



BEHAVIOUR POLICY

2024-2025

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Aims

This policy aims to:

1. Provide a **consistent approach** to behaviour management
2. **Define** what we consider to be unacceptable behaviour, including bullying
3. Outline **how students are expected to behave**
4. Outline our system of **rewards and sanctions**

2. Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

1. Behaviour and discipline in schools
2. Searching, screening and confiscation at school
3. The Equality Act 2010
4. Use of reasonable force in schools
5. Supporting students with medical conditions at school

It is also based on the special educational needs and disability (SEND) code of practice. In addition, this policy is based on:

6. Section 175 of the Education Act 2002, which outlines a school's duty to safeguard and promote the welfare of its students
7. Sections 88-94 of the Education and Inspections Act 2006, which require schools to regulate students' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate students' property
8. Keeping Children Safe in Education (2024)
9. Sexual Violence and Sexual Harassment (2021)

3. Definitions

At New Leaf, we expect our students to maintain good standards of behaviour

Misbehaviour is defined as:

1. Disruption in lessons
2. Lack of respect for other students and staff

Serious misbehaviour is defined as:

3. Repeated breaches of the school rules
4. Any form of bullying, including out of school bullying or peer on peer abuse
5. Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation

6. Abusive or aggressive behaviour
7. Vandalism
8. Theft
9. Fighting
10. Racist, sexist, homophobic or discriminatory behaviour
11. Possession of any prohibited items. These are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Fireworks
 - Pornographic images

Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student). Serious misbehaviour may result in fixed term or even permanent exclusion (see Exclusions Policy). This will be based on the individual and the incident and all facts and circumstances will be investigated prior to a decision being made.

4. Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

1. Deliberately hurtful
2. Repeated, often over a period of time

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching

Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Details of our school's approach to preventing and addressing bullying are set out in our Anti-Bullying Policy

5. Vaping/Smoking

New Leaf acknowledges that we work with students who may have addictions to substances such as cannabis, smoking or vaping. Whilst we are working proactively to discourage such illegal and legal drug use, we also have to honour withdrawal symptoms and dependency on substances issues. With this in mind, we have to provide a sensitive approach to highly complex young people who may choose to abscond in order to steal or beg from members of the public to satisfy their addictions. Such behaviours may lead to serious safeguarding issues. This policy is designed to mitigate against risk taking behaviours by providing a supervised approach that keeps the young person safe at all times.

With parental/carers disclaimers in place, we may choose to allow a YP to have a designated off-site break for the purpose of smoking a cigarette (over 16's only) or if deemed appropriate allow a vaping break for students of legal age. This avoids the potential for the young person to do this in the toilets on site or to abscond to do this. Many of our students come to us after being permanently excluded from school and so we have to provide opportunities to work with them and their habits in order to achieve a satisfactory outcome other than another exclusion. Without our intensive support or help they may be exposed to greater risk involving criminality and county lines exploitation issues.

Under no circumstances should smoking or vaping be happening on site at New Leaf. By offering supervised access this will safeguard and prevent the absconding of vulnerable young people to vape or smoke. The overall intention is to help support the YP to stop smoking or vaping and to provide a thorough and consistent PSHE programme to support this.

Under no circumstances should any illegal drugs be brought to New Leaf or smoked on or off site. We are only managing nicotine dependency, with the view to helping the YP to potentially quit smoking. Illegal substances are strictly prohibited and should involve confiscation, a fixed term exclusion and reporting to external agencies/professionals including the police if necessary.

This will need to be **fully explained** to all young people. A disclaimer letter will need to be filled in by parents/carers and guardians.

This policy will be regularly reviewed.

5.1 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently and positively
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular students
- Recording behaviour incidents
- Staff should refrain from making any judgements in front of other peers or in a group situation. The young person should always be asked to leave the room or be asked to stay behind after everyone has left and spoken to about their behaviour in a private space.
- Staff should be sensitive to sharing uncorroborated information as though it is fact and should always open an investigation to determine both sides.
- Staff should be mindful of the negative histories of the young people and avoid negative commentary. Try to rephrase positively and be respectful of anxiety at all times.
- Our remit for any young person is to improve their social skills, anti-social behaviours and also their ability to cope with social interactions. This should be at the heart of every conversation and we need to acknowledge every young person's starting point and background experience.

5.2 Parents/Carers

Parents are expected to:

- Support their child in adhering to the student code of conduct which is based upon maintaining a positive attitude to learning, showing respect for all and maintaining high levels of commitment in all areas
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns promptly

6. Student Code of Conduct

This Code Of Conduct is displayed in all classrooms and key places on the premises.

As a student at New Leaf Alternative Provision, the Code of Conduct expects me to:

1. Work to the best of my ability and have high aspirations to achieve
2. Be tolerant and accept diversity in all of its forms
3. Move to a quiet space or my designated safe place when requested by staff
4. Be polite, honest and respectful to staff and carry out their instructions
5. Be polite and respectful to other students and visitors to New Leaf
6. Do nothing to disrupt or endanger the healthy, safe and secure environment of New Leaf
7. Never bring forbidden items into school
8. Treat the school buildings and school property with respect
9. Accept sanctions when given (there are always consequences to actions)
10. Refrain from behaving in a way that brings the school into disrepute, including when visiting off site locations for sport, leisure or recreation

7. Rewards and sanctions

7.1 List of rewards and sanctions

- Rewards may include certificates of achievements, Reward Trips, verbal and written feedback to parents, direct praise to the student.

