

# Behaviour Policy

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## AIMS AND SCOPE

This policy, applicable in all schools across Ascend Learning Trust, aims to:

- Foster a positive environment that encourages exemplary conduct, guaranteeing every student the chance to experience learning in a calm, secure, and encouraging atmosphere.
- Implement a school-wide strategy to uphold elevated standards of behaviour aligned with the school and Trust's values.
- Clearly articulate behaviour expectations and their corresponding consequences.
- Ensure a uniform approach to managing behaviour that is fair and impartial for all students.
- Clearly define unacceptable behaviour, encompassing bullying and discrimination.

## LEGISLATION, STATUTORY REQUIREMENTS AND STATUTORY GUIDANCE

This policy is based on legislation and advice from the Department for Education (DfE) on:

- [Behaviour in schools: advice for headteachers and school staff 2022](#)
- [Searching, screening and confiscation: advice for schools 2022](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement 2023](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [Special Educational Needs and Disability \(SEND\) Code of Practice](#).

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behavior policy and paragraph 10 requires the school to have an anti-bullying strategy.
- [DfE guidance](#) explaining that academies should publish their behavior policy and anti-bullying strategy.

This policy also complies with our funding agreement and articles of association.

## DEFINITIONS

**Headteacher:** In this policy the term Headteacher also includes the Principal, and any person formally appointed as Acting Headteacher or Acting Principal.

**Misbehaviour:** We have four levels of misbehaviour, consistent across the Trust:

- Low level misbehaviour
- Medium level misbehaviour
- High level misbehaviour
- Very high level misbehaviour

The table in Appendix 2 sets out examples of behaviour which may come under each of the behaviour for learning approaches together with example actions.

**Prohibited Items** which all pupils are banned from taking into or possessing in school are:

- any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)
- abusive or racially inflammatory images or texts
- acids or toxins
- alcohol
- any item which may be being used, or have been used to coerce, groom, bribe or intimidate others
- mobile telephones/electronic devices when used in a way that contravenes the school rules
- fireworks
- imitation/replica/toy knives and weapons such as B.B guns
- illegal drugs and associated paraphernalia
- knives and weapons
- laser pens or similar
- legal highs and associated paraphernalia
- literature or images considered to be purporting extremist views
- pornographic or otherwise offensive images
- stolen items
- cigarettes, tobacco and cigarette papers and associated paraphernalia
- vapes and e-cigarettes and associated equipment including liquid and devices

We reserve the right to ban other items if their use or dissemination becomes disruptive or unsafe to stakeholders, or if they are considered offensive.

## BULLYING

**Bullying** is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. <sup>1</sup> Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Prejudice-based and discriminatory, including: <ul style="list-style-type: none"><li>• Racial</li><li>• Faith-based</li><li>• Gendered (sexist)</li><li>• Homophobic/biphobic</li><li>• Transphobic</li><li>• Disability-based</li></ul>	Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g., gender, race, sexuality)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Details of our school's approach to preventing and addressing bullying are set out in our Behaviour for Learning policy, available on our school website. Incidents of bullying will be reported to the school safeguarding team using CPOMS.

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<sup>1</sup> [Our definition of bullying \(anti-bullyingalliance.org.uk\)](https://www.anti-bullyingalliance.org.uk)

## ROLES AND RESPONSIBILITIES

### **The Education Directors and Chief Executive Officer**

The Trust Education Directors and Chief Executive Officer will approve the behaviour policy and hold the Headteachers to account for its implementation.

### **Headteacher**

The headteacher is responsible for:

- Reviewing and approving this behaviour policy.
- Ensuring the promotion of positive behaviour within the school environment
- Ensuring that staff deal effectively with poor behaviour.
- Monitoring how staff implement this policy to ensure rewards, interventions and sanctions are applied consistently to all groups of pupils.
- Ensuring new staff undergo a comprehensive induction into the school's behavioural culture, equipping them with a clear understanding of rules, routines, and effective ways to support all students in their full participation.
- Offering appropriate training in behaviour management, and the impact of special educational needs and disabilities (SEND) and mental health needs on behaviour, to any staff who require it, so they can fulfil their duties set out in this policy.
- Ensuring this policy seamlessly aligns with the safeguarding policy, offering a balanced approach of sanctions and support when required.
- Ensuring that the data from the behaviour log is reviewed regularly, to make sure that no groups of pupils are being disproportionately impacted by this policy.

### **Teachers and staff**

Staff are responsible for:

- Cultivating a calm and secure atmosphere conducive to student well-being.
- Establishing and upholding well-defined boundaries of acceptable pupil behaviour.
- Implementing the behaviour policy consistently.
- Conveying the school's expectations, routines, values, and standards through instructional practices and all interactions with pupils.
- Modelling expected behaviour and positive relationships.
- Providing a personalised approach to the specific behavioural needs of particular pupils.
- Considering their own behaviour on the school culture and how they can uphold school rules and expectations.
- Promptly documenting behaviour incidents using the behaviour log.

