

**St Cuthbert's
Catholic High School**

Live life in all its fullness

School Behaviour Policy

2022 - 2023

Person responsible for Policy:	Senior Leadership Team
Committee responsible for Policy:	Pastoral & Personal Development
Date To Governors:	October 2022
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Statement of intent

St Cuthbert's Catholic High School believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life. The school is committed to:

- Promoting desired behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority, and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all.
- Praising and rewarding good behaviour.
- Challenging and disciplining misbehaviour.
- Providing a safe environment free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging positive relationships with parents.
- Developing positive relationships with students to enable early intervention.
- A shared approach which involves students in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all students can achieve.

Reasonable and proportionate sanctions will be used where a student's behaviour falls below the standard that is expected, alongside support to prevent recurring misbehaviour.

The school acknowledges that behaviour can sometimes be the result of educational needs, mental health issues, or other needs or vulnerabilities, and will address these needs via an individualised graduated response.

To help reduce the likelihood of behavioural issues related to social, emotional or mental health (SEMH), the school aims to create a safe and calm environment in which positive mental health and wellbeing are promoted and students are taught to be resilient. The school aims to promote resilience as part of a whole-school approach using the following methods:

- **Culture, ethos and environment** – the health and wellbeing of students and staff is promoted through the informal curriculum, including leadership practice, policies, values and attitudes, alongside the social and physical environment
- **Teaching** – the curriculum is used to develop students' knowledge about health and wellbeing
- **Community engagement** – the school proactively engages with parents, outside agencies and the wider community to promote consistent support for students' health and wellbeing

All staff will be made aware of how potentially traumatic adverse childhood experiences, including abuse and neglect, can impact on a student's mental health, behaviour, and education. Where vulnerable students or groups are identified, provision will be made to support and promote their positive mental health. The school's Social, Emotional and Mental Health (SEMH) Policy outlines the specific procedures that will be used to assess these students for any SEMH-related difficulties that could affect their behaviour.

St Cuthbert's Vision

'A vibrant community uniquely created by God, which embraces everyone, especially those in need and celebrate difference. Enabled by a staff dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.'

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Education Act 2002
- Equality Act 2010
- Education and Inspections Act 2006
- Health Act 2006
- Voyeurism (Offences) Act 2019
- The School Information (England) Regulations 2008
- DfE (2022) 'Behaviour in schools: advice for headteachers and school staff'
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2021) 'Sexual violence and sexual harassment between children in schools and colleges'
- DfE (2018) 'Mental health and behaviour in schools'
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2013) 'Use of reasonable force'
- DfE (2022) 'Searching, screening and confiscation: advice for schools'

This policy operates in conjunction with the following school policies:

- Student Code of Conduct
- Social, Emotional and Mental Health (SEMH) Policy
- Complaints Procedures Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Exclusion Policy
- Positive Handling Policy
- Peer-on-Peer Abuse Policy
- Child Protection and Safeguarding Policy
- Smoke-Free Policy
- Student Drug and Alcohol Policy
- Searching, Screening and Confiscation Policy
- Anti-Bullying Policy: Students

2. Roles and responsibilities

The governing board has overall responsibility for:

- Making a statement of behaviour principles, and providing guidance for the headteacher on promoting good behaviour where appropriate.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, age, disability, gender reassignment, gender identity, marriage and civil partnership, race, religion or belief, sex and sexual orientation.
- Promoting a whole-school culture where calm, dignity and structure encompass every space and activity.
- Handling complaints regarding this policy, as outlined in the school's Complaints Procedures Policy.
- Ensuring this policy is published on the school website.

The headteacher will be responsible for:

- The monitoring and implementation of this policy and of the behaviour procedures at the school. This includes the policy's effectiveness in addressing any SEMH-related drivers of poor behaviour.
- Acting in accordance with the statement of behaviour principles made by the governing board, and having any regard to guidance provided by the governing board on promoting good behaviour.
- Establishing high expectations of students' conduct and behaviour, and implementing measures to achieve this.
- Determining the school rules and any disciplinary sanctions for breaking the rules.
- The day-to-day implementation of this policy.
- Publicising this policy in writing to staff, parents and students at least once a year.
- Reporting to the governing board on the implementation of this policy, including its effectiveness in addressing any SEMH-related issues that could be driving disruptive behaviour.

The mental health lead will be responsible for:

- Overseeing the whole-school approach to mental health, including how this is reflected in this policy, how staff are supported with managing students with SEMH-related behavioural difficulties, and how the school engages students and parents with regards to the behaviour of students with SEMH difficulties.
- Supporting behaviour management in line with the Social, Emotional and Mental Health (SEMH) Policy.

The SENCO will be responsible for:

- Collaborating with the governing board, headteacher and the mental health lead, as part of the SLT, to determine the strategic development of behavioural and SEMH policies and provisions in the school.
- Undertaking day-to-day responsibilities for the successful operation of the behavioural and SEMH policies to support students with SEND, in line with the school's Special Educational Needs and Disabilities (SEND) Policy.
- Supporting teachers in the further assessment of a student's strengths and areas for improvement and advising on the effective implementation of support.

Teaching staff will be responsible for:

- Planning and reviewing support for students with behavioural difficulties in collaboration with parents, the SENCO and, where appropriate, the students themselves.
- Aiming to teach all students the full curriculum, whatever their prior attainment.
- Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every student achieving their full potential, and that every student with behavioural difficulties will be able to study the full national curriculum.
- Teaching and modelling expected behaviour and positive relationships, demonstrating good habits.
- Being responsible and accountable for the progress and development of the students in their class.
- Not tolerating disruption and taking proportionate action to restore acceptable standards of behaviour.

