

# Behaviour policy and statement of behaviour principles



<b>Approved by:</b>	Governing Board	<b>Date:</b> 4 <sup>th</sup> July 2022
<b>Last reviewed on:</b>	20.6.2022	
<b>Next review due by:</b>	20.6.2024	

# SPARKENHOE COMMUNITY PRIMARY SCHOOL

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## 1. INTRODUCTION

Children gain high self-esteem through success at school, a supportive home life, consistent and appropriate discipline at home and at school, the presence of good role models of behaviour and the encouragement and companionship of friends. These help children to take a full and productive part in the life of the school. High standards of behaviour complement our ethos of equality of opportunity for all.

The behaviour policy, has at its core, a reward system to encourage high standards of behaviour and mutual respect at all times. This behaviour policy has been written to be applicable for ALL children aged 3 – 11 years. We acknowledge that different behaviours will be expected as children grow older.

We strive towards equality of outcomes for all associated with our school. Towards this end we:

- take positive steps to ensure equal opportunity for all
- have a mutually supportive approach
- seek to engender high self-esteem
- aim for consistency
- strive for high standards
- aim to develop good quality relationships
- celebrate the cultural diversity of our school and community
- have a clear planned approach

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## 2. LEGISLATION AND STATUTORY REQUIREMENTS

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

- Behaviour and discipline in schools
- Searching, screening and confiscation at school
- The Equality Act 2010
- Keeping Children Safe in Education
- School suspensions and permanent exclusions
- Use of reasonable force in schools
- Supporting pupils 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:

- Schedule 1 of the Education (Independent School Standards) Regulations 2014; paragraph 7 outlines **a school's duty to safeguard and promote the welfare of children**, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- DfE guidance explaining that academies should publish their behaviour policy and anti-bullying strategy online

This policy complies with our funding agreement and articles of association.

## 3. AIMS AND OBJECTIVES

It is our primary aim that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school's behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe and secure.

The school has a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

The school expects every member of the school community to behave in a considerate way towards others.

We treat all children fairly and apply this behaviour policy in a consistent way.

We teach all children to be responsible for their own actions and the consequences.

This policy aims to help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

The school rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

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## 4. REWARDS AND SANCTIONS

We praise and reward children for good behaviour in a variety of ways:

- Teachers congratulate children.
- Children earn merit, bronze, silver, gold and star badges through the phase specific rewards system.
- Special awards assemblies with parents invited.
- Children are nominated from each class to be 'Pupil of the week' and presented with this in assembly.
- Teachers inform parents/carers about good behaviour/attitudes before or after school.
- Reward postcards are sent home to highlight and reward acts of kindness, politeness, good behaviour and effort in school.
- Value postcards are awarded in assembly and sent home when a child has displayed attributes linking to the school values.
- Children have a sticker album to collect stickers of the values/rewards as they gain each postcard. When they have collected all of the values they are awarded a cloth badge to be sewn onto their uniform. They then start collecting the values/rewards again, working towards achieving the next cloth badge.

The school acknowledges all the efforts and achievements of children, both in and out of school.

The school strives to ensure a safe and positive learning environment. We apply sanctions appropriately to each individual situation.

- We expect children to listen carefully and engage in lessons.
- We expect children to try their best in all activities. If they do not do so, we may ask them to redo a task.

If a child's behaviour is a cause for concern:

- Class teacher will talk to the child
- Class teacher will talk to parents to find out if there is a home issue affecting behaviour in school
- Class teacher will talk to a DSL for advice
- Class teacher may talk to phase leader / previous teacher for advice
- Class teacher may talk to the SENCo, if appropriate to get advice
- If appropriate, strategies will be introduced in the classroom
  
- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for the rest of that session.
- If a child threatens, hurts or bullies another child, the class teacher records the incident and reports the incident to a DSL who will decide on any strategies needed. Child on child incidents are managed in accordance with the Child Protection Policy.