- Encouraging and guiding students to meet the school's set expectations.

The senior leadership team (SLT) will support staff in responding to behaviour incidents.

### **Parents and carers**

Parents and carers, where possible, should:

- Familiarise yourself with the school's behaviour policy and reinforce it at home where applicable.
- Assist and encourage your child in adhering to the school's behaviour policy.
- Keep the school informed of any changes in circumstances that may impact your child's behaviour.
- Promptly discuss any behavioural concerns with the class teacher.
- Directly address any concerns about behaviour management with the school while maintaining a collaborative partnership.
- Take part in any pastoral work following misbehaviour (for example: attending reviews of specific behaviour interventions and reintegration meetings).
- Engage actively in the school community and contribute to its culture.

The school will endeavour to build a positive relationship with parents and carers by keeping them informed about developments in their child's behaviour and the school's home school agreement and working in collaboration with them to tackle behavioural issues. It is the responsibility of parents to enforce behaviours outside of the school day.

### **Pupils**

Pupils will be made aware of the following:

- The anticipated level of behaviour they are expected to exhibit while at school.
- Their obligation to adhere to the school's behaviour policy.
- The essential rules and routines governing the school environment.
- The potential rewards they can attain for meeting the expected behaviour standard, as well as the consequences for failing to meet this standard.
- The availability of pastoral support designed to assist them in meeting the behavioural expectations.

Pupils will be supported to meet the behaviour standards and will be provided with repeated induction sessions wherever appropriate.

Pupils will be supported to develop an understanding of the school's behaviour policy and wider culture.

Pupils will be asked to give feedback on their experience of the behaviour culture to support the evaluation, improvement, and implementation of the behaviour policy.

Extra support and induction will be provided for pupils who are mid-phase arrivals.

## SCHOOL EXPECTATIONS

Pupils are expected to:

- Demonstrate kindness
- Conduct oneself in an orderly and self-controlled manner
- Exhibit respect towards both staff and fellow students
- Contribute to a calm and positive learning environment for all pupils in the classroom
- Move sensibly within the school premises
- Show regard for school buildings and property
- Wear the school uniform consistently
- Acknowledge and actively participate in interventions and sanctions when required
- Avoid engaging in behaviours that could bring disrepute to the school, whether within school premises, outside, or online
- Be familiar with this policy and how misbehaviour is defined (with particular reference to Appendix 2 which sets out examples of all levels of misbehaviour)

Where appropriate and reasonable, adjustments may be made to routines within the curriculum to ensure all pupils can meet behavioural expectations in the curriculum.

### Mobile phones

The Department for Education issued guidance to all schools in February 2024 for the use of mobile phones in schools<sup>2</sup>. Schools have adopted the 'Never used, seen or heard' principle suggested. Mobile phones should be switched off, and out of sight for the duration of the school day, including break and lunch times. The principle should commence once the pupils enter the school gates, and continue until they leave the school site at the end of the school day. A breach of this rule will result in confiscation and possible additional sanctions. Detentions will be communicated as per any other sanction and mobile phones can be collected at the end of the detention. If multiple occurrences occur, the mobile phone will be kept securely at the school until a parent can collect the phone.

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<sup>2</sup> [https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile\\_phones\\_in\\_schools\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf)

Some schools have implemented preventative measures to ensure this can run smoothly such as lockable pouches and this is reviewed annually.

## RESPONDING TO BEHAVIOUR

### Classroom management

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the school.

They will:

- Create and maintain a learning rich environment that encourages pupils to be engaged
- Display the behaviour expectations
- Develop a positive relationship with pupils, which may include:
  - Greeting pupils in the morning/at the start of lessons
  - Establishing clear routines
  - Communicating expectations of behaviour in ways other than verbally
  - Highlighting and promoting good behaviour
  - Concluding the day positively and starting the next day afresh
  - Having a plan for dealing with low-level disruption
  - Using positive reinforcement

### Safeguarding

The school acknowledges that alterations in behaviour could signal that a student may require assistance or protection.

We will assess whether a pupil's misbehaviour might be connected to them experiencing or being at risk of significant harm.

In such instances, we will adhere to our safeguarding and child protection policy, evaluating whether pastoral support, early intervention, or a referral to children's social care is warranted.

For more detailed information, please consult our safeguarding & child protection policy, accessible on the school website.



## **Responding to good behaviour**

When a pupil's behaviour meets or goes above and beyond the expected behaviour standard, staff will recognise it with positive recognition and reward. This provides an opportunity for all staff to reinforce the school's culture and ethos.

Positive reinforcements and rewards will be applied clearly and fairly to reinforce the routines, expectations and norms of the school's behaviour culture.

