



High Street Primary Academy

# **BEHAVIOUR POLICY AND RELATIONAL PRINCIPLES**

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## **RELATIONAL POLICIES AND PRINCIPLES**

### **At Reach South Academy Trust we believe that:**

- Relationships are the foundation for us all to thrive in school.
- Mutual respect is the starting point for all agreements about how we all behave.
- Behaviour is a means of communication.
- We should work as a community to develop behaviours and responses to provide a positive and safe environment for everyone.
- All behaviours have natural consequences, and every member of our community is working towards taking accountability for their behaviour and what happens as a result.

### **All staff support all our pupils by:**

- Being mindful and reflecting on the quality of our relationships with each other and them.
- Reflecting and being committed to continuously improve on the quality of our provision.
- Reflecting with parents and carers and other professionals so we are well-informed and have insight and understanding of pupils' individual needs.
- Reflecting and planning the "scaffolding" we put in place to support them to learn self-regulation skills.
- Observing, gathering and analysing data on emotional development and behaviour – to ensure our interventions are personalised, well informed and planned according to the needs of each individual within the context of their class or within particular lessons on and off site.
- Working in partnership with our pupils, their parents and carers, and other professionals working with them.
- Investing time and allowing safe spaces and opportunities for pupils to practise these skills and make mistakes from which they can learn, develop and grow.

### **The quality of our relationships with our pupils**

These relationships are crucial. Each adult is a significant adult for our pupils. To foster successful, enabling relationships we need to:

- Actively build trust and rapport – which must be earned, not a given.
- Have high expectations for all pupils. When we demonstrate our belief in them, it supports them to succeed.
- Treat pupils with dignity and respect always by communicating carefully and clearly.
- Listen respectfully to the pupil and make a judgement about how/when to respond.
- Invest in relationships with the pupils and have fun together.
- Consider what might be behind the behaviour; why the pupil is behaving in this way. There will always be a reason, the behaviour is a symptom of something that we need to identify and understand.
- Keep our word – and if, for some reason, we are unable to honour a commitment to a pupil, to communicate clearly and honestly about why this has happened.
- Identify the strengths of the pupil – identify these with the pupil and build on it. If a pupil is not able to do this, advocate for the pupil within the team or professional group.
- Apologise if you make a mistake – you are modelling this for the pupil and this will support you to build trust and respect.



- Name and manage your own emotional reactions to pupils' reactions/behaviour, i.e., demonstrate emotionally intelligent behaviour at all times. Seek help if you are finding it difficult to manage your feelings about a pupil.
- Resolve difficult feelings about pupils' behaviour – it is unhelpful history, focus instead on getting it right in the future.
- Quietly but firmly hold appropriate boundaries for the pupils.
- Seek support from wider professional networks to problem-solve behaviour that challenges.
- Be respectful to pupils, we do not talk about them over their heads or in front of other pupils.
- Be non-judgemental about pupils' life experiences.
- Reflect and plan with parents to ensure consistency in approaches between home and school. If any form of restraint/ seclusion had to be used to keep a pupil safe during their school day this needs to be shared with parents or carers.
- Understand that touch is an essential element of the Attachment and Trauma approach. Appropriate touch promotes a child's social and emotional development and is a highly effective and powerful method of non-verbal communication and a key to the development of healthy relationships. Touch must be child centred not staff centred.
- Holding may be used appropriately, by this we mean providing physical direction in a more directive nature (using TeamTeach/ MAPA practices).

**Our aims, we believe, are achieved when we have:**

- Created and maintained a positive, safe school climate where effective learning can take place and all pupils can grow socially, emotionally and academically, with mutual respect across the school community, for belongings and the school environment.
- Provided a nurturing environment to foster appropriate behaviour.
- Promoted self-awareness, self-control and acceptance of responsibility for actions.
- Used a range of appropriate approaches such as PACE (Dan Hughes) Trauma Informed Restorative approaches and Rights Respecting in their interactions with pupils.
- Made interventions specific to pupils' needs.
- High expectations and always maintained boundaries.
- Provided excellent role models.
- Created a school atmosphere which is consistent, safe and caring.
- Understood that all behaviour choices have natural consequences, which are applied consistently and fairly within the school in a calm and considerate manner.



