



# Godalming Junior School

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If you have any concerns, you should contact our Designated Safeguard Leads, Adam Samson, Jonathan Poole or Karen Sutton*

## **BEHAVIOUR AND RESTORATIVE JUSTICE POLICY**

**This policy was reviewed: Spring 2020**

**This policy will be reviewed next: Spring 2021**

**This policy will be reviewed by: The Learning and Curriculum Committee**

***“Everybody has a right to be here”***

***“Everybody has a right to be safe”***

***Everybody has a right to be happy”***

### **Purpose**

Children's academic, personal and social development is best supported in an environment where they feel safe, valued and motivated to achieve, where they value themselves, others and the environment they are in and where emphasis is placed on their personal and social development as well as academic achievement. We strive, as a school, to all be role models for good behaviour and believe that everyone has a part to play in successful behaviour management. We have a set of whole school rules, which are to be referred to when acknowledging appropriate or managing inappropriate behaviour. This is underpinned by the schools commitment to the UN Convention on the Rights of the Child and the articles within with particular regard to Article 28 - *Every child has the right to an education. Discipline in schools must respect children's dignity and their rights.*

Behaviour management needs whole community involvement and should, where possible, focus on acknowledging and rewarding appropriate behaviour. For most children, acknowledging their appropriate behaviour will be the only behaviour management they will experience.

However, there will be occasions when a child's behaviour needs be addressed through the agreed procedures set out in this document. Even with these children, and in these situations, there must continue to be acknowledgement and praise for good behaviour.

The verbal and non-verbal communication and the language of behaviour management plays an important role in ensuring the success of any behaviour management strategy. When speaking to children, adults should avoid using negative phrases and instead use imperative phrases. E.g. Do not say “Don't stand up” but say “You need to sit down on your chair”. Asking children questions when managing a child's behaviour should be avoided as it gives the child an opportunity to give an answer, which is in conflict to the action that is wanted. e.g. “Are you going to stop throwing rubbers?” but say, “You need to stop throwing rubbers.”

Very often, extreme inappropriate behaviour comes from a feeling of disempowerment so empowering a child to make choices within strong boundaries gives the child an opportunity to make correct behaviour choices, receive acknowledgment and raise their self-esteem. At all times, we strive to give children choices and discuss the consequences these choices have. Using a restorative approach to dealing with incidents allows parties to meet face to face and come up with solution where both sides are appeased as best as possible. We feel it is important for the ‘aggressor’ to realise the impact their behaviour has had on the ‘victim’ and for a resolution to be found without further harm being inflicted.

It is the purpose of this policy to have a key role in developing and maintaining such an environment at Godalming Junior School.

## Aims:

Our policy aims to:

- Clarify the school's expectations in relation to behaviour, so staff, children, parents and governors understand them.
- Outline rules, consequences, rewards and processes used in the management of children's behaviour, which will encourage a positive learning environment.
- Ensure that relationships between children and adults are mutually respectful.
- Encourage children to value themselves and others by respecting rights and tolerating differences.
- Develop a culture where the children exercise self-control and appropriate behaviour in a range of situations.
- Develop positive social skills in children and rejecting all forms of anti-social behaviour, especially bullying.
- Nurture, develop and encourage a restorative approach in children to resolve conflict.
- Facilitate restorative meetings to come to an appropriate solution to problems.
- To ensure lines of communication are open and transparent between school and home, if necessary.
- Ensure children complete assigned work
- Ensure every effort is taken to adhere to the UN Convention on the Rights of the Child and their articles.



