

Author: Head of School

Reviewed Sep 20 Next Review Sep 21

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## ALP BEHAVIOUR SUPPORT 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 Ashington Learning Partnership (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 Support 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 schools' reserve 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 ALP'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".

### 1. 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 ALP's 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.

## 2. 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 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

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 Support 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 ALP's Behaviour Support 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 Support 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. Further guidance can be found in Appendix 7.**

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.**

### 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.

### 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. Behaviour Management**

When dealing with any behaviour incidents, please follow the guidance outlined in **Appendix 7 ('Practising in the moment' - the mind of the adult when dealing with behaviour and/or dysregulation)** to support with positive application for the following section of this policy.

When dealing with incidents of behaviour, it is important to separate poor behaviour 'choices' from incidents of 'dysregulation'. Further guidance is given within **Appendix 7**. All incidents will be logged on CPOMS using a tag 'choice' or 'dysregulation'. AHOS and Thrive team will analyse these incidents separately and intervene accordingly with necessary support/behaviour plans.

We are a Thrive School and the Thrive approach will be modelled and applied throughout the application of this behaviour support policy.

#### **5. 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. The outcome will be decided by a member of the SLT.

Lunchtime/break incidents will be logged on CPOMS under the category 'Lunch & Break Log' (choosing the relevant subcategory 'choice' or 'dysregulation'). 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. It is the responsibility of the member of staff dealing with the incident to log on CPOMS.

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 an OPAL play 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.

## **6. Breakfast Club and Wraparound Care**

Breakfast Club and Wraparound provision will follow this policy. Behaviour will be tracked using CPOMS and any incidents of poor behaviour will be reported to Form Teachers, THRIVE or school pastoral teams. The Form Teacher 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?

## **7. Policy Application**

### Two Year Olds and Nursery

The setting manager and provision staff will manage the behaviour of the children and staff within the provision in line with the ALP's Behaviour Support 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.

### 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:** Notice behaviours using THRIVE VRF's and language:

- If a child is making poor behaviour choices, 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, it may be appropriate to offer "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. The use of "Time In" to be used at the discretion of the teacher.

**Step 2 - Amber Behaviour Incident:** Notice behaviours using THRIVE VRF's and language:

- 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 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’.
- Pupils given an amber will 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. A member of Thrive or SLT will be called via a message to the main office. Children receiving a Red MUST NOT be sent out without adult supervision.
- Red behaviour incidents will be logged with a further tag of ‘choice’ or ‘dysregulation’. Incidents of ‘dysregulation’ will be dealt with at the discretion of the AHOS and Thrive team. Some incidents may warrant an alternative action and/or consequence than that of a continued behaviour ‘choice’.
- 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. The 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 they are regulated and ready to return to class, therefore avoiding further incidents of this nature. Pupils that have received a Red behaviour incident will miss the following lunchtime and/or break.
- 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. The AHOS or another member of the SLT will give direction on consequences for such incidents.

### **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 AHOS will be notified immediately.

## **8. 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.

If a child has a Thrive plan or Individual Behaviour Plan in place, it is an expectation that this will be followed by all staff. Failure to follow individual plans may result in incidents occurring that could have been avoided.

## **9. Dysregulation vs Choice**

Incidents that are logged as 'dysregulation' and not 'choice' may require an extended level of work and support with the child and staff involved. Work will be carried out by the Thrive team and AHOS to determine causes of 'dysregulation' and plans will be made to provide support and prevention of following incidents occurring. Not all incidents of dysregulation may require a consequence but they will be recorded on CPOMS as a 'Red - Dysregulation' incident. Consequences will be determined by AHOS.

## **10. 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 behaviour incidents are recorded for individual pupils this may result in the pupil being placed on a THRIVE assessment plan, individual behaviour plan or home school report plan. The AHOS will action the appropriate next steps. Form teachers will be informed of any actions and will discuss with parents any issues/actions identified. In extreme cases, the AHOS may need to discuss next steps with HOS prior to action being taken.

