

Ridgeway Infant School is a safe happy, place where everyone does their best!



BEHAVIOUR POLICY

Date agreed:	24 th JANUARY 2017
Minute Ref:	FGB 16/061
Signature of Chair of FGB:	
Review Due:	AUTUMN 2019
Responsibility for Review	Full Governing Body every two years

BEHAVIOUR POLICY

VISION STATEMENT

To provide a safe, happy place where everyone does their best.

POLICY STATEMENT

Positive and appropriate behaviour at Ridgeway Infant School is important as it is an intrinsic part of the ethos of the school and is necessary for effective teaching and learning to take place.

AIMS

All staff will work together

- to ensure the safety of the children
- to enable all children to enjoy equality of opportunity and access to the full curriculum
- to ensure consistent practice throughout the school
- to provide challenge and support in a well-planned and structured curriculum
- to be sensitive to the needs of individual children
- to encourage parental participation in support for positive behaviour
- to achieve the expected standard of behaviour

SYSTEMS

Rewards

The system of rewards used throughout the school is:-

- Names on star – every child starts every day with their name on the star
- Verbal praise/positive body language
- Stickers/smiley faces/symbols/certificates
- Class specific rewards
- Praise/reward from another teacher
- Praise/reward/stickers from the Headteacher and Deputy Headteacher
- Weekly assemblies focusing on whole school values
- Weekly achievement assembly
- KS1 Golden Time – weekly on Friday 2.15-2.45pm. A box within the star is filled in each Monday morning stating the choice of Golden Time for that week.
- Weekly Heads Team, VIP chairs in assembly and Headteacher certificates
- Weekly class eco and tidy awards

Sanctions

There is no corporal punishment at Ridgeway Infant School.

The school has a two-tier behaviour system. This is used to enable the school's leadership to monitor and improve pupil behaviour at playtimes and lesson times. The Headteacher reports Tier 1 incidents to the Governing Body termly.

The Tier 1 behaviour logging file is kept in the Headteachers office in a locked cabinet and includes records of concerns for behaviour, bullying, racial incidents, gender, other. It also includes our record of withdrawals and exclusions.

The two-tier behaviour logging system is as follows:

Tier 1 – these are incidents that require SLT intervention. These behaviours are seen as **not age appropriate** and may include incidents of **physically hurting** eg. kicking, hitting, swearing, spitting, repeated deterioration of very poor behaviour, bullying, racial, gender incidents. These behaviours are not recorded on the yellow sheet but instead recorded and logged within the behaviour file.

Tier 2 – **bad choices** of behaviour, **age appropriate** = name on the yellow sheet

The system for tier 2 behaviour sanctions used throughout the school is:-

- 1st instance of a school/class rule broken – verbal reminder given
- 2nd instance of a school/class rule broken – name removed from golden star (names can be returned to the star for subsequent good behaviour)
- 3rd instance of a school/class rule broken - child's name placed on yellow sheet, along with reason why
- 4th instance of a school/class rule broken – child has 5 minutes timeout in another class
- 5th instance of a school/class rule broken – child is sent to a member of SLT and child misses whole of playtime

The school sanctions are displayed within a pyramid and visual within each class.

The system for tier 1 behaviour sanctions used throughout the school is:-

- If school/class rule breaking continues after all above tier 2 sanctions have been used, this will be recorded within the tier 1 behaviour log and the headteacher will phone parents/carers and arrange a meeting to discuss ways to improve the child's behaviour. A record of the outcomes of the call/discussion will be made
- Headteacher or Deputy Headteacher will speak with the child and the child will receive withdrawal time from class
- The Headteacher or Deputy Headteacher will fully investigate the incident and inform all parent/carers involved
- Escalated sanctions such repeated loss of playtime/Golden Time will be implemented
- For repeated tier 1 behaviours a behaviour plan and intervention will be agreed with parents/carers/class teacher/pupil and implemented. This will be reviewed regularly and shared with whole school staff (including Midday Supervisors) as necessary

Yellow Sheets

A child whose name is written on the yellow sheet once in a week will miss 5 minutes of Golden Time.

A child whose name is written on the yellow sheet twice in a week will miss 10 minutes of Golden Time.

A child whose name is written on the yellow sheet more than twice in a week will miss all of their Golden Time.

A new yellow sheet will be started each week to provide all children with a 'fresh' start. These sheets will be kept in a folder by the Deputy Headteacher and they will identify children who are regularly behaving inappropriately. The class teacher will then ensure that each child misses the correct amount of golden time. The yellow sheets will be evaluated at the end of each half term to identify children whose behaviour needs to be discussed with their parents/carers and the class teacher and strategies to improve it agreed.

Playground and Lunchtime Routines

Children are supported to behave appropriately at lunchtimes in the following ways:

- Verbal reminders about school rules are given when necessary
- Midday supervisors/Sports Leaders play games with the children whenever possible to provide good role models
- Class teachers will communicate key messages to Midday Supervisors using a green sheet system held in the registers
- Children who exhibit challenging behaviour on the playground are asked to stand next to a supervisor to have timeout
- Where repeated rule breaking or dangerous behaviours are witnessed, the child is withdrawn from the playground and will spend time in school with senior leaders
- Inappropriate behaviour will be recorded and monitored using the whole school Tier 1 and Tier 2 system

Parents/Carers

We aim to provide a welcoming environment and promote an active home-school partnership in which school staff and parents/carers can work together to support appropriate behaviour. All parents/carers are informed of the school expectations of behaviour at their 'Welcome to Ridgeway' meeting and in the school brochure. In addition they are encouraged to sign the Home School Agreement when their child starts Ridgeway.

