

## **Behaviour and Discipline Policy**

Governing bodies of maintained schools have a duty under section 89 of the Education and Inspections Act 2011 requiring them to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

The primary aim of this Policy is to promote a school environment in which every member of the School feels happy, safe and secure. The way in which every person within the School behaves therefore has an impact on the School community, and this Policy is designed to promote good behaviour rather than deter anti-social behaviour.

This Policy is fundamentally based around the understanding that each and every member of the School is treated fairly, consistently and well. Children are all treated fairly, and this Policy is applied in a consistent way which is appropriate to the age and/or maturity of the pupil. Every member of the School community is expected to behave in a considerate way towards others, to enable everyone to work together in an effective and supportive way. The School prides itself on being a caring community, whose values are built on mutual trust and respect for all.

This Policy sets out the ways in which good behaviour is rewarded to encourage an ethos within the School of kindness, co-operation, and ultimately to enable pupils to become positive, responsible and increasingly independent members of both the School community and the community in which they live. The Policy also sets out the measures taken to discourage and punish behaviour that is considered unacceptable.

### **Procedures**

It is the overall responsibility of the Head Teacher, under the 'School Standards and Framework Act 1998', to implement the School Behaviour Policy consistently throughout the School, and to report to Governors, when requested, on the effectiveness of this Policy. The School Governors may give advice regarding particular behavioural and disciplinary issues, which the Head Teacher must take into account when making decisions about matters of behaviour. It is also the responsibility of the Head Teacher to ensure the health, safety and welfare of every member of the School. The Head Teacher keeps records of all reported cases of serious incidents of unacceptable behaviour. The Head Teacher also supports all members of Staff by setting the standards of behaviour in School and supporting Staff in the implementation of this policy.

The Behaviour Policy aims to:-

- promote good behaviour, self-discipline and respect;
- prevent bullying;
- ensure that pupils complete assigned work;
- regulates the conduct of pupils

Each Class Teacher is responsible for ensuring the School rules are enforced in their class, and that each child within the class behaves in a responsible manner at all times of the School day. The Class Teachers have high expectations from the children in terms of their behaviour. They set the children a good example of positive behaviour by treating each child fairly and with respect and understanding, and by enforcing the classroom code consistently. The procedure for dealing with misbehaviour is consistent and the steps are as follows:

- If a child misbehaves repeatedly in class, the Class Teacher keeps a record of all such incidents. In the first instance, the Class Teacher will deal with the incident themselves in the normal manner.
- If the misbehaviour continues, the Class Teacher will seek help and advice from the Head Teacher or SLT. The Class Teacher may also liaise with parents, the SENCO and then external agencies such as the BOSS, as necessary, to support and guide the progress of the child.
- In serious cases of misbehaviour, the Head Teacher has the responsibility for giving fixed-term exclusions, and for repeated or very serious acts of misbehaviour, the Head Teacher may permanently exclude a child. Both of these actions are only taken after the School Governors have been notified, and the procedure laid down by the Local Authority has been followed.

The school also adopts an order in which discipline for unacceptable behaviour is implemented. The order is used consistently by all members of Staff and is as follows:

- Staff member verbally corrects or reprimands the perpetrator/s. They may ask the pupil to move to a quieter space.
- The child/ren miss a privilege, e.g. playtime for 1 minute/5 minutes/all break/Key Stage 2 work dependent on severity of the behaviour.

It is expected that by this time most incidents will be pre-empted and no further action will be required, however, if the incident is more severe and requires further action, then the procedure below will be followed:

- The child/ren is/are sent out of class into the corridor/to the wall of the playground.
- The child/ren is/are sent to another class/member of the SLT.
- If the above fail to resolve the situation, then the child/ren is/are sent to the Head Teacher.
- Dependent on the severity of the behaviour, parents may be informed and/or called into School at any stage of this discipline process. The SENCO may assess for any additional needs and suggest reasonable adjustments and strategies.

