



## **Behaviour Policy**

It is a primary aim of Out To Help that every member of our community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The Out To Help's behaviour policy is therefore designed to support the way in which all members of Out To Help can work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe and secure.

Out To Help has several rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the Out To Help community in aiming to allow everyone to work together in an effective and considerate way.

Out To Help expects every member of our community to behave in a considerate and respectful way towards others. We treat all young people fairly and apply this behaviour policy in a consistent way.

This policy aims to help young people grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the Out To Help community.

Out To Help recognises and promotes good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to encourage good behaviour, rather than merely deter anti-social behaviour.

## **Staff Responsibility**

Behaviour Management is the responsibility of **all** staff at Out To Help.

## **Role of Management**

It is the responsibility of management to implement the Out To Help behaviour policy consistently throughout our school, and to report to directors, when requested, on the effectiveness of the policy. It is also the responsibility of the management to ensure the health, safety and welfare of all young people at Out To Help.

The management supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.

The management keeps records of all reported serious incidents of misbehaviour including bullying and racism.

The management has the responsibility for giving fixed-term exclusions to individual young people for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the management may permanently exclude a child. These actions are taken only after the Higher Farm directors have been notified.

## **The Role of the Teacher**

It is the responsibility of class teachers to ensure that the Out To Help rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time. The teachers at Out To Help have high expectations of the young people with regard to behaviour, and they strive to ensure that all young people work to the best of their ability.

The teacher must be a role model for the young people and treat each child fairly and enforce the classroom code consistently. The teachers treat all young people in their classes with respect and understanding. The teachers should ensure that guardians are aware of repeated low level negative behaviour such as calling out or disrupting the class.

If a child misbehaves repeatedly in class, the teacher keeps a record of all such incidents on the system Teach 'n' Go and fills out a Behaviour Incident Report. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the management and if necessary the directors. If it is deemed necessary, the child is then given a Solution Focused Behaviour Plan and Behaviour Review and Target Setting.

## **The Role of Support Staff**

Support staff should provide a positive model of behaviour and ensure high expectations are made explicit to the young people. They should inform teaching staff of any inappropriate behaviour.

## **The Role of Parents and Carers**

Parents/ Carers are expected to adhere to the Out To Help behaviour policy and support the actions of the school but are able to address any queries regarding sanctions to the management and directors.

Out To Help collaborates actively with parents and carers, so that young people receive consistent messages about how to behave at home and at Out To Help. We expect parents and carers to support their child's learning, and to cooperate with the Out To Help policy.

## **Organisation**

### **Out To Help Rules**

They should be visited with the young people at the beginning of each term and at other times when necessary.

The Higher Farm Rules are as follows:

### **Class Rules**

- They are intended to be guidelines for the sort of behaviour the young people and adults would like to see in the learning zones. They should focus on the positive rather than the negative.
- Each term, class teachers will sit down with pupils and plan the Class Rules. This enables the young people to have some autonomy over the rules and reminds them termly what they are. This list of rules will then be displayed.

## Promoting Positive Behaviour

We praise and reward young people for good behaviour in a variety of ways:

- Teachers congratulate young people.
- Teachers write notes on the system.
- Pupils may be sent to another member of staff to re-enforce the praise and they may receive a sticker.
- The notes from the system are sent to parents/carers/professionals each week to celebrate positive behaviour and achievements.
- We expect Out To Help rules to be followed to ensure a safe and positive learning environment and we review each situation on an individual basis.
- We expect young people to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
- We expect young people to try their best in all activities. If they do not do so, we may ask them to redo a task, or complete it during freetime.
- If behaviour is inappropriate, then a verbal warning is given to the child and the class teacher should explain to the child what he/she is doing that is not acceptable.
- If a child is disruptive in class, the teacher reprimands them. If a child misbehaves repeatedly, we isolate the child from the rest of the class until they calm down and can work sensibly again with others.
- The safety of the young people is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for the rest of that session. The teacher may at this point seek further support from the Manager or Directors.
- Out To Help 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 young people attend Out To Help free from fear.
- Racist incidents will not be tolerated in any form.

## Free Time Expectations

- Expectations for free time behaviour are very clear to all staff and young people.
- Young people are reminded about how to use each free time area and the equipment. Adults warn young people verbally if their behaviour is inappropriate.
- If the child receives a second warning, then they are asked to shadow the adult for 5 minutes. If inappropriate behaviour continues timeout inside for 5 minutes.
- Any more serious incidents such as aggressive behaviour both physical or verbal are dealt with by the management or directors.
- Staff will be made aware of any individual child is having particular difficulties with their behaviour or are following an individual behaviour plan.
- Positive behaviour acknowledged with badges on the system.
- Behaviour concerns are recorded on the system detailing incident, responses and action taken
- Serious misbehaviours are reported verbally to class teacher
- Persistent concerns and emerging behaviour patterns are monitored at weekly planning meetings

## Out To Help Behaviour Management Systems

### **RAG Positive Praise**

We have a Red, Amber, Green (RAG) positive reinforcement behaviour system that enables the children to work towards positive praise and a 'Friday Treat.' The children and staff decide on what they would like as their treat at the end of the week and every Monday all children start on the green card. If they engage in behaviour deemed unacceptable or disruptive, they will move down the scale towards the red or amber cards. If they finish the week on a red card, they are unable to access their treat. All children are then put back to a green card on a Monday to enable them have a fresh start, this takes away any sense of toxic shame or guilt that would be damaging to the majority of children who attend with us.

### **Reporting of incidents**

Any incident of negative behaviour is recorded on a 'Behaviour Incident Report Form'. This is then uploaded to the child's file on 'Teach 'n' Go' and a file is opened up for them within the behaviour file. If the child has three behaviour incident report forms within one term, they are given a 'Solution Focused Behaviour Plan' and 'Behaviour Review and Target Setting.' Each young person is also required to fill out a YOW form (Your Own Words) following each behaviour incident. This gives them an opportunity to reflect on what happened in a healthy and healing manner.

The additional following systems are in place to monitor behaviour:

- Each class has a behaviour log on Teach ‘n’ Go. A record of parental contact is included within the system.
- Support staff should follow all the procedures in place and should communicate action taken to all relevant staff.
- The following behaviour triggers a child being sent immediately to the Manager:
  - Physical violence or threatening behaviour
  - Swearing intentionally to cause offence
  - Racist, sexist or homophobic remarks
  - Repeated disobedience
  - Any incidents of bullying with specific reference to the Protected Characteristics.

## Further Sanctions

We do not wish to exclude any child from Out To Help, but sometimes this may be necessary. Therefore, when all reasonable strategies have been attempted and have failed (including internal sanctions and the application of any available support), exclusion is the next option for child.

Exclusions will occur if:

- Young people repeatedly violate the Behaviour Policy
- Young people seriously assault young people or staff
- Young people commit serious breaches of the Behaviour Policy
- Exclusions from lunchtimes will also be considered if young people are repeatedly violating the Behaviour Policy during this time.

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| <b>Policy Written By:</b> | <b>Date Written:</b> | <b>Date for Review:</b> |
| E. Spafford               | 01/11/22             | October 2023            |