Withdrawal

In the case of a serious incident, a child may be withdrawn for a fixed period of time with a member of staff. This is recorded in the Withdrawal Log, held in the Headteacher's office. Where a child has been withdrawn, parents/carers will be informed at the end of the school day and have an opportunity to discuss this. Withdrawals are monitored and reported to Governors. The monitoring of withdrawals may lead to targeted support being given to pupils.

Exclusion

In extreme circumstances, such as a child assaulting a member of staff, a child may be excluded for a fixed term or on a permanent basis as a last resort. Although Ridgeway Infant School will make every effort to ensure pupils remain in school by providing targeted support and seeking expert guidance, an exclusion may be unavoidable. After a fixed term exclusion, the pupil, parents/carers are invited to meet with the Headteacher and Learning Mentor to discuss reintegration. School follows DCC guidance on dealing with exclusions. All exclusions are recorded in the child's personal record and in the Exclusions Log, held in the Headteacher's office. All exclusions are monitored and reported to Governors and the Local Authority.

Use of Reasonable Force

Ridgeway Infant School follows the guidance given in Section 550A of the Education Act 1996.

Those that are trained can use recommended reasonable force and physical restraints on children including the one and two person escort. Each member of staff realises that these restraints should only be used if the child or others (including adults) are in danger of being injured. All staff endeavor to intervene early to de-escalate, prevent and calm the situation in order to avoid using the physical restraints. In any extreme circumstances staff should remove other pupils who might be at risk and summon help from colleagues, using the class red card system or mobile phone where necessary, and inform the Headteacher or member of SLT.

In exceptional circumstances, where there is immediate risk of injury, a member of staff may take any necessary action that is consistent with the concept of 'reasonable force', for example to prevent a pupil running off the pavement onto a busy road or to prevent a pupil hitting someone or throwing something. All staff have the opportunity to familiarize themselves with the Reasonable Restraint Policy at induction. After a child has had to be restrained, the member of staff involved will be given approximately 15 minutes 'time out'.

Staff will always avoid touching or holding a pupil in a way that may be considered indecent.

Reporting and Recording Incidents involving the use of Reasonable Force

- Any incident involving the use of reasonable force will be reported immediately to the Headteacher
- A written report of the incident will be made as soon as possible afterwards in either the 'Record of Use of Reasonable Restraint (1)' or 'Use of Force to Control or Restrain Pupils: Incident Report (2)' booklets held in the Headteacher's office.
- Any incident involving the use of reasonable force will be reported orally to the child's parents/carers at the end of the school day by the Headteacher or member of SLT to whom the incident was reported. Parents/carers will be given the opportunity to discuss the matter.
- If a member of staff has been injured, they should receive any appropriate first aid and complete the staff accident log in the Medical Room. They are also required to complete the 'Abuse, Aggression and Violence Incident Report' held in the SBM's office and the 'F2508 – Report of an Injury or Dangerous Occurrence' which is then sent to Derby City Council.

Whole School Rules

All children at Ridgeway Infant School are expected to uphold the following whole school rules for:

- **Look, listen, learn**
- **Be honest**
- **Do your best**
- **Follow instructions first time**
- **Try to be amazing**
- **Be safe and sensible**
- **Look after everything and everybody**

STATEMENT ON BULLYING – please refer to the school’s Anti-bullying policy

STATEMENT ABOUT RACIST/SEXIST REMARKS AND HARASSMENT

We understand racist, sexist remarks and harassment to be remarks and harassment of a distinct and personal nature concerning a person’s gender, ethnic origin, sexual orientation, cultural grouping or religious beliefs.

- Racist and sexist remarks and harassment will not be tolerated at Ridgeway Infant School.
- Children will be supported in discouraging and reporting racist/sexist remarks and harassment.
- We will challenge racist/sexist remarks and harassment and respond appropriately either on an individual, small group or whole class basis depending on the situation.
- We aim to maintain a positive atmosphere in school which discourages such behaviour following the ethos of the school’s vision statement and aims. All racist/sexist incidents and the action taken to deal with them will be recorded in the Tier 1 behaviour log and reported to the Governors Body.
- Reports of racist/sexist remarks and harassment are sent to the LA School Improvement Officer annually.

PROFESSIONAL DEVELOPMENT

In-Service training needs and opportunities will be identified and made available to all staff (teachers, teaching assistants and mid-day supervisors) through Continuous Professional Development as appropriate.

This policy will be shared with staff on an annual basis at the start of the Autumn term.

Actions for Governors:

- the Resources committee will review the policy every two years
- the Resources committee will monitor how the behaviour of pupils is recorded
- the Resources committee will monitor how racial/sexist incidents are recorded