Parents are expected to work together with the School to ensure the Behaviour Policy is maintained both inside and outside of School. The School rules focus on the care and consideration for other people and their, or the School's, possessions, and are explained in the 'School Prospectus'. There is an expectation on parents to familiarise themselves with these rules. It is also important for the School to work collaboratively with parents so that children receive a consistent message on appropriate behaviour. The School endeavours to build a supportive rapport with parents which enables the School to inform parents immediately if there are concerns regarding a child's welfare or behaviour. If the School has to use reasonable sanctions to punish a child, then parents are expected to support the actions of the School. Any concerns about the way a child has been treated should be reported as follows:

- Initially, the Class Teacher should be contacted.
- If the concern remains, then the SLT/Head Teacher should be contacted.
- If the problem still remains unresolved, then the formal complaints procedure should be implemented and this in turn will then involve the School Governors.

### **Rewards and Sanctions**

The School promotes an ethos of praise and reward for good behaviour in a variety of ways which includes:

- Teachers congratulating children.
- Teachers giving children house points.
- Teachers giving individual merit points/reward stickers, and once a target number of stickers/rewards have been reached, a badge or certificate is presented at the weekly 'Whole School Assembly'. These merits or rewards are awarded either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness.
- The School acknowledges all efforts and achievements of children, both in and out of school. Dependent on year group, the children may also have a portfolio in which copies of all their certificates and awards are kept as a cumulative record of their achievements during their time at the School.

The School has a set of School Rules which are adopted to help promote good relationships and for the common purpose of helping everyone to learn and work together. Each Class Teacher discusses the School Rules with their class. A number of sanctions are employed to enforce these School Rules, with the objective of ensuring a safe and positive learning environment. Some examples of sanctions are:

- Children are expected to listen carefully to instructions in lessons, and if they do not do so, then they may be asked to either move to a place nearer to the Teacher or to sit on their own.
- Children are expected to try their best in all activities, and if they do not do so, then they may be asked to redo a task.
- If a child is disruptive in class, the Teacher will reprimand the child. If a child misbehaves repeatedly, the child is then isolated from the rest of the class until s/he calms down and is in a position to work sensibly again with others.
- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the Class Teacher will stop the activity and prevent the child taking part for the rest of that session.

The school takes into account its legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs (SEN).

### **Pupils' conduct outside the school gates – teachers' powers**

Teachers have the power to discipline pupils for misbehaving outside of the school premises "to such an extent as is reasonable" Non-criminal bad behaviour and bullying which occurs off the school premises and which is witnessed by a staff member or reported to the school may be recorded in the school's incident records.

Teachers may discipline pupils for:

- misbehaviour when the pupil is taking part in any school-organised or school-related activity

- travelling to or from school or
- wearing school uniform or
- in some other way identifiable as a pupil at the school.
- or misbehaviour at any time, whether or not the conditions above apply, that could have repercussions for the orderly running of the school or
- poses a threat to another pupil or member of the public or
- could adversely affect the reputation of the school.

Lincolnshire Police may be notified if required. These recommendations are taken from the Behaviour and discipline in schools advice for Headteachers and school staff (January 2016).

### **Confiscation of inappropriate items**

There are two sets of legal provisions which enable school staff to confiscate items from pupils:

- 1) The **general power to discipline** enables a member of staff to confiscate and retain the pupil's property as a punishment, so long as it is reasonable in the circumstances. The item may then be returned to the child or parent, whichever is the more appropriate.
- 2) **Power to search without consent** for "prohibited items" including: knives and weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Weapons and knives and extreme or child pornography must always be handed over to the police, otherwise it is for the teacher to decide if and when to return a confiscated item to the parents.