All members of staff, including teaching and support staff, and volunteers will be responsible for:

- Adhering to this policy.
- Supporting students in adhering to this policy.
- Promoting a supportive and high-quality learning environment.
- Modelling high levels of behaviour.
- Being aware of the signs of behavioural difficulties.
- Setting high expectations for every student.

- Being aware of the needs, outcomes sought, and support provided to any students with specific behavioural needs.
- Keeping the relevant figures of authority up-to-date with any changes in behaviour. The relevant figures of authority include:
 - SENCO.
 - Headteacher.
 - Subject leader.
- As authorised by the headteacher, disciplining students who display poor levels of behaviour. This responsibility includes the power to discipline students even when they are not in school or in the charge of a member of staff.

Students will be responsible for:

- Their own behaviour both inside school and out in the wider community.
- Reporting any unacceptable behaviour to a member of staff.

Parents will be responsible for:

- Supporting their child in adhering to the school rules.
- Informing the school of any changes in circumstances which may affect their child's behaviour.

Rights and Responsibilities

Staff

Rights	Responsibilities
To be supported by peers and managers	<ul style="list-style-type: none"> • To ask for support when needed • To offer support to colleagues and managers
To be listened to	<ul style="list-style-type: none"> • To listen to others
To share opinions	<ul style="list-style-type: none"> • To give opinions in a constructive manner
To be treated courteously by all others in the school community	<ul style="list-style-type: none"> • To model courteous behaviour • To recognise and acknowledge positive behaviour in others
To be made fully aware of the school's systems/policies, expectations	<ul style="list-style-type: none"> • To seek information and use lines of communication
To receive appropriate training to increase skills in behaviour management	<ul style="list-style-type: none"> • To support others developing their skills in promoting positive behaviour and good attendance • To acknowledge areas of own behaviour management skills which could be developed • To try new approaches
To allow staff to make mistakes	<ul style="list-style-type: none"> • To ensure children have their rights

Children/Students

Rights	Responsibilities
To be treated with respect	<ul style="list-style-type: none"> • To behave respectfully to others, students and staff • To be prepared to speak out against injustice
To be safe	<ul style="list-style-type: none"> • To behave in a way which keeps self and others safe
To learn	<ul style="list-style-type: none"> • To attend school regularly and on time • To be prepared and willing to learn • To allow others to learn
To make mistakes	<ul style="list-style-type: none"> • To own up to mistakes • To allow others to make mistakes
To be listened to	<ul style="list-style-type: none"> • To give opinions in a constructive manner • To listen to others
To be part of our school community/family	<ul style="list-style-type: none"> • To wear school uniform with respect • To be prepared for learning and have the correct equipment

	<ul style="list-style-type: none"> To represent school properly To be respectful to school buildings and environment
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Parents/Carers

Rights	Responsibilities
To be treated with respect	<ul style="list-style-type: none"> To behave respectfully towards others
To be kept informed about their child's progress	<ul style="list-style-type: none"> To make sure their child attends school regularly To talk to their child about what he/she does in school To talk to teachers if they have any concerns about their child's learning or well-being
To be listened to	<ul style="list-style-type: none"> To listen to others
To have access to information of the school's approach to behaviour and attendance	<ul style="list-style-type: none"> To absorb information and share concerns
To have concerns taken seriously	<ul style="list-style-type: none"> To share concerns constructively To send their child to school: <ul style="list-style-type: none"> Well-equipped for lessons In correct uniform/kit On time 'Fed and watered'
	<ul style="list-style-type: none"> To ensure their children are ready to learn

3. Definitions

For the purposes 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. This includes, but is not limited to, the following:

- **Discrimination** – not giving equal respect to an individual on the basis of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation
- **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 personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual being bullied
- **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 and running away from school
- Refusing to comply with disciplinary sanctions
- Theft
- Verbal abuse, including swearing, racist remarks and threatening language
- Fighting and aggression
- Persistent disobedience or destructive behaviour
- Extreme behaviour, such as violence and serious vandalism
- Any behaviour that threatens safety or presents a serious danger
- Any behaviour that seriously inhibits the learning of students
- Any behaviour that requires the immediate attention of a staff member

For the purposes of this policy, the school defines "low-level unacceptable behaviour" as any behaviour which may disrupt the education of the perpetrator and/or other students, including, but not limited to, the following:

- Lateness
- Low-level disruption and talking in class

- Failure to complete classwork
- Rudeness
- Lack of correct equipment
- Refusing to complete homework, incomplete homework, or arriving at school without homework
- Disruption on public transport
- Use of mobile phones without permission
- Graffiti

“Low-level unacceptable behaviour” may be escalated to “serious unacceptable behaviour”, depending on the severity of the behaviour.

4. Staff induction, development and support

All new staff will be inducted clearly into the school's behaviour culture to ensure they understand its rules and routines and how best to support all students to participate in creating the culture of the school. Staff will be provided with bespoke training, where necessary, on the needs of students at the school to enable behaviour to be managed consistently.

The SLT will consider any appropriate training which is required for staff to meet their duties and functions in accordance with this policy, including on understanding matters which may affect a student's behaviour, e.g. SEND and mental health needs.