Positive behaviour may include:

- Verbal praise
- Communicating praise to parents via a phone call or written correspondence
- Certificates, rewards, prize ceremonies or special assemblies
- Positions of responsibility, such as prefect status or being entrusted with a particular decision or project
- Whole-class or year group rewards, such as a popular activity
- Reward via ClassCharts or similar

## **Responding to misbehaviour**

When a pupil's behaviour deviates from the expected standard, staff will take responsive actions to restore a calm and safe learning environment, aiming to prevent the recurrence of misbehaviour.

Staff members are committed to fostering a predictable environment by consistently addressing behaviour that falls below the expected standards in a fair, proportionate, and uniform manner. This ensures that pupils are aware that misbehaviour will consistently be addressed.

To prevent the escalation of behavioural issues, staff may employ de-escalation techniques, including the use of pre-arranged scripts and phrases. The policy is designed to treat all pupils fairly, with careful consideration given to any contributing factors identified in the behavioural incident.

This approach ensures equitable treatment for all students under the policy.

Appendix 2 sets out the school Behaviour for Learning expectations with examples of possible school responses which may be taken. Staff will consider both support to address underlying concerns and help improve future behaviour; assessment to identify any special educational needs or other support required; as well as appropriate sanctions.

Personal circumstances of the pupil will be taken into account when planning appropriate school responses to misbehaviour and decisions will be made on a case-by-case basis, but with regard to the impact on perceived fairness. The pupil will be allowed an opportunity to explain their misbehaviour where

appropriate. Staff will be aware of a pupil's SEND and/or neurodiversity in considering behaviour responses and will take this into account.

### **Reasonable force**

Reasonable force covers a range of interventions that involve physical contact with pupils. All members of staff have a duty to use reasonable force, in the following circumstances, to prevent a pupil from:

- Causing disorder
- Hurting themselves or others
- Damaging property
- Committing an offence

Incidents of reasonable force must:

- Always be used as a last resort
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents

When considering using reasonable force, staff should, in considering the risks, conduct a dynamic risk assessment, if possible, to carefully recognise any specific vulnerabilities of the pupil, including SEND and/or neurodiversity, mental health needs or medical conditions.

### **Confiscation, searches, screening**

Searching, screening and confiscation is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

### **Confiscation**

Any prohibited items (listed above at Section 3) found in a pupil's possession may be confiscated, retained, disposed of or handed to the police. For example, alcohol, fireworks, tobacco, e-cigarettes, drugs, illegal highs, weapons, cigarette papers and other paraphernalia may be disposed of. These items will not be returned to the pupil.

We will also confiscate any item that is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with senior leaders and parents, if appropriate.

## Searching a pupil

Searches will only be carried out by a member of staff who has been authorised to do so by the headteacher, or by the headteacher themselves.

Subject to the exception below, the authorised member of staff carrying out the search will be of the same sex as the pupil, and there will be another member of staff present as a witness to the search.

An authorised member of staff of a different sex to the pupil can carry out a search without another member of staff as a witness if:

- The authorised member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; **and**
- In the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is the same sex as the pupil; **or**
- It is not reasonably practicable for the search to be carried out in the presence of another member of staff.

When an authorised member of staff conducts a search without a witness, they should immediately report this to another member of staff and ensure a written record of the search is kept.

If the authorised member of staff considers a search to be necessary, but is not required urgently, they will seek the advice of the headteacher, designated safeguarding lead (or deputy) or pastoral member of staff who may have more information about the pupil. During this time the pupil will be supervised and kept away from other pupils.

A search can be carried out if the authorised member of staff has reasonable grounds for suspecting that the pupil is in possession of a prohibited item or any item identified in the school rules for which a search can be made, or if the pupil has agreed.

An appropriate location for the search will be found. Where possible, this will be away from other pupils. The search will only take place on the school premises or where the member of staff has lawful control or charge of the pupil, for example on a school trip.

Before carrying out a search the authorised member of staff will:

- Assess whether there is an urgent need for a search
- Assess whether not doing the search would put other pupils or staff at risk
- Consider whether the search would pose a safeguarding risk to the pupil
- Explain to the pupil why they are being searched
- Explain to the pupil what a search entails – e.g. I will ask you to turn out your pockets and remove your scarf
- Explain how and where the search will be carried out
- Give the pupil the opportunity to ask questions

- Seek the pupil's co-operation

If the pupil refuses to agree to a search, the member of staff can give an appropriate behaviour sanction.

If they still refuse to co-operate, the member of staff will contact the headteacher, designated safeguarding lead (or deputy) or pastoral lead, to try and determine why the pupil is refusing to comply. In extreme cases, the police may be called to provide assistance.

The authorised member of staff may use a metal detector to assist with the search.