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## 1. Aims

1.1 This is the Behaviour Policy of **Reach South Academy Trust**.

1.2 The aims of this policy are as follows:

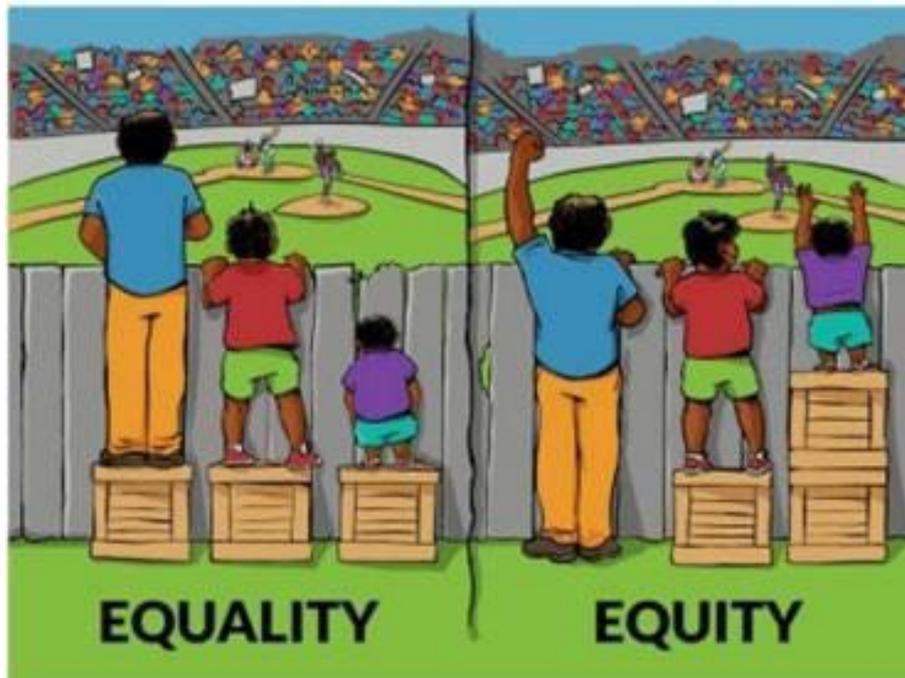
- To provide a safe, happy, friendly and respectful environment which encourages each individual to achieve their own potential through a desire for excellence, using challenging, active and creative personalised learning.
- To enable staff to support children with their feelings and behaviour through providing students with strategies to manage their own feelings and behaviour.
- To maintain a calm and purposeful working atmosphere.
- To ensure that all children and adults have a sense of belonging, feeling safe, secure and valued.
- To provide a clear, fair and consistent approach to behaviour.
- To foster, nurture and value strong and healthy relationships.
- To ensure that our children are intrinsically motivated to do the right thing because it is the right thing to do.
- To create a calm, safe and supportive environment free from disruption in which pupil can thrive and flourish both in and out of the classroom and reach their full potential;
- To create, promote and maintain high expectations of positive behaviour amongst pupils through a whole school approach to behaviour
- To actively promote and safeguard the welfare of pupils at the Academy and to protect all who come into contact with the Academy from harm;
- To ensure, so far as possible, that every pupil in the Academy is able to benefit from and make their full contribution to the life of the Academy, consistent always with the needs of the Academy's community;
- To set out a clear and fair process for the proper investigations of allegations of poor behaviour and / or breaches of discipline;
- To encourage pupils to accept responsibility for their behaviour;
- To consider how negative behaviours can be prevented or prevented from recurring;
- To enable staff to respond to incidents of misbehaviour promptly, predictably and with confidence;
- To set out the consequences available to the Academy in the event of pupil misbehaviour
- To help promote a whole school culture of safety, equality, inclusion and protection.