The class teacher discusses the school's **Golden Rules** with each class. These are displayed in all classrooms and other areas of the school. In addition to the school rules, each class also has its own classroom code, which is agreed by the children and classroom staff together. In this way, every child in the school knows the standard of behaviour that we expect in our school. If there are incidents of inappropriate behaviour, the class teacher discusses these with the whole class. If appropriate, the behaviours may be included in future PSHE lessons

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear. **This policy should be read alongside the school's anti-bullying policy.**

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Classroom staff are Team Teach trained. This trains staff to:-

- Have increased understanding and awareness of behaviour as communication and develop a framework to better respond to reduce risk
- Develop a greater team dynamic in supporting individuals who are distressed with approaches that have impact and strengthen relationships
- Utilise a toolkit of holistic strategies on de-escalation and crisis intervention, both verbal and non-verbal for supporting with disruptive and distressed behaviours
- Execute simple and safe positive handling techniques including personal safety, appropriate for a low-risk environment. Techniques learnt are situated within a respectful, supportive approach to behaviour support strategies which maintains positive relationships.

## 5. ROLES AND RESPONSIBILITIES

### THE ROLE OF THE CHILD

Children are regularly reminded of the Golden Rules and are expected to follow them.

The Golden Rules are:

- I will walk quietly through my school – I will not run.
- I will be honest and truthful – I will not lie.
- I will do as I am asked by adults in school – I will not argue.
- I will take care of equipment and look after my school – I will not break things.
- I will persevere, progress and achieve – I will not give up.
- I will talk to adults to solve my problems – I will not retaliate.

### THE ROLE OF THE CLASS TEACHER

It is the responsibility of all school staff to ensure that the school rules are enforced throughout the whole school and that all children behave in a responsible manner during lesson time and around the school.

All staff in our school have high expectations of the children with regard to behaviour and they strive to ensure that all children work to the best of their ability.

All staff treat each child fairly and enforce the Golden Rules consistently. Staff treat all children in all classes with respect and understanding.

If a child misbehaves repeatedly in class, or the incident is a child on child incident, the member of staff dealing with the incident, records it on CPOMs (a secure online monitoring tool). In the first instance, the class teacher deals with incidents following this policy. However, if misbehaviour continues, the class teacher seeks help and advice from the phase leader / SENDCo / DSL (Designated Safeguarding Lead). If this does not impact upon the child they are referred to a member of SLT. If this happens parents will always be contacted. **As outlined in the Child Protection Policy, if there are ANY concerns about a child's welfare any incidents MUST be reported to a DSL.**

If referred by the SENDCo, the class teacher liaises with external agencies, as necessary, to support and guide the progress of each child. The class teacher may, for example, discuss the needs of a child with the LA's behaviour support service.

The class teacher reports to parents and carers about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent if there are concerns about the behaviour or welfare of a child.

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All adults working in school should ensure that:

- Children have a clear understanding of the Golden Rules
- Children are fully aware of the rewards system and are using it consistently.
- They are fulfilling their responsibilities (see staff code of conduct)

## THE ROLE OF THE HEAD TEACHER

It is the 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 the policy. It is also the responsibility of the head teacher to ensure the health, safety and welfare of all children in the school, **including when appropriate, reference to the school's Safeguarding policies.**

The head teacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.

The head teacher keeps records of all reported serious incidents of misbehaviour.

The head teacher has the responsibility for giving fixed-term exclusions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the head teacher may permanently exclude a child.

## THE ROLE OF PARENTS/CARERS

Parents are expected to:

- Ensure that their child(ren) comes to school regularly, on time and properly equipped, with clothing and belongings labelled.
- **Make the school aware of any concerns or problems that might affect their child(ren)'s work or behaviour.**
- **Support the school's policies and guidelines for behaviour.**
- Support their child(ren) with homework and other opportunities for home-learning.
- **Attend parent's evenings and discussions about their child(ren)'s progress.**
- **Get to know about their child(ren)'s life at school and what he/she is learning.**

The school collaborates actively with parents and carers, so that children receive consistent messages about how to behave at home and at school.

