brought under the consideration of staff.

Exclusions

The school will apply exclusions as a last resort and after all other interventions and support strategies have been applied. The school conforms to the Local Authority and DfE Exclusion Guidance. Fixed-term exclusions are deemed as serious by the school, parents will be informed immediately through a telephone call home to parents and a formal letter which provides all parties' rights, responsibilities and details of the exclusion. If a pupil is excluded for a period of 5 days or less, the school will provide academic work for the pupil to complete at home and return to school. It is the parent's responsibility to ensure that the pupil completes this work. In the case of the exclusion going beyond day 5, alternative education provisions will be made by the school.

Following fixed-term exclusion, a reintegration meeting will be held with the pupil and relevant staff to which parents are expected to attend. During this meeting, the incidents that lead to the exclusion will be reflected upon and planning for the future will be discussed so that agreements can be made to avoid a similar situation arising again. If parents do not attend the reintegration meeting, alternative measures will be taken to assist their full participation.

Permanent exclusion is extremely rare and is never used for vulnerable pupils. (e.g. for those who are 'Looked After' by the Local Authority or who have high SEN/D needs). In the event of a permanent exclusion the Local Authority will contact parents. Wherever possible the school works with other education provisions to facilitate referrals to alternative provision which may make permanent exclusion unnecessary.

Behaviour Outside of School

Off-Site Visits

The expectations provided in this Behaviour Policy apply whilst pupils, staff, volunteers and helpers are involved in any off-site school visit.

Travel to and from school

The expectations provided in this Behaviour Policy apply whilst pupils are travelling to and from school. In doing so, their behaviour will maintain the positive reputation of the school.

In the Community

The school will respond to all non-criminal inappropriate behaviour and bullying which occurs anywhere off the school premises when this is reported to the school. Responses and sanctions will be in line with this policy and will involve the pupil's parents or carers.

Other Aspects of Behaviour and Discipline

Bullying

The school will take all reasonable measures to ensure the safety and wellbeing of all students and staff and this includes protection from bullying. The school aims to combat bullying and other harmful behaviour using, amongst others, preventative strategies through active development of pupils' social, emotional and behavioural skills. Further information and advice is detailed in the school's Anti-bullying and Internet Safety Policies; copies of which can be obtained from the school office or on the school's website.

Pupils with Special Education Needs and Disabilities

Those pupils with Special Education Needs (SEN) and disabilities as well as those with additional challenges that some pupils may face will be taken into consideration when administering sanctions and rewards.

The school acknowledges that learners with more challenging behaviour may need specific support and an individualised approach. These pupils will be brought to the attention of the school's SENCO and will have an Individual Education and Behaviour Plan in place. Other agencies may become involved to assess the needs of the pupil.

The school recognises that where individual pupils are engaging in continuing disruptive behaviour this can be as a result of unmet mental health needs. If such needs are identified the school aims to ensure the pupil receives appropriate support. Further information is available in the school's SEND Policy.

Managing Pupil Transition

We carefully manage the transition of pupils as they progress from one year group to the next and, to a greater extent, from Key Stage to Key Stage. Pupils have transition sessions with their new class and teacher, and we hold handover transition meetings at every move to enable clear communication for staff. We are especially careful in ensuring that transitions for pupils with particular needs are fully prepared at each stage both internally and externally. We make available to selected pupils the Transition Programme run by the Behaviour Support Service.

We have good communicative relationships with local secondary schools and pupils are encouraged to attend taster days and visit prospective new schools. Relevant staff will also liaise with the Heads of Year 7 in order to ensure smooth transition for pupils. Not only are pupils prepared for the academic transition of moving to secondary school, but also the social side.

Involvement with Outside Agencies

The school will undertake reviews of the needs of pupils and involve external agencies, such as the Behaviour Support Specialist Teachers, Educational Psychology Service, Occupational Therapy and Speech and Language Therapy where it is deemed by the school to be appropriate and beneficial to the pupil to do so. This will be discussed with the parent/carer beforehand and signed consent will be necessary in order to engage outside agency involvement.

Physical Contact with Pupils

The school recognises that there are occasions when physical contact (other than reasonable force) with a pupil is proper and necessary, such as:-

- Holding the hand of the pupil
- When comforting a distressed pupil
- When a pupil is being congratulated or praised
- To demonstrate how to use equipment
- To demonstrate techniques
- To give first aid

Use of Reasonable Force

Under Section 93 of the Education and Inspections Act 2006, all staff members and any other person whom the head has given the responsibility to be in charge or in control of pupils may use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline during teaching sessions and otherwise. Use of force should only be used as a last resort.

The school does not encourage the use of force and it will be used rarely. There is no definition of when it is reasonable to use force, as every situation is different and will have to be judged by the staff member in charge at that time. The degree of force used will be the minimum needed and proportional to the situation.

