

This policy should be carried out in the context of and in conjunction with Dale Hall CP School's Safeguarding Policy and SEND Policy.

Aims:

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. These procedures apply to all staff, governors and volunteers working in the school. The aim of our procedures is to promote good behaviour in the following ways:

- Provide a broad, balanced and challenging curriculum which is rigorously planned to ensure breadth, depth and relevance and appropriate to the needs and progression of every child.
- To encourage, reward and celebrate the individual strengths and achievements of children and staff.
- To develop purposeful links between children, staff, governors, parents and the wider community.
- To promote high expectations of good behaviour, courtesy, mutual respect and consideration for others within and beyond the school environment.
- To help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community and ultimately of wider society.

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Dale Hall Right to 'Bee':

All pupils at Dale Hall CP School are expected to:

- Be Caring
- Be Safe
- Be Respectful
- Be Responsible

This must be displayed in each classroom.

Traffic Light Behaviour System:

All classrooms will have a traffic light system to manage and promote positive behaviour. Each classroom will have a display with pupil's photographs. At the start of each day all pupils will start on the green light. This is reset daily.

How the traffic light system works:

Step 1: Facial expression of disapproval.

Step 2: Verbal warning

Step 3: Move pupil's photograph to Amber – child's name recorded on Class Behaviour Log. Pupil misses 5 minutes off the next appropriate play - class teacher to supervise this.

Step 4: Move pupil's photograph to Red – child's name recorded on Class Behaviour Log. Pupil sent to Phase Leader and misses 15 minutes off the next appropriate play. Behaviour Incident Report to be filled out – one copy filed in Behaviour Folder and one copy sent home to parent/carer on the same day, pupil to fill out Pupil Behaviour Incident Report.

Pupils can move straight to a red traffic light if any of the unacceptable behaviours are displayed:

- Refusal to accept the authority of a member of staff.
- Physical abuse to a person or property (e.g. vandalism, hitting, kicking, biting, punching, spitting, fighting)
- Verbal abuse (e.g. swearing, offensive name calling)
- Bullying of any kind (including abuse directed by reason of another individual's race, gender, disability and sexual orientation).
- Stealing
- Offensive hand signals
- Abuse of internet privileges – cyber bullying
- Leaving the premises without permission.

At this point the pupil is sent directly to the Deputy or Headteacher who will apply the following sanctions at their discretion.

- Contact parent/carer either by phone or letter depending on behaviour
- Internal exclusion
- External exclusion
- Detention during the school day
- Privileges taken away e.g. clubs, attendance on school trips and roles and responsibilities.

Behaviour Incident Report to be filled out – one copy filed in Behaviour Folder and one copy sent home to parent/carer on the same day, pupil to fill out Pupil Behaviour Incident Report. If a child receives 3 amber traffic lights in a week, then they must be sent to either the Deputy or Headteacher where the above sanctions will be applied at their discretion.

Ways of Promoting Good Learning Behaviour

- House Points – These are rewarded for learning and behaviour. All children are allocated into 1 of 4 houses. Each week the totals are counted and at the end of each half term a cup is awarded to the winning house. Children from the winning house will be given an extra playtime.
- Achievement Assembly – An opportunity every Friday where achievements are shared with the school and parents.
- Instant positive comments - written or spoken.
- Stickers – awarded as a reward for achievement and behaviour.
- Sharing success with the Deputy or Headteacher
- Roles and Responsibilities – prefects, school council members.
- Attendance Certificates – these are awarded every term for 100% attendance.
- Wall of Achievement – this is in the school reception and highlights the pupils' achievement both in and out of school.
- Message Home – this is to celebrate learning and behaviour.

Lunchtimes

During lunchtime, if behaviour does not match 'Dale Hall's Right to Bee', Midday Supervisors will issue yellow and red cards. At the yellow card level children will be placed in a time out zone on their respective playground and will miss 15 minutes play. If issued a red card, the child will be sent in to see a senior member of staff and will miss the remainder of that lunchtime and all of the following lunchtime. If a yellow card or red card is issued, the Midday

Supervisor who issued it must fill in a Behaviour Incident Report form and pass it to the respective Class Teacher, the pupil must also fill out a Pupil Behaviour Incident Report. These will be filed in the class behaviour folder and a copy sent home to the parents.