The school Golden Rules are available on the school website, and we expect parents and carers to support them. The Golden Rules are shared regularly with children in class and assemblies.

We expect parents and carers to support their child's learning, and to cooperate with the school. We try to build a supportive dialogue between the home and the school, and we inform parents and carers immediately if we have concerns about their child's welfare or behaviour.

If the school has to use reasonable sanctions to reprimand a child, we expect parents and carers to support the actions of the school. If parents and carers have any concerns about the way that their child has been treated, they should initially contact the class teacher followed by the phase leader then senior leaders/head teacher should the concern be unresolved. If the concern still remains, they should contact the school governors. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.

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## THE ROLE OF GOVERNORS

Governors are expected to:

- Know that the staff at Sparkenhoe are striving to create an atmosphere where every child is encouraged to achieve their full potential.
- Be fully informed of all initiatives and challenges
- Offer advice and feedback from the local community.
- Support staff at all times in maintaining a positive ethos in school.

The governing body has the responsibility of setting down general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the head teacher in adhering to these guidelines.

The head teacher has the day-to-day authority to implement the school's policy on behaviour and discipline, but governors may give advice to the head teacher about particular disciplinary issues. The head teacher must take this into account when making decisions about matters of behaviour.

## 6. ZERO-TOLERANCE APPROACH TO SEXUAL HARASSMENT AND SEXUAL VIOLENCE

The school will ensure that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored.

**Pupils are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be.**

**The school's response will be:**

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

The school has procedures in place (**detailed in the school's Safeguarding policy**) to respond to any **allegations or concerns regarding a child's safety or wellbeing**. These include clear processes for:

- Responding to a report
- Carrying out risk assessments, where appropriate, to help determine whether to:
  - Manage the incident internally
  - Refer to early help
  - **Refer to children's social care**
  - Report to the police

Please refer to our Safeguarding policy for more information.

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## 7. FIXED TERM AND PERMANENT EXCLUSIONS

We do not wish to exclude any child from school, but sometimes this may be necessary. The school has therefore adopted the standard national list of reasons for exclusion, and the standard guidance, called Exclusion from maintained schools, academies and pupil referral units in England (2017, updated April 200). We recognise the duty on schools and local authorities to make full-time educational provision for excluded pupils from day 6 of their exclusion, the duty on parents and carers to ensure their child is not present in a public place during the first five days of an exclusion, and the duty on heads to offer the parent a reintegration interview in respect of certain fixed-period exclusions.

Only the head teacher (or a senior member of staff acting in the absence of the head teacher)) has the power to exclude a child from school. The head teacher may exclude a child for one or more fixed periods, for up to 45 days in any one school year. In extreme and exceptional circumstances, the head teacher may exclude a child permanently. It is also possible for the head teacher to convert fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the head teacher excludes a child, she informs the parents or carers immediately, giving reasons for the exclusion. At the same time, the head teacher makes it clear to the parents or carers that they can, if they wish, appeal against the decision to the governing body. The school informs the parents or carers how to make any such appeal.

The head teacher informs the LA and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

The governing body itself cannot either exclude a child or extend the exclusion period made by the head teacher.

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.

When an appeals panel meets to consider exclusion, they consider the circumstances under which the child was excluded, consider any representation by parents/carers and the LA, and consider whether the child should be reinstated.

If the governors' appeals panel decides that a child should be reinstated, the head teacher must comply with this ruling.

## 8. PROHIBITED ITEMS

It is the policy of this school that no child should bring any of the items listed below to school. Prohibited items include:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- 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 pupil)



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Any prohibited items listed **above found in pupils' possession will be confiscated. These items will not be** returned to pupils. Parents will be contacted and informed if a pupil is found with any of these items.

