

# The Wings' CE Trust

## Behaviour Policy

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Committee:	
Approved on:	
Next review date:	

Psalm 36:7

How precious is Your loving devotion, O God, that the children of men take refuge in the shadow of Your wings.

## **Introduction and principles**

The Wings' CE Trust Behaviour Policy is intended to support and encourage all of our children to display outstanding behaviour at all times.

This Behaviour policy is a shared document, it was initially created following consultation and ideas from staff, pupils and parents. This policy will be reviewed on a biannual basis and any adjustments to the policy will reflect the current practice undertaken in our schools and also any updated legislation that has been introduced by the government which relates to behaviour and discipline in schools.

In writing the policy we have taken into account race, religion and culture, SEN, disability and other vulnerable groups.

The aims and objectives highlighted throughout our Behaviour Policy reflect and support our school's Mission Statements.

## **Aims and Objectives**

At The Wings' CE Trust we aim to:

- encourage a calm, purposeful and happy learning environment throughout our MAT
- foster positive, caring attitudes towards everyone, where achievements at all levels are celebrated and valued
- provide opportunities to all of our children which will support and develop their independence, self-discipline and sense of responsibility towards themselves and others
- develop a consistent approach across the MAT for promoting positive behaviour throughout school
- ensure that our expectations of behaviour are clearly communicated to all of our children and that these expectations are suitably role modelled by the adults in school
- establish a coherent and fair reward system that acknowledges and celebrates good behaviour
- establish procedures which determine clear and consistent approaches to manage and deal with any form of unacceptable or disruptive behaviour in and out of the school
- raise self-esteem and teach positive behaviour through the content and delivery of the curriculum

- ensure that the development and progress of all our pupils, including those who may be identified as having Special Educational Needs and Disability (which also includes behavioural difficulties) are regularly reviewed with staff, parents/carers
- effectively manage any incidents which may fall into the categories of bullying, sexism or racism (see Anti Bullying policy)
- ensure that our staff will always act in a way which is reasonable and proportionate to the circumstances they are presented with and that all staff adhere to the conditions which are highlighted throughout the 'staff code of conduct' handbook
- ensure all staff are appropriately trained and adhere to the LA and Government guidance on the 'Use of Reasonable Force'

## **Rules, Rewards and Sanctions**

A list of the rules, rewards and sanctions are displayed in all classrooms.

Throughout our MAT we celebrate good work, good behaviour, good attitudes and individual effort both in and out of the classroom environment. We encourage children to always try their best and we aim to develop each child's self-discipline through positive praise and rewards. It has long been established that rewards are more effective than sanctions or consequences in motivating pupils. We believe that praising and rewarding positive behaviour will encourage all children to act in the same positive way.

Rewards received during our Celebration Assemblies, and recorded weekly on CPOMS across the MAT to allow for monitoring to take place and to ensure that all children are given opportunities to earn rewards.

## **CPOMS logs and the SIMS System**

All staff has access to CPOMS where all adults working with children can log pupils' behaviours and any information appropriate. CPOMS logs are monitored by pastoral staff. If the behaviours recorded in the CPOMS log is serious then staff will also be required to complete a SIMS log.

## **Sanctions**

As in all schools here at The Wings' CE Trust we on occasion have some children who despite all positive efforts, still choose to behave in a way we consider to be unacceptable or in a way which does not follow our MAT values, whether in the school building during a week day or outside of normal school hours when wearing school uniform, therefore representing school.

We recognise that it is necessary to address the inappropriate behaviour with appropriate sanctions which are proportionate to the behaviour that has been displayed. We use sanctions as a reminder to children that unacceptable behaviour is not allowed and should not to be repeated.

## **Time out is a planned intervention**

At the Wings' CE Trust we can use this time out procedure for a limited period of time when a child has been disruptive as a 'calm down' measure or a disciplinary sanction. Any use of restriction which prevents a child from leaving a room of their own free will, should only be used in exceptional circumstances, and if it reduces the risk presented by the child to themselves and others.

Pupils will not be left alone but a member of staff will remain either within the room / area or just outside having sight of the pupil at all times. School will also ensure the health and safety of pupils and staff and any requirements in relation to safeguarding and pupil / staff welfare.

## **Recording time out in the Support Station Room**

A record will be documented, monitored and evaluated of the pupils accessing this facility and the time spent away from their group, to show progression by the individual and that correct use is being made of the room.