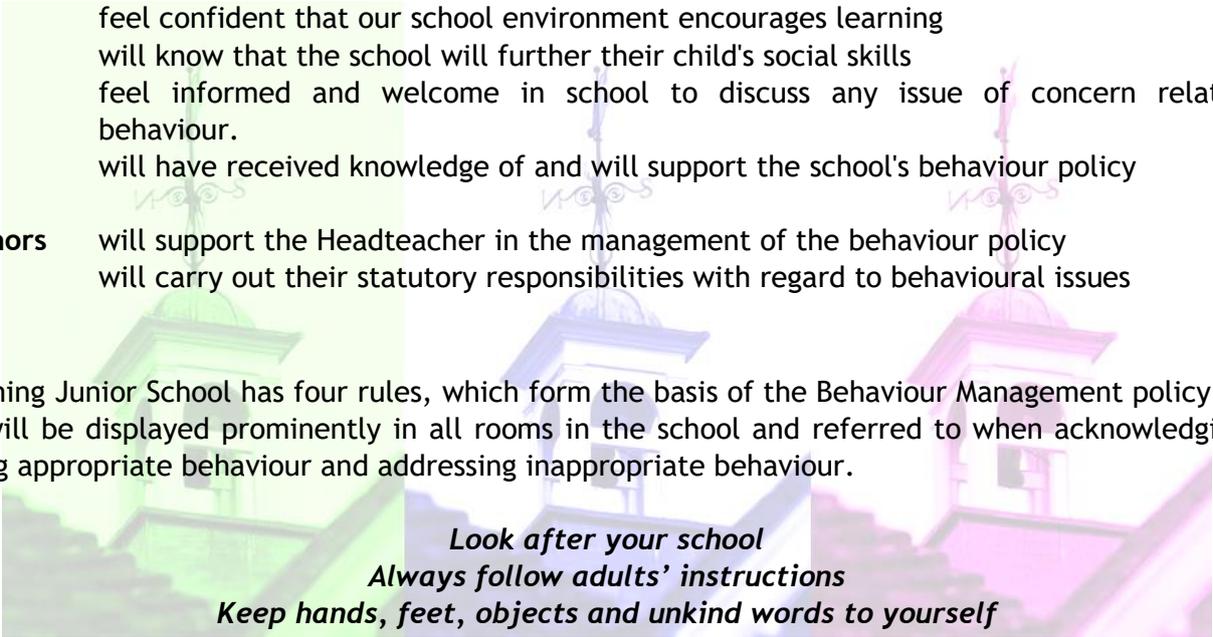
## Expectations:

Our expectations are that:

<b>Staff</b>	will promote good behaviour in class and around the school work with children in a caring and sensitive way will focus on the needs of the individual work in partnership with parents, colleagues and governors give children choices Model exemplary behaviour to the children and communicate respectfully to all
<b>Children</b>	understand what good behaviour means contribute to, understand and be expected to keep school and classroom rules learn to care for themselves and each other, including protocols linked to Covid-19 will develop the concepts of good citizenship and learn the value of friendship complete assigned work
<b>Parents</b>	will be confident that their child will receive support in a safe, caring environment feel confident that our school environment encourages learning will know that the school will further their child's social skills feel informed and welcome in school to discuss any issue of concern relating to behaviour. will have received knowledge of and will support the school's behaviour policy
<b>Governors</b>	will support the Headteacher in the management of the behaviour policy will carry out their statutory responsibilities with regard to behavioural issues

## Rules:

Godalming Junior School has four rules, which form the basis of the Behaviour Management policy. These rules will be displayed prominently in all rooms in the school and referred to when acknowledging and praising appropriate behaviour and addressing inappropriate behaviour.



*Look after your school  
Always follow adults' instructions  
Keep hands, feet, objects and unkind words to yourself  
Be safe, sensible and quiet around school*

Each class has a **class charter**, negotiated between the children and the teachers and will reflect the basic school ethos of being kind, caring and understanding towards each other. These rules are phrased in a positive way and are not exhaustive - up to 10, which are subsequently displayed for all to see. They are unique to each class and will refer to personal, social and learning issues that are meaningful to the children. Each member of the class will then sign the charter to give ownership and empowerment to that group. Classes are also encouraged to make suggestions as to what the rules would 'look like' in practice.

Examples of class rules include:

1. We will always follow instructions.
2. We put our hand up to ask or answer a question.
3. We will always respect the views and opinions of others.
4. We will always follow the Covid-19 hygiene protocols

### **Rewards:**

The school has a positive attitude towards behaviour management. Our policy is to acknowledge and praise good behaviour, showing it as an example to others. We may acknowledge and praise an individual or group of children.