Members of staff who have, or are aspiring to have, responsibilities for leading behaviour or supporting student wellbeing will be supported to undertake any relevant training or qualifications.

The SLT and the headteacher will review staff training needs annually, and in response to any serious or persistent behaviour issues disrupting the running of the school.

5. Managing behaviour

Instances of unacceptable behaviour will be taken seriously and dealt with immediately. Staff will respond promptly, predictably and with confidence to maintain a calm, safe learning environment. Staff will consider afterwards how to prevent such behaviour from recurring.

The pastoral team will keep a record of all reported incidents to help identify students whose behaviour may indicate potential mental health or safeguarding problems. All staff will be alert to changes in a student's behaviour that could indicate they need help or protection.

Support, such as targeted discussions with students, a phone call with parents, and inquiries into circumstances outside of school by the DSL, will be provided alongside the use of sanctions to prevent the misbehaviour recurring. After an initial incident of negative behaviour, the following sanctions will be considered, with staff using their professional judgement and experience to determine what is appropriate and reasonable:

After an initial incident of negative behaviour, the following sanctions are implemented:

- Issuing a verbal reprimand and reminder of the expected behaviour
- Removal of privileges
- Detention

Where a student's misbehaviour is causing significant disruption or is deemed serious enough by a staff member, the following procedures will be followed:

- The pastoral team investigates the incident and decides whether it constitutes unacceptable behaviour.
- If the pastoral team deems the incident to be unacceptable behaviour, they will record the incident. The behaviour will also be recorded on the student's permanent record.
- Where deemed necessary, e.g. after other behavioural strategies in the classroom have been attempted or the behaviour is so extreme as to warrant immediate removal, the student will be removed from the classroom – the pastoral team or SLT will determine the period the student will be removed from the classroom, as well as any detention time.
- The pastoral tea, will inform the student's parents on the same day, where possible, following a decision to remove their child from the classroom, and invite them to discuss the incident.

Following repeated incidents of unacceptable behaviour, the following sanctions are implemented:

- The headteacher will consider whether the student should be excluded for a fixed term, in line with the school's Exclusion Policy, and will determine the length of the exclusion.
- Although unacceptable behaviour does not necessarily mean a student has SEND, an assessment will be carried out at this stage to determine whether there are any undiagnosed learning or communication difficulties, or mental health issues that may be contributing to the student's behaviour.
- Where a student is identified as having SEMH-related difficulties, SEND support will be put in place from the school's national SEND budget.
- Where SEND is not identified, but the headteacher determines that support is still required for the student, an Individual Behavioural Plan will be created to outline the necessary provisions in place.

Following further incidents of unacceptable behaviour, the following sanctions are implemented:

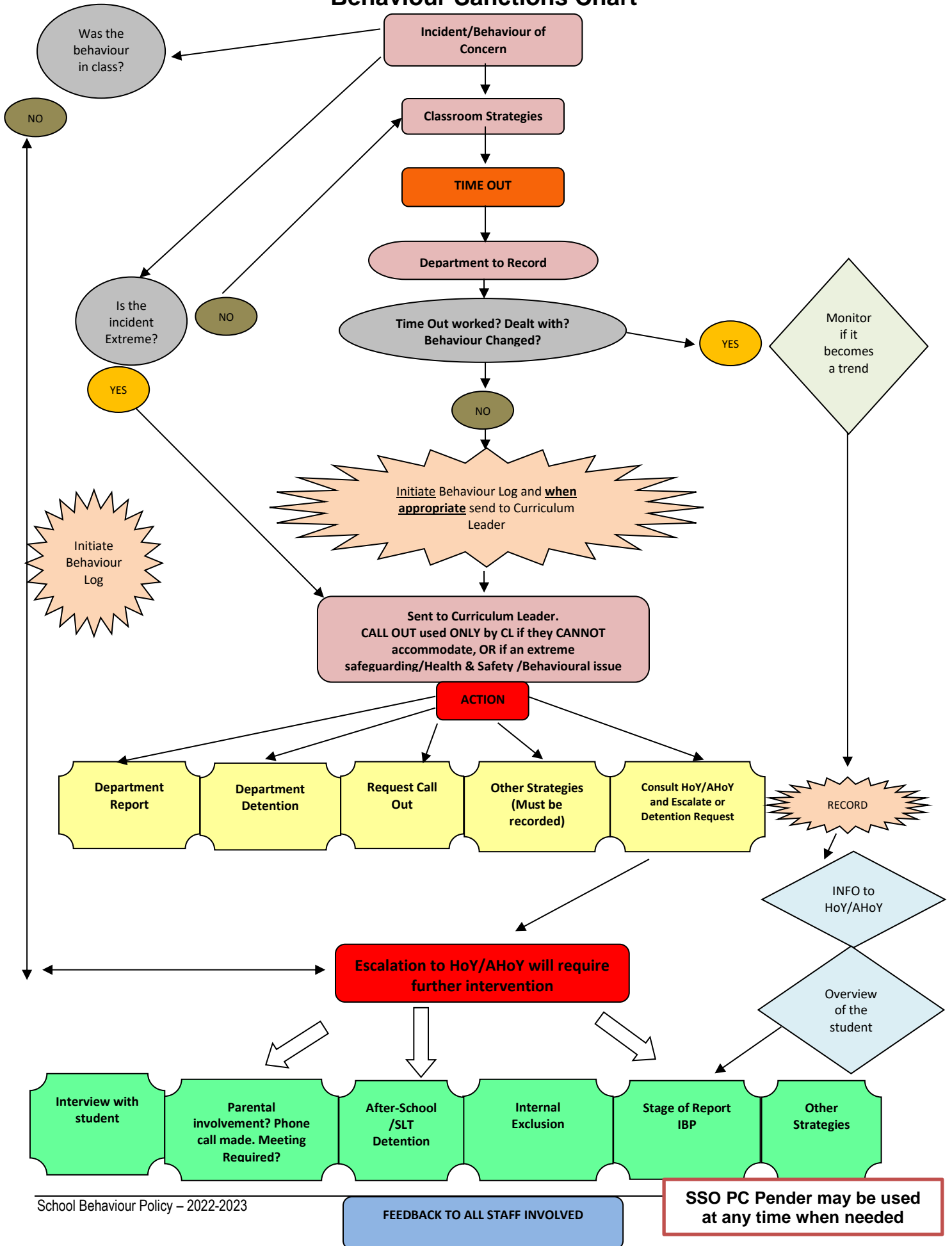
The headteacher will consider whether a permanent exclusion is necessary, in line with the school's Suspension and Exclusion Policy, alongside alternative options such as a managed move or off-site direction.