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

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

The school will take very seriously misuse of any substances such as tobacco, drugs, glue, other solvents, or alcohol. The parents or guardians of any child involved will always be notified. Any child who deliberately brings substances into school for the purpose of misuse may be punished by a fixed-term exclusion and the police will be informed. If the offence is repeated, the child could be permanently excluded, and the police and social services will be informed.

If any child is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that child to be taken home.

It is forbidden for anyone, adult or child, to bring onto the school premises illegal drugs. Any child who is found to have brought to school any type of illegal substance may be punished by a temporary exclusion. The child will not be readmitted to the school until a parent or guardian of the child has visited the school and discussed the seriousness of the incident with the head teacher.

If the offence is repeated, the child could be permanently excluded.

If a child is found to have deliberately brought illegal substances into school, and is found to be distributing these to other pupils for money, the child could be permanently excluded from the school. The police and social services will also be informed.

If a child needs medication during the school day, the school follows the procedures as set out in the **School's Medicines policy**.

## 9. SUPPORT FOR PUPILS

The school recognises its legal duty under the Equality Act 2010 to prevent pupils 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 pupil.

**The school's special educational needs co-ordinator** will evaluate a pupil 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 pupil, 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.

The school will anticipate likely triggers of misbehaviour and put in place support to try to prevent them.

## 10. SAFEGUARDING

The school recognises that changes in behaviour may be an indicator that a pupil is in need of help or **protection. We will consider whether a pupil's misbehaviour may be linked to them suffering**, or being likely to suffer, significant harm. Where this may be the case, we will follow our child protection and safeguarding policy.

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## 11. MONITORING AND REVIEW

The head teacher monitors the effectiveness of this policy on a regular basis. They also report to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

Records concerning serious or repeated incidents of misbehaviour are recorded on CPOMS (secure online monitoring tool) where appropriate.

The head teacher keeps a record of any child who is suspended for a fixed-term, or who is permanently excluded.

It is the responsibility of the governing body to monitor all exclusions, and to ensure that the school policy is administered fairly and consistently. The governing body will pay particular attention to matters of racial equality; it will seek to ensure that the school abides by the non-statutory guidance The Duty to Promote Race Equality: A Guide For Schools, and that no child is treated unfairly because of race or ethnic background.

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

## 12. OTHER DOCUMENTS TO BE CONSIDERED ALONGSIDE THIS POLICY

Safeguarding Policy

SEN Code of Practice

Exclusion from maintained schools, academies and pupil referral units in England (2017)

Anti-bullying policy

This policy was reviewed by the Governing Body on 4<sup>th</sup> July 2022

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## APPENDIX 1

### GUIDANCE NOTES FOR STAFF

#### The Rewards System

This system is designed to give all pupils short and long-term rewards and incentives.

1. Pupils of the week
  - Senior Leaders hold weekly achievement assemblies.
  - Each teacher, with input from other staff members, nominates one or two children each week to **receive 'pupil of the week'** awards in assembly.
2. Phase rewards
3. Daily rewards in the classrooms are recorded by the awarding of class dojos. These dojo points are totalled weekly and used to award weekly points.
  - Children earn the weekly points throughout the year towards star badge awards.
  - The star badges are merit – 25 points; bronze – 50 points; silver – 75 points; gold – 100 points; star – 150 points.
  - Badges are **presented in front of the child's parents/carers in assemblies** (when safe to do so) and **pinned to the child's achievement lanyard**.
  - It is expected that pupils who demonstrate consistent good behaviour will achieve at least their gold award.
  - Daily / weekly points can be achieved for very good work, sustained politeness and good behaviour, completing homework, good contributions to class discussion and at other times at the discretion of the class teacher.

#### Values Awards

There are 10 school values:

At Sparkenhoe we

- are kind, tolerant and respectful
- are independent
- are responsible
- challenge ourselves
- work together as a team
- try and fail rather than fail to try
- learn from mistakes
- recognise and celebrate hidden talents
- help and support each other
- learn from different experiences

When children demonstrate one of these behaviours to a member of staff they can be awarded a certificate in an assembly and collect a sticker for their sticker chart.

