



Behaviour Policy
(Behaviour for Learning)
September 2024 –September 2025

Behaviour Principles:

- Every pupil understands that they have right to feel safe, valued and respected, and to be free from disruption of others.
- Pupils are nurtured into Successful Learners, Confident Individuals, Responsible Citizens and are supported to take responsibility for their actions.
- Staff and volunteers set an excellent example to pupils at all times.
- Rewards and sanctions are used consistently by staff in line with the behaviour policy.

Policy Intentions:

- To improve targeted intervention to reduce incidents of serious behaviour
- To facilitate a more rapid return to lessons for less serious incidents
- To reduce fixed term suspensions
- To improve tracking and monitoring of groups overrepresented in exclusion/behaviour figures
- Professional judgement underpins the application of this policy

Practice:

Managing Classroom Incidents:

Class teachers are responsible for managing behaviour in lessons and the majority of incidents will be managed in this way.

See Appendix 1 For behaviours, consequences and tariffs

See Appendix 2 (a), (b) For the management procedures for behaviour incidents which have escalated beyond this level.

See Appendix 3 For the reporting system procedures.

The Reporting System:

Reports are used to monitor attainment and progress, behaviour, attendance and punctuality. They are also to be used as a motivational tool. Reports operate at a range of levels from Form Tutor to Senior Leadership Team (SLT). All targets are linked to the school ethos; Successful Learners, Responsible Citizens and Confident Individuals.

See Appendix 3

**Rewards:**

The foundations of our rewards system reflect the outcomes of wide pupil consultation. Classcharts and a regular cycle of rewards, in the form of merits, will capture consistently good work and high standards of behaviour as well as single events which warrant extra recognition. Rewards will also be used to recognise and motivate good attendance and punctuality. The most effective rewards will be those that are used frequently but only when genuinely earned. Rewards will be issued by all staff and they will take a range of formats including; stickers, text messages, letters home, phone calls home, lunch queue passes, the exchange of merits for prizes.

Managing Incidents Beyond Classroom Level:

Serious incidents are rare. There is not a single procedure which outlines how incidents beyond classroom level are managed since every serious incident must be managed according to the specifics of the incident.

Under normal circumstances, following a serious incident a pupil will be referred to their Year Office. This will be for a short period of time whilst the facts pertaining to the incident are accurately collected, and whilst the pupil is managed. Following the collection of the facts a decision on the next action will be made. This will range from returning the pupil to lessons, referral to a sanction such as a detention, or community service, referral to Internal Exclusion, time spent in a neighbouring school's Internal Exclusions facility or an external suspension.

See Appendix 2

**Internal Exclusion:**

This is a proactive strategy for incidents that meet the DfE criteria for a fixed term suspension. Referral will be via Middle Leaders and approved by a member of SLT or the Headteacher. Parents will always be informed in advance of a pupil being placed into Internal Exclusion for a fixed number of days.

Time in a neighbouring school's Internal Exclusion facility

This is a proactive strategy for incidents that meet the DfE criteria for a fixed term suspension. Referral will be via Heads of Year or SLT and approved by the Headteacher. Parents will always be informed in advance of a pupil being placed into Internal Exclusion for a fixed number of days. These are likely to be used when a pupil has previously spent time in the school's Internal Exclusion facility.

Suspensions:

These are used for incidents where placing a pupil into Internal Exclusion would impact on the good order of the school, or where it would have the potential to place another member of the school community at risk. External suspensions will only be approved by the Headteacher or a Deputy Headteacher in his absence.

Managed Move/Direction off Site/Alternative provision:

This will be considered on an individual case basis following repeated referrals to Internal Exclusion, or for a serious one-off incident.

Permanent Exclusion:

This will be considered for a one-off serious incident or for cases where there have been ongoing serious breaches of school rules that have continued despite appropriate interventions.

Search, screening and confiscation:

In line with the 2023 Department for Education guidance on *Searching, Screening, and Confiscation* and the *Education Act 2011*, which outlines the rights of school staff to search pupils under specific circumstances.