## **11. 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.

## **12. 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 by the EP or HOS. Parents must be contacted.**

- 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 member of staff supervising the pupil will meet parents at the end of the period within the provision to report on the pupil's behaviour throughout the day. The AHOS will usually be present to review the progress made and discuss any next steps.

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.

### **13. Exclusions**

In the event of a pupil being excluded please, refer to the exclusion policy document. The decision to exclude can only be made by the Executive Principal (or delegated responsibility to the Head of School in their absence).

### **14. Rewards**

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

#### Silver Awards 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.

#### 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 carers of the reason for the award.**

#### Schools 360

Schools 360 will be used to award school house points. The house points system is used to reward and support behaviour management and encourage pupils to demonstrate the ALP's core values. By collecting points, children contribute to the overall total for their house. Houses 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 house points to purchase clothes and pets for their avatar. Each pupil will be a member of one of the following houses:

- Eagles
- Falcons
- Magpies
- Vipers

#### School Leap Tickets

These are given out when a pupil demonstrates aspects of the ALP's core values.

#### Celebration Assembly and Certificates

All children will take part in a weekly celebration assembly. From September 2020 the 'Celebration Assembly' will take the form of a radio station to enable all year groups to remain in their secure

'bubble' and ensure that infection control and social distancing rules are adhered to at all times.

The assembly includes:

- Core Values - A certificate for one child from each class for demonstrating the ALP's core value of the week. This section will also be linked into the ALP's focus for safeguarding and health and safety as a result of Covid-19.
- Literacy Stars - pupils demonstrating excellent attitudes and application in the skills of reading and writing.
- Athletics awards - children receiving bronze, silver or gold awards for achievements in mathematics.
- Times Tables Rock Star - pupils who have demonstrated progress in speed and accuracy for times tables.
- PE Star/s of the week - pupils who demonstrated excellent attitudes and application in PE lessons.
- House points and Leap tickets.
- School attendance and class attendance winners.
- Lunchtime award - given to the class who have demonstrated the ALP'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.

#### 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.**

#### **15. Legal Framework**

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

- The DfE Guidance, ['Behaviour and Discipline in Schools' \(Jan 2016\)](#)
- Section 175 of the [Education Act 2002](#) which outlines a school's duty to safeguard and promote the welfare of its pupils.
- [Searching, screening and confiscation at school](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- The schools' legal duties under the Equality Act 2012 and in respect of pupils with SEND.
- Sections 88-94 of the [Education and Inspections Act 2006](#) which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property.
- 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 ALP's policy, which outlines this provision.

- [DfE guidance](#) explaining that maintained schools should publish their behaviour policy online.
- 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.

**16. The following policies should be read in conjunction with ALP Behaviour Support Policy**

- ALP Anti Bullying Policy
- ALP Curriculum Policy
- ALP E-Safety Policy
- ALP Equality Policy (Pupil)
- ALP Exclusions Policy
- ALP Teaching Policy
- ALP Positive Handling and Physical Intervention Policy
- ALP Support Staff Standards
- [DfE ‘Searching, Screening & Confiscation’ 2012](#)
- [DfE ‘Teacher Standards’ 2011](#)
- [Guidance for full opening - schools 2020](#)

**17. Quality Impact statement to be completed**

**Appendices**

1. Core Values
2. CPOMS
3. Guidance to staff on confiscating of pupil belongings and pupil searches
4. Home School Agreement
5. Teaching Standards
6. ‘Practising In The Moment’ - The mind of the adult when dealing with behaviour and/or dysregulation (7.1 ‘Practising In The Moment’ model)
7. How the ALP can support pupil behaviour and wellbeing during the current coronavirus (COVID-19) pandemic

