

BEHAVIOUR MANAGEMENT POLICY

1. Policy

Pupils respond best to *positive* behaviour management and our policy reflects this. We celebrate success and are proud of the achievements of our pupils. The ethos of the ALP is underpinned by our core values (see Appendix 1). We also know that good behaviour in our schools and a clear understanding of the consequences of poor behaviour are vital in helping all of our pupils to realise their potential.

Most of the actions and expectations outlined in this policy relate to behaviour within school, both in and outside the classroom, when travelling to and from school or when engaged in a school activity (whether at school or elsewhere.) In some circumstances; however, pupils' actions outside school may be relevant within the terms of the Behaviour Policy. Any act by a pupil which threatens, or could potentially threaten, the wellbeing of any member of the school community, or which is damaging or potentially damaging to the good reputation of the school, may require a response from the school.

Where, in the schools' view, the welfare, safety or continuing education of a pupil or pupils requires it, the Executive Principal (EP) or Head of School (HOS) may conduct an inquiry into an event or alleged event arising out of school. The ALP reserves the right to impose sanctions upon the conclusion of any inquiry into an event occurring out of school within the realms of actions detailed within the policy. Any incidents beyond that considered reasonable for school to deal with will be referred to the appropriate body. Parents, carers and pupils should also note that, in accordance with the school's Anti-bullying Policy, online actions (e.g. insensitive internet postings, malicious emails or texts) will be viewed as actions with the "potential to threaten wellbeing".

2. Curriculum

In planning, delivering and evaluating the curriculum we recognise that the quality of its content and the teaching and learning methods through which it is delivered and differentiated are important influences on pupils' behaviour and values.

All staff will be responsible for the conduct of pupils anywhere on the school premises and while supervising them out of school, including school visits where children should demonstrate excellent behaviour and uphold the good reputation of the schools.

All staff will model good conduct and speak to each other and pupils calmly, politely and with respect. When speaking to pupils about their behaviour, it is important to remember **it is the pupil's choice of behaviour we are unhappy with and not the child themselves**. Pupils must not be described as 'naughty', 'silly' or any derogatory term that will undermine their **self-esteem**.

We will:

- reinforce the ALP's core values throughout the curriculum, through Personal, Social and Health Education (PSHE), THRIVE, thematic learning, RE, collective worship and assemblies;

- foster self-esteem through valuing each pupil, encouraging classroom success and developing relationships with peers, staff and visitors based on mutual respect and trust;
- always avoid humiliating pupils;
- give pupils increasing opportunities for responsibility within class and school;
- encourage them to feel responsible for their learning, capable of success and to reflect on their progress;
- recognise good behaviour positively through the schools' reward systems, core values and weekly celebration assemblies;
- celebrate success both within and outside of school;
- listen to pupils and encourage them to reflect upon their actions and possible alternatives.

Pupils learn by example, so adults should present a consistent approach, which is firm but calm, making expectations clear and supporting children to meet them.

2a. The Protected Characteristics

Our aim is to promote tolerance and understanding of all protected characteristics named under the 2010 Equalities Act namely age, disability, gender, sex or sexual orientation, marriage, maternity, religion or beliefs. Behaviour of any kind, which goes against these characteristics, is unacceptable and will not be tolerated. The ALP takes a zero tolerance stance on this.

All adults in school must be alert to signs of bullying or harassment for any of these characteristics and act promptly and firmly against them. We encourage pupils to tell staff about such cases if they become aware of them. This will include physical, verbal and social actions. Pupils are made aware that staff will always follow up any incident that causes distress. The ALP supports staff through appropriate training.

Staff will record all incidents, including the date, the names of the perpetrators and victims, the nature of the incident, and action taken in response. All incidents will be logged on CPOMS and passed to the HOS or EP. Governors will be informed of the number and nature of such incidents and the action taken to deal with them. The Governing Body will inform LA of racist incidents as and when they occur. The parents of the pupils involved will be notified.

3. Expectations

3a. Staff expectations: All ALP employees and volunteers will be responsible for ensuring that this policy and procedures are followed and are consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential. Staff have a key role in advising the EP on the effectiveness of the policy and procedures. They also have responsibility, with the support of the Senior Leadership Team, for creating a high quality learning environment, teaching positive behaviour for learning where low level disruption does not impede learning. **All** staff will be proactive in **all** areas of the school and deal with any incidents of poor behaviour in corridors, the yard, school visits and the school environment.

All teaching staff (as outlined in the Teachers' standards) and support staff are to behave in a highly professional manner, upholding public trust in the profession, at all times - failure to adhere to the ALP Behaviour Policy and the requirements of the Teachers' standards may result in disciplinary procedures.

It is the responsibility of all teaching staff to ensure that the school Behaviour Policy is enforced in their class, and that their class behaves in a responsible manner during lesson time. The class teachers have high expectations of the children in terms of behaviour, and to ensure that all children work to the best of their ability.

All teachers should treat each child fairly and implement the Behaviour Policy consistently, treating their class with respect and understanding. Teachers will be proactive and **communicate their concerns to the THRIVE or pastoral team that working day** and contact parents if there are concerns about the behaviour of a pupil.