Items that staff may search for and confiscate include:

- Vapes and vaping equipment
- Illegal drugs and substances
- Tobacco products
- Alcohol
- Weapons and dangerous objects
- Stolen property

A search may only be conducted when there are reasonable grounds to suspect a pupil is in possession of a prohibited item. This could be based on:

- Observations or reports from staff and other students
- Suspicious behaviour including multiple pupil occupancy in toilet cubicle



Physical indicators such as the smell of tobacco or vape residue

When conducting a search staff will use a metal detecting device “Wand” to detect suspected prohibited items:

- The wand is a non-invasive tool for detecting metal objects, such as vaping devices, without physically searching the pupil’s body.
- Staff must be trained in its use and should only employ the wand when there are reasonable grounds for suspicion.
- The wand should be used over the pupil’s clothing, with no physical contact made, to maintain pupil dignity.

When conducting a search the following procedure will be implemented:

- **Authorisation:** A senior member of staff, such as the Headteacher or a safeguarding lead, must authorize any search, and it should always be done in the presence of another staff member.
- **Voluntary Cooperation:** Pupils should be asked to voluntarily hand over the prohibited items before a search is initiated.
- **Conduct of Search:** If a wand is used, it should be passed over the pupil’s outer clothing and bags in a calm, respectful manner. A physical search of clothing or bags should only be conducted by a staff member of the same gender, with another adult present.
- **Strip Searches:** In extreme cases where an intimate or strip search is required, the police must conduct the search. Staff retain a duty of care for the pupil, ensuring their well-being during and after the process.

Confiscation and Disposal:

- Any prohibited items found during a search will be confiscated. Items such as vapes or drugs may be disposed of or turned over to the police, depending on the nature of the item.
- Parents or guardians will be informed promptly about the search and the items found. Staff must also inform parents of any actions taken or sanctions applied as a result of the search.

If a pupil refuses to cooperate with a search, the following steps will be taken:

- The pupil’s parents will be contacted immediately.
- In severe cases, especially if illegal substances or weapons are suspected, the police may be involved.

All searches will be logged, detailing the reason for the search, who conducted it, the outcome, and any actions taken. This record is vital to monitor if any particular group of students is disproportionately targeted and to ensure transparency.

Recording of Information:

All incidents and interventions, at all levels, are recorded in Class charts/ Schools Information Management System (SIMS). Further minutes or meetings and notes will be kept in pupil files.

Further guidance:

Appendix 4 Guidance for staff

Appendix 5 Further guidance for C4 incidents and above



Appendix 1:

The Consequences:

| | |
|-----------|---|
| C1 | First misbehaviour – Verbal warning Name goes on the board |
| C2 | Second misbehaviour – Verbal warning Name goes on the consequences board |
| C3 | Third misbehaviour – Final warning Name goes on the consequences board Class teacher 20 minute detention Class teacher communication home |
| C4 | Fourth misbehaviour – Removal to another classroom. 1 hour teacher detention Communication home by class teacher |
| C5 | Fifth misbehaviour – Internal Exclusion Pupil incident- statements taken, communication home by Pastoral team Safeguarding concern- investigated by and communication home done by Pastoral team Refusal to go to C4 room or removal from C4 room- communication with home done by Leadership on Walkabout or PA. Non- attendance at Leadership detention- Communication with home done by Leadership on duty |