<b>Created</b> <input type="checkbox"/> <b>Reviewed</b> <input checked="" type="checkbox"/>	
<b>Signed:</b>	<b>Name: Head of School</b>
<b>Role:</b>	<b>Date: September 2020</b>
<b>Adopted</b>	
<b>Signed:</b>	<b>Name: Andy Roberts</b>
<b>Role: Executive Principal</b>	<b>Date: September 2020</b>

- Covid-19 Amendments (Appendix 7)
- Practising in the moment added to the policy (Appendix 6)
- Section 9 – Added dysregulation vs choice

ALP 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

<b>We are using CPOMS to log:</b>	
<b>Child Protection</b> Purple concerns: For any disclosure that needs instant referral. Abuse: Physical, emotional, sexual, drugs.	<p>1. You <b>must</b> 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. The 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 a new incident on CPOMS. Flag as purple concern. <u>If you do not have access to CPOMS use purple form</u> (available from offices).</p>
Yellow Concerns: For any concerns that require monitoring, most likely around neglect.	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</u> (available from offices).
Incidents against the <b>Protected Characteristics</b>	For any incidents against the protected characteristics log including as much details as possible. This is especially for incidents involving <b>race &amp; homophobia</b> . 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</u> (available from offices).
<b>Behaviour</b>	All behaviour will be logged on CPOMS under the relevant 'Behaviour' categories. 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>
<b>Parental Contact</b>	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. This will be logged in 'Pupil/Parent log'
<b>Individual Pupil Log</b>	All incidents that would have previously been added to a running record. Record any information that is worth noting regarding pupils but does not fit into another category 'Pupil/Parent log'
<b>Violent Incidents</b>	These must be completed with your line manager and added to the child's record, whether they are victim or perpetrator.
<b>Prevent Duty</b>	Add as a new incident with as much detail as possible, these must be reported to the proper authorities.
<b>Bullying</b>	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).
<b>Use of Restraint</b>	The correct ALP form must be completed (found in policy file on Google drive) and added as a new incident.
<b>E-Safety Incident</b>	See flowcharts for reporting e-safety incidents on CPOMS and if no access to CPOMS then using relevant forms.

## Guidance to Staff on confiscating of Pupil Belongings and Pupil Searches Confiscation

The [Guidance for Schools on “Searching, Screening and Confiscation” \(DfE, January 2018\)](#), explains schools’ powers of screening and searching pupils so that school staff have the confidence to use them. In particular, it explains the use of the power to search pupils without consent. It also explains the powers schools have to seize and then confiscate items found during a search. It includes statutory guidance which schools must adhere to.

Any member of ALP staff may confiscate, retain or dispose of a pupil's property in order to enforce the schools’ 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’ safes. 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 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 (January 2018) states that Headteachers should decide who is authorised to carry out pupil searches. There is no requirement to provide this authorisation in writing. Staff can be authorised to search pupils for any item banned under the schools’ rules, with their consent. No formal written consent is required. Pupils that refuse to cooperate may be subject to appropriate disciplinary procedures.

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 prohibited items. Reasonable grounds may include overhearing pupils talking about an item or a pupil behaving in an unusual or suspicious manner. Headteachers (or any member of staff authorised by the Headteacher) can conduct a search without consent. The staff member carrying out the search must be the same sex as the pupil and be accompanied by another staff member. There is a limited exception to this rule. You can carry out a search of a pupil of the opposite sex to you and/or without a witness present, but only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

School staff can confiscate any banned or prohibited item found as a result of a search which they consider to be harmful or detrimental.

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;
- 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 items that it could be reasonably assumed may be used, or misused, to disrupt effective learning and good order in the schools or environs or to commit an offence, cause personal injury or damage to property.

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 Schools will seek to inform parents of any relevant information that may involve a search of their child as soon as is practicable.



**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 .....**

**Teaching Standards 2011 [www.gov.uk/Teachers Standards](http://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 ALP's Behaviour Support 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.