Staff will speak to children in an appropriate manner. **We operate a strict policy of not shouting at children therefore staff will never shout at any child or class and they must be respectful of personal space when talking to pupils. All staff should act in a professional manner at all times.**

Staff should consider the VRFs (Vital Relational Functions) when working with children across school:

- **Attune** - be alert to how they are feeling and show children understanding through facial expressions, body language 'I'm noticing you are finding this really hard';
- **Validate** - 'It's ok to feel upset/angry, I am imagining it is really tricky for you right now, I am wondering if I can help you';
- **Contain** - catch the intensity and match it - reinforce that you are there to keep them safe;
- **Regulate** - remain calm at all times avoid reassuring or persuading stay with the feeling.

Language is important:

- I'm noticing, I'm imagining, I'm thinking, I'm wondering.

Place: place is an acronym for how we as practitioners strive to meet the needs of children:

- **Playful, Loving (or like), Accepting, Curious, Empathetic.**

3b. Pupil expectations

- Treat staff and fellow pupils with respect;
- Listen in silence when a member of staff speaks. Talk quietly at all other times;
- Move around school in a quiet, prompt and smart manner;
- Walk in single file in corridors;
- Respect the need for punctuality;
- Respect the property of the schools, the staff, pupils and visitors;
- Keep your school and surroundings clean and tidy by not dropping litter or making mess;
- Abide by uniform requirements;
- stay in the areas designated for pupils unless otherwise directed;
- Follow instructions given by members of staff;
- All pupils on the upper site to have their school planners out in lessons.

3c. Parent expectations

- We will involve parents in active partnership as an aid to promoting positive behaviour. We will inform parents of good behaviour as well as where behaviour has fallen short of expectations;
- Parents will be involved at an early stage of particular difficulties with individual pupils. Parents will be notified as soon as possible about any serious incident and given an early opportunity to discuss the matter;
- We aim to involve parents through the home school agreement, which will be shared with parents each September;
- If a pupil's behaviour begins to be a cause for concern, then all adults in contact with this child will support the pupil through an individual THRIVE or pastoral action plan, which can be produced by a member of the THRIVE or school pastoral teams;
- Where a pupil's behaviour at school indicates serious problems, support services (e.g. LEA, social and health services) will be contacted and liaison between all parties will be maintained.

4. Lunchtime/Break time Behaviour

All lunchtime/duty staff will deal with incidents in the first instance. Lunchtime/duty staff will call upon the support of the senior supervisor, teaching staff as well as SLT when needed. Teachers on duty will deal with break time incidents.

Pupils deemed to be demonstrating 'unsafe' behaviour are to be spoken to using THRIVE language. For example, 'I am noticing that you are not playing safely at this time. I am thinking that you need to come off the yard until you can play safely. I am sorry that you have chosen to... We need to keep you safe because we care about you.' Children will immediately be removed from the yard to an allocated 'SAFE' room. Children will be given time to reflect on their behaviour and miss a period of their lunch or break time. Behaviour Support or Assistant Head of School (AHOS) will supervise the allocated 'SAFE' room. AHOS will decide when each child is allowed to return to the school yard.

Incidents deemed unsafe might include spoiling games, throwing or misusing equipment, play fighting etc. Incidents of a more serious nature will result in further consequences applying.

Lunchtime/break incidents will be logged on CPOMS under the category 'Lunch & Break Log'. These incidents will be tracked and monitored separately from lesson behaviour incidents as to identify children struggling socially outside in the yard. Form teachers will inform parents of any incidents that day via telephone or face to face in the yard.

Children identified as regularly struggling socially on the yard, will attend THRIVE/school workshops to work on social behaviours and expectations over lunchtimes. This will be discussed with parents, form teachers and the THRIVE and school pastoral teams.

Lunchtime staff will carry time out cards to be used if they feel a child would benefit from time in the THRIVE provision calming room e.g. becoming upset or frustrated. THRIVE or school pastoral staff will need to see a card if children arrive during lunchtime.

Upper Site: Each week a lunchtime award is given to a class or year group who have behaved well, shown respect as well as aspects of the school core values. This is announced at the Celebration Assembly every Friday. This class or group of pupils will go into lunch first the following week.

Lower Site: Stickers are awarded to pupils who demonstrate good manners, respect for others etc. Early lunch may also be awarded to a class who show excellent behaviour during lunchtime.

5. **Breakfast Club And Wraparound Care:**

Breakfast Club and Wraparound Care provision will follow the school Behaviour Policy. Behaviour will be tracked using the school-tracking sheet and any incidents of poor behaviour will be reported to THRIVE or school pastoral teams. The THRIVE team or pastoral team will log the incident on CPOMS. In the case of severe or serious incidents, a member of SLT will be informed. This will be done via telephone if staff are not on site.

The following information should be written about the incident:

- What happened - the behaviour that concerned staff and if possible what seemed to trigger it.
- What the member of staff did to address the problem.
- Any other comments e.g. how did the child respond?