All members of Staff are aware of the regulations regarding the use of force by teachers, as set in The Education & Inspections Act 2006, The Use of Reasonable Force to Control or Restrain Pupils and the Use of reasonable force Advice for headteachers, staff and governing bodies July 2013

Teachers in this School do not hit, push or slap children. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself or another member of the school. The actions taken by members of Staff are always in line with Government guidelines on the restraint of children and comply with 'Team Teach' techniques.

If a child threatens, hurts or bullies another pupil, the Class Teacher reports the incident to the Head Teacher and the child is punished. Records of significant individuals are kept on CPOMs. If a child repeatedly acts in a way that disrupts or upsets another, the School will contact the child's parents and invite them into School to discuss the situation, with a view to improving the behaviour of the child, as set out in the Anti-Bullying Policy. This School does not tolerate bullying of any kind, and deals with incidences of bullying immediately and within set procedures, as laid out in the Anti-Bullying Policy. It is the aim of the School to ensure that all children attend this School free from fear.

In addition to the School Rules, each class has its own 'Classroom Code' which is agreed by the children and can be displayed on the classroom wall. Every child is therefore well exposed to the standards of behaviour expected within the School. If any incidents of anti-social behaviour occur, then the Class Teacher will discuss these with the whole class during 'circle time'.

The most serious punishments that can be imposed are fixed-term and permanent exclusions. Only the Head or Acting Head Teacher has the power to exclude a pupil from School. A pupil may be excluded for one or more fixed periods, for up to 45 days in any one year, or excluded permanently. It is also possible for the Head Teacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this. The steps taken in excluding a pupil are:

- If the Head Teacher excludes a pupil, the child's parents are informed immediately with reasons given for the exclusion. At the same time, the Head Teacher makes it clear to the parents that they can, if they wish, appeal against the decision to the Governing Body. The School gives the parents guidance on how to make such an appeal.
- The Head Teacher will inform the LA and the Governing Body about any permanent exclusions, and any fixed-term exclusions beyond five days in any one term.
- The Governing Body has a Discipline Committee which is made up of between three and five members. This Committee considers any exclusion appeals on behalf of the Governors. The Governing Body itself cannot exclude a pupil or extend the exclusion period made by the Head Teacher. When the Committee meets to consider an exclusion, they consider the circumstances in which the pupil was excluded, along with any representation made by the parents and the LA, and then they consider whether the pupil should be reinstated. If it is decided that the pupil should be reinstated, the Head Teacher must comply with this ruling.

### **Monitoring and Review**

The Head Teacher monitors the effectiveness of this Policy on a regular basis and reports back to the Governing Body regarding the effectiveness, and if necessary, makes recommendations for further improvements. The Governing Body therefore has the responsibility of setting down the guidelines on standards of behaviour and of reviewing the effectiveness of the Policy.

Records of incidents of misbehaviour are kept in School by, firstly, the Class Teacher who keeps records of minor classroom incidents, and secondly, by the Head Teacher who records incidents where a child is sent to the Head on account of inappropriate behaviour at any time of the school day. The Head Teacher also keeps records of pupils excluded for fixed-terms or permanently. It is the responsibility of the Governing Body to monitor the rate of suspensions and exclusions, and to ensure that the School Policy is administered fairly and consistently.

This Policy is reviewed every two years, but may be reviewed earlier if the Government introduces new regulations, or if the Governing Body receives recommendations on how the Policy might be improved.

### **Appendix 1**

**The Governors statement of behaviour principles**

The Governors aim to ensure that:

- Every pupil understands they have the right to feel safe, valued and respected, and learn free from the disruption of others.
- All pupils, staff and visitors are free from any form of discrimination
- Staff and volunteers set an excellent example to pupils at all times
- Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy
- The behaviour policy is understood by pupils and staff
- The exclusions policy explains that exclusions will only be used as a last resort, and outlines the processes involved in permanent and fixed-term exclusions
- Pupils are helped to take responsibility for their actions
- Families are involved in behaviour incidents to foster good relationships between the school and pupils' home life.

The governing boards 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 full governing body every year.