New Leaf may use one or more of the following sanctions in response to unacceptable behaviour:

- A verbal warning
- Removal to positive support room
- Removal from a lesson
- Letters or phone calls home to parents
- Agreeing a behaviour contract
- Putting a student 'on report'
- Fixed term or permanent exclusion
- Strikes may be given (12 strikes maximum)

7.2 Off-site behaviour

Sanctions may be applied where a student has misbehaved off-site when representing New Leaf, such as on a school trip

7.3 Malicious allegations

Where a student makes an accusation against a member of staff and that accusation is shown to have been malicious, the Director will discipline the student in accordance with this policy.

The Director will also consider the pastoral needs of staff accused of misconduct.

8. Behaviour management

8.1 Classroom management

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

- Create and maintain a stimulating environment that encourages students to be engaged

8.2 Use of Reasonable Force

In some circumstances, staff may use reasonable force to restrain a student to prevent them:

1. Causing disorder

2. Hurting themselves or others
3. Damaging property

Incidents of reasonable force:

4. Should ALWAYS be used as a last resort

5. Be applied using the minimum amount of force and for the minimum amount of time possible
6. Be used in a way that maintains the safety and dignity of all concerned
7. Never be used as a form of punishment
8. Be recorded and reported to parents

8.3 Confiscation

Any prohibited items (listed in section 3) found in students' possession will be confiscated. These items will not be returned to students.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to students after discussion with senior leaders and parents, if appropriate.

Mobile Phones

The use of mobile phones is allowed by should be monitored by staff.

Searching and screening students is conducted in line with the DfE's latest guidance on searching, screening and confiscation.

[Government guidelines On Searching and Confiscation](#)

8.4 Student support

The school recognises its legal duty under the Equality Act 2010 to prevent students with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the student.

The school will evaluate a student who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a student, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

9. Monitoring arrangements

This behaviour policy will be reviewed by the Director every year. At each review, the policy will be approved by the Director.

The written statement of behaviour principles (appendix 1) will be reviewed and approved by the Governing Body every year.

10. Links with other policies

This behaviour policy is linked to the following policies and key documentation:

1. Exclusions Policy
2. Safeguarding and Child Protection Policy
3. Anti-Bullying Policy

Appendix 1: written statement of behaviour principles

4. Every student understands they have the right to feel safe, valued and respected, and learn free from the disruption of others
5. All students, staff and visitors are free from any form of discrimination
6. Staff and volunteers set an excellent example to students at all times
7. Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy
8. The behaviour policy is understood by students and staff
9. Students are helped to take responsibility for their actions
10. Families are involved in behaviour incidents to foster good relationships between the school and students' home life

The governing board also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.

This written statement of behaviour principles is reviewed and approved by the Governing Body every year.

Appendix 2

Behaviour	Teacher Response	Sanctions
Swearing	Verbal reminder of Code of Conduct 3 warnings	Recorded on behaviour log Parents informed
Spitting in public or on site (excluding during active sport)	Explanation of why it is anti-social and request to stop	Record on behaviour log Parent informed
Vaping or Smoking in toilets or on site without permission (Monday-Wednesday)	Explain to YP that they have broken the rule. Ensure in future that these items are locked away in the morning. Ask to empty pockets or bags if needed.	Parent informed. Move to ban on bringing the item in if caught on 3 occasions.
Verbal bullying	Instant request to stop If repeated 3 times Radio code: BM required Behaviour Manager to assist	Added to Behaviour Log Monitored for one week via Report Card Parents made aware
Physical bullying	Instant intervention which may involve use of reasonable force Radio Code: Code 1 Isolation of bully Removal of victim Questioning and investigation (logged)	Added to Behaviour Log Instigator to work in Positive Support for remainder of the day Report Card for next 2 days Parents informed Fixed term exclusions may apply
Racist or inappropriate remarks	Instant reminder that their comments are not appropriate Radio: BM required Student removed to positive	Added to Behaviour Log Parents informed Monitored closely ongoing

	support for further explanation Apology to victim (reparation)	
Destruction of Property	Instant request to stop Radio Code: BM required Assessment/photograph of damage	Fixed term exclusion may apply Letter requesting replacement object or money to cover damage (dependent on damage and circumstances)
Leaving Class	Radio Code: student initials AWOL BM to collect Strategies to re-engage student	Discovery of reason for leaving class Placed on report if behaviour persists
Peer on Peer Abuse	All concerns, including out of hours abuse, should be reported to the DSL and immediate action will be taken to investigate the allegation	Dependent on nature of abuse. This will be on an individual basis but may include any of the following: isolation of perpetrator; support for both victim and perpetrator; involvement of other agencies; information sharing; risk assessments; fixed exclusions
Malicious Allegations towards staff		Student will be subject to a meeting between parent and Director. Each case will be reviewed individually. If the student remains at New Leaf, a Behaviour Contract will be signed by the student, parent and Director with stipulated rules and consequences. This will be monitored on going and reviewed every half term.