An authorised member of staff may search a pupil's outer clothing, pockets, possessions, desks or lockers.

Outer clothing includes:

- Any item of clothing that is not worn immediately over a garment that is being worn wholly next to the skin or being worn as underwear (e.g., a jumper or jacket being worn over a t-shirt)
- Hats, scarves, gloves, shoes, boots

### **Searching pupils' possessions**

Possessions means any items that the pupil has or appears to have control of, including:

- Desks
- Lockers
- Bags

A pupil's possessions can be searched for any item if the pupil agrees to the search. If the pupil does not agree to the search, staff can still carry out a search for prohibited items (listed in section 3) and items identified in the school rules.

An authorised member of staff can search a pupil's possessions when the pupil and another member of staff are present.

If there is a serious risk of harm if the search is not conducted immediately, or it is not reasonably practicable to summon another member of staff, the search can be carried out by a single authorised member of staff.

### **Informing the designated safeguarding lead (DSL)**

The staff member who carried out the search should inform the DSL without delay:

- Of any incidents where the member of staff had reasonable grounds to suspect a pupil was in possession of a prohibited item as listed in section 3.

- If they believe that a search has revealed a safeguarding risk.

All searches for prohibited items (listed in section 3), including incidents where no items were found, will be recorded in the school's safeguarding system.

### **Informing parents**

Parents will always be informed of any search for a prohibited item (listed in section 3). A member of staff will tell the parents as soon as is reasonably practicable:

- What happened
- What was found, if anything
- What has been confiscated, if anything
- What action the school has taken, including any sanctions that have been applied to their child

### **Support after a search**

Irrespective of whether any items are found as the result of any search, the school will consider whether the pupil may be suffering or likely to suffer harm and whether any specific support is needed (due to the reasons for the search, the search itself, or the outcome of the search).

If this is the case, staff will follow the school's safeguarding and child protection policy and speak to the designated safeguarding lead (DSL). The DSL will consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

### **Strip searches**

The authorised member of staff's power to search outlined above does not enable them to conduct a strip search (removing more than the outer clothing) and strip searches on school premises shall only be carried out by police officers in accordance with the [Police and Criminal Evidence Act 2019 \(PACE\) Code C](#).

Before calling the police into school, staff will assess and balance the risk of a potential strip search on the pupil's mental and physical wellbeing and the risk of not recovering the suspected item.

Staff will consider whether introducing the potential for a strip search through police involvement is absolutely necessary, and will always ensure that other appropriate, less invasive approaches have been exhausted first.

Once the police are on school premises, the decision on whether to conduct a strip search lies solely with them. The school will advocate for the safety and wellbeing of the pupil(s) involved. Staff retain a duty of care to the pupil involved and should advocate for pupil wellbeing at all times.

## **Phones and other electronic devices**

When an electronic device, such as a mobile phone, has been confiscated by a member of staff, that staff member can examine data or files and delete these where there is good reason to do so. There is **no need to have parental consent** to search through a young person's mobile phone.

When used at a time or in a way which is restricted, a mobile telephone/device will be considered a 'prohibited item' banned by the Trust/school, and subject to the normal rules on searching, confiscation, retention or destruction.

If an electronic device that is prohibited has been confiscated, and the member of staff has reasonable grounds to suspect that it contains evidence in relation to an offence, the member of staff will give the device to the police as soon as possible. Material that is suspected to be relevant to an offence will not be deleted before giving the device to the police.

If the staff member does not find any material that they suspect is evidence in relation to an offence and decides not to give the device to the police, they will decide, in consultation with the Headteacher, whether it is appropriate to delete any files or data from the device, or whether to retain the device as evidence of a breach of school discipline.

A pupil's mobile telephone/device may also be confiscated by the school as a disciplinary sanction. In such cases, the mobile telephone/device will be retained until it can be collected by the pupil and/or parent after a period of time agreed by the school. This may be up to the end of the current term.

## **Off-site misbehaviour**

School's reserve the right to apply interventions and sanctions for off-site misbehaviour.

Interventions, including sanctions, may be applied where a pupil has misbehaved off-site when representing the school. This means misbehaviour when the pupil is:

- Taking part in any school-organised or school-related activity (e.g., school trips)
- Travelling to or from school
- Wearing school uniform
- In any other way identifiable as a pupil of our school

Interventions, including sanctions may also be applied where a pupil has misbehaved off-site, at any time, whether or not the conditions above apply, if the misbehaviour:

- Could have repercussions for the orderly running of the school.

- Poses a threat to another pupil, member of staff or member of the school community.
- Could adversely affect the reputation of the school.

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of a staff member (e.g., on a school-organised trip). It is the responsibility of parents for behaviour outside of the school day.