These rewards may take the form of:

House Points

Non-verbal acknowledgement and/or praise

Verbal acknowledgement and/or praise

Stickers

Postcards home

Certificates

Parental contact

### **The House point System:**

Children are awarded house points by all adults in school for general kindness, manners, mature behaviour and outstanding work.

These house points are marked by the child or adult on the house tally chart in the classroom. House captains then count and keep a total.

### **Class Reward System:**

The class reward system benefits the whole class, thereby increasing teamwork and self-esteem. Each class collects tokens e.g. footballs, marbles, fish etc., until they reach a total of 25. When this total is reached, the class is entitled to a reward, which should last for approximately 1 hour. Any adult within the school community may award 1 class reward token for good behaviour or work. Appropriate class rewards could include mufti, a board games session, activities outside etc. Once the tally has been achieved, the class would then vote on which reward they would like to have.

### **Teacher's Award:**

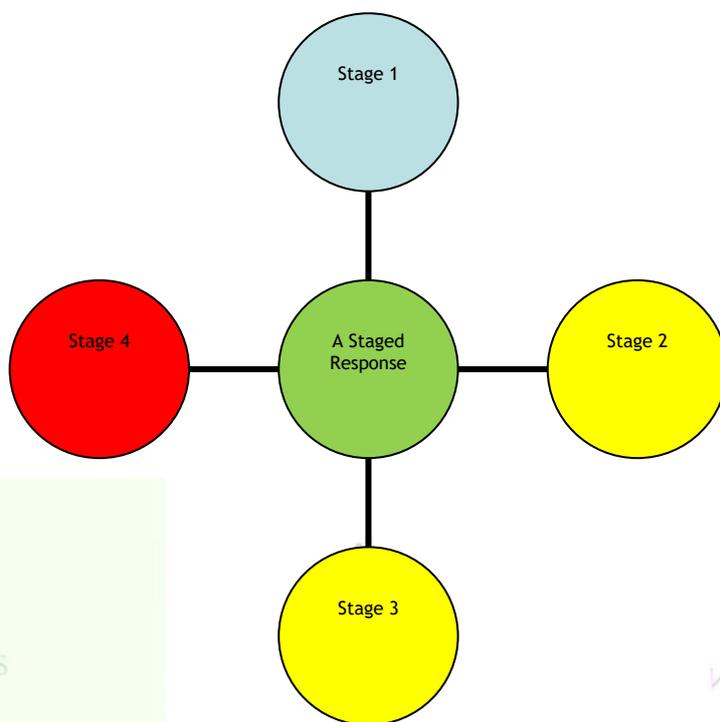
This is awarded to 1-2 members of the class each week by the class teacher. Attributes recognised by this award might include: improved work, friendliness, displaying behaviour that relates to the focus value for that half term. A copy is given to the child to take home and another is displayed on the door of their class for the week.

### **GJS Value Champions:**

Each term, a Values Champion is chosen from each class by the class teacher and a special assembly is held to celebrate this. Children are given a certificate and presented by their class teacher with a paragraph explaining the reasons behind their choice. A photo is then taken of the group and displayed in the entrance hall. These children are voted for by their peers who have been fantastic role models and have embraced the school values.

## Hierarchy of Consequences

When a child behaves in an inappropriate way, we follow a set of procedures set out below. Depending on the severity of the behaviour, the child may have a consequence from any part of the hierarchy of consequences



**Stage 1** - A minor incident - the member of staff talks to the child and gives a verbal warning.

**Stage 2** - If the negative behaviour continues then the child is given a yellow card.

**Stage 3** - If the negative behaviour continues then the child is given a further yellow card and is moved to another class. (This would usually be the parallel year group class).

**Stage 4** - By this stage if the negative behaviour continues, a teacher gives the child a red card and **may** decide to place him/her in Time Out. The child is then sent to the Phase Leader or Headteacher for a restorative meeting where strategies are suggested and there is an official log of the meeting and incident. The child then takes a copy of the form home to discuss with their parents and strategies to overcome the issue are agreed, signed and returned to the Phase Leader or Headteacher the following day. The parents are informed at a suitable time and issues are discussed by the class teacher.

