

Garden Suburb Junior School



Behaviour Policy

Statement of intent

We expect all staff working in the school to have an impact on all aspects of behaviour through:

- Following the guidelines in this policy to reward and sanction behaviours
- Presenting themselves in a positive manner showing how non-verbal communication creates the impression of confidence, reassurance and enthusiasm
- Promoting a culture of praise and encouragement in which all pupils can achieve
- Having high expectations of behaviour and being proactive in and out of the classroom, when moving around the building eg after playtimes/lunchtime, going into the cloakroom, going to assemblies
- Promoting self-esteem, self-discipline, proper regard for authority, and positive relationships based on mutual respect, equality and fair treatment for all
- Providing a safe environment, free from disruption, aggression, discrimination, bullying and any form of harassment
- Working in partnership with parents/carers and outside agencies
- Identifying children who continue to need additional support with improving their behaviour to providing early intervention

We expect all pupils to follow our Code of Conduct which requires them to:

- Conduct themselves around the premises in a safe, sensible and respectful manner
- Arrive at school on time in the correct uniform with a coat
- Be fully prepared with: a water bottle, snack, homework, PE Kit
- Follow instructions given by teachers and support staff both in the classroom and during playtime and lunchtime
- Follow classroom rules and procedures
- Use appropriate voice levels and language
- Show respect for the opinions and beliefs of others
- Show respect for the school environment
- Report unacceptable behaviour
- Share any worries or concerns with an adult

1. Key roles and responsibilities

- 1.1. The governing body has overall responsibility for the implementation of this policy and the procedures
- 1.2. The governing body has overall responsibility for ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- 1.3. The governing body has responsibility for handling complaints regarding this policy, as outlined in the school's Complaints Policy
- 1.4. The Head Teacher is responsible for the day-to-day implementation and management of this policy and the procedures of the school
- 1.5. All staff are responsible for following the policy and ensuring it is implemented fairly and consistently
- 1.6. All staff are responsible for creating a supportive learning environment, promoting positive behaviour for learning through 'Building Learning Powers' (See appendix 1)
- 1.7. Parents/carers are expected to take responsibility for the behaviour of their child(ren) inside and outside of school
- 1.8. Parents/carers are expected to take responsibility for promoting positive behaviour for learning and modelling acceptable behaviour in the home
- 1.9. Staff and parents are responsible for their own behaviour and conduct both inside school and out in the wider community eg parking at drop off and pick up times
- 1.10. Pupils are responsible for their social and learning environment and are encouraged to report any inappropriate behaviour.

2. Definitions

- 2.1. For the purpose of this policy, the school defines "low level unacceptable behaviour" as: behaviour which may disrupt pupils' learning including, but not limited to:
 - Not following classroom rules
 - Repeated lack of correct equipment eg PE Kit
 - Inappropriate body language with others eg eye rolling, tutting, shoulder shrugging
 - Rudeness to adults or other children
 - Shouting out in class
 - Swinging on chairs
 - Throwing items either in the classroom or on the playground
 - Refusal to complete given tasks for no acceptable reason
 - Distracting others
 - Failure to follow instructions
 - Not accepting responsibility for inappropriate behaviour
 - Refusing to complete homework, incomplete homework, or arriving at school without homework
 - Disruption on public transport
 - Lateness

- Inappropriate use of mobile phones
- Graffiti

2.2. For the purpose of this policy, the school defines “serious unacceptable behaviour” as: any behaviour which may cause harm to oneself or others, damage the reputation of the school within the wider community, and/or any illegal behaviour, including, but not limited to:

- Discrimination – not giving equal respect to an individual on the basis of disability, gender, race, religion, age, sexuality and/or marital status
- Harassment – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals
- Vexatious behaviour – deliberately acting in a manner so as to cause annoyance or irritation
- Bullying – a type of harassment which involves criticism, personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual
- Cyberbullying – the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature
- Possession of legal or illegal drugs, alcohol or tobacco
- Possession of banned items
- Truancy
- Refusing to comply with disciplinary sanctions
- Theft
- Swearing, racist remarks or threatening language
- Fighting or aggression
- Deliberately damaging school property or property of someone else
- Throwing furniture or equipment with intent to cause harm
- Spitting and biting

Any incidents of bullying – including online bullying/racism/homophobia/ must be recorded immediately using the appropriate forms on the server and filed in the correct section in the Behaviour Folder in the Group Room. See Anti Bullying policy for further details.

3. Rewards and Sanctions

We celebrate good behaviour and learn from mistakes.

We set high expectations of behaviour and reinforce appropriate behaviour through assemblies, the PSHE curriculum and praise and rewards. Children are involved in the discussion of the behaviour policy through school council.

We reflect on mistakes and sanction inappropriate behaviour according to the guidelines in this policy.