## **Anti-Bullying**

In The Wings' CE Trust bullying behaviour is very rare but if bullying is ever proven to have taken place it is treated very seriously and could result in an exclusion. If ever an allegation of bullying is made a full investigation will take place (see Anti-Bullying Policy).

## **Use of Reasonable Force**

At The Wings' CE Trust we recognise that the behaviour of a minority of our children, despite all efforts, may only be managed or be made safer by offering support through a degree of physical contact or by using Reasonable Force. The action of a physical intervention or restraint may be required on rare occasions to control a child who is in crisis or whilst other children and equipment are removed to make an area safer (see Positive Handling Policy). Please note reasonable force and any use of restriction is only used as a last resort and will only be used to protect pupils, staff, equipment or property.

## **Complaints / Allegations**

School governing bodies are required to have a general complaints procedure. If a pupil or parent feels that the measures or sanctions in the behaviour policy are unfair or have been unfairly applied, then they can lodge a complaint through the school's complaint procedure.

Where a pupil is found to have made a false or malicious allegation of abuse against a member of school staff (or indeed another pupil) this is a serious matter on which the school should take appropriate disciplinary action.

## **After considering what the law states, at The Wings' CE Trust the following will apply:**

### **Reflection**

As previously mentioned in the policy at the Wings' C.E Trust reflection is used as part of a continuum of behaviour sanctions aimed at deterring or preventing unacceptable behaviour in our school. Below 2 types of reflection is used:

- Playtime (full or partial)
- Lunchtime (full or partial)

If a child is given a reflection it will often (not always) take place on the same day as the incident, parents will be notified as to the reasons their child has been given the sanction.

**See Appendix 2 for further information**

### **Schools power to discipline beyond the school gate**

As a MAT we promote positive behaviour off our school site including use of media. School will act upon any information received and pass this onto the correct external agencies if deemed necessary and ensure parents/ carers are fully informed.

Children will be encouraged:

- To maintain good order on transport and on educational visits
- To ensure their behaviour does not threaten the health and safety of pupils, staff, or the general public
- To provide reassurance to the public about school's care and control over pupils and thus protect the reputation of the school

All members of staff in school may sanction/discipline a pupil for:

Any misbehaviour when the child is:

- taking part in any school-organised or school-related activity or
  - travelling to or from school or
  - wearing school uniform or
  - In some other way identifiable as a pupil at the school.
- Or misbehaviour at any time, whether or not the conditions above apply, that:
    - could have repercussions for the orderly running of the school or
    - poses a threat to another pupil or member of the public or
    - could adversely affect the reputation of the school.

### **Exclusion (fixed term or permanent)**

The use of an exclusion whether fixed term or permanent is extremely rare in our school, however it is a real sanction and will be used in extreme situations where a pupil's actions has in some way seriously breached the values and expectations underpinned for all children in our school. Where an exclusion is being considered careful thought is taken by the Head Teacher to the advice set out by the government. The CEO and governing body will be informed.

## **Liaising with parents and other agencies**

As a MAT we involve parents of rewards the children have achieved such as positive phone calls home, invites to celebration worship

Also we inform parents when sanctions have been put in place and where necessary invite parents into meet with staff regarding behaviour.

In some instances, a child's behaviour is deemed necessary that with might place a child on a PSP which involves liaising with other agencies such as TESS.

## **Managing pupil transition**

As a MAT we ensure pupils' transitions throughout the school are managed by staff in school. We also ensure transition meetings take place between school and high schools for our year 6 children and transfer all child info to the new school.

For mid-year starters we make a home visit to ensure a smooth transition for our new starters and for pupils moving to other schools we transfer all files and CPOMS files to the new school.

## **Prohibited Items and Powers to search**

### **The law states that:**

To support the safety, wellbeing and learning of all the children in The Wings' CE Trust we ask that certain personal items are not brought into school; these include electronic devices such as tablets, cameras or mobile phones (unless special arrangements have been agreed with the Head Teacher) for a full comprehensive list of prohibited items please see the school prospectus.

The general power for staff to discipline pupils also enables a member of staff to confiscate, retain and dispose of a pupil's property and this protects them from liability for damage to, or loss of, any confiscated items.