## **'Practising in the moment' - The mind of the adult when dealing with behaviour and/or dysregulation.**

### **Being open and engaged when dealing with behaviour and/or dysregulation**

When dealing with any incidents of poor behaviour choices or dysregulation, it is important that staff maintain an open and engaged state. Failure to remain open and engaged may result in a pull into defence.

When the adult is open and engaged, this will support the pupil to do the same meaning that the pupil will become open to support and/or learning.

Adults at times may move into defensive responding. It is all adults' responsibility to notice when this happens. Adults must take care of themselves and then return themselves to an open and engaged state with the pupil.

### **How to be 'open and engaged':**

- The ability to regulate your own emotional state.
- The ability to maintain an attitude of PLACE (Playfulness, Loving, Acceptance, Curiosity, and Empathy).
- Having good reflective functioning leading to the capacity to be 'mind-minded' and understanding the emotional experience of yourself and others.

### **Being Mind-Minded**

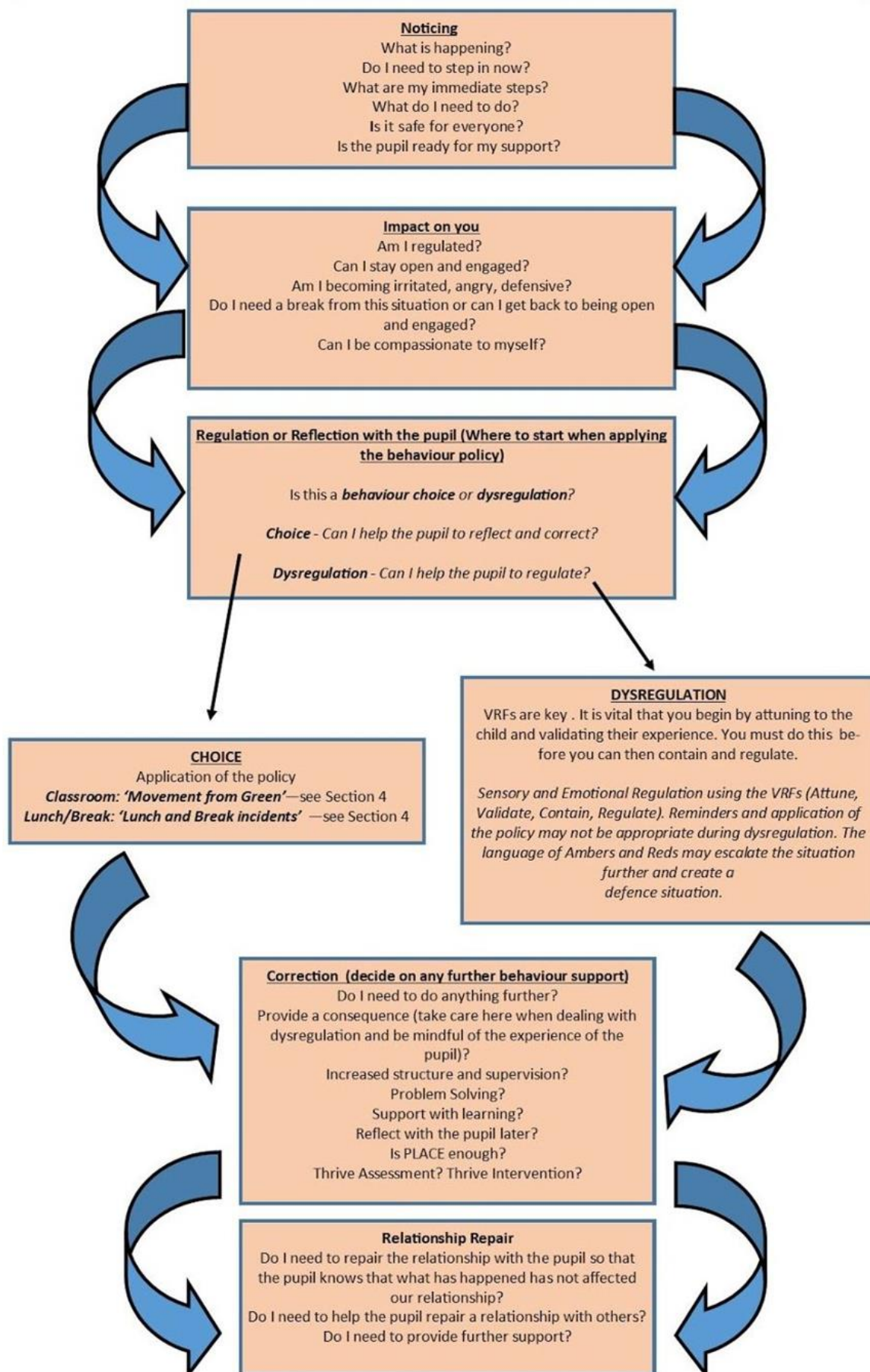
**Before an adult can reflect on the mind of a child, they need to be able to reflect on their own mind. By understanding the impact a child is having, the adult can remain open and engaged. Without this understanding, the adult is likely to become defensive through anger, criticism or withdrawal.**