6. **Policy Application:**

6a. **Two-Year Olds & Nursery**

The setting manager will manage the behaviour of the children and staff within the provision in line with the schools' Behaviour Policy as deemed appropriate by the staff. They will adopt a stop and go sign to inform children when their behaviour is unacceptable. Staff will provide emotional containment using the whole school THRIVE approach.

6b. **Reception to Year 6**

The school will adopt a traffic light system. These are displayed in all classrooms and articulated to children.

Step 1:

Movement from Green: (Please see Appendix 2 for behaviour flowchart)

Notice behaviours using THRIVE VRF's (Vital Relational Functions)

- If a child is misbehaving, then a friendly reminder of expectations will be given - please take account the needs of individual children.
- If behaviours continue, a second reminder is given with a firmer tone.
- If behaviour continues "Time in" within the classroom (at an identified 'safe' desk or change of desk away from the initial distraction) until the adult is free to address/support the child.

Step 2:

Amber Behaviour Incident:

- If this behaviour continues then the child will be given an amber verbal warning.
- The relevant class teacher will log the Amber behaviour incident on CPOMS.
- The teacher will also write a planner comment. Each planner comment should start: "Your child was given an amber warning today because"...
- If the pupil's behaviour subsequently improves, the class teacher may move the pupil back to green. However, the Amber Notice will still be recorded on CPOMS.
- Once the child has received an Amber Notice THRIVE language should be used i.e. 'I am sorry your behaviour choice is not acceptable, we need to keep you safe and that means this incident will be logged in your school planner'.

- If deemed appropriate pupils given an amber may be required to miss their next break time. This will be supervised by AHOS or a member of the schools' pastoral teams. Their behaviour will be discussed and ways to ensure that they make the correct choice in the future.

Step 3:

Red behaviour incident:

- If behaviour continues and is disrupting learning – the pupil will receive a Red behaviour incident. This will be logged as a red behaviour incident on CPOMS. The pupil will leave the classroom.
- If a child obtains a red behaviour incident - parents must be contacted. This could be via a telephone call or by an informal discussion after school when parents/carers are collecting the relevant child.

The consequence of receiving a red behaviour incident will be:

- **Lower and Upper Site: A period of time working in the THRIVE or pastoral provision.** This may include **either or both** break time and lunchtime. An AHOS will decide the allocated length of time following a Red behaviour incident after discussion with relevant class teachers, THRIVE and pastoral staff. The teacher responsible for giving the red behaviour incident must provide appropriate work to last the agreed period of time. Restorative THRIVE or pastoral time will be given to the child to help support positive behaviour choices. The teacher (responsible for giving the red behaviour incident) will have discussions with the child following this behaviour consequence, in order to re-establish relationships and expectations. Pupils must demonstrate that are regulated and ready to return to class, therefore avoiding further incidents of this nature.
- An accumulation of reds and ambers will carry greater sanctions at the discretion of the AHOS/HOS.
- Extreme circumstances could warrant a pupil going straight on to red.

Step 4:

Red Flag Behaviour Incident:



- If a pupil continues to disrupt in the THRIVE or pastoral school provision, this will result in a red flag behaviour incident being given. This will result in group interventions being rescheduled. Senior leaders and parents must be informed. The child will begin the following day in the THRIVE or pastoral provision where behaviours can be assessed. Staff can decide when the child is ready to return to class (this may be with support). Lunch and break time provision will be at the discretion of staff and AHOS. The incident should be logged on CPOMS.
 - Only in extreme cases should staff go directly to a red flag in which case the THRIVE team or AHOS will be notified.

6c. Provision for Children with additional needs:

A responsible member of staff will consider whether any challenging behaviours are or are not related to the child's special educational needs or disabilities. If they are wholly or in part related to SEND the same expectations apply regarding appropriate and safe behaviours in school but an SEND Support Plan will be written or updated to show what reasonable adjustments and additional support will be given to the child to help them improve and learn.

6d. Behaviour Analysis:

Analysis of CPOMS behaviour recorded incidents will be discussed at the half-termly wellbeing meeting where staff will consider all available information and action to be taken. If a disproportionately high number of ambers are recorded by individual pupils this may result in the pupil being placed on a THRIVE or home school report plan. Form teachers will be informed of any actions and will discuss with parents any issues/actions identified.

6e. Pupil Incident Log (CPOMS)

In addition to logging behaviour incidents, it is the responsibility of all staff to log all relevant information regarding a child's welfare within the Pupil Incident Log section of CPOMS, so that the school has a record of all events. The THRIVE and pastoral teams, as well as AHOS will monitor all logged incidents.

6f. Additional Sanctions:

In circumstances of extreme behaviour or infringement of any protected characteristics, children may be placed in timeout provision for a period of time. **This decision can only be made the EP or HOS. Parents must be contacted.**

- Each pupil for the period of isolation will have a behaviour report, which will monitor their behaviour throughout the day. A copy will be sent home to parents at the end of the school day.
- Subject or class teachers will supply work.
- Risk Assessments – if a child's behaviour is considered to pose a potential risk to other children, then an appropriate risk assessment with guidelines will be put in place to ensure the safety of all.

