



## **Stanley St Andrew's Church of England Primary School**

### **Behaviour Policy**

As a church school we believe that every person, every child and every adult is unique and special with God given gifts and talents which is our job to nurture and cherish.

#### **1. Aims and Expectations**

- 1.1 It is a primary aim of our school 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 where everyone feels happy, safe and secure.
- 1.2 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.
- 1.3 The school expects every member of the school community to behave in a considerate way towards others.
- 1.4 We treat all children and staff fairly and apply this behaviour policy in a consistent way.
- 1.5 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.
- 1.6 The school rewards good behaviour, as it believes this will develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

#### **2 Rewards and Punishments**

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

- Teachers congratulate children.
- Teachers give children points or smiley faces.
- Teachers issue Team points.
- Children can be rewarded with Golden Time.
- Children can be rewarded with stickers.
- Children can be sent to the headteacher for congratulatory praise.
- Each week we nominate a child from each class to be 'star of the week'
- Each 'star of the week' receives a sticker in the school collective worship.
- We distribute merits to children, either for consistent good work or behaviour, or to acknowledge outstanding efforts or acts of kindness and/or living out the school values.

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

2.3 The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.

- We expect children to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
- 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 is disruptive in class, the teacher reprimands him or her. If a child misbehaves repeatedly, we isolate the child from the rest of the class until s/he calms down, and is able to work sensibly again with others.
- If a child receives two warnings that child will be sent to another class.
- 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 and may evacuate the classroom.
- If a child threatens, hurts or bullies another child or adult, the class teacher records the incident on MyConcern and the child is punished. If a child repeatedly acts in a way that disrupts or upsets others, the school will contact the child's parents and seek an appointment in order to discuss the situation, with a view to improving the behaviour of the child.

2.4 The class teacher discusses the school rules with each class. In addition to the school rules, each class also has its own classroom code, which is agreed by the children and displayed on the wall of the classroom. In this way, every child in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class during circle time.

2.5 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.

- 2.6 The school does not tolerate attacks on staff members such as hitting, smacking, kicking or any other acts of violence. If a child attempts or actually harms a staff member then parents will be notified, and the child may be excluded once the incident has been investigated by the headteacher. Depending on the seriousness of the physical attack, parents may receive a warning letter which clearly states that any repeat of such behaviour will result in an exclusion.
- 2.7 All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfES Circular 10/98, relating to section 550A of the Education Act 1996: *The Use of Force to Control or Restrain Pupils*. Teachers in our 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. The actions that we take are in line with government guidelines on the restraint of children.

### **3 The role of the class teacher**

- 3.1 It is the responsibility of class teachers to ensure that the school rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time.
- 3.2 The class teachers 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.
- 3.3 The class teacher treats each child fairly, and enforces the classroom code consistently. The teachers treat all children in their classes with respect and understanding.
- 3.4 If a child misbehaves repeatedly in class, in the first instance, the class teacher deals with the incident him/herself in the normal manner. The child is warned about their behaviour. If the behaviour continues, the child is given time out in another classroom or area of the school. At the end of the day the child's is reminded that the next day is a fresh start the next day. The class teacher will ensure that time is allocated to meet with the child and have a discussion about the impact of their behavior on teaching and learning.
- 3.5 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 education social worker or the local authority's behaviour support service.
- 3.6 The class teacher reports to parents 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 wellbeing of welfare of a child.
- 3.7 Adults in school use MyConcern to log any incidents this gives the DSL's and the headteacher an overview of any behaviour concerns.

### **4 The role of the headteacher**

- 4.1 It is the responsibility of the headteacher, 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 headteacher to ensure the health, safety and welfare of all children in the school.

- 4.2 The headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting the staff in their implementation of the policy.
- 4.3 The headteacher will regularly monitor to obtain an overview of behaviour in school and will keep a record of all reported serious incidents of misbehavior.
- 4.4 The headteacher has the responsibility for giving fixed term suspensions to individual children for serious acts of misbehaviour.
- 4.5 For repeated or very serious acts of anti-social behaviour, the headteacher may permanently exclude a child. This action is taken only after the school governors have been notified.

## **5 The role of parents**

- 5.1 The school collaborates actively with parents, so that children receive consistent messages about how to behave at home and at school.
- 5.2 We explain the school rules in the school prospectus, and we expect parents to read them and support them.
- 5.3 We expect parents to support their child's learning, and to cooperate with the school, as set out in the home school agreement. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare, wellbeing or behaviour.
- 5.4 If the school has to use reasonable sanctions to punish a child, we expect parents to support the actions of the school. If parents have any concerns about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the headteacher then the school governors. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.

## **6. The role of the governors**

- 6.1 The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the headteacher in adhering to these guidelines.
- 6.2 The headteacher has the day to day authority to implement the school's policy on behaviour and discipline, but governors may give advice to the headteacher about particular disciplinary issues. The headteacher must take this into account when making decisions about matters of behaviour.

## **7. Fixed-term and permanent exclusions**

**7.1** 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, **DfE (2022) 'Behaviour in schools: Advice for headteachers and school staff'**, **DfE (2022) 'Keeping children safe in education 2022'**. **DfE (2022) 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'** We refer to this guidance in any decision to exclude a child from school.

**7.2** Only the Headteacher (or acting Headteacher) has the power to exclude a child from school. The Headteacher 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 Headteacher may exclude a child permanently. It is also possible for the Headteacher to convert to a fixed term exclusion into a permanent exclusion, if the circumstances warrant this.

**7.3** The Headteacher informs the LA and the governing body about any permanent exclusion, and about any fixed term exclusions beyond five days in any one term.

**7.4** If the Headteacher excludes a child, they will inform the parents immediately, giving clear reasons for the exclusion.