1.3 **Values & Beliefs:** *What do we want for our school community?*

- Our ethos is based around inclusive and compassionate principles, which are beneficial to the well-being of all children.
- All children wish to belong, achieve and contribute to their school, family and community. Child centred approaches, where their voices are central and where plans utilise their strengths, resources and qualities are integral to success.
- High levels of nurture and empathy, with containment and structure, support children to feel safe. Children need clear boundaries, predictable routines, expectations and regulated responses to behaviour.
- Natural consequences that can follow certain behaviours should be made explicit, without the need to enforce a 'sanction' that can shame and ostracise children from their peers, school community and family, leading to potentially more negative behaviour. Responses to behaviour should ensure that children feel safe and that all needs are met.



- Behaviour is often a form of communication and the expression of underlying needs. It is not possible to support a child's behaviour without addressing these needs.
- Children need personalised responses to support their personal development and well-being. Consistency does not mean always responding in the same way to each child or behaviour, it means responding in a way which is consistent to our values and beliefs. Whilst each individual child benefits from a consistent approach, being consistent and fair is not about everyone getting the same, but everyone getting what they need.
- Relational, regulatory and restorative approaches are more effective in supporting the development of internal control and regulation. Not all behaviours are a matter of choice and therefore external control will not be effective in changing behaviour.
- Punitive approaches and exclusion may re-traumatise children and further embed the behaviours causing concern. Theory and research on attachment, neuroscience and adverse childhood experiences advocate the use of relational and restorative approaches rather than those that are behaviourist and punitive.
- At High Street Primary Academy we are always thinking 'all behaviour is communication' and we ask ourselves 'what is the child trying to communicate?' We realise that sometimes this can be different for every child who has their own packet of needs so may look different in each individual case.
- Being 'fair' is not about everyone getting the same (equality) but about everyone getting what they need (equity).



- 1.4 This policy forms part of the Academy's whole school approach to promoting child safeguarding and wellbeing, which seeks to involve everyone at the Academy to ensure that the best interests of pupils underpins and is at the heart of all decisions, systems, processes and policies.



- 1.5 Although this policy is necessarily detailed, it is important to the Academy that our policies and procedures are transparent, clear and easy to understand for staff, pupils, parents and carers. The Academy welcomes feedback on how we can continue to improve our policies.

## **2. Scope and Application**

- 2.1 This policy applies to the whole Academy including the Early Years Foundation Stage (EYFS) and our Nursery setting.
- 2.2 This policy applies to all pupils at the Academy and at all times when a pupil is:
- in or at the Academy (to include any period of remote education);
  - representing the Academy or wearing school uniform;
  - travelling to or from the Academy;
  - on Academy organised trips;
  - associated with the Academy at any time.
- 2.3 This policy shall also apply to pupils at all times and places including out of school hours and off school premises in circumstances where failing to apply this policy may:
- affect the health, safety or well-being of a member of the Academy's community or a member of the public;
  - have repercussions for the orderly running of the Academy; or
  - bring the Academy into disrepute.

## **3. Regulatory Framework**

- 3.1 This policy has been prepared to meet the Academy's responsibilities under:
- Education Act 2002, as amended by the Education Act 2011;
  - The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 as amended by The School Discipline (Pupil Exclusions and Reviews) (England) (Amendment) Regulations 2022;
  - The Education and Inspections Act 2006;
  - The Education Act 1996;
  - The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by the Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014;
  - Education (Independent School Standards) Regulations 2014;
  - Statutory framework for the Early Years Foundation Stage (DfE, September 2021)
  - Education and Skills Act 2008;
  - Children Act 1989;
  - Childcare Act 2006;
  - Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**);
  - Human Rights Act 1998; and
  - Equality Act 2010.