The Phase Leader or Headteacher will then arrange a follow up meeting with the child/ren on the issue to discuss the plan/strategies that were suggested at a time of their choosing. This would be conducted by the class teacher or the Phase Leader, to find a solution or plan to overcome the issue. This could involve a handshake, a letter or another sign of apology. It may not be sufficient or appropriate for the culprit to 'say sorry'. This is led by the children themselves.

**Occasionally Stage 4 may apply immediately if the incident warrants such action, e.g. violent behaviour or behaviour identified in the Surrey guidance on exclusions.**

### Timeout:

This takes place at time of the Phase Leader/Deputy Headteacher's choosing. Children are asked to discuss the incident/s in question and ways of improving their behaviour. This will usually result in a letter of apology being written outlining why it was wrong to behave in the way they did. This may well directly link to the child's class charter. The timeout may be time during break and/or lunch but used as a deterrent sparingly. (See Appendix F for possible sanctions)

### **Persistent Inappropriate Behaviour:**

In most cases, following these procedures will help a child to modify their behaviour. If, however an individual is exhibiting inappropriate behaviour on a regular basis, an educational healthcare plan, behaviour management plan or individual reward system may have to be set up. This will involve all parties and will be based on acknowledging and rewarding appropriate behaviour whilst still addressing inappropriate behaviour. At this stage, the child will be placed on the SEND provision map. If the concern is in the playground, then duty staff and lunchtime supervisors are informed and behaviour is monitored and recorded by them during these times.

### **De-escalation Strategies:**

There may be occasions when de-escalation strategies will be used. These could involve the following:

- One to one discussion
- Removal from group/class/play area
- Carrying out a task around the school
- Identifying a 'chill out' area for an individual to go to
- Reference to educational healthcare plan, if appropriate.

### **Major Breaches of Discipline:**

Major breaches of discipline include physical assault, deliberate damage to property, stealing, leaving the school premises without permission, verbal abuse, refusal to work, and disruptive behaviour in class. Serious incidents, particularly involving violence will be recorded in a Behaviour Incident Log kept by the Headteacher and may be noted in the child's record file. This folder is not for minor incidents in day-to-day classroom management.

### **Strategies for dealing with major breaches of discipline include:**

- ◆ withdrawal from the classroom to a place of safety in school
- ◆ an oral warning by the Head Teacher or Deputy Head Teacher concerning future conduct
- ◆ a phone call or letter to parents informing them of their child's unacceptable behaviour
- ◆ a meeting with parents, at which a warning is given about further sanctions, unless there is an improvement in the child's behaviour
- ◆ a case conference with parents and support agencies
- ◆ As a last resort, LEA fixed term or permanent exclusion procedures may be implemented.

### **Use of Physical Intervention:**

When a child's behaviour presents a danger of causing significant harm to themselves or others, or to property, or there is a major threat to good order, approved staff may need to take physical control until the children are able to take back control for themselves.

### **Supporting the needs of Individual Child:**

We ensure that we are an inclusive school and that discrimination is avoided and extremist views not tolerated. Rules relating to school uniform and appearance will take appropriate account of cultural and/or religious needs.

We recognise that some behaviour can be a result of SEND, disability (e.g. ADHD, ASD or Tourette's syndrome) or vulnerable circumstances and take account of this when responding. All these children are supported in a nurturing environment. Parents, additional support agency advisor are engaged in planning individual child learning and behaviour plans.

**Recording and Monitoring Incidents of Unacceptable Behaviour:**

All teachers keep a log of unsuitable behaviour requiring either a verbal warning, yellow or red card. There are separate records made of incidents that occur on the playground and of those that are more serious, including discrimination. We aim to be inclusive and supportive of all children in vulnerable groups and monitor behaviour logs to ensure that any patterns are identified and addressed.