The Wellbeing team at their half-termly meeting, as well as the EP and Governing Body as appropriate will review any use of internal isolation.

Any child who has an incident logged against the protected characteristics will attend an intervention session with an identified member of staff on their site. This intervention will take place as soon as possible following the incident. This intervention will address the incident and give the child the opportunity to discuss their understanding of their actions and learn the consequences of such actions.

6g. Exclusion:

In the event of a pupil being excluded please, refer to the exclusion procedures document. The decision to exclude can only be made by the EP (or delegated responsibility to the HOS in their absence).

7. Rewards:

The school's positive behaviour system encourages children to work towards a number of different rewards.

7a. Silver Award and Leap Tickets:

If a child moves from green to silver on the traffic light system, then this should be congratulated by the teacher and recognised. A silver star will be stuck into the pupil's planner and a leap ticket issued. **Each member of staff may award up to a total of three leap tickets each week.** These can be collected and exchanged for prizes at the Leap Shop.

7b. Gold Award:

Gold Awards are prestigious and only awarded to pupils who demonstrate outstanding effort and application. If a pupil achieves a gold award, they will be given a golden ticket. This ticket will be posted into the golden post box. At the celebration assembly, which is held every Friday, the pupil will receive a gold certificate and a prize. A maximum of two golden tickets may be issued each week by staff. **The staff member giving out the golden ticket will phone home to inform parents or guardians of the reason for the award.**

7c. School 360:

School 360 will be used to award school housepoints. The housepoints system is used to reward and support behaviour management and encourage pupils to demonstrate the school's core values. By collecting points, children contribute to the overall total for their house. Houses across the ALP play a key role in the organisation of sporting events and encourage a wider sense of 'belonging' across the primary schools. Pupils can also use housepoints to purchase clothes and pets for their avatar.

Each pupil will be a member of one of the following houses:

- Eagles
- Falcons
- Magpies
- Vipers

7d. School Leap tickets: These are given out when a pupil demonstrated aspects of the school's core values.

7e. Celebration Assembly & Certificates

All children will take part in a weekly celebration assembly.

The assembly includes:

- Core Values - A certificate for one child from each class for demonstrating the school's core value of the week.
- Literacy Stars - pupils demonstrating excellent attitudes and application in the skills of reading and writing.
- Mathematics awards - children receiving bronze, silver or gold awards for achievements in mathematics.
- Times Tables Rock Star - pupils who have demonstrating progress in speed and accuracy for times tables.
- PE Star/s of the week - pupils who demonstrated excellent attitudes and application in PE lessons.
- Housepoints and Leap Tickets
- School attendance and class attendance winners.
- Lunchtime award - given to the class who have demonstrating the school's core values consistently at lunchtime.
- Achievements outside of school - this celebrates pupil achievements in activities that take place outside the school environment.
- Gold Award - presented to pupils who have made an outstanding contribution to school life.

7f. Other:

Birthdays - cards are given in class to ensure all children receive a birthday card in celebration of this event.

Postcards Home - a quick note home to let parents/carers and children know how pleased we are.

Positive Marking and Feedback - encouragement and recognition of progress/high levels of presentation.

Please note: Staff should not set-up individual class rewards or behaviour systems outside of those included within this policy, unless the SENCO/AHOS has been consulted.

8. Legal Framework

This policy has due regard to legislation, including, but not limited to:

- The DfE Guidance, 'Behaviour and Discipline in Schools' (April 2012)
- The schools' legal duties under the Equality Act 2012 and in respect of pupils with SEND
- Section 89 of the Ed. And INS act 2006.
- The Equality Act, 2010, which prohibits discrimination against people with the protected characteristics that are specified in section 4 of the Act.
- *PREVENT*, Counter-Terrorism and Security Act 2015 ensuring due regard to the need to prevent people from being drawn into terrorism and reflects the schools' policy, which outlines this provision.
- The Teacher's Standards - All members of staff will lead by example in promoting good behaviour by fostering positive interaction between colleagues, pupils and parents based on mutual respect, self-discipline, courtesy and good humour in line with expectations as outlined in the Teachers' Standards and directly linked to appraisal.
- The THRIVE approach.

Other Documents:

ALP Anti-bullying Policy

ALP Curriculum Policy

ALP E-Safety Policy

ALP Equality Policy (Pupil)

ALP Exclusions Policy

ALP Feedback for Learning Procedures

ALP Home School Agreement

ALP Learning & Teaching Policy

ALP Positive Handling & Restraint Policy

ALP Support Staff Standards

[DfE 'Searching, Screening & Confiscation' 2012](#)

[DfE 'Teacher Standards' 2011](#)

Appendices:

1. Core Values
2. Behaviour Flow Chart
3. One Page Overview (staff only)
4. CPOMS
5. Guidance to staff on confiscating of pupil belongings and pupil searches
6. Guidance to staff on restraint of pupil and the use of force
7. Home School Agreement
8. Reasons for Exclusions
9. Teaching Standards