Rewarding good behaviour

3.1. Pupils are rewarded for good behaviour with:

- Certificates

- Golden Time
- Head Teacher awards
- Learning behaviour awards
- House Points
- Verbal praise
- Stickers
- Prizes
- Class rewards

It is important that golden time takes place every week so that the children are encouraged to behave appropriately and are rewarded for doing so. It also important to ensure that every child receives a good behaviour/work certificate each year.

4. SANCTIONS:

All classes should have:

- 'Golden Minutes' chart
- 'The Steps Chart' displayed
- 'Traffic Light' warning system in their class.

The Step Chart below enables staff to monitor inappropriate behaviour more specifically and reminds children of the consequences of their actions.

This procedure is meant as a guidance for staff and will be implemented taking into account each individual case and situation.

Step 1

Use the class Traffic Light system. Move the child from green to orange and warn them that if they repeat their behaviour or continue to behave inappropriately they will move to red and lose 2 Golden Minutes.

Step 2

Move the child from orange to red and cross off 2 Golden Minutes on the chart. Remind the child of what the next step will be if they continue to make the wrong choice.

Step 3

If low level unacceptable behaviour continues in the same session, move the child to sit near someone else, or alone, or on the carpet or other identified area as appropriate. Remind the child of what the next step will be if they continue to make the wrong choice.

Step 4

Send child to another class, preferably that of the Year Group Leader, with a behaviour form to fill in (copies of these are in the SEN folder). This is an 'Internal Exclusion'. The child should join the class and must not sit outside the room in the corridor. If appropriate, set a sanction or task to make amends e.g. writing a sorry letter to someone they have hurt or offended etc. Ensure that the form is filed in the Behaviour Folder in the group room. Notify the Inclusion Manager. Class teachers, alongside PPA teacher (if relevant), should inform parents at the end of the day.

Step 5

If the behaviour continues the Year Group leader meets with the child, class teacher and parent to set goals to encourage improved behaviour. Records of this should be kept in the class teacher's behaviour log. Notify the Inclusion Manager and consider setting a behaviour target for the child. Class teacher should notify the parents.

Step 6

If the behaviour does not improve the Deputy Head/Head Teacher and Class Teacher meets with the child and the parent. An appropriate sanction and apology is agreed. Deputy Head/Head Teacher to discuss ways forward and set behaviour targets with parents. Any targets set should be recorded and a copy put in the Behaviour Folder in the Group Room.

If low level incidents of unacceptable behaviour become persistent, interventions need to be put in place to monitor and support the child. The following strategies may be used:

- Behaviour charts to praise good behaviour and monitor inappropriate behaviour
- Rewards/recognition of improved behaviour
- Feedback to parents on a regular basis
- A behaviour management plan will be put in place and where relevant outside agencies eg Primary Project, CAMHS etc will be involved

Step 7

If unacceptable behaviour persists a fixed term external exclusion may be sanctioned. Parents/carers are informed in writing of the reasons for the exclusion and their right to appeal. In these cases borough and national guidelines are followed by the Head Teacher/Deputy Head.

In the playground

If inappropriate behaviour occurs the child should be given some 'thinking time' in a dedicated area to reflect.

For more serious incidents of unacceptable behaviour e.g. swearing at another person or physically hurting someone else, move straight to Step 4. If the serious behaviour is repeated by a child who has previously behaved in the same manner, moving straight to Step 5 or 6 would be appropriate.

Children with SEND

Children with particular needs may have an additional programme of guidance and strategies. All staff, including meal time supervisors, will be aware of children with particular behavioural difficulties and the strategies in place to support them. If a child is giving cause for concern, the SENCO is approached and the difficulties of a particular child are discussed. Additional advice may be sought from outside professional agencies.

5. PHYSICAL RESTRAINT/USE OF FORCE

Physical restraint of a pupil is used as a last resort and to show a child that we care enough about them not to let them be out of control. Staff are trained in the use of restraint, where appropriate. If restraint is used on a pupil, the parent is always contacted and is expected to come into school to discuss the way forward in the best interest of the pupil.

The Education Act 1996 allows all teachers the use of reasonable force to prevent a pupil from

- 1) Committing a criminal offence
- 2) Injuring themselves or others

3) Damaging property

4) Acting in a way that is counter to maintaining good order and discipline at the school.

Staff other than teachers and volunteer helpers are also able to use reasonable force if necessary, provided they have been authorised by the Head Teacher to have control or charge of pupils. Adults with such authorisation include teaching assistants, welfare officers, those accompanying pupils on visits etc. The Head Teacher will keep an up to date list of authorised people and may provide training or guidance to ensure that everyone is clear on the policy. Specific skills training will be provided at regular intervals.