Being mind-minded means that you are able to understand and take into account the mental state of yourself or another person e.g. what you or they are thinking, feeling, wishing, desiring etc. Being mind-minded means that you are able to accept that this internal experience is neither right or nor wrong- it just is. Being mind-minded means that you are able to reflect and move away from your own experiences or attachment history. Being mind-minded means that you are able to notice and have compassion for your own internal experiences which will in turn allow us to notice and have empathy for the internal experience of others. Being mind-minded means that you are able to enjoy relationships with others.

### **Develop your Capacity for being Mind-Minded**

- Be open to noticing and understanding your own internal experience; your thoughts, feelings, belief, hopes, worries etc.
- Practice remaining open to emotional experience; noticing what you are experiencing and regulating this experience with support from others.
- Reflecting on this experience will increase your capacity to remain open and engaged to yourself, allowing you to move more easily from defensive to open and engaged when responding to others.
- Regular mindfulness to restore the balance in the brain, strengthening healthy reflection and regulation.

Practising In The Moment Model - The Adult



## COVID-19 AMENDMENT TO BEHAVIOUR SUPPORT POLICY - TEMPORARY

In line with the recent unprecedented events we have outlined some overarching behaviour principles that are essential to protect the safety of all members of our ALP community. We will require all children, parents/carers and staff to adhere to these principles at all times.

- We expect all members of the ALP community to follow the instructions on hygiene, such as hand washing and sanitizing.
- All children must follow instructions on who they can socialise with at ALP i.e. they must respect the integrity of their 'Bubble Group'.
- All members of the ALP community must move around the ALP as per specific instructions (respecting one-way systems, out of bounds areas, socially distanced queuing).
- All members of the ALP community must follow expectations about sneezing and coughing, using tissues and disposal. All will follow the 'catch it, bin it, kill it' code.
- All children are to follow guidelines about not sharing any equipment or other items including drinking bottles.

It is an expectation that whilst children are in school, that they will adhere to the ALP's regulations in relation to hygiene. Any serious breaches of hygiene and sanitation - including spitting, coughing at others and wiping fluids on others - will be taken incredibly seriously. These matters should be reported immediately to a member of the senior leadership and appropriate consequences will be put in place. **Parents will be contacted and the incident logged on CPOMS.**

Children must follow guidance and instructions on how they are able to socialise in school with their peers and staff during this time; we appreciate that for younger children, further support will be needed with this, however the expectation is that children follow instructions for the safety of themselves, their peers and staff in the ALP.

When moving around the schools, children will be expected to follow adult's instructions, which will include one-way systems, out of bounds areas and queuing at a safe distance. Children will be reminded of these new routines, however, should children choose not to abide by these instructions, this will constitute a breach of the behaviour policy and appropriate consequences will be put in place.