### **Online misbehaviour**

The school will also respond to online misbehaviour by pupils when:

- It poses a threat or causes harm to another pupil
- It could have repercussions for the orderly running of the school
- It adversely affects the reputation of the school
- The pupil is identifiable as a member of the school

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of a staff member. Parents are encouraged to report any online abuse to the police.

### **Suspected criminal behaviour**

If a pupil is suspected of criminal behaviour, the school will make an initial assessment of whether to report the incident to the police.

When establishing the facts, the school will endeavour to preserve any relevant evidence to hand over to the police.

The school will not interfere with any police action taken. However, the school may continue to follow its own investigation procedure and enforce sanctions, as long as it does not conflict with police action.

If a report to the police is made, the designated safeguarding lead (DSL) will make a tandem report to children's social care, if appropriate.

### **Zero-tolerance approach to sexual harassment and sexual violence**

The school will ensure that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored.

Pupils are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be.

The school's response will be:

- Proportionate
- Considered
- Supportive

- Decided on a case-by-case basis

The school has procedures in place to respond to any allegations or concerns regarding a child's safety or wellbeing. These include clear processes for:

- Responding to a report
- Carrying out risk assessments, where appropriate, to help determine whether to:
  - Manage the incident internally
  - Refer to early help
  - Refer to children's social care
  - Report to the police

Please refer to our safeguarding and child protection policy for more information.

### **Malicious allegations**

Where a pupil makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school will consider an appropriate response in accordance with this policy.

Where a pupil makes an allegation of sexual violence or sexual harassment against another pupil and that allegation is shown to have been deliberately invented or malicious, the school will consider an appropriate response in accordance with this policy.

Malicious allegations are usually seen as a very serious level 4 misbehaviour.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the Local Authority Designated Officer (LADO) or Designated Officer at the Local Authority (DOFA) where relevant) will consider whether the pupil who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.

The school will also consider the pastoral needs of staff and pupils accused of misconduct.

Please refer to our safeguarding and child protection policy and our allegations against staff policy for more information on responding to allegations of abuse against staff or other pupils.



## SERIOUS INTERVENTIONS

### **Detention**

Pupils can be issued with detentions during break, at lunch, after school or on weekends during term time.

The school will decide whether it is necessary to inform the pupil's parents. Parents will be notified when detentions have been given, usually via email or use of a school specific application such as ClassCharts.

### **Removal from classrooms**

In response to serious or persistent breaches of this policy, the school may remove the pupil from the classroom for a limited time.

Pupils who have been removed will continue to receive education under the supervision of a member of staff that is meaningful, but it may differ from the mainstream curriculum.

Staff will only remove pupils from the classroom once other behavioural strategies have been attempted, unless the behaviour is so extreme as to warrant immediate removal.

Removal can be used to:

- Restore order if the pupil is being unreasonably disruptive
- Maintain the safety of all pupils
- Allow the disruptive pupil to continue their learning in a managed environment
- Allow the disruptive pupil to regain calm in a safe space

Pupils who have been removed from the classroom will be supervised and will be removed for a maximum of 5 school days.

Pupils will not be removed from classrooms for prolonged periods of time without the explicit agreement of the headteacher.

Pupils should be reintegrated into the classroom as soon as appropriate and safe to do so. The school will consider what support is needed to help a pupil successfully reintegrate into the classroom and meet the expected standards of behaviour.

Parents will be informed on the same day that their child is removed from the classroom.

The school will consider an alternative approach to behaviour management for pupils who are frequently removed from class, which may include:

- Meetings with learning coaches
- Use of teaching assistants
- Short term behaviour report cards
- Long term behaviour plans
- On site pupil support groups
- Multi-agency assessment

Staff will record all incidents of removal from the classroom along with details of the incident that led to the removal, and any protected characteristics of the pupil.

Removal from the classroom as set out above is distinguished from the use of separation spaces (sometimes known as sensory or nurture rooms) for non-disciplinary reasons. For instance, where a pupil is taken out of the classroom to regulate his or her emotions because of identified sensory overload as part of a planned response.

### **On Site Pupil Support Groups**

An on site pupil support group is a planned intervention occurring in small groups and in place of mainstream lessons. The purpose of this unit can be two-fold:

- as a planned intervention for behavioural or pastoral reasons
- as a final preventative measure to support pupils at risk of exclusion.

In both circumstances, the underlying ambition will be to improve behaviour and maintain learning with the goal to successfully reintegrate pupils into mainstream lessons. The approach in the unit will be aligned to the culture of the whole school and compatible with this policy.

### **Off-site direction**

An off-site direction is when the Headteacher requires a pupil to attend another education setting to improve their behaviour. An off-site direction will only be used:

- as a way to improve future behaviour not as a sanction or punishment for past misconduct
- as a temporary measure
- where in-school interventions, support and/or outreach have been unsuccessful or are deemed inappropriate.