3.2 This policy has regard to the following guidance and advice:

- Keeping children safe in education (DfE, September 2022) (**KCSIE**);
- Working together to safeguard children (DfE, July 2018 updated July 2022);
- Information sharing advice for safeguarding practitioners (DfE, July 2018)
- Behaviour in schools: advice for Headteachers and school staff 2022 (DfE September 2022);
- Preventing and tackling bullying, advice for Headteachers, staff and governing bodies (DfE, July 2017)
- Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (DfE, September 2022) (**Suspension and Permanent Exclusion Guidance**);
- Use of reasonable force (DfE, July 2013);
- Searching, screening and confiscation (DfE, July 2022);
- Alternative provision (DfE, January 2013) (**AP Guidance**);
- Sharing nudes and semi-nudes: advice for education settings working with children and young people (UKCIS, December 2020);
- Mental health and behaviour in schools (DfE, November 2018);
- Equality Act 2010: advice for schools (DfE, June 2018);
- Police and Criminal Evidence Act 1984 (PACE) PACE Code C (Home Office, 2019);
- Guidance for appropriate adults (Home Office, April 2003);
- Relationships education, relationships and sex education and health education (DfE, June 2019); and
- The designated teacher for looked-after and previously looked-after children (DfE, February 2018)

3.3 The following Academy policies, procedures and resource materials are relevant to this policy and, where applicable, breach of them will constitute a breach of this Behaviour Policy:

- [• Anti-bullying policy;]
- [• Policy on smoking, alcohol and the misuse of drugs and substances;]
- [• Statement of behaviour principles;<sup>2</sup>
- [• Acceptable use policy for pupils;]
- [• Online safety policy;]
- [• Safeguarding and child protection policy and procedures;]
- [• Child-on-child abuse policy;<sup>3</sup>]
- [• Risk assessment policy for pupil welfare;]
- [• Special educational needs and learning difficulties policy;]
- [• Staff code of conduct;]
- [• Use of reasonable force and physical restraint policy;]
- [• Relationships education and / or Relationships and sex education policy]
- Positive Relationships Policy 2022



#### 4. Publication and Availability

- 4.1 This policy is published on the Academy's website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available in our staff room, on our website and paper copies are available from the school office and Parents will be reminded of this on an annual basis.
- 4.4 A copy of the policy is available for inspection from the school office during the school day.
- 4.5 This policy can be made available in large print or other accessible format if required].

#### 5. Definitions

- 5.1 Where the following words or phrases are used in this policy:
  - References to the **Proprietor** are references to Reach South Academy Trust, the **Academy Trust**
  - References to **Parent** or **Parents** means the natural or adoptive Parents of the pupil (irrespective of whether they are or have ever been married, with whom the pupil lives, or whether they have contact with the pupil) as well as any person who is not the natural or adoptive Parent of the pupil, but who has care of, or Parental responsibility for, the pupil (e.g. foster carer / legal guardian).
  - References to **school days** mean Monday to Friday, when the Academy is open to pupils during term time. The dates of terms are published on the Academy's website.

#### 6. Responsibility Statement and Allocation of Tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 The Proprietor is aware of its duties under the Equality Act 2010 and the requirement under S.149 of the Equality Act 2010 to meet the Public Sector Equality Duty. This means in carrying out its functions, the Proprietor is required to have due regard to the need to:
  - eliminate discrimination and other conduct that is prohibited by the Act;
  - advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
  - foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.
- 6.3 Any consequence imposed on a pupil will be legal and proportionate. The consequence will be reasonable in all the circumstances and account will be taken of the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them.



6.4 In discharging of its responsibilities under this policy, the Proprietor expects school leaders and staff to undertake the following roles:

6.5 School leaders will:

- Be highly visible, routinely engage with pupils, parents and staff on setting and maintaining the behaviour culture and an environment where everyone feels safe and supported;
- Play a crucial role in making sure all staff understand behavioural expectations and the importance of maintaining them;
- Make sure all new staff are inducted clearly into the School's behaviour culture to ensure they understand its rules and routines and how best to support all pupils to participate in creating the culture of the school;
- Consider any appropriate training which is required for staff to meet their duties and functions within the Behaviour Policy;
- Ensure staff have adequate training on matters such as: how certain special educational needs, disabilities or mental health needs may at time affect a pupils' behaviour;
- Encourage engagement with experts e.g. educational psychologists, counsellors and mental health support teams to inform effective implementation and design of behaviour policies and this links to the whole school approach to mental health and wellbeing.