Teachers discuss the values with children and encourage them to consider what behaviours they need to demonstrate to be awarded each value.

#### House points

- All children are allocated to a house.
- Children earn points for their house when they receive awards.
- Children earn points for their houses by taking part in inter house competitions.
- All children in the winning house take part in an end of year treat.

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Instances of anti-social behaviour

All instances of anti-social behaviour need to be first dealt with by whichever member of staff is present.

That staff member should pass information to the class teacher or a teacher who knows the child well for them to deal with the situation.

Serious incidents that happen at lunchtime should be relayed to the class teacher/SLT as soon as possible.

In most cases the class teacher will deal with instances of inappropriate behaviour.

This could include:

- A quiet reminder.
- An invitation for the child to sit slightly apart from group but at all times the child must still be involved in the lesson and must always have a full view of the teacher/board etc.
- Keeping the child in for completion of work or to do a task useful to the school community (A member of staff must always supervise this).
- If extra work is to be set, National Curriculum subjects should not be set as a punishment.
- Withdrawal of privileges may include extra-curricular activities, but not National Curriculum subjects as they are compulsory (The exception to this could be physical activities such as swimming where it is felt there is a danger involved).

**It is the adult's responsibility to ensure that the child is aware of why they** have been given a punishment, the extent and the consequence of any punishment. Teachers must always make it clear that it is the behaviour that they are displeased/disappointed with – not the child. The child should be given realistic opportunities to modify their behaviour and should be set clear targets.

Teachers also need to consider:-

- Does each child have the appropriate level of work?
- Does each child understand what s/he has to do?
- Is it possible to sit with the child causing disruption (or ask any classroom helper to do so).
- Can they see the appropriate children to keep a check on behaviour?
- Can children be moved away from each other if appropriate?
- What can I do to alter this behaviour? Reward system (individual or group), reinforcement of positive behaviour etc.
- **Is there something happening in the child's life that is effecting their behaviour? Have we spoken to parents?**

Special Educational Needs

Some children may be on the SEN register and have a Support Plan with reference to behavioural issues. All children repeatedly showing behavioural difficulties should be on the SEN register where their Support Plan will specify behavioural targets. **These will be incorporated into the school's overall approach but** effective, individual rewards and consequences may be specified.

Note that consequences need to be consistent and fair across the school and be appropriate to the age and needs of the individual child.

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When faced with difficult situations:

- Remain calm.
- Deal with each pupil separately, not in a group.
- Avoid confrontation by providing a reasoning adult role model.
- Send another child to find another member of staff to help you if necessary.
- Avoid physical contact whenever possible. If restraint does become necessary, perhaps to prevent a **child hitting another or to stop then 'running wild'**, **exercise extreme caution and** use appropriate Team Teach techniques.
- *For your own protection* do not deal with difficult instances in a closed room or obscured corner unless you have another adult with you.
- Occasionally a child may leave the classroom without permission. Send another adult to locate him/her. Should a child actually leave the building, send a message to the head, deputy or senior teacher (e.g. in Gopsall building) immediately- **DO NOT CHASE AFTER THE CHILD**. An adult should monitor the child from a distance that does not cause the child to run.

## Lunchtime Supervision

At lunchtimes the following sequence should be followed:

1. A warning or reminder about behaviour should be given.
2. Name of child and note of incident should be passed to the class teacher.
3. More serious incidents, i.e. anything that could cause physical injury or damage to property should be reported immediately to the member of staff on dinner duty or a senior teacher.
4. Consistent poor behaviour at lunchtime could result in the child:
  - being kept inside.
  - being sent to a senior member of staff.
  - being asked to go home at lunchtimes for one day the first time, two the second and so on. (This would be recorded as a lunchtime exclusion and exclusion procedures followed).