Created <input type="checkbox"/> Reviewed <input checked="" type="checkbox"/>	
Signed:	Name: C Harle / A Kemp
Role: Assistant Head of School	Date: January 2019
Adopted	
Signed:	Name: A Roberts
Role: Executive Principal	Date: March 2019

Core Values

(RESPECT)

Responsible	We are accountable for our words and actions
Excellence	We try our best in everything we do
Safe	We protect ourselves from harm
Prepared	We are ready to learn
Equality	We treat everybody fairly
Courage	We face our challenges and do our best to overcome them
Teamwork	We participate together to be successful

Guiding Principles

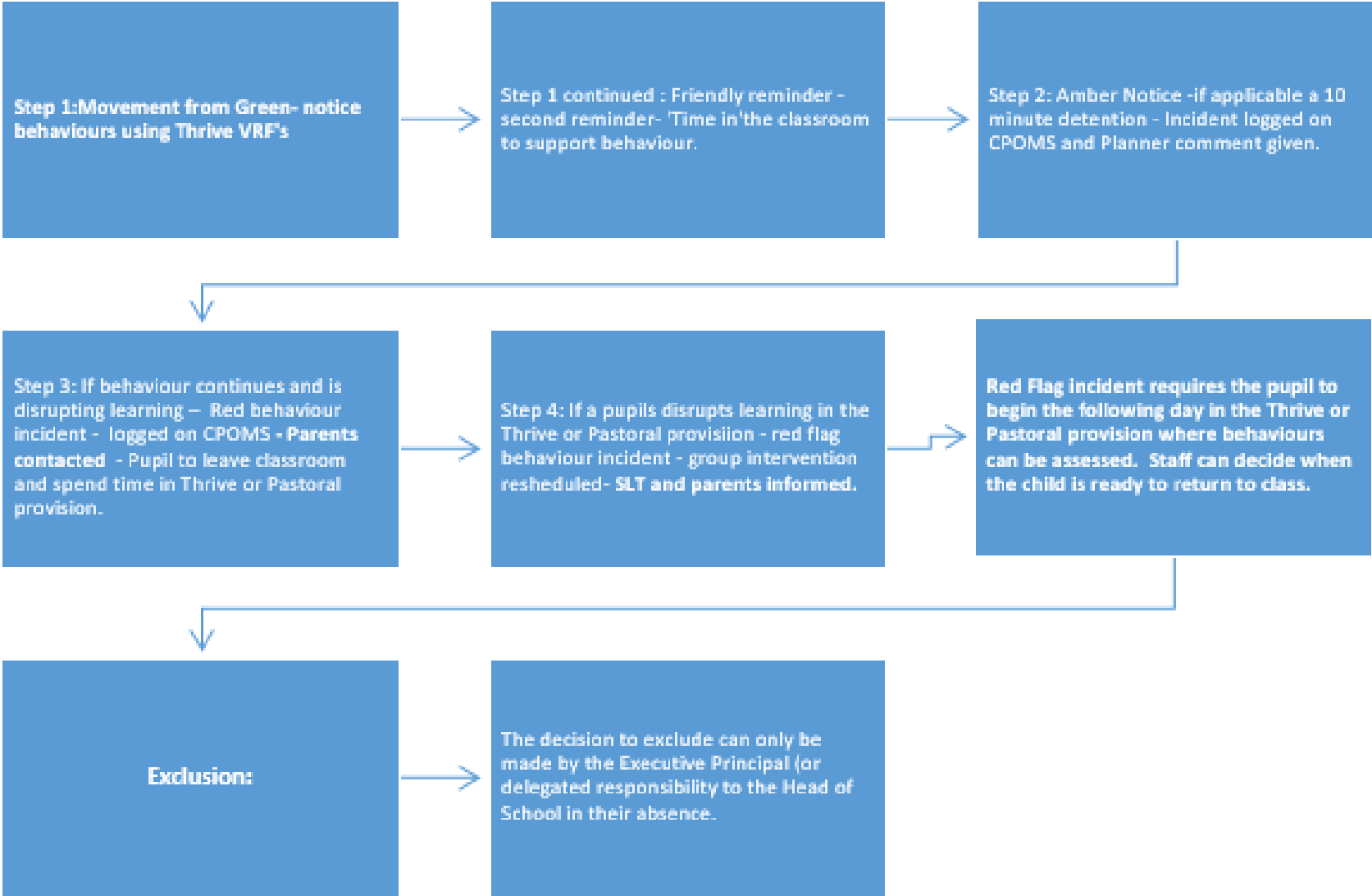
Partnership
 Responsibility
 Excellence
 Opportunity



Skills for Life

Resilience
 Self-motivation
 Teamwork
 Communication
 Problem solving
 Being safe