For discipline to be lawful, the school will ensure that:

- The decision to discipline a student is made by a paid member of school staff, or a member of staff authorised to do so by the headteacher.
- The decision to discipline a student is made on the school premises or whilst the student is under the charge of a member of staff, such as during an educational trip or visit.
- The decision to discipline a student is reasonable and will not discriminate on any grounds, e.g. equality, SEND or human rights.

The school will ensure that all discipline is reasonable in all circumstances, and will consider the student's age, religious requirements, SEMH needs, any SEND, and any other contributing factors, e.g. bullying, safeguarding or home life issues.

Behaviour Sanctions Chart



Hierarchy of Sanctions used

Always initially the responsibility of the subject teacher:

- Warning
- Move places
- Time out
- Department detention
- Referral

Curriculum Leader

- Warning given
- Department detention
- Department report
- Parental involvement
- Move of class considered
- Liaise with Head of Year

Pastoral Staff

- Student interview with HoY/AHoY
- Form Tutor Involvement
- Parental involvement
- Interview with Assistant Headteacher
- Referral to Teachers' Panel
- Referral to Standards Group of Governors

Detentions

Interviews

Panels

Internal Exclusions –Learning Support Unit and Melrose Centre

Fixed Term Exclusions - Home

Exclusions

For behaviour which causes great concern, fixed term exclusions are given. Abuse of other students and staff, the carrying of weapons, the use of illegal substances on premises is not tolerated and will be responded to with the greatest of severity. Exclusions are made to The Melrose Centre.

Permanent Exclusions are always sought to be avoided by the L.A. and a system of Managed transfers is in place. Those 'managed out' and those 'managed in' are to be given every support possible as they strive to begin again.

School Safety Officer

Certain behaviour, both in and out of school may now need to be addressed by the SSO. The role of P.C. Pender our School Safety Officer is pivotal in dealing with matters where students and/or staff may be at risk or where un-cooperative behaviour becomes an issue.

Behaviour strategies table

What is the issue/problem?	What are students expected to do?	Who is responsible?	What strategies can be used to ensure expectations are met?
Non-compliance	Follow instructions of ALL Staff.	ALL (supported by HoY/AHoY, CLs, SLT & SSO)	<ul style="list-style-type: none"> • Consistent approach • Positive behaviour management • Conflict avoidance • Parental support • Learning Support Unit (LSU) • (A)HoY/CL support • Lunchtime detention • After-school detention • AtL monitoring • Report
Low level disruption in classroom	Listen to the teacher's instructions, work on task with good AtL	ALL (supported by HoY/AHoY, CLs, SLT & SSO)	<ul style="list-style-type: none"> • Consistent approach • Positive behaviour management • Conflict avoidance • Classroom strategies used • Time Out • Call Out • Department Report • Lunchtime detention • After-school detention • (A)HoY/CL support • Parent intervention • Learning Support Unit (LSU)
Mobile Phones	Turn mobile phone off and store in bag/pocket 8:30am-2:40pm	ALL (supported by HoY/AHoY, CLs, SLT & SSO)	<ul style="list-style-type: none"> • Mobile phone policy regularly provided/reminded to all parents/carers and students • Initial requests to put phones away • Mobile phone may be taken and returned at a later time to student • Mobile phone may be taken and parent/carer come to collect after 2:40pm • Mobile phone may be seized by SSO if used for illegal activity
Equipment	Have all the correct equipment to all lessons. Full access to all the	ALL (supported by HoY/AHoY,	<ul style="list-style-type: none"> • Form Teacher to complete regular checks • Staff to ensure any barriers to preventing the ownership of equipment are overcome