### Behavioural Management during the Coronavirus (COVID-19) Pandemic - Temporary

**We have created this appendix in accordance with the latest government guidance surrounding the ALP's full opening in September 2020.** The information will be reviewed and kept updated to reflect any changes to national or local guidance.

#### Expectations:

- The ALP ensures that infection control and social distancing rules are communicated effectively to all children.
- Staff are informed about the measures in place so they can enforce these rules at all times.
- The ALP informs parents of any changes to provision outlined in this policy.
- The ALP expects children to uphold these expectations at all times, including on school transport, where practicable.

- Staff are informed of sanctions and rewards in place to aid children to meet these expectations in line with this policy.
- Where required, staff explicitly teach and supervise health and hygiene arrangements, e.g. hand washing, tissue disposal and toilet flushing.
- The ALP recognises that children may be supervised or taught by members of staff they have had no prior contact with; however, children are expected to treat all members of staff with respect and work together to maintain a safe environment.
- The ALP expects children in wraparound care, e.g. breakfast clubs, to adhere to the ALP's social distancing and infection control.

### **Arrival and Departure**

- The ALP expects children to follow all arrival and departure arrangements to the best of their ability and to arrive at the correct time.
- Children are expected to participate in any infection control and social distancing measures, e.g. hand washing, before entering and exiting the ALP.
- Upon departure from school buildings, the ALP expects children to move immediately from the buildings and not to linger on the ALP premises without good cause, e.g. they are waiting to be picked up.

### **Hygiene and Infection Control**

- The ALP understands that younger children and those with complex needs may not understand why the infection control measures need to be in place and may struggle to follow them. These children are supported to adhere to the measures and their needs are taken into account with regards to discipline and the giving of rewards.
- Children remain within their assigned 'bubbles' and avoid mixing with others as much as possible - staff reinforce this behaviour through teaching, rewards and supervision.
- Children are expected to wash their hands for at least 20 seconds with soap and water, and/or alcohol-based hand sanitiser:
  - Upon arrival to school.
  - Before and after consuming food.
  - After using the toilet.
  - After coughing or sneezing.
  - When they return from breaks.
  - When they change rooms.
- Younger children and those with complex needs are helped to clean their hands properly and are supervised when using hand sanitiser.
- Children are expected to maintain good hand and respiratory hygiene at all times while in school, to the best of their ability.
- Children are expected to dispose of tissues using the litter bins provided.
- Children are expected to use infection control provisions responsibly, e.g. using hand sanitiser as directed.
- Children are discouraged from sharing equipment or toys, which pose a higher risk of infection, e.g. play dough.
- The ALP prohibits children from spitting, biting, and purposefully coughing in another person's vicinity, or other behaviours that increase the risk of spreading infection, e.g. purposefully disposing of soiled tissues in an unsafe manner.
- The ALP understands that some children with complex needs will struggle to maintain good respiratory hygiene, e.g. those who spit uncontrollably or use saliva as a sensory stimulant. Individual risk assessments are conducted for these children to ensure their safety and the safety of the staff who work with them.

- Children whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with this policy.
- Children who are deemed unable to fully adhere to infection control rules, e.g. some children with SEND or younger children, are not disciplined for poor behaviour in this regard – positive behaviour is reinforced using praise and rewards.
- Members of staff encourage children who are deemed unable to fully adhere to infection control rules to practice good infection control behaviours to the best of their ability, through teaching, praise and supervision.

### **Social Distancing**

- Children adhere to the social distancing measures put in place by the ALP.
- Children form orderly queues, e.g. when waiting to use the toilets, and if appropriate using relevant floor markings where necessary.
- Children are respectful and patient towards their peers.

### **Outdoor Playtimes**

- The ALP expects children to follow all social distancing and infection control measures during sports and exercise activities, both indoors and outdoors.
- The ALP does not permit close-contact sports, play or activities at this time.
- Children are expected to play within their allocated bubbles at lunch and break times – children who persistently don't adhere to this expectation will receive appropriate sanctions.