Behaviour Flow Chart



One Page Overview

CPOMS

We are using CPOMS to log:		Notify:
<p>Child Protection Purple concerns: For any disclosure that needs instant referral. Abuse: Physical, emotional, sexual, drugs.</p>	<p>1. You must speak to a DSL immediately. In the event you cannot speak to a DSL you must speak to a Deputy DSL. If you cannot speak to a Deputy, then speak to any member of the Safeguarding Team. Safeguarding Team can be identified from the posters around school and the Yellow ID covers on their lanyards.</p> <p>2. After speaking to DSL, complete as new incident on CPOMS. Flag as purple concern. <u>If you do not have access to CPOMS use purple form (available from office).</u></p>	<p>DSL BPS: Leanne Johnson: 07487 510591 DSL CPS: Sam Agan: 07487 510591 In case of absence contact deputies: BPS: Alan Kemp/Sue Arkle (Upper): 01670 812360 CPS: Karen Ternent (Lower) 01670 815570 Catharine Harle (Upper) 01670 813111 Trust DSL: Louise Hall CPS Upper: 01670 813111 Jan Caisley CPS Lower: 01670 815057</p>
<p>Yellow Concerns: For any concerns that require monitoring, most likely around neglect.</p>	<p>Complete as new incident on CPOMS, flag as yellow concern and notify Assistant Head of School. <u>If you do not have access to CPOMS use yellow form (available from office).</u></p>	<p>BPS: Leanne Johnson (Lower): 07487 510591 Alan Kemp (Upper): 01670 812360 CPS: Karen Ternent (Lower) 01670 815570 Catharine Harle (Upper) 01670 813111</p>
<p>Incidents against the Protected Characteristics</p>	<p>For any incidents against the protected characteristics log including as much details as possible. This is especially for incidents involving race & homophobia. Incidents must be submitted to County on an NCC form. Please include race and gender of the perpetrator(s) and the victim. <u>If you do not have access to CPOMS use blue form (available from office).</u></p>	<p>BPS: Leanne Johnson (Lower): 07487 510591 Alan Kemp (Upper) CPS: Karen Ternent (Lower) 01670 815570 Catharine Harle (Upper) 01670 813111 Incidents involving race: Jan Caisley – 07972 290795</p>
<p>Behaviour</p>	<p>All behaviour will be logged on CPOMS under 'Behaviour'. Please include details of the behaviour and the lesson it was in. <u>If you do not have access to CPOMS follow behaviour plan.</u></p>	<p>BPS: Leanne Johnson (Lower): 01670 812324 Alan Kemp (Upper) 01670 812360 CPS: Karen Ternent (Lower) 01670 815570 Catharine Harle (Upper) 01670 813111</p>
<p>Parental Contact</p>	<p>Please log all conversations with parents including details of the phone calls made home to inform them a red card/flag has been given. Please include date and time.</p>	<p>Form Teacher</p>
<p>Individual Behaviour Log</p>	<p>All incidents that would have previously been added to a running records. These are mainly behaviour related and usually extreme behaviour.</p>	<p>Form Teacher</p>
<p>Violent Incidents</p>	<p>These must be completed with your line manager and added to the child's record, whether they are victim or perpetrator.</p>	<p>Business Manager: Nikki Lumley/Sandra Turnbull</p>
<p>Prevent Duty</p>	<p>Add as a new incident with as much detail as possible, these must be reported to the proper authorities.</p>	<p>Trust: Louise Hall/Jan Caisley Deputy: Nikki Lumley/Andy Roberts</p>
<p>Bullying</p>	<p>All accusations of bullying, whether by child or adult, must be logged under 'Behaviour' for the child who is allegedly being bullied. This will be investigated and if proved to be the case will be logged for the perpetrator(s).</p>	<p>BPS: Leanne Johnson (Lower): 01670 812324 Alan Kemp (Upper) 01670 812360 CPS: Karen Ternent (Lower) 01670 815570 Catharine Harle (Upper) 01670 813111</p>
<p>Use of Restraint</p>	<p>The correct ALP form must be completed (found in policy file on Google drive) and added as a new incident.</p>	<p>Business Manager: Nikki Lumley</p>
<p>E-Safety Incident</p>	<p>See flowcharts overleaf for reporting e-safety incidents on CPOMS and if no access to CPOMS then using relevant forms.</p>	<p>E-Safety Co-ordinator: Heather Walker Deputy: Nikki Lumley/Ross Crichton</p>

Guidance to Staff on Confiscating of Pupil Belongings and Pupil Searches

Confiscation

[The Guidance for Schools on “Screening, Searching and Confiscation” \(DfE, April 2012\)](#), provides that confiscation is an appropriate disciplinary measure when applied in a reasonable and proportionate way. Any member of ALP staff may confiscate, retain or dispose of a pupil's property in order to enforce the School rules and to maintain an environment conducive to learning, where the rights of all pupils to be educated in a safe and orderly environment are safeguarded. Such circumstances may include:

- an item that poses a threat to others: for example, a laser pen is being used to distract and possibly harm other pupils or staff;
- an item that poses a threat to good order for learning: for example, a pupil uses a personal music-player or mobile phone in class;
- an item that is against school uniform rules: for example, a pupil refuses to take off an unauthorised item of clothing (such as a hooded top) on entering a classroom;
- an item that poses a health or safety threat: for example, a pupil wearing large ornate rings in PE may present a safety threat to other pupils;
- an item which is counter to the ethos of the school: for example, material which might cause tension between one community and another or is illegal for a child to have: for example, racist or pornographic material, alcohol, illegal substances;
- any other prohibited or dangerous items as detailed by the schools' rules.