What is the issue/problem?	What are students expected to do?	Who is responsible?	What strategies can be used to ensure expectations are met?
	curriculum and aid progress.	CLs, SLT & SSO)	<ul style="list-style-type: none"> • Staff ensure students are aware of what is needed for lessons • Negative AtL for lack of correct equipment • Parental intervention if necessary • (A)HOY referral
Inappropriate language	Should not be used in or around school or representing outside of school; students to exhibit positive manners and be respectful.	ALL (supported by HoY/AHoY, CLs, SLT & SSO)	<ul style="list-style-type: none"> • Staff consistency in challenging students on corridors or yard or lessons. • Use of AtL in classrooms • Opportunity given for students to rectify what they have said
Students out of class during lessons	Be in lessons at all times, unless exceptional circumstances and/or Hall Pass issued.	ALL (supported by HoY/AHoY, CLs, SLT & SSO)	<ul style="list-style-type: none"> • Students should use the toilet and get water at break and lunch. • Only allowed to the toilet in lessons for medical or exceptional reasons. • Students should never be allowed to work in an unsupervised area. • Students should not be sent in groups to use the printer. • Students should see pastoral staff including Farne staff during break and lunch unless requested. • Any student out of class must be issued with a Hall Pass or will be returned to lesson. • Students should only go to the School Nurse for emergencies.
Uniform/appearance	Follow school uniform and appearance rules at all times	Form Teacher (supported by All staff, HoY/AHoY & SLT)	<ul style="list-style-type: none"> • Consistent approach. • Guidelines issued regularly, displayed on website. • Form checks on a regular basis. • Parental contact when required. • Notes required with adequate explanations. • Lunch detentions when necessary. • Some items, such as PE kit, shoes may be provided and used as one-off. • "Call Out" used if needed during lessons. • Escalation of concerns to (A)HoY if directed towards a member of staff. • Placement in the Learning Support Unit. • Placement in The Melrose Centre. • Possible Fixed Term Exclusion.
Litter on school site	Place litter in an appropriate place not on the floor.	All Duty Staff (supported by All staff,	<ul style="list-style-type: none"> • All staff to challenge students and be directed to a litter bin. • Refusal to be referred to (A)HoY.

What is the issue/problem?	What are students expected to do?	Who is responsible?	What strategies can be used to ensure expectations are met?
		HoY/AHoY, CLs & SLT)	
School canteen	Students to line-up outside in year groups at their allotted time. Queue sensibly, eat in canteen and clear all rubbish to bins.	All Duty Staff (supported by All staff, HoY/AHoY, CLs & SLT)	<ul style="list-style-type: none"> • Selected staff on duty rota. • Year group rota adhered to. • Consistent reinforcement of expectations. • Students expected to respect the area and staff helping and conform to expectations. • Referral to (A)HoY if needed.
Lateness to lessons	Be on time for lessons unless a valid reason is supported by a signed note.	ALL (supported by HoY/AHoY, CLs, SLT & SSO)	<ul style="list-style-type: none"> • Log lates in SIMS with red flag and explanation. • Staff to welcome students at the door. • Staff to challenge students on the corridor. • Discuss with Form Tutor if persistent. • Class Teacher detention. • Negative AtL for lateness. • CL detentions. • Parental intervention. • Discuss with Attendance Officer. • (A)HoY intervention. • Punctuality card.
Aggressive behaviour towards staff or students	Be respectful, polite and non-aggressive to all members of the school community.	ALL (supported by HoY/AHoY, CLs, SLT & SSO)	<ul style="list-style-type: none"> • Positive reinforcement of relationships. • Removal from the situation. • Use of "Call Out". • Refer to (A)HoY/SLT/SSO. • Use of Learning Support Unit and The Melrose Centre. • Fixed Term Exclusion. • Restorative Practice. • Consistent approach for all participants.

Monitoring School Behaviour

Students' behaviour is monitored through the consistent application of the system of rewards, sanctions and referrals. The following elements are particularly important:

- Attitude to Learning (AtL) where every lesson is graded 1 to 4 – [see descriptors on the next page](#)
- Information shared between professionals
- Contact with home
- Fair application of the system of sanctions and referrals
- Survey of student behaviour
- Progress Reports
- IBPs
- PSPs

Success Criteria

- Students feel safe, happy and confident and follow clearly laid down guidelines of conduct as found in our Mission Statement.
- Students will strive to achieve more rewards and fewer sanctions will be given
- Students seek improvement in attendance and punctuality
- Students will come to school prepared and ready to learn
- Students take a pride in their uniform and their work
- Students are aware of the consequences to unacceptable behaviour
- Students will acquire the personal and social skills that will enable them to move into the outside world as valued members of society. They will achieve self-discipline to become responsible members of our community

Attitude to Learning in lessons

ATL Elements	ATL 1	ATL 2	ATL 3	ATL 4
Engagement with learning	I have strived to complete the work set to an outstanding standard.	I have attempted the work set to a good standard.	I have not attempted as much work as I could have.	I have attempted an inadequate amount of work.
Following instructions and guidance	I have listened to instructions and been proactive in order to improve my work.	I have listened to instructions and acted on feedback and guidance given.	I have needed several reminders to follow instructions or guidance given.	I have not followed instructions or acted on guidance given.
Behaviour for learning	I have been polite and respectful to staff and students at all times leading by example to others.	I have been polite and respectful to staff and students at all times.	I have not been polite and respectful to staff and students at all times. At times I have distracted others or disrupted the learning of myself or others.	I have not been polite and respectful to staff and students at all. I have continually distracted others or disrupted the learning of myself or others.
Readiness to learn	I have arrived to lesson on time prepared to learn with a growth mindset, the correct equipment and completed homework (if required) with additional independent learning.	I have arrived to lesson on time prepared to learn with the correct equipment and completed homework (if required).	I have not arrived to lesson on time and/or prepared to learn with the correct equipment and homework (if required).	I have not showed willingness to engage in learning with any of the correct equipment or homework (if required).