In most cases a pupil will be asked or consulted before a search takes place but if this is met with any resistance from the pupil, in certain circumstances, school has the right to search without consent if there are reasonable grounds to do so. Parents or the police may be contacted to offer extra support to the school. Search will always be done in the presence of the pupil.

### **Drugs and Alcohol:**

It is the policy of this school that no child should bring any drug, legal or illegal, to school. If a child will need medication during the school day, the parent / carer or guardian should notify the school and complete a Health Care Plan with a member of the Pastoral team and the parent / carer / guardian present. (See Health Care Plan Policy)

### **Monitoring and Review**

The CEO will review this policy every two years. The CEO may, however, review the policy earlier than this if the government introduces new regulations, or if the CEO receive advice as to how the policy might be improved.

## Related School Policies

The following school policies can be read in conjunction with the Behaviour Policy:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Anti-Bullying Policy
- Safe Use of the Internet Policy
- Admissions Policy
- Administration of Medicines Policy
- Transition Policy
- Special Educational Needs and Disabilities Policy and School Offer
- Positive Handling Policy

## At The Wings' CE Trust

Within The Wings' CE Trust appropriate behaviour is taught in various ways through the curriculum for example, SEAL, R time, PSHE, RE, Collective Worship, Class Worship, Circle Time and Social Stories.

Signed..... Head teacher  
Date.....

Signed..... CEO  
Date.....

Signed..... Chair of Governors  
Date.....

## Appendix 2

### **What the Law says:**

The Law states that teachers have a legal power to place pupils (aged under 18) in detention. Schools must make clear to pupils and parents that they use detention (including detention outside of school hours) as a sanction. The head teacher can decide which members of staff can put pupils in detention. Parental consent is not required for detentions. As with any disciplinary penalty a member of staff must act reasonably when imposing a detention. With lunchtime detentions, staff should allow reasonable time for the pupil to eat, drink and use the toilet. School staff should not issue an after school detention where they know that doing so would compromise a child's safety. When ensuring that a detention outside school hours is reasonable, staff issuing the detention should consider the following points and contact parents:

- whether the detention is likely to put the pupil at risk
- whether the pupil has known caring responsibilities which mean that the detention is unreasonable
- whether the parents ought to be informed of the detention. In many cases it will be necessary to do so, but this will depend on the circumstances. For instance, notice may not be necessary for a short after school detention where the pupil can get home safely
- whether suitable travel arrangements can be made by the parent for the pupil. It does not matter if making these arrangements is inconvenient for the parent

### **Department of Education-Exclusion from Maintained Schools:**

Only the head teacher of a school can exclude a pupil and this must be on disciplinary grounds. A pupil may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently. A fixed period exclusion does not have to be for a continuous period. In exceptional cases, usually where further evidence has come to light, a fixed period exclusion may be extended or converted to a permanent exclusion. Pupils whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period. In such cases the legal requirements in relation to exclusion, such as the head teacher's duty to notify parents, still apply. Lunchtime exclusions are counted as half a school day for statistical purposes and in determining whether a governing body meeting is triggered.

Head teachers and governing bodies must take account of their statutory duties in relation to special educational needs Disabilities (SEND) when administering the exclusion process. This includes having regard to the SEND Code of Practice. Under the Equality Act 2010, schools must not discriminate against, harass or victimise pupils because of their: sex, race, disability, religion or belief, sexual orientation, because of a pregnancy / maternity, or because of a gender reassignment. For disabled children, this includes a duty to make reasonable adjustments to policies and practices. Maintained schools have the power to direct a pupil off-site for education to improve his or her behaviour.

Whenever a head teacher excludes a pupil they must, without delay, notify parents of the period of the exclusion and the reasons for it. Where parents (or excluded pupil, if aged 18 or over) dispute the decision of a governing body not to reinstate a permanently excluded pupil, they can ask for this decision to be reviewed by an independent review panel. Where there is an allegation of discrimination (under the Equality Act 2010) in relation to a fixed-period or permanent exclusion, parents can also make a claim to the First-tier Tribunal (for disability discrimination) or a County Court (for other forms of discrimination).

The head teacher must, without delay, notify the governing body and the local authority of:

- a permanent exclusion (including where a fixed period exclusion is made permanent)
- exclusions which would result in the pupil being excluded for more than five school days (or more than ten lunchtimes) in a term
- exclusions which would result in the pupil missing a public examination or national curriculum test