In general, items should be confiscated for the duration of a lesson or until the completion of the same school day. The basis for confiscations of a longer duration should be discussed and approved by an appropriate senior member of staff. Where any item is thought to be a weapon, a controlled substance or stolen goods the Police will be informed and it may be passed to them. Pupils have a right to expect that confiscated items, especially those of monetary or emotional value, will be stored safely until they can be returned and staff should present such items to the school office in an envelope with the details of the pupil and agreed arrangements for return so that the item can be deposited in the schools' safe. In addition, a brief explanation of the confiscation should be sent to an appropriate senior member of staff. Particular care should be taken when deciding whether to confiscate items of clothing or jewellery, with appropriate regard to whether the item in question has religious or cultural significance to the pupil. When confiscating items, staff should avoid physical contact or interference with pupils' clothing of a kind that might give rise to child abuse allegations. In order to minimise such risks in these circumstances, staff should seek to ensure that a member of the same gender as the pupil confiscates the item of clothing or jewellery and that another staff member is present where possible. Confiscation of any item that would leave the pupil only partly dressed must be avoided.

Pupil Searches

Guidance issued by the Department for Education (April 2012) makes it lawful for the EP (or staff designated by him) to search pupils for any item banned under the school rules, with their consent. There is also a statutory power to search pupils or their possessions without consent where there are reasonable grounds to believe that the pupil has certain prohibited items. Reasonable grounds may include overhearing pupils talking about an item or a pupil behaving in an unusual or suspicious manner. School staff can confiscate any banned or prohibited item found as a result of a search which they consider to be harmful or detrimental to school discipline. The law also allows the school to require pupils to undergo electronic screening, though the ALP currently has no plans to introduce this facility.

Prohibited or banned items include:

- Knives;
- Weapons;
- Alcohol;
- Tobacco and cigarette papers;
- Substances that could be abused, such as illegal drugs, solvents or so-called “legal highs”;
- Stolen items;
- Fireworks and/or smoke bombs;
- Pornography;
- Inflammatory material of a religious, political, racist, homophobic or sexist nature;
- Face masks, headwear or clothing that prevents an individual’s identity being readily established;
- Any electronic equipment that could be used to breach the ALP’s ICT Acceptable Use Policy;
- Any other item that it could be reasonably assumed may be used, or misused, to disrupt effective learning and good order in the school or environs or to commit an offence, cause personal injury or damage to property.

The power to search pupils with consent allows a staff member to ask a pupil to turn out his / her pockets, bag or locker, etc. If a pupil refuses to co-operate then, under the terms of the Behaviour Policy, they will be treated in the same fashion as a pupil who refuses to comply with instructions from staff and they will be temporarily excluded from lessons until an appropriate investigation by the appropriate members of staff. The power to search pupils without consent, with the authorisation of a senior member of staff, should be carried out by a staff member who is the same sex as the child. There must always be a witness (also a member of staff) to the search and, if at all possible, they should also be of the same gender as the pupil. The power to search without consent extends to a personal search involving the removal of outer garments and searching of pockets, bags and lockers. If it is felt necessary for a pupil to be subject to an intimate search for illegal drugs or stolen property for example, or if staff feel that they will encounter any resistance from the pupil, then the school will ensure such searches are carried out according to agreed protocols by the Police, following notification to parents. Items found as a result of a without consent search: alcohol may be retained and disposed of appropriately, controlled substances (or suspected controlled substances) will be delivered to the Police, the ALP will judge if stolen items also need to be reported to the Police and, when appropriate, the goods will be returned to their rightful owner. The ALP is not required by law to inform parents before a search takes place or to seek their consent to search their child. However, Bothal/Central Primary School will seek to inform parents of any relevant information that may involve a search of their child as soon as is practicable.

Restraint of Pupils and the Use Of Force

Bothal/Central Primary Schools do not use corporal punishment. The guidance from the Department of Education, "Use of reasonable force", (May 2012) enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil);
- Causing personal injury to or damage to the property of, any person (including the pupil themselves);
- Prejudicing the maintenance of good order and discipline at the school or among the pupils receiving education at the school, during lessons or at any other time during the school day.

All members of the teaching and support staff have a legal power to use reasonable force for the reasons outlined above and this power may temporarily extend to people authorised by the EP to take charge of pupils, such as unpaid volunteers or parents accompanying pupils on school activities. Reasonable force will never be used as a punishment for a child – this is unlawful and unacceptable. The school also acknowledges its duty to make reasonable adjustments in the potential use of reasonable force for disabled children or pupils with SEN. Detailed written records of serious incidents, including those requiring physical intervention by staff, will be maintained by the school and reported to senior pastoral staff, including the Designated Safeguarding Lead. Parents will also be informed as soon as possible. All injuries will be recorded according to the schools' Health and Safety Policy. The school seeks to minimise the circumstances whereby such intervention would be necessary by:

- Creating a disciplined and orderly atmosphere in school and providing pupils with a clear framework for good conduct;
- Providing guidance and encouragement for pupils, in both lessons and other forums, to manage conflict and strong feelings in a way that does not escalate the situation;
- Fostering positive working relationships between staff and pupils, creating an atmosphere of tolerance, respect and trust that is conducive to good order;
- Appointing designated pastoral staff that pupils can approach in difficult circumstances and who can help resolve and defuse situations;
- Planning carefully to avoid circumstances that could make a conflict situation more likely and advising staff of potential difficulties and strategies that could be employed to resolve them.