All incidents involving the use of force will be recorded in an incident book by staff involved as soon as possible after the incident and copies will be given to the class teacher and Headteacher. Parents will be informed of the incident although, lawfully, the school have the right to not inform a parent if they decide it is inappropriate to do so.

Screening, Searching and Confiscation

The guidance provided in the Education and Inspection Act 2006 and the 'Searching, screening and confiscation Advice for Headteacher's, school staff and governing bodies' (February 2014), states that staff are authorised to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize items in possession of a pupil that are illegal or banned from school, for instance, knives, weapons, alcohol, illegal drugs, stolen items, tobacco, cigarette papers, fireworks, pornographic images and articles that have been or could be used to commit an offence or cause harm; the first priority being to ensure that pupils and adults are in a safe and secure environment when they are in school. Any items that may jeopardise the safety of others or themselves will be taken from the pupil without notice. A staff member can search a pupil with the child's permission to look for any item that are illegal or banned from the school. It is only the Headteacher, or a staff member who has been authorised by the Headteacher, who has the power to search a pupil without the pupil's consent if they suspect they are in possession of illegal items.

Section 93 of the Education Act 2011 states that members of staff have the legal right to seize an electronic device to examine any data or files on the device if there is good reason to do so. These data or files may be erased before returning the item to the owner if they believe there is good reason to do this.

Allegations against Staff

Allegations against staff will be taken seriously and will be dealt with quickly and in a fair and consistent manner which provides effective protection for the pupil and supports the person who is the subject of the allegation. Every effort will be made to maintain confidentiality and guard against publicity while an allegation is being investigated. Suspension will not be used as an automatic response when an allegation has been reported. Appropriate pastoral care will be provided to any member of staff who is subject to a formal allegation (Further details can be found in the Manual of Personnel Practice). All allegations will be reported to the Local Authority Designated Officer (LADO).

Communicating the Policy to Parents/Carers, Staff, Volunteers and Pupils

For the Behaviour Policy to be successfully implemented it is essential that its contents are communicated effectively to all members of the school community. The school believes that parental support and acknowledgment of how behaviour is managed within the school will enhance the effective partnership between home and school.

The school works with parent/carers and pupils so that effective learning communities can be established. The school will report behaviour, appropriate and inappropriate, to parent/carers regularly. Parents are encouraged to communicate with the school if they have a concern about their child's behaviour or well-being, initially with their class teacher.

The following will be applied:

- School expectations will be reviewed at the beginning of each academic year in conjunction with all staff and pupils. These will be shared with parents/carers
- School expectations will be placed in prominent places
- The policy will be reviewed annually to ensure that all staff and pupils are fully aware of its contents and are implementing it consistently;
- For clarification on any of any points in the Behaviour Policy, parent/carers, volunteers and pupils are asked to discuss this with a member of staff

Race Equality and Equal Opportunities

Our school is fully inclusive and promotes equality of opportunity for all, regardless of race, religion, gender, sexual orientation or disability. We are committed to tackling discrimination of any kind. Derogatory or discriminatory language or behaviours will be challenged. Any incidents of a racist nature will be dealt with in line with our school policies and parents/carers will always be informed if their child has been involved in a racist incident.

Monitoring and Evaluating

The school will regularly monitor the behaviour system to ensure expectations, rewards and sanctions are appropriate and effective, and in-line with the school's policies. The information from our monitoring procedures will be used to identify good practice and to identify opportunities for staff professional development.

Information and feedback regarding the effectiveness of this policy across the school is sourced from informal discussions and reports from members of the school community; from classroom and playground observations; questionnaires from parent/carers, staff and pupils; School Council agendas; analysis of formal data; number and nature of individual behaviour plans in place; behaviour walks; impact of interventions, groups and clubs; conversations with pupils; conversations with parents; conversations with staff; and through specific monitoring by staff and governors.

Complaints

The school has a standard complaints procedure. Parents are encouraged to take any complaint or concern to a staff member in line with the policy. The school will work towards resolving complaints and concerns as fairly and as quickly as possible, taking into consideration its policies, procedures and ethos. For details of the full complaints procedure see the Complaints Policy. For information on complaints relating to exclusions, see the Exclusions Policy. Both of these policies are available from the school office and also on the school website.

Relationship with Other School Policies

This policy should be read in conjunction with the school's Absence and Attendance, Anti-Bullying, Complaints, Safeguarding Children Equal Opportunities, Internet Safety, Exclusions, Inclusions, Medication, Teaching and Learning, SEND and Race Equality policies.

This policy will be reviewed annually and will be publicised in writing to all staff, parents, pupils and governors. It will be available from the school office as well as through the school's website.