Parental agreement is not required but the Headteacher will work closely with parents/carers to ensure the pupil is as well supported as possible. The off-site

direction may be made to another mainstream school or alternative provision and may be full time or a combination of part-time alternative provision and part time continued mainstream education. Pupils will be dual registered, and the arrangement will be kept under review for its duration with a reintegration strategy upon its conclusion. The [Alternative Provision guidance](#) will be referred to for guidance.

### **Managed move**

A managed move is a permanent move to another mainstream school, as a preventative measure to permanent exclusion. A managed move will be:

- voluntary and there must be agreement by parents/carers as well as both the current and the new school only suggested when it is the pupil's best interests
- offered as part of a planned intervention – appropriate initial intervention will already have been carried out including, where relevant, multi-agency assessment and any statutory assessments
- preceded by information sharing between the current and new school, including data on prior and current attainment, academic potential, safeguarding, a risk assessment and advice on risk management strategies
- supported by an effective integration strategy by the new school

If the pupil has an EHC Plan, contact will be made with the local authority to ensure all statutory duties can be met.

### **Suspension and permanent exclusions**

The school can use suspension and permanent exclusion in response to serious incidents or in response to persistent poor behaviour, which has not improved following in-school sanctions and interventions.

The decision to suspend or exclude will be made by the headteacher and only as a last resort.

Our priority is to try to prevent pupils being suspended or excluded from school and whilst only ever used as a last resort. The table at Appendix 2 sets out examples whereby suspension or exclusion may be considered, although the lists included are not exhaustive and indicative only.

This list is not exhaustive. There may be other instances of poor behaviour or patterns of persistent lower-level behaviour which are considered to be sufficiently serious in nature to warrant a suspension. In addition, we consider the harm caused to the education and welfare of others in school.

Please refer to the school's Exclusions Policy for further details on suspensions and exclusions, including the school's approach, procedures, and reviews.

## **RESPONDING TO MISBEHAVIOUR FROM PUPILS WITH SEND and/or NEURODIVERSITY**

### **Recognising the impact of SEND and/or Neurodiversity on behaviour**

The school recognises that pupils' behaviour may be impacted by a special educational need or disability (SEND) and that of neurodiversity.

When incidents of misbehaviour arise, we will consider them in relation to a pupil's SEND and/or neurodiversity, although we recognise that not every incident of misbehaviour will be connected to their SEND and/or neurodiversity. Decisions on whether a pupil's SEND and/or neurodiversity had an impact on an incident of misbehaviour will be made on a case-by-case basis.

When dealing with misbehaviour from pupils with SEND and/or neurodiversity, especially where their SEND and/or neurodiversity affects their behaviour, the school will balance their legal duties when making decisions about enforcing the behaviour policy. The legal duties include:

- Taking reasonable steps to avoid causing any substantial disadvantage to a disabled pupil caused by the school's policies or practices ([Equality Act 2010](#))
- Using our best endeavours to meet the needs of pupils with SEND and/or neurodiversity ([Children and Families Act 2014](#))
- If a pupil has an education, health and care (EHC) plan, the provisions set out in that plan must be secured and the school must co-operate with the local authority and other bodies

As part of meeting these duties, the school will anticipate, as far as possible, all likely triggers of misbehaviour, and put in place support to prevent these from occurring.

Any preventative measures will take into account the specific circumstances and requirements of the pupil concerned.

Our approach to anticipating and removing triggers of misbehaviour:

- Short, planned movement breaks for a pupil with SEND and/or neurodiversity who finds it difficult to sit still for long
- Adjusting seating plans to allow a pupil with visual or hearing impairment to sit in sight of the teacher
- Adjusting uniform requirements for a pupil with sensory issues or who has severe eczema
- Training for staff in understanding conditions such as autism

- Use of separation spaces (sensory zones or nurture rooms) where pupils can regulate their emotions during a moment of sensory overload

### **Adapting sanctions for pupils with SEND and/or Neurodiversity**

When considering a behavioural response for a pupil with SEND and/or neurodiversity, the school will take into account:

- Whether the pupil was unable to understand the rule or instruction
- Whether the pupil was unable to act differently at the time as a result of their SEND and/or neurodiversity
- Whether the pupil is likely to behave aggressively due to their particular SEND and/or neurodiversity

If the answer to any of these questions is yes, it may be unlawful for the school to sanction the pupil for the behaviour.

The school will then assess if it is appropriate to use a particular intervention and if so, whether any reasonable adjustments need to be made.

### **Considering whether a pupil displaying challenging behaviour may have unidentified SEND and/or Neurodiversity**

The school's special educational needs co-ordinator (SENCO) may evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice may be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

### **Pupils with an education, health and care (EHC) plan**

The provisions set out in the EHC plan must be secured and the school will co-operate with the local authority and other bodies.