Issuing of Yellow Card for:

- Low level unacceptable behaviour not identified within the Red Card Section below.

Issuing of Red Card for:

- Refusal to accept the authority of a member of staff.
- Physical abuse to a person or property (e.g. vandalism, hitting, kicking, biting, punching, spitting, fighting)
- Verbal abuse (e.g. swearing, offensive name calling)
- Bullying of any kind (including abuse directed by reason of another individuals race, gender, disability and sexual orientation).
- Stealing
- Offensive hand signals
- Abuse of internet privileges – cyber bullying
- Leaving the premises without permission.

Ways of Promoting Good Lunchtime Behaviour

- Midday Supervisor stickers
- House Points – These are rewarded for learning and behaviour. All children are allocated into 1 of 4 houses. Each week the totals are counted and at the end of each half term a cup is awarded to the winning house. Children from the winning house will be given an extra playtime.
- Instant positive comments - written or spoken.
- Golden Table – rewarding exceptional behaviour. Senior Midday Supervisor to select pupils. Certificate to be given in Achievement to celebrate the success of sitting on the Golden Table.

The Role of the Class Teacher

- It is the responsibility of the class teacher to ensure that the school rules are enforced in their class, and that their class behaves in a responsible manner during lesson time, assemblies and movement around the school.
- The class teacher is expected to treat each child fairly and enforce the classroom code consistently. The teacher treats all children in their class with respect and understanding.
- If a child misbehaves repeatedly in class, the class teacher keeps a record of all such incidents on the Incident Report Forms. In the first instance, the class teacher deals with incidents him/herself in the normal manner, following the sanctions. Staff will not send pupils out to stand outside the classroom. Staff will write a note, phone or speak to the pupil's parent at the end of the day if necessary. If the behaviour continues, the class teacher seeks help and advice from the SLT.
- The class teacher will liaise closely with the inclusion manager to discuss necessary support and guidance from external agencies.

The Role of the Headteacher

- 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
- The Headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy.
- The Headteacher has the responsibility for giving fixed-term exclusions to individual children for serious acts of misbehaviour. Governors are notified of fixed term exclusions on a termly basis. For repeated or very serious acts of anti-social behaviour, the Headteacher may permanently exclude a child. If this is necessary the Headteacher will immediately contact the Chair of Governors.

The Role of Parent

- The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school. We expect parents to support their child's learning, and to co-operate 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 or behaviour.
- If the school has to use reasonable sanctions to discipline a child, parents are expected to support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the school governors. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.

The Role of the Governors

- The governors support the Headteacher in carrying out these guidelines.
- The Headteacher has the day to day authority to implement the school behaviour and discipline policy, 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.

Fixed-Term and Permanent Exclusions

- Only the Headteacher (or the acting Headteacher), or his/her nominated member of the Senior Leadership Team has the power to exclude a pupil from school. The Headteacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year.
- When a pupil is excluded, the school will provide work for the pupil to do at home until the fifth day of the exclusion. On the sixth day the school will arrange for full time alternative provision until the pupil returns to school. The Headteacher may also exclude a pupil permanently. It is also possible for the Headteacher to convert fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.
- If the Headteacher excludes a pupil, s/he informs the parents immediately, giving reasons for the exclusion. At the same time, the Headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make any such appeal.
- The Headteacher will also inform the LA and the Governing Body about any permanent exclusion and about any fixed-term exclusions beyond five days in any one term.
- The Governing Body itself cannot either exclude a pupil or extend the exclusion period made by the Headteacher. The governing body has a discipline committee which is made up of between three and five members. This committee considers any exclusion appeals on behalf of the governors. When an appeals panel meets to consider exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents and the LA, and consider whether the pupil should be reinstated. If the governors' appeals panel decides that a pupil should be reinstated, the Headteacher must comply with this ruling.

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2 *Restraint of Pupils*

- DfEE circular 10/98 outlines Section 550A of the Education Act 1996: "The use of force to control or restrain pupil" – the key points are reproduced below.