**7.5** Depending on the length of the exclusion, a meeting of the governors' disciplinary committee may be convened to consider the headteacher's decision to exclude. The governing body disciplinary committee is made up of three governors from the school's governing board. Parents/carers will be invited to attend any meeting of the governors disciplinary meeting to make representations to the committee.

**7.6** When the discipline committee meets to consider an exclusion, they will consider the circumstances in which the child was excluded, consider any representation by the parents and the LA, and consider whether the decision of the Headteacher should be upheld or whether the child should be reinstated.

**7.7** If the governors discipline committee decides that the child should be reinstated, the Headteacher must comply with this ruling.

**7.8** If the governing body uphold the Headteacher's decision to exclude then the parents will be notified of the decision as soon as possible and, at the same time, advised of how they may appeal this decision.

**7.9** The governing body itself cannot either exclude a child or extend the exclusion period made by the Headteacher.

**7.10** Further information on exclusions can be found in our Exclusion Policy.

## **8. Incidents relating to Drugs, Smoking, Alcohol & Weapons**

- 8.1 It is the policy of this school that no child should bring any drug, legal or illegal, or any weapon, for example a knife or blade, to school.
- 8.2 If a child will need medication during the school day, the parent or guardian should notify the school and ask permission for the medication to be brought. This should be taken directly to the school office for safekeeping. Any medication needed by a child while in school must be taken under the supervision of a teacher or other adult worker.
- 8.3 The school will take very seriously misuse of any substances such as glue, other solvents, or alcohol. The parents and guardians of any child involved will always be notified. Any child who deliberately brings substances into school for the purpose of misuse will be punished by a fixed-term exclusion. If the offence is repeated, the child will be permanently excluded, and the police and social services will be informed.
- 8.4 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.
- 8.5 It is forbidden for anyone, adult or child, to bring onto school premises illegal drugs. Any child who is found to have brought to school any type of illegal substance will 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 headteacher.
- 8.6 If the offence is repeated the child will be permanently excluded.
- 8.7 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 will be permanently excluded from the school. The police and social services will also be informed.
- 8.8 If a child is found to have brought a weapon into school, the child will be permanently excluded from the school. The police and social services will also be informed.
- 8.9 The school will follow the procedures outlined in its Smoke-free Policy and Pupil Drug and Alcohol Policy when managing behaviour in regard to smoking and nicotine products, legal and illegal drugs, and alcohol.

In accordance with the Health Act 2006, the school is a smoke-free environment. Parents, visitors, staff and pupils will be instructed not to smoke on school grounds. Pupils will not be permitted to bring smoking materials or nicotine products to school.

The school will have a zero-tolerance policy on illegal drugs, legal highs and other controlled substances. Where incidents with pupils related to controlled substances occur, the school will follow the procedures outlined in the Pupil Drug and Alcohol Policy and Child Protection and Safeguarding Policy.

## 9. **Sexual abuse and harassment**

- 9.1 The school will prohibit all forms of sexual abuse and harassment, including sexual harassment, gender-based bullying and sexual violence. The school's procedures for handling child-on-child sexual abuse and harassment are detailed in the Children protection and safeguarding Policies.
- 9.2 The school will respond promptly and appropriately to any sexual harassment complaints in line with the Child Protection and Safeguarding Policy; appropriate steps will be taken to stop the harassment and prevent any reoccurrence. Discipline for incidents of sexual harassment will be determined based on the nature of the case, the ages of those involved and any previous related incidents.

## **10. Use of positive handling and reasonable force**

- 10.1 All members of staff will be permitted to use positive handling where they believe it to be appropriate, as long as all necessary precautions are taken. The power to positively handle pupils also applies to any individual whom the headteacher has identified as temporarily in charge, such as volunteers.
- 10.2 The decision to physically intervene during a situation is down to the professional judgement of the member of staff and always depends on the circumstances.
- 10.3 Staff will always calmly communicate the reasons for their actions to the pupil and explain why it was necessary in a non-threatening manner. Staff will never give the impression that they are acting out of anger or are punishing the child.
- 10.4 All staff members will develop strategies and techniques for dealing with difficult pupils and situations, which they will use to diffuse and calm a situation. In non-urgent situations, staff will always try and deal with a situation through other strategies before using force.
- 10.5 Staff members will always avoid acting in a way that could cause injury; however, dependent on the circumstances, this may not always be possible. Where a member of staff believes that they are at risk, such as where an injury is likely to occur, they will not intervene in an incident without help and assistance of another staff member.
- 10.6 Emergency intervention is necessary when there is a high risk of pupils being injured or property being damaged. If emergency intervention is required, a member of staff will use other methods of defusing the situation, without physically intervening, until assistance arrives. Following the event, the pupil involved may be subject to separate disciplinary procedures, in which strategies should be formed to help avoid reoccurrence of such incidents.
- 10.7 Where necessary, external agencies, such as the LA or the police if a crime has been committed, will be informed of the incident.

## **11. Monitoring and Review**

- 11.1 The headteacher monitors the effectiveness of this policy on a regular basis. They also report to the governing body on the effectiveness of the policy and, it necessary, makes recommendations for further improvements.

- 11.2 The school keeps a variety of records concerning incidents of misbehavior. The class teacher records classroom incidents. We also keep a record of any incidents that occur at break or lunchtimes: lunchtime supervisors give written details of any incident on MyConcern.
- 11.3 The headteacher keeps a record of any child who is suspended for a fixed term, or who is permanently excluded.
- 11.4 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. 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.
- 11.5 This policy was approved for use by the governing body on 22 May 2023. It will be reviewed annually in accordance with our policy planner.

**Related Policies:** Suspension & Exclusion Policy; Positive Handling Policy.