If the school has a concern about the behaviour of a pupil with an EHC plan, it will make contact with the local authority to discuss the issue. If appropriate, the school may request an emergency review of the EHC plan.

## SUPPORTING PUPILS FOLLOWING A SANCTION

### **Reintegration strategy**

Following a sanction, the school will consider strategies to help pupils to understand how to improve their behaviour and meet the expectations of the school.

Following suspension or other time away from the school to improve behaviour, the school will put in place a strategy to help the pupil reintegrate successfully into school life and full-time education.

Where necessary, the school will work with third-party organisations to identify whether the pupil has any unmet special educational and/or health needs.

The following measures may be implemented, as part of the strategy, to ensure a successful reintegration into school life:

- Maintaining regular contact during the suspension or other time off site and welcoming the pupil back to school
- Daily contact in school with a designated pastoral professional
- Mentoring by a trusted adult or a local mentoring charity
- Regular reviews with the pupil and parents to praise progress being made and raise and address any concerns at an early stage
- Informing the pupil, parents and staff of potential external support
- Reintegration meeting upon return to school

The strategy will be regularly reviewed and adapted where necessary throughout the reintegration process in collaboration with the pupil, parents, and other relevant parties.

### **Reintegration meeting**

The school will explain the reintegration strategy to the pupil in a reintegration meeting before or on the pupil's return to school. During the meeting the school will communicate to the pupil that they are getting a fresh start and that they are a valued member of the school community.

The pupil, parents, Head of Year/House, member of senior staff, and any other relevant staff will be invited to attend the meeting. The meeting can proceed without the parents in the event that they cannot or do not attend.

This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent, and school.

## **PUPIL TRANSITION**

### **Inducting incoming pupils**

The school will support incoming pupils to meet behaviour standards by offering an induction process to familiarise them with the behaviour policy and the wider school culture.

### **Preparing outgoing pupils for transition**

To ensure a smooth transition to the next year, pupils have transition sessions with their new teacher(s). In addition, staff members hold transition meetings.

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year.

## **TRAINING**

As part of their induction process, our staff are provided with regular training on managing behaviour, including training on:

- The needs of the pupils at the school
- How SEND, neurodiversity and mental health needs impact behaviour

Behaviour management will also form part of continuing professional development.

## **MONITORING ARRANGEMENTS**

### **Monitoring and evaluating school behaviour**

The school will collect data on the following:

- Behavioural incidents, including removal from the classroom
- Attendance, permanent exclusion and suspension
- Use of on site pupil support groups, off-site directions and managed moves
- Incidents of searching, screening and confiscation
- Anonymous surveys for staff, pupils, governors, trustees and other stakeholders on their perceptions and experiences of the school behaviour culture

The data will be analysed from a variety of perspectives including:

- At school level
- By age group
- At the level of individual members of staff
- By time of day/week/term
- By protected characteristic

The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any trends or disparities between groups of pupils are identified by this analysis, the school will review its policies to tackle it.

### **Monitoring this policy**

This behaviour policy will be reviewed by the Trust and the headteacher and at least annually, or more frequently, if needed, to address findings from the regular monitoring of the behaviour data. At each review, the policy will be approved by the Trust Executive Team.

### **LINKS WITH OTHER POLICIES**

This behaviour policy is linked to the following policies:

- Safeguarding and child protection policy
- Anti-bullying policy
- Whole school equality



## APPENDIX 1: written statement of behaviour principles

- Every pupil understands they have the right to feel safe, valued and respected, and to be able to learn free from the disruption of others
- All pupils, staff and visitors are free from any form of discrimination
- Staff and volunteers set an excellent example to pupils at all times
- Rewards, behaviour interventions and reasonable force are used consistently by staff, in line with the behaviour policy
- The behaviour policy is understood by pupils and staff
- The exclusions policy explains that suspensions and permanent exclusions will only be used as a last resort, and outlines the processes involved in suspensions and permanent exclusions
- Pupils are helped to take responsibility for their actions
- Families are involved in behaviour incidents to foster good relationships between the school and pupils' home life

Violence or threatening behaviour will not be tolerated in any circumstances.