Before using force, staff should (wherever practicable) ask the pupil / pupils to behave appropriately and follow staff requests and communicate in a calm and measured manner that the use of force may be necessary. Staff should make it clear that their physical intervention will stop as soon as it ceases to be necessary. Staff should attempt to intervene in such a way that their actions cannot be interpreted as being motivated by anger, frustration or is sexually inappropriate. Circumstances that could justify intervention include:

- Immediate risk of death or injury, such as a pupil running into a busy road or preventing a pupil threatening another with a dangerous object;
- A pupil attacks a member of staff, or another pupil;
- Pupils are fighting, causing risk of injury to themselves and others;
- A pupil is committing, or is on the verge of committing, deliberate damage to property;
- A pupil is causing, or is at risk of causing, injury or damage by accident, by rough play, or by misuse of an object or materials;

- A pupil absconds from a lesson or school (this, in itself, is not sufficient to justify the use of force) and their actions potentially threaten their own safety, that of other staff/pupils or the good order and discipline of other classes;
- A pupil persistently refuses an instruction to leave a classroom, is behaving in a way that seriously disrupts a lesson or a school event.

Types of physical intervention that a member of staff could consider:

- Passive physical contact, e.g. standing between pupils and/or blocking a pupil's path;
- Active physical contact, e.g. leading a pupil by the arm, ushering a pupil away with a hand on their back or shoulder or, in extreme circumstances, using appropriate restrictive holds.

Following the incident:

- Investigate thoroughly and make a record of the incident, in accordance with the requirements of the schools' Health & Safety Policy and the Safeguarding and Welfare Policy;
- The physical well-being of pupils and staff involved will be a priority, with appropriate medical care;
- Seek to provide emotional and psychological support to all concerned where necessary;
- Apply appropriate sanctions where necessary, according to the school's Behaviour Policy;
- Ensure that the voice of the child is heard and a plan is in place to restore relationships and allow the child to talk about how they felt.

All complaints regarding the use of force by staff will be investigated thoroughly and speedily, in accordance with the schools' Complaints Procedure.

Where a member of staff has acted within the law in using reasonable force, the Department of Education guidance (May 2012) states that the onus is on the person making the complaint to prove that his/her allegations of excessive force are true – it is not for the member of staff to show that he/she has acted reasonably.

Suspension of the member of staff during the investigation into the complaint will not be an automatic response by the school. Careful consideration will be given by the EP and his senior colleagues to each individual case and its particular circumstances to decide the most appropriate course of action.

If a decision is made to suspend a member of staff then the school will ensure that it fulfils its duty of care to that colleague and options for appropriate pastoral care will be offered, along with access to a named contact that can provide support.

Please see the Use of Restraint Policy for further information.

Home School Agreement

We aim to ensure that all pupils are offered the opportunity to participate in a challenging and cohesive learning programme which promotes achievement, is versatile and prepares today's pupils for tomorrow's world.

- School will:**
- * ensure a quality education is offered to all children;
 - * provide a safe caring environment which encourages and promotes a high standard of behaviour;
 - * inform parents of children's progress at least every term;
 - * inform parents about any concerns or problems which may affect their son/daughter's work or behaviour;
 - * recognise achievement, good attendance and punctuality;
 - * set, mark and monitor homework where appropriate;
 - * give clear guidance on the school dress code.

- Parents/Carers We will:**
- * ensure that our child attends school regularly, arrives punctually and suitably dressed;
 - * inform school about any home situations which may affect our child's work or behaviour;
 - * support our child by encouraging them in their school work and by supporting them with homework and other opportunities for home learning;
 - * attend parents' evenings and participate in discussion about our child's progress;
 - * support the school policies and guidelines for work.

- Pupils I will:**
- * attend school every day, on time;
 - * follow the school dress code;
 - * pass on letters and messages between home and school.

Pupil's Name: **Class:**

Signed: **(Pupil) Date:**

Signed: **(Parent/Carer) Date:**

Reasons for Pupil Exclusions

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse/threatening behaviour against a pupil
- Verbal abuse/threatening behaviour against an adult
- Bullying
- Abuse of the protected characteristics
- Sexual misconduct
- Drug and alcohol related
- Damage
- Theft
- Persistent disruptive behaviour
- Other

Teaching Standards 2011 www.gov.uk/Teachers_Standards

- All teachers should manage behaviour effectively to ensure a good and safe learning environment.
- All teachers should have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the schools' Behaviour Policy.
- All teachers should have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- All teachers should manage classes effectively, using approaches, which are appropriate to pupils' needs in order to involve and motivate them.
- All teachers should maintain good relationships with pupils, exercise appropriate authority and act decisively when necessary.