6. Prevention strategies and sanctions for unacceptable behaviour

This section outlines the school's strategies for preventing unacceptable behaviour, minimising the severity of incidents, and using sanctions effectively and appropriately to improve students' behaviour in the future.

Initial interventions

A range of initial intervention strategies to help students manage their behaviour and reduce the likelihood of more severe sanctions will be used. Support will consider the student's specific needs and may be delivered outside of the classroom, in small groups or in one-to-one activities. A system will be in place to ensure relevant members of the SLT and pastoral staff are aware of any student that is:

- Persistently misbehaving
- Not improving their behaviour following low-level sanctions
- Displaying a sudden change in behaviour from previous patterns of behaviour

Examples of initial interventions to address misbehaviour will include, but are not limited to, the following:

- Frequently engaging with parents, including home visits where necessary
- Providing mentoring and coaching
- Short-term behaviour report cards
- Long-term behaviour plans
- Student support units
- Engagement with local partners and agencies
- Where the student has SEND, an assessment of whether appropriate provision is in place to support the student, and if the student has an EHC plan, contact with the LA to consider a review of the plan

A multi-agency assessment, such as an early help assessment, that goes beyond a student's education will be considered where serious concerns about a student's behaviour exist.

Behaviour curriculum

Positive behaviour will be taught to all students as part of the behaviour curriculum, in order to enable them to understand what behaviour is expected and encouraged and what is unacceptable. Positive reinforcement will be used by staff where expectations are met to acknowledge good behaviour and encourage repetition. The behaviour curriculum will focus on defining positive behaviour and making it clear what this looks like, including the key habits and routines required by the school, e.g. lining up quietly outside the classroom before a lesson.

Routine will be used to teach and reinforce the expected behaviours of all students. Appropriate and reasonable adjustments to routines for students with additional needs, e.g. SEND, will be made. Consistent and clear language will be used when acknowledging positive behaviour and addressing misbehaviour.

Positive teacher-student relationships

Positive teacher-student relationships are key to combatting unacceptable behaviour. The school will focus heavily on forming positive relationships based on predictability, fairness and trust to allow teachers to understand their students and create a strong foundation from which behavioural change can take place.

Preventative measures for students with SEND

Behaviour will always be considered in relation to a student's SEND. If it is deemed that a student's SEND has contributed to their misbehaviour, the school will consider whether it is appropriate and lawful to sanction the student.

Where a student is identified as having SEND, the graduate approach will be used to assess, plan, deliver and review the impact of support being provided.

The school will aim to anticipate likely triggers of misbehaviour and put in place support to prevent these, taking into account the specific circumstances and requirements of the student concerned. Measures the school will implement where appropriate include, but are not limited to, the following:

- Short, planned movement breaks for a student whose SEND means they find it difficult to sit still for long
- Ensuring a student with visual or hearing impairment is seated in sight of the teacher
- Adjusting uniform requirements for a student with sensory issues or relevant medical condition
- Training for staff in understanding autism and other conditions

De-escalation strategies

Where negative behaviour is present, staff members will implement de-escalation strategies to diffuse the situation. This includes:

- Appearing calm and using a modulated, low tone of voice
- Using simple, direct language.
- Avoiding being defensive, e.g. if comments or insults are directed at the staff member.
- Providing adequate personal space and not blocking a student's escape route.
- Showing open, accepting body language, e.g. not standing with their arms crossed.
- Reassuring the student and creating an outcome goal.
- Identifying any points of agreement to build a rapport.
- Offering the student, a face-saving route out of confrontation, e.g. that if they stop the behaviour, then the consequences will be lessened.
- Rephrasing requests made up of negative words with positive phrases, e.g. "if you don't return to your seat, I won't help you with your work" becomes "if you return to your seat, I can help you with your work".

Physical intervention

Trained members of staff have the legal right to use reasonable force to prevent students from committing an offence, injuring themselves or others, or damaging school property, and to maintain good order and discipline in the classroom.

Physical restraint will only be used as a last resort and as a method of restraint. Staff members will use their professional judgement of the incident to decide whether physical intervention is necessary.

Wherever possible, staff will ensure that a second member of staff is present to witness the physical intervention used. After an instance of physical intervention, the student will be immediately taken to the headteacher and the student's parent will be contacted – parents may be asked to collect the student and take them home for the rest of the day.

Any violent or threatening behaviour will not be tolerated by the school and may result in a fixed-term exclusion in the first instance. It is at the discretion of the headteacher as to what behaviour constitutes for an exclusion.

When using reasonable force in response to risks presented by incidents involving students with SEND or medical conditions, the school will recognise and consider the vulnerability of these groups.

Removal from the classroom

Learning Support Unit and Melrose Centre

The school may decide to remove students from the classroom for a limited period, at the instruction of a member of staff to a separate room away from other students – these are known as the Learning Support Unit and The Melrose Centre.

The student will be moved to a room that is:

- In an appropriate area of the school
- Stocked with appropriate resources
- Suitable to learn and refocus
- Supervised by trained members of staff

The school will only remove students from the classroom where absolutely necessary and for the following reasons:

- To maintain the safety of all students and restore stability following an unreasonably high level of disruption
- To enable disruptive students to be taken to a place where education can continue in a managed environment
- To allow the student to regain calm in a safe space

The school will ensure that students' health and safety is not compromised during their time away from the classroom, and that any additional requirements, such as SEND needs, are met.

The amount of time that a student spends removed from the classroom will be up to the school to decide. This could be for more than one school day. The school will ensure that the student is not removed from the classroom any longer than necessary.