6.6 School staff will:

- play an important role in developing calm and safe environment for pupils and establish clear boundaries of acceptable pupil behaviour;
- uphold the whole school approach to behaviour by teaching and modelling expected behaviour and positive relationships; as defined in this policy, so pupils can see examples of good habits and confident to ask for help when needed;
- challenge pupils to meet the school expectations and maintain boundaries of acceptable conducts;
- communicate school expectations, routines, values and standards (set out in Appendix 1) both explicitly through teaching behaviour and in every interaction with pupils;
- consider the impact of their own behaviour on school culture and how they can uphold the school rules and expectations in addition to those set out in the staff code of conduct

6.7 In order to achieve this, the Proprietor has allocated the following tasks:

<b>Task</b>	<b>Allocated to</b>	<b>When / frequency of review</b>
Keeping the policy up to date and compliant with the law and best practice	Steph Macdonald	As a minimum annually, ideally termly, and as required
Keeping the policy up to date and compliant with the law and best practice	Reach South Academy Trust	As a minimum annually, ideally termly, and as required
Reviewing induction and ongoing training for staff	Carrie Carpenter	As required, and at least termly



Monitoring the implementation of the policy, relevant risk assessments and any action	Steph Macdonald	As a minimum annually, ideally termly, and as required
taken in response and evaluating effectiveness		
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the Academy's processes under the policy	Clare Oakley	As a minimum annually, ideally termly, and as required
Formal annual review including effectiveness of policy and procedures in promoting good behaviour and trends relating to disciplinary measures taken	Reach South Academy Trust	As a minimum annually, and as required
Overall responsibility for content and implementation	Reach South Academy Trust	As a minimum annually.

## 7. Promoting High Expectations of Good Behaviour

- 7.1 Pupils are educated about good behaviour through the operation of the Academy's curriculum, PSHE, relationships education / relationships and sex education programme[s] and the Academy's pastoral support systems. Pupils are encouraged to act responsibly and, through the operation of this policy, to accept responsibility for their behaviour. This includes teaching pupils explicitly what good behaviour looks like (for example, through the teaching of good habits and routines). Illustrative of the ways in which the Academy teaches the behaviour curriculum are set out in Appendix 1. This will also include induction to school systems and routines on joining the Academy and re-induction after removal from the classroom, time spent at off-site provision or in Pupil Support Units and following suspension.
- 7.2 The Academy understands that rewards can be the most effective means of motivating pupils. The ways in which the Academy may reward good behaviour are set out in Appendix 1.
- 7.3 The Academy recognises that where challenging behaviour is related to a pupil's disability, use of positive discipline and reward methods may enable the Academy to manage the pupil's behaviour more effectively and improve their educational outcomes.
- 7.4 Where appropriate, staff should also take account of any contributing factors that are identified after a behaviour incident has occurred e.g. if the pupil has suffered a bereavement, experienced abuse or neglect, has mental health needs, has been subject to bullying, has needs including SEND (including any not previously identified), has been subject to criminal exploitation, has suffered early trauma and/or ACES, or is experiencing significant challenges at home.

## 8. Responding to Unacceptable Behaviour



- 8.1 When a member of school staff becomes aware of misbehaviour, they should respond in a consistent, fair, proportionate and timely manner in accordance with the Academy's Behaviour Guidance.
- 8.2 The first priority will be to ensure the safety of pupils and de-escalation techniques can be used to prevent further behaviour issues arising.
- 8.3 The Academy recognises that taking disciplinary action and providing



appropriate support are not mutually exclusive actions. They can and should be used at the same time if necessary.