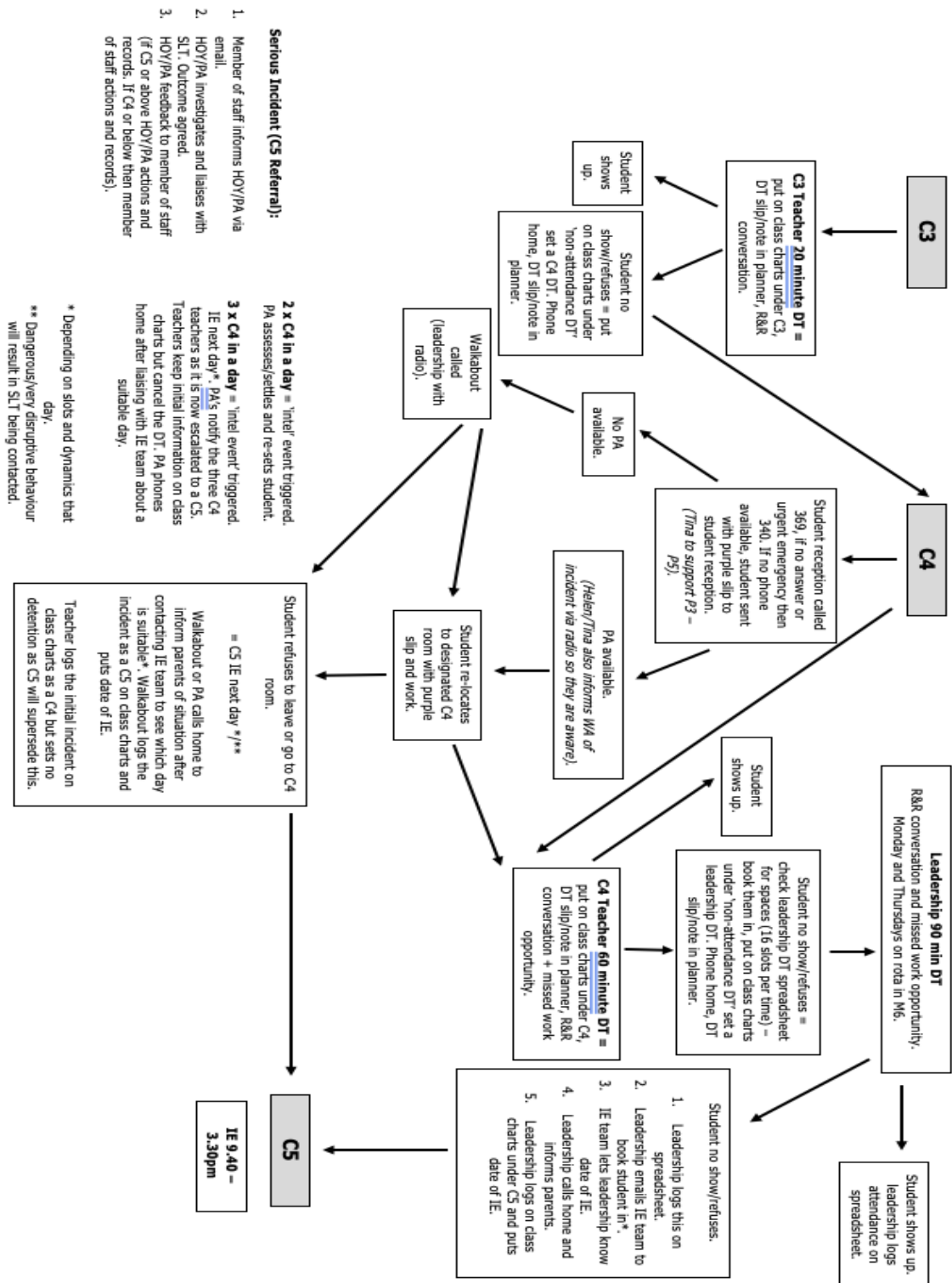
Consequences Tariff:

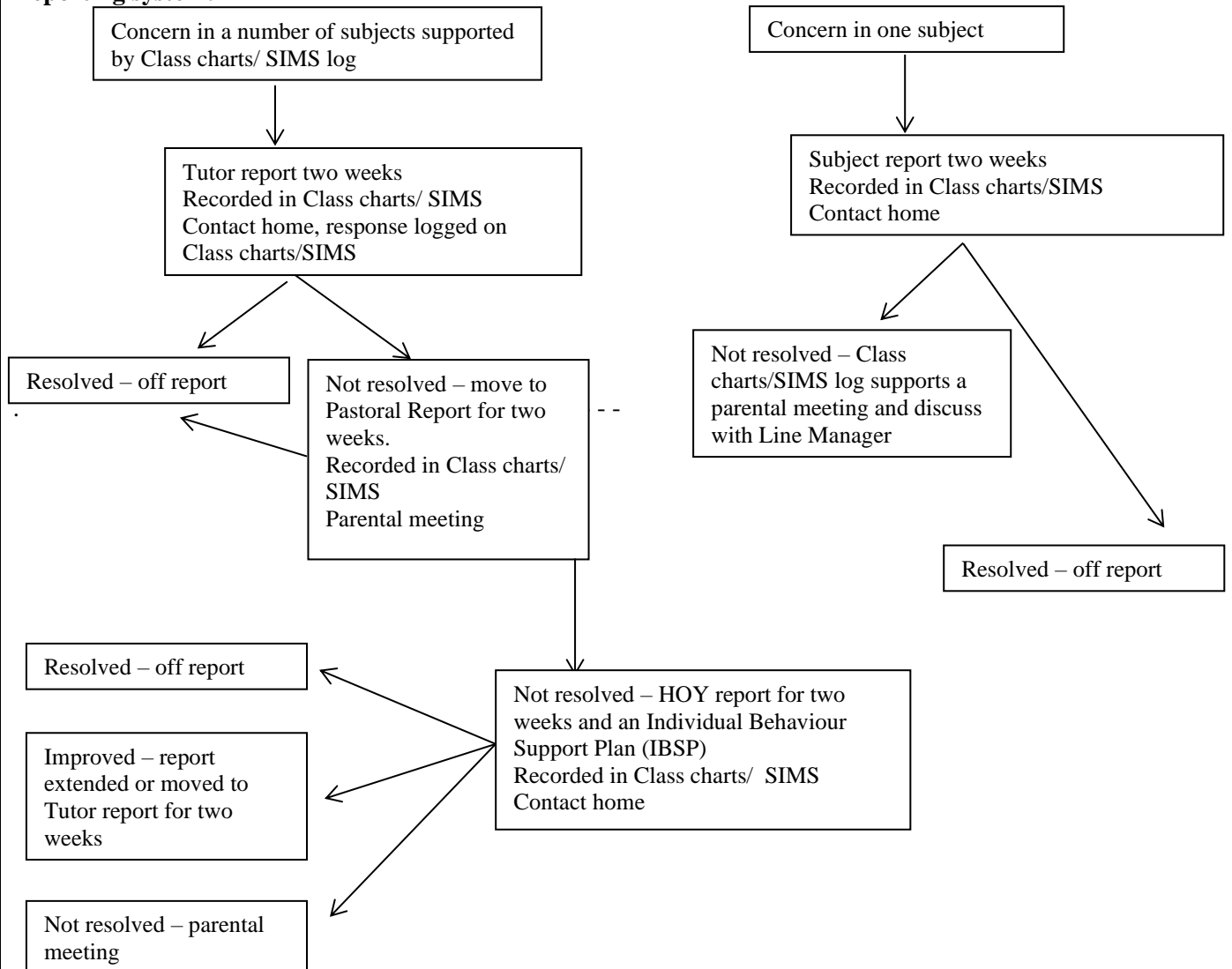
| | |
|-----------|--|
| C1 | Talking out of turn Holding up the start of lesson Calling out Not starting the task set |
| C2 | Repeat of C1 Argumentative with other pupils and staff Off task behaviour |
| C3 | Repeat of C2 behaviour Persistent disruption of the learning Swearing at another pupil. 3 late in one week/ 3 litter drops/ 3 uniform infringements |
| C4 | Verbally abusive to another pupil Inappropriate comments including reference to protected characteristics Disrespecting another pupil's space and property Vandalism Significant/ Persistent disruption of others' learning Health and safety concern |
| C5 | Swearing at a member of staff Refusal to go to C4 room, being sent out of a C4 room Fighting Illegal activities Health and safety risk. Refusal to hand over phone-defiance |

Appendix 2:



Managing Procedures for Behaviours, Consequences and Tariffs:



**Reporting system:**

Subject reports – Light Green

Tutor reports – Green

Pastoral report – Amber

HOY report (including a Individual Behaviour Support Plan) - Red

SLT reports (including a Pastoral Support Plan) – Blue

Positive monitoring card – Purple

Attendance/punctuality reports - Orange

A positive monitoring card to be used at the discretion of staff.

Appendix 4:



Guidance:

Professional judgement underpins the application of this policy and the examples below are illustrative rather than exhaustive:

What to do if:

- Pupil refuses to leave room:
 - Calm, make the right choice don't escalate the problem
 - Message to Pastoral Assistant (PA), or Walkabout if PA not available
 - Pupil removed to C4 room
 - Continued refusal to move, Walkabout called.
 - Pupil reminded next steps is IE the next day, take up time given
 - If pupil calm, pupil booked into IE for the next appropriate slot, if the present a risk or is persistently disruptive then call a member of SLT
- Pupil swears at another pupil:
 - Discreet overheard foul language. Point out calmly that staff member finds this offensive. Apology from that pupil - C3
 - Loss of control and very abusive leads to C4 to avoid escalation between pupils
 - Complete loss of control, abusive and threatening – C5 – Year Office/ Internal Exclusion
- Pupil swears at a member of staff:
 - Pastoral Assistant collects pupil and removes them to their Year Office
 - Statements taken from culprit and sensible witnesses and teacher
 - C5 – Internal Exclusion.
- Pupil disappears:
 - Teacher notifies Admin of absence via SIM's/email
 - Walkabout, Pastoral Assistant and Site Team are notified by Admin
 - Pastoral Assistant establishes when/where child was last seen
 - Site search undertaken; CCTV reviewed

If appropriate and if required

 - Parent(s) notified
 - Other agencies such as Police notified
- Pupil hits another pupil:
 - Stay calm, distract protagonist and re-direct; seek assistance – utilise sensible pupil if possible
 - Victim must be taken to medical
 - Statements taken from victim, protagonist and witnesses (pupils and staff)
 - Protagonist – avoid physical restraint or endangering self if at all possible
 - Try and separate, make eye contact with one, verbally request for them to accompany member of staff, distraction, remove audience
 - Remove pupil to their Year Office so they can be stabilised
 - Staff to seek a debrief with senior staff, or 'trusted' colleague, before going home
- Pupil use of mobile phone (without permission):
 - Phone is confiscated – child's name is taken
 - Phone and name are taken to Pupil Reception and stored
 - In exceptional circumstances, the phone maybe returned to the pupil and the parent contacted regarding the confiscation – this will not be routine practice.
 - Phone is returned to parent
 - If pupil refuses to hand over phone, incident treated as defiance C5

**Further Guidance for C4:**

More than 1 C4 in different Subjects:

- Pupil placed on Tutor Report

Repeat offence:

- Tutor meets with parents
- Monitoring Report to be used, signed by parents

Further, repeat offence:

- Year Leader meeting

More than 1 C4 in same Subject:

- Pupil placed on Subject Report

Repeat offence:

- Subject teacher meets with parents
- Monitoring Report to be used, signed by parents

Further, repeat offence:

- Subject Leader meeting
- If reason for initiating C4 is due to safety concerns, dependent on severity, initiate risk assessment
- 3 or more C4 within the previous half term – removal from any trip list (trip leader's discretion).

If behaviour persists, Senior Leader/Line Manager to be in on meeting.



Further Guidance for C5:

No decision to be made until all statements/paperwork has been received. Incident may de-escalate to C4, escalate to C6, or an alternative sanction may be utilised rather than move to C6; detention following time in their Year Office, detention with a member of SLT, community service (litter picking, letter of apology etc), mediation. If it remains C5:

- 1xC5 Tutor or subject report for at least 2 weeks followed by phone call to report on progress
- 2xC5 Year or Subject Leader to invite parents in. Placement on Pastoral or Subject Leader report at least 2 weeks

Initiate pastoral monitoring/support
- 3xC5 Meeting with Year or Subject Leader/Tutor and placement on a HOY report and a Individual Behaviour support plan (IBSP)

The Year Leader must explore all avenues of support mechanisms for any pupil who is repeatedly receiving C5 sanctions. The following list is not exhaustive:

- Change of class/tutor group/band
- Referral to support services via Early Help Hub if there are associated wellbeing concerns
- SEN consideration
- Alternative educational provision
- CAMHS referral
- EP referral
- Support via a PSP
- Managed Move

Statements may be required for some C5 incidents and above



Further Guidance for Internal Exclusion:

- 1-2 days Meet on return with Year Leader
2 weeks Tutor Report
- 3 days Meet with Year Leader on return
Placed on Pastoral Report
- 5 days Internal Exclusion completed at another secondary school
Year Leader to meet with parent on return
HOY report & IBSP
- 8 days Internal Exclusion completed at another secondary school
Meet with SLT, PSP initiated.
- 15 days Head Teachers Panel

Pupils accruing repeat Internal Exclusions – In addition to the guidance above, consideration must be given to all possible support mechanisms to modify behaviour; change of class, change of band, SEN needs, referral to the Early Help Hub if there are associated wellbeing concerns, EP referral, CAMHS, alternative education provision, Managed Move.

This list is not exhaustive.