Detailed records are kept of any incident/s where force is used. These are reported and filed with the Head Teacher. Parents are always informed and asked to discuss the incident and steps forward.

Records of incidents include the following information:

- The name of the person applying the use of restraint
- The name (s) of the pupil(s) involved
- When and where the incident took place
- How long the pupil was restrained for
- Why the use of force was deemed necessary

Details of the incident, including all steps taken to diffuse the situation and resolve it without force, and the nature of the force used

- The pupil's response
- The outcome of the incident
- A description of any injuries suffered by the pupils or others and/or any property damaged during the incident.

What is reasonable force?

There is no legal definition of reasonable force so it is not possible to set out comprehensively when it is reasonable to use force or the degree of force that may reasonably be used. It will always depend on all the circumstances of the case as well as the age of the pupil.

There are two relevant considerations:

1. The use of force can be regarded as reasonable only if the circumstances of the particular incident warrant it; therefore physical force could not be justified to prevent a pupil from committing a minor misdemeanour or in a situation that clearly could be resolved without force.
2. The degree of force employed must be in proportion to the circumstances of the incident and the seriousness of the behaviour or the consequences it is intended to prevent. Any force used should always be the minimum needed to achieve the desired result.

6. Items banned from school premises

6.1. Fire lighting equipment:

- Matches, lighters, etc.

6.2. Drugs and smoking equipment:

- Cigarettes

- Tobacco
- Cigarette papers
- Electronic cigarettes
- Alcohol
- Solvents
- Any form of illegal drugs
- Any other drugs, except medicines covered by the prescribed medicines procedure

6.3. Weapons and other dangerous implements or substances:

- Knives
- Razors
- Catapults
- Guns (including replicas and BB guns)
- Laser pens
- Knuckle dusters and studded arm bands
- Whips or similar items
- Pepper sprays and gas canisters
- Fireworks
- Dangerous chemicals

6.4. Other items:

- Liquid correction fluid
- Chewing gum
- Caffeinated energy drinks
- Offensive materials (i.e. pornographic, homophobic, racist, etc.)
- Mobile phones, without permission
- Any other toys which are deemed hazardous.

7. Smoking and drug policy

- 7.1. In accordance with part 1 of the Health Act 2006, our school is a smoke free environment. This includes all buildings, out-buildings, car parks, playgrounds, playing fields and sheltered areas.
- 7.2. Parents/carers, visitors and staff must not smoke on school grounds and should avoid smoking in front of pupils.
- 7.3. Pupils are not permitted to bring smoking materials or nicotine products to school. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches or pipes.
- 7.4. In the interest of health and hygiene, we request that people refrain from smoking outside the school gates.
- 7.5. Pupils and staff are required to follow the school's Drug and Alcohol Policy.

8. Searching

- 8.1. Staff members may use common law to search pupils, with their consent, for any item, including their pockets, backpacks and classroom trays.

- 8.2. Under part 2, section 2 of the Education Act 2011, teachers are authorised by the Head Teacher to search for any prohibited item including, but not limited to, tobacco and cigarette papers, illegal drugs, and alcohol, without the consent of the pupil, provided that they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.
- 8.3. Following a search, the Head Teacher will contact the parents/carers to advise them of the procedures which were undertaken.

9. Confiscation

- 9.1. A staff member carrying out a search can confiscate anything they have reasonable grounds to suspect is a prohibited item.
- 9.2. If the pupil has possession of illegal items, this may be reported to the police.
- 9.3. Parents/carers will be informed of any confiscated item and may be required to collect the item (unless the item relates to alcohol, illegal drugs or tobacco), from the school.

10. Outside school and the wider community

- 10.1. Pupils at the school must agree to represent the school in a positive manner.
- 10.2. The guidance laid out in the Code of Conduct applies both inside school and out in the wider community, including public transport, particularly if the pupil is dressed in school uniform.
- 10.3. Complaints from members of the public about bad behaviour by pupils at the school, are taken very seriously and will be dealt with in accordance with the Complaints Policy.

11. Monitoring and review

- 11.1 Impact of the behaviour policy is an agenda item at SMT and the termly SEND and Inclusion Committee Meeting.
- 11.2 The number of serious behaviour incidents, use of internal exclusion, external exclusion, racist or prejudice based incidents plus allegations against staff are reported termly to the governing body.
- 11.3 This policy will be reviewed by the Head Teacher and governing body on an annual basis, who will make any necessary changes and communicate this to all members of staff.

Building Learning Powers

Resourcefulness

Asking questions
Connecting ideas
Thinking imaginatively
Managing resources

Resilience

Staying focussed
Tackling challenges
Taking notice
Overcoming difficulties

Reflectiveness

Planning steps
Evaluating learning
Revisiting experiences
Understanding how we learn

Respectfulness

Empathising with others
Being encouraging
Working together
Listening carefully