## Appendix A

### GODALMING JUNIOR SCHOOL - HOME SCHOOL AGREEMENT

#### 1. The School

##### We will:

- support and care for your child
- aim to ensure that your child reaches his or her full potential as a valued member of the school community by rewarding positive behaviour and achievement
- try to be open and welcoming at all times and encourage you to become involved in the daily life of the school
- contact you promptly if there is a problem with your child's attendance or punctuality
- let you know as soon as possible about any concerns or problems that affect your child's work or behaviour
- provide a broad and balanced curriculum
- set, mark and monitor homework in accordance with the school policy
- send home an annual report and arrange parents' evenings during which progress will be discussed
- keep you informed about school activities through regular newsletters and notices about special events
- Provide a setting where the UN Convention of the Rights of the Child and their general principles are woven into every aspect of school life.

Signed:



(Headteacher)

#### 2. The Parents/Guardian

##### I will:

- see that my child goes to school regularly, on time and properly equipped, striving for a level of attendance of 100%
- support the school's policies and guidelines for behaviour and discipline
- attend parents' evenings and discussions about my child's progress
- support my child in homework and other opportunities for home learning
- let the school know about any concerns or problems that may affect my child's work or behaviour
- read with the Parents' Handbook
- telephone the school before 9.00am if my child is absent and provide an absence note when my child returns to school
- ensure that my child wears correct uniform that is clearly named
- ensure that family holidays are not taken in term time

Signed ..... (Parent/Guardian)

#### 3. The Child

##### I will try to:

- be polite, kind and helpful to others
- follow the Class Charter
- do all my classwork and homework as well as I can
- bring all the equipment I need every day
- be punctual
- Respect School property and the people that work within

Signed ..... (child)

Appendix B  
RESTORATIVE MEETING PROMPTS

**What  
happened?**

Allow telling of the whole story from their  
point of view

**What were you  
thinking?**

At each point including in the lead up to  
the incident

**How were  
you feeling?**

At each point including in the lead up to  
the incident (thoughts influence feelings,  
feelings influence actions)

**Who has  
been  
affected?  
How?**

**What do  
you need to  
move  
forward?**

## LOG OF BEHAVIOUR INCIDENT/S

Child's Name:..... Date of Birth: .....

Class: .....

Date & Time	Incident/Concern (including names)
	
<p><b>Action</b></p> <p><i>Has there been appropriate information finding carried out involving as many parties as necessary?</i></p>	

All entries must be signed and named clearly

## LOG OF BULLYING AND HARASSMENT INCIDENTS

Child's Name:..... Date of Birth: .....

Class: .....

Date & Time	Incident/Concern (including names)
	
<p><b>Action</b></p> <p><i>Has there been appropriate information finding carried out involving as many parties as necessary?</i></p>	

All entries must be signed and named clearly

## LOG OF RACIAL INCIDENTS

Child's Name:.....

Date of Birth: .....

Class: .....

Date & Time	Incident/Concern (including names)
	
<p><b>Action</b></p> <p><i>Has there been appropriate information finding carried out involving as many parties as necessary?</i></p>	

All entries must be signed and named clearly

## Appendix F

### Behaviour and Sanctions

When poor behaviour is identified, sanction could and should be implemented consistently and fairly in line with the Behaviour Policy. GJS has a range of disciplinary measures clearly communicated to school staff, pupils and parents.

These can include:

- A verbal reprimand
- Extra work or repeating unsatisfactory work until it meets the required standard
- The setting of written tasks as punishments, such as writing lines, a letter or an essay
- Loss of privileges - for instance the loss of a prized responsibility or not being able to participate in a non-uniform day (referred to as 'mufti' days)
- Missing break time
- Detention including during lunch-time, after school and at weekends
- School based community service or imposition of a task - such as picking up litter or weeding school grounds; tidying a classroom; helping clear up the dining hall after meal times; or removing graffiti
- Regular reporting including early morning reporting; scheduled uniform and other behaviour checks; or being placed 'on report' for behaviour monitoring
- In more extreme cases GJS may use fixed term or permanent exclusion