## APPENDIX 2: Behaviour for Learning principles and school responses

Level 0 – Neutral (For Monitoring Purposes Only.)			
<b>Classroom:</b>	Toilet Lack of equipment in Tutor Time		
<b>Pastoral:</b>	PSP1, PSP2, PSP3, PSP4, Escalation Phone Call, 100 HP's, 150 HP's, 200 HP's. 250 HP's, 350 HP's and 450 HP'S.		
Level 1 – Low Level Misbehaviour:			
Behaviour Type:	Description:	Sanction:	Negative Behaviour Points:
<b>CONDUCT CARD –</b> Uniform Locality Lack of respect Language		X1 conduct point per offense to student.	Nothing to be added to Arbor.
Conduct Card (Full)	When conduct card is full with 5 offences.  Staff member issuing the fifth point takes the card to Emma Birch in Hub3.	30 Min ASD.	-1
Conduct Card (Failure to Produce)	When a student fails to produce when requested their conduct card.	30 Min ASD.	-1
Late to School	Arriving to school later than 8.30am  Lunchtime detention logged by staff on the School Gate, unless the school is contacted by parent/carer.	20 Min Lunchtime Detention.	-1
Lack of Equipment (Third Occurrence)	Lack of Equipment during Tutor Time checks, third offence.	30 Min ASD.	-1
Mobile Phone (Minor Breach)	Minor breach of the mobile phone policy such as mobile phone seen or heard or other inappropriate use of mobile phone or electronic device without teacher discretion.	20 Min Lunchtime Detention  Phone confiscated and handed to Emma Birch  Parents contacted by Emma Birch.	-1

Disruption in classroom	Disruption in the classroom	Warning in the Classroom	-1
Defiance	Defiance towards a member of staff in the classroom.	Warning in the Classroom.	-1
Inadequate Work	Unacceptable classwork; incomplete, sub-standard or not done.	20 Min Lunchtime Detention	-1
Homework not completed	Unacceptable homework; incomplete, sub-standard or not done	24-hour extension logged on Arbor.	-1
Failure to attend Detention (Lunchtime)		30 Min ASD	-1

### Level 2 – Medium Level Misbehaviour:

Behaviour Type:	Description:	Sanction:	Negative Behaviour Points:
Disruption/Defiance Repeated	Repeated disruption/defiance in the classroom	Student sent to the Reset Room. 30 min ASD issued.	-2
Homework not Submitted	Homework has not been submitted following a 24-hour extension.	30 Min ASD.	-2
Failure to attend ASD (30 mins)		Detention upscaled to 60 min ASD.	-2
Foul/Offensive Language	This is inappropriate language which is not directed towards staff/students, but is foul and offensive.	30 Min ASD	-2
Out of Class Defiance		30 Min ASD	-2
Sharing Toilet Cubicle	Sharing the same toilet cubicle as another student	30 Min ASD Pastoral Team make phone call home.	-2
Physical Incident (Minor)	Minor physical incident – pushing/shoving	Loss of social times for one day.	-2

**Level 3 – High Level Misbehaviour:**

<b>Behaviour Type:</b>	<b>Description:</b>	<b>Sanction:</b>	<b>Negative Behaviour Points:</b>
Mobile Phone (Serious Breach)	Significant breach of the mobile phone policy or other significant inappropriate use of mobile phone or electronic device, such as filming/photography in school (without permission from member of staff) or accessing/sharing age inappropriate content	1-day Internal Suspension  Phone confiscated and given to Emma Birch Parents contacted by Emma Birch	-3
Truancy of Lesson	Student more than 10 minutes late to lesson	1-day internal suspension	-3
Failure to attend ASD (60 mins)		SLT Detention	-3
Damage to property	Physical damage on school site such as vandalism/graffiti	1-day internal suspension	-3
Dangerous Behaviour	Reckless or dangerous behaviour which endangers themselves or others.	1-day internal suspension	-3
Physical Incident (Serious Breach)	Physical incident which includes fighting/kicking/punching	1-day internal suspension	-3
Theft		1-day internal suspension	-3
Verbal Abuse (Towards student/staff)	This is offensive language which is deliberately directed towards an individual.	1-day internal suspension	-3
Failure to attend ASD (SLT)		Period 1 – 4 and 20 Min Lunch ASD.	-3

**Level 4 – Very High-Level Misbehaviour:**

<b>Behaviour Type:</b>	<b>Description:</b>	<b>Sanction:</b>	<b>Negative Behaviour Points</b>
Bringing the school into disrepute	Significant unacceptable conduct outside of School where student is identifiable in KGA uniform.	Student in the Reset Room pending decision made by SLT.	-4
Bullying/Discrimination/Harassment	Could include misogynistic language or behaviour.	Student in the Reset Room pending decision made by SLT.	-4
Homophobic/biphobic/transphobic behaviour	Could include an act of or use of language.	Student in the Reset Room pending decision made by SLT.	-4
Racist behaviour	Could include an act of or use of language.	Student in the Reset Room pending decision made by SLT.	-4
Possession of a prohibited item	Possession of a prohibited item such as a (real or imitation), drugs, cigarettes, vapes, alcohol. This extends to the use of these items too.	Student in the Reset Room pending decision made by SLT.	-4
Malicious use of Social Media	Posting abusive, threatening, misleading, offensive or illegal comments, images or other content in emails or on social networking sites, blogs or apps, that negatively impacts the behaviour at School.	Student in the Reset Room pending decision made by SLT.	-4