The staff member in charge and supervising the student will decide what the student may and may not do during their time spent removed from the classroom. The headteacher will request that the student's class teachers set them appropriate work to complete.

The headteacher will establish a clear process for the reintegration of a student who has been removed from the classroom when it is deemed appropriate and safe for them to return. Consideration will be given to what support is needed to help the student return and meet the expected standards of behaviour. Reintegration meetings will be held between the school, student and their parents, and other agencies if relevant, where necessary.

Students will be permitted to eat during the allocated times of the school day and may use the toilet as required.

Detentions

The school will make it clear to parents and students that they are able to use detention as a sanction to deter future misbehaviour, both during and outside of school hours. The use of detention as a sanction will be applied fairly and consistently, and staff and students will be made aware of when it may be used.

All teachers at the school can impose detention on a student, unless the headteacher decides to withdraw this power from any teacher. The headteacher may decide to delegate the power to impose detention to volunteers, such as parents who assist during educational visits or trips.

The following indicate the times during which detention can be issued outside of school hours:

- Any school day where the student is not authorised to be absent
- During weekends, except for any weekend preceding or following a half-term
- Any non-teaching day, e.g. INSET days

Parental consent will not be required for detentions and, therefore, the school will be able to issue detention as a sanction without first notifying the parents of the student, including for same-day detentions.

When issuing detentions, members of staff will ensure that they do so reasonably within the given circumstances, and that they consider any additional needs of the student. If the detention is during lunchtime, **time** will be allocated to allow the student time to eat, drink and use the toilet. When determining whether it is reasonable to issue a detention outside of school hours, staff will consider the following:

- Whether the detention is likely to put the student at increased risk.
- Whether the student has known caring responsibilities.
- Whether the detention timing conflicts with a medical appointment
- Whether the parents ought to be informed of the detention – in most cases it will be necessary to do so, but it may not be if the detention is for short period after school and the student is able to return home safely.
- Whether suitable travel arrangements can reasonably be made by the parent for the student; it does not matter whether these transport arrangements are inconvenient for the parent.

Detentions will not be issued where there is any reasonable concern that it would compromise a student's safety. An alternative and appropriate sanction will be issued instead.

7. Sexual abuse and discrimination

The school prohibits all forms of sexual abuse and discrimination, including sexual harassment, gender-based bullying and sexual violence. The school's procedures for handling peer-on-peer sexual abuse and discrimination are detailed in the Peer-on-Peer Abuse Policy.

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.

8. Smoking and controlled substances

The school will follow the procedures outlined in its Smoke-Free Policy and Student 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, this school is a smoke-free environment. Parents, visitors, staff and students will be instructed not to smoke on school grounds. Students 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 students related to controlled substances occur, the school will follow the procedures outlined in the Student Drug and Alcohol Policy and Child Protection and Safeguarding Policy.

9. Prohibited items, searching students and confiscation

Headteachers and staff authorised by them will have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Authorised members of staff will be permitted to use reasonable force when conducting a search without consent for the prohibited items listed below, in line with the school's Physical Intervention Policy. The prohibited items where reasonable force may be used are:

- Knives or weapons.
- Alcohol.
- Illegal drugs.
- Stolen items.
- Tobacco and cigarette papers.
- Fireworks.
- Pornographic images.
- Any article that the member of staff reasonably suspects has been, or is likely to be, used:
 - To commit an offence; or
 - To cause personal injury to any person, including the student themselves; or
 - To damage the property of any person, including the student themselves.

The school will also identify the following as prohibited items which may be searched for by authorised staff without consent if necessary; however, reasonable force will not be used under any circumstances:

- E-cigarettes and vapes
- Lighters
- Aerosols
- Legal highs/psychoactive substances
- Energy drinks

All members of staff can use their power to search without consent for any of the items listed above. Staff will follow the provisions outlined in the school's Searching, Screening and Confiscation Policy when conducting searches and confiscating items.

10. Effective classroom management

Well-managed classrooms are paramount to preventing disruptive and unacceptable behaviour. Effective classroom management will allow staff to:

- Start the year with clear sets of rules and routines that are understood by all students.
- Establish agreed rewards and positive reinforcements.
- Establish sanctions for misbehaviour.
- Establish clear responses for handling behavioural problems.

- Encourage respect and development of positive relationships.
- Make effective use of the physical space available.
- Have well-planned lessons with a range of activities to keep students stimulated.

Subject to reasonable adjustments, e.g. those made for students whose SEND may affect their behaviour, students will be expected to follow the school Student Code of Conduct, which requires students to:

- Conduct themselves around the school premises in a safe, sensible and respectful manner.
- Arrive to lessons on time and fully prepared.
- Follow reasonable instructions given by staff.
- Behave in a reasonable and polite manner towards all staff and students.
- Show respect for the opinions and beliefs of others.
- Complete classwork as requested.
- Hand in homework at the time requested.
- Report unacceptable behaviour.
- Show respect for the school environment.

Classroom rules and routines

The school will have an established set of clear, comprehensive and enforceable classroom rules which define what is acceptable behaviour and what the consequences are if rules are not adhered to. Attention is given to how rules are worded, such as the use of positive language rather than negative, e.g. “act respectfully towards your peers and teachers”, rather than “do not act disrespectfully towards your peers and teachers”.