*Important note: If the reader is in any doubt about the exact wording, implications or meaning, the aforesaid circular must be regarded as having precedence over anything contained here.

It is envisaged that such actions will be very rare.

Section 550A

This section allows a teacher, and other persons who are authorised by the Headteacher to have control or charge of pupils to use such force as is reasonable in all the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- committing a criminal offence (including behaving in a way that would be an offence if the pupil were not under the age of criminal responsibility)
- injuring themselves or others
- causing damage to property (including the pupil's own property)
- engaging in any behaviour prejudicial to maintaining good order and discipline at the school or among any of its pupils, whether that behaviour occurs in a classroom during a teaching session or elsewhere

The provision applies whether a teacher, or other authorised person, is on the school premises, and when he or she has lawful control or charge of the pupil concerned elsewhere e.g. on a field trip or other authorised out of school activity.

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4 Types of Incident

There are a wide variety of situations in which reasonable force might be appropriate or necessary to control or restrain a pupil. They will fall into three broad categories:

- where action is necessary in self-defence or because there is an imminent risk of injury
- where there is a developing risk of injury, or significant damage to property

- where a pupil is behaving in a way that is compromising good order and discipline

Reasonable Force

There is no legal definition of 'reasonable force' – it will always depend on the circumstances of the incident. Some examples are listed below – the lists are not exhaustive.

Acceptable Level of Force

Physical intervention can take several forms. It might involve staff:

- physically interposing between pupil
- blocking a pupil's path
- holding
- leading a pupil by the hand or arm
- guiding a pupil away by placing a hand in the centre of the back
- (in extreme circumstances) using more restrictive holds

Unacceptable Levels of Force

Staff should not act in a way that might reasonably be expected to cause injury, for example:

- holding a pupil around the neck, or by the collar, or in any other way that might restrict the pupil's ability to breathe
- slapping, punching or kicking a pupil
- twisting or forcing limbs against a joint
- tripping up a pupil
- holding or pulling a pupil by the hair or ear
- holding a pupil's face down on the ground

- holding a pupil by the wrist

Pupils attempting to leave school premises

Pupils attempting to leave the school premises without prior permission will not be restrained but will be followed by a member of school staff at a safe distance and parents will be informed immediately by the school office.

Documentation

If any incident occurs in which measures effecting restraint of a pupil occur, an entry must be included in the appropriate register detailing:

- the date and time of the incident
- the exact circumstances
- measures taken
- outcomes of such action

These must be recorded as soon after the incident has occurred as is practicable and given to Headteacher or Deputy Headteacher.

All staff undertakes School Safe Training.

Searching Pupils

'School Staff can search pupils with their consent for any items which is banned by the school rules. Headteachers and staff authorised by the Headteacher, have the power to search pupils or their possessions, without consent, where they suspect the pupils to have knives and weapons, fireworks, alcohol, illegal drugs, pornographic images and stolen items' (The Department of Education, Ensuring Good Behaviour in Schools April 2011).

If any of the above items are found, they will be confiscated and parents will be informed immediately.

Monitoring

- The Headteacher monitors the effectiveness of this policy on a regular basis. S/he also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.
- The school keeps a variety of records of incidents of misbehaviour. The class teacher records within the Class Behaviour Log. The Phase Leaders records within the Phase Leader Behaviour Log. The Headteacher/Deputy Headteacher records those incidents where a child is sent to him/her on account of bad behaviour. Midday Supervisors give written details of any incident within an Incident Form.
- Any fixed term exclusion is recorded centrally.
- 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.

Review

- This policy will be reviewed in accordance with the Governing Body Review Procedure. It may, however, be reviewed earlier than this, if the government introduces new regulations, or if recommendations are received on how the policy might be improved.

5 Review

This policy will be reviewed by the Headteacher as may be necessary.

6 Document History

Date	Description
23 February 2016	Reviewed at Learning and Achievement Committee meeting.
10 January 2017	Reviewed at the Learning and Achievement Committee meeting.
20 November 2018	Reviewed at the Learning and Achievement committee and added Safeguarding statement and link to SEND policy