### **Moving Around School**

- The ALP expects all children to move around the schools following the ALP's arrangements, e.g. using one-way systems.
- The ALP prohibits children from lingering in walkways,
- Children are expected to move directly from one destination to the next at the times allotted to them and in their assigned groups, e.g. if applicable from moving from one class to another.
- Children may leave the classroom to use the toilets or other sanitary facilities one at a time, with permission from a member of staff.

### **Ill Health and Infection**

- The ALP expects children to report to a member of staff as soon as possible if they are feeling unwell and showing symptoms of coronavirus, or believe a peer is showing symptoms of coronavirus.
- Any bullying or harassment towards children who have had, currently have, or are suspected to have coronavirus is not tolerated – this behaviour is addressed in line with this policy and the ALP's Anti-Bullying Policy.

### **The ALP Premises**

- Children are prohibited from entering areas of the schools that have been closed for cleaning, social distancing, or infection control purposes.
- Children who purposefully access prohibited areas without permission are disciplined in line with this policy – children who are deemed unable to fully adhere to these restrictions are not disciplined and the correct behaviour is reinforced instead.

### **School Uniform**

- The ALP expects all children to wear the correct uniform while in school, in line with the ALP's Uniform Policy.



### **Managing the Behaviour of Remote Learners**

- While all children will return to school in September, there may still be times when children need to learn remotely, e.g. due to a local lockdown or when a pupil is following health advice to stay at home.
- Children who are learning remotely off-site are expected to adhere to this policy and the Pupil Remote Learning Policy, where applicable.
- The ALP expects children who are learning remotely to uphold good behaviour at all times and to:
  - Attend remote classes or group sessions on time.
  - Complete the work that has been set and return it on time, to the best of their ability.
  - Keep all communication polite and appropriate, and in line with the ALP's remote learning arrangements.
  - Not misuse or mistreat the resources or technology utilised for the delivery of remote learning.
  - Report any issues, including harassment or bullying from their peers, to their teacher.
- The ALP recognises that some sanctions may be unable to be given to children learning remotely and that adjustments to the actions outlined in this policy may need to be put in place.
- Where discipline must be deferred until the pupil returns to school, the Assistant Head of School will inform the pupil's parent/carer via telephone and the pupil will be disciplined when it is safe to do so.

### **Support for Children**

- The ALP understands that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education in some children, resulting in increased incidences of poor behaviour.
- Relevant staff will support and work with children who are struggling to re-engage with ALP and who are at risk of being absent and/or persistently disruptive, including providing interventions to help them overcome barriers to attendance and behaviour and to help them reintegrate back into ALP life.
- The ALP understands that some children will return to school in September having been exposed to a range of adversity and trauma, which may lead to an increase in social, emotional and mental health (SEMH) concerns. Therefore, appropriate support for children with SEMH issues will be arranged, including arranging access to services such as educational psychologists, social workers and counsellors.
- The **SENCO and Thrive teams will continue to work** with local services to ensure services and support are in place for children with SEND to allow them a smooth return to school.

### **Rewards and Discipline**

- Staff ensure that any rewards given adhere to the ALP's infection control and social distancing measures.
- The ALP understands that children may have had different experiences during the coronavirus pandemic and that this may affect how children re-adapt to a school environment and its routines.
- Where a pupil's challenging behaviour may be linked to their experiences during the coronavirus pandemic, e.g. bereavement, we will act in line with relevant policies to ensure adequate wellbeing support is offered.

### **Exclusions**

See Exclusion Policy

**Close Contact Behavioural Management**

- The ALP recognises that social distancing and infection control measures cannot be adhered to should positive handling be required. Please see positive handling and Physical Intervention Policy

**Monitoring and Review**

- This appendix is reviewed in line with changes in guidance.
- Once the schools resume regular activity, and if deemed appropriate by the Executive Principal, all sections within this appendix will expire.