The school will also have an established set of classroom routines to help students work well, in the understanding that behavioural problems can arise due to the lack of a consistent routine. This includes teachers ensuring that before lessons begin, they have the full attention of all students, then explaining the task clearly so all students understand what they are supposed to be doing.

The headteacher will ensure all teachers understand classroom rules and routines and how to enforce them, including any sanctions for not following the rules.

Teachers will support students to understand and follow classroom rules and routines. Teachers will inform students of classroom rules and routines at the beginning of the academic year and revisit these daily. Where appropriate, teachers will explain the rationale behind the rules and routines to help students understand why they are needed, and will model rules and routines to ensure students understand them. Teachers will also explain clearly to students what will happen if they breach any classroom rules to ensure students are aware of the sanctions that may be imposed.

To support students' continued awareness and understanding of classroom rules and routines, teachers will reinforce them in a range of ways, e.g. placing posters of the rules on classroom walls and providing regular verbal reminders of the routines. Teachers will also ensure that classroom rules and routines remain consistent and are practised throughout the year to create a more productive and enjoyable environment.

At the beginning of the school year, once the classroom rules have been devised, students will be provided with a Classroom Rules Agreement which they are required to read and sign. All rules outlined in the Classroom Rules Agreement are applicable to students' behaviour elsewhere on the school premises and outside of the school – teachers will ensure that students understand this.

The classroom environment

The school understands that a well-structured classroom environment is paramount to preventing poor behaviour. This includes the teacher positioning themselves effectively within the classroom, e.g. wherever possible, teachers avoid standing with their backs to students and ensure they have full view of the room at all times.

Teachers will employ strategic seating arrangements to prevent poor behaviour and enable it to be noticed early, such as:

- Seating those who frequently model poor behaviour closest to, and facing, the teacher.
- Seating those who frequently model poor behaviour away from each other.
- Ensuring the teacher can see students' faces, that students can see one another, and that they can see the board.
- Ensuring the teacher can move around the room so that behaviour can be monitored effectively.

Praise and rewards

The school will recognise that praise is key to making students feel valued and ensuring that their work and efforts are celebrated. When giving praise, teachers will ensure:

- They define the behaviour that is being rewarded.
- The praise is given immediately following the desired behaviour.
- The way in which the praise is given is varied.
- Praise is related to effort, rather than only to work produced.
- Perseverance and independence are encouraged.
- Praise is only given when a student's efforts, work or behaviour need to be recognised, rather than continuously without reason.
- The praise given is always sincere and is not followed with immediate criticism.

Whilst it is important to receive praise from teachers, the school understands that peer praise is also effective for creating a positive, fun and supportive environment. Teachers will encourage students to praise one another, and praise another student to the teacher, if they see them modelling good behaviour.

As with praise, the school understands that providing rewards after certain behaviour means that students are more likely to model the same behaviour again. For rewards to be effective, the school recognises that they need to be:

- **Immediate** – immediately rewarded following good behaviour.
- **Consistent** – consistently rewarded to maintain the behaviour.
- **Achievable** – keeping rewards achievable to maintain attention and motivation.
- **Fair** – making sure all students are fairly rewarded.

Rewards for good behaviour will include, but are not limited to:

- Verbal praise
- Communicating praise to parents
- Certificates, prize ceremonies and special assemblies
- Positions of responsibility, e.g. being entrusted with a particular project
- Trips and activities for a whole-class or year group

11. Behaviour off school premises

Students at the school must agree to represent the school in a positive manner. The guidance laid out in the Student Code of Conduct applies both inside school and out in the wider community, particularly if the student is dressed in school uniform.

Staff can discipline students for misbehaviour outside of the school premises, including conduct online, when the student is:

- Wearing school uniform.
- Travelling to or from school.
- Taking part in any school-related activity.
- In any way identifiable as being a student at the school.

Staff may also discipline students for misbehaviour off the school premises, including conduct online, that:

- Could negatively affect the reputation of the school.
- Could pose a threat to another student, a member of staff at the school, or a member of the public.
- Could have repercussions for the orderly running of the school.

Any bullying witnessed outside of the school premises and reported to the school will be dealt with in accordance with the school's Anti-Bullying Policy.

The school will impose the same sanctions for bullying incidents and non-criminal misbehaviour witnessed outside of the school premises as would be imposed for the same behaviour conducted on school premises. In all cases of unacceptable behaviour outside of the school premises, staff will only impose sanctions once the student has returned to the school premises or when under the supervision of a member of staff.

Complaints from members of the public about the behaviour of students from the school are taken very seriously and will be dealt with in accordance with the Complaints Procedures Policy.

12. Data collection and behaviour evaluation

The school will collect data from the following sources:

- Behaviour incident data, including on removal from the classroom
- Attendance, permanent exclusion and suspension data
- Use of student support units, off-site directions and managed moves
- Incidents of searching, screening and confiscation
- Anonymous surveys for staff, student, governors, and other stakeholders on their perceptions and experiences of the school behaviour culture

The data will be monitored and objectively analysed **termly** by the headteacher and the SLT. Attempts will be made to identify possible factors contributing to the behaviour, any system problems or inadequacies with existing support. The data will also be analysed considering the protected characteristics under the Equality Act 2010 to inform school policies and practice.

13. Monitoring and review

This policy will be reviewed by the headteacher and mental health lead on an annual basis; they will make any necessary changes and communicate these to all members of staff.

This policy will be made available for Ofsted inspections and reviews by the lead inspector, upon request.

The next scheduled review date for this policy is **September 2023**.