## **9. Minor Breaches of Discipline / This Policy**

- 9.1 The Academy adopts a culture of openness and transparency and, where there are any concerns regarding breaches of discipline, contact should be made with the Academy at the earliest opportunity. All concerns are taken seriously including scenarios where suspicions or breaches of discipline appear minor.
- 9.2 The Academy has pastoral support systems in place to assist pupils in managing their behaviour. A range of consequences are available for those who breach the Academy's policies on behaviour.
- 9.3 The decision to issue a consequence and the consequence itself must be made on the Academy's premises or whilst the pupil is under the charge of the relevant member of staff.
- 9.4 Allegations, complaints or rumours of minor breaches of discipline are dealt with by staff as they occur. Staff may carry out informal investigations and / or interviews with the pupils involved. Low level consequences may be given following such processes (see Appendix 1 for details of possible consequences).
- 9.5 A minor breach of discipline may be referred to a senior member of staff and external agencies (where appropriate) prior to, during or following an informal investigation.
- 9.6 When considering the appropriate consequence, the risks posed to pupil welfare by an individual's behaviour will be assessed. This may include consideration of how any action taken, consequences applied or inaction may affect that individual's welfare and, where appropriate, how it may affect other pupils' welfare and / or the Academy's community as a whole.

## **10. Serious and / or Persistent Breaches of Discipline / This Policy**

- 10.1 Allegations, complaints or rumours of serious and / or persistent breaches of discipline should be referred to the Headteacher.
- 10.2 The decision to issue a consequence and the consequence itself must be made on the Academy's premises or whilst the pupil is under the charge of the relevant member of staff.
- 10.3 The main categories of misconduct which are likely to be considered to be serious breaches of discipline include, but are not limited to:
  - supply which means providing or sharing (whether or not for money or other consideration) or facilitation of supply e.g. sale, exchange or sharing (which includes promotion / advertisement or facilitating supply) / possession / use of drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco as prohibited by the school policy on smoking, drugs and substances;
  - actual or attempted theft, blackmail, intimidation, cyber-based bullying or prejudice based bullying, discriminatory based bullying or other potentially criminal offences including being an accessory or conspirator;



- physical violence and / or abuse (which may include but is not limited to hitting, kicking, shaking, biting and hair pulling)
  - physical or emotional abuse or harassment (to include behaviour that may be categorised as "banter", "just having a laugh", "part of growing up" or "boys being boys");
  - initiation / hazing type violence and rituals (which may include but is not limited to activities involving harassment, abuse or humiliation used as a way of initiating a person into a group);
  - abuse in intimate personal relationships between child/young people (Child on Child abuse);
  - sexual violence, sexual harassment and upskirting and other harmful / inappropriate sexual behaviour;
  - consensual and non-consensual sharing of nudes and semi-nude images and / or videos;
  - behaviour in contravention of the Academy's policies on the acceptable use of technologies or online safety;
  - supply or possession of pornography;
  - behaviour which may constitute a criminal offence, such as:
    - possession or use of firearms, knives or other weapons;
    - vandalism, defacement and / or destruction of school property
  - persistent breaches of discipline or attitudes or behaviour which are inconsistent with the Academy's ethos;
  - other misconduct which affects the welfare of a member or members of the Academy's community or which brings the Academy into disrepute (single or repeated episodes) on or off the Academy's premises;
  - other misconduct specifically provided for in the Academy's various policies on behaviour.
- 10.4 The Academy aims to operate within the principles of fairness and 'natural justice'. A decision to exclude a pupil permanently will only be taken:
- in response to a serious breach and / or persistent breaches of the Academy's Behaviour Guidance and
  - where allowing the pupil to remain in school would seriously harm the education and / or welfare of the pupil and / or others such as staff or pupils in the school.
- 10.5 An allegation, complaint or rumour of a serious breach of discipline will be investigated in accordance with the procedures set out in [Appendix 4](#).
- 10.6 Complainants will be taken seriously and the Academy will carefully discharge its duty of care to both complainants and those pupil(s) accused. Reporting concerns is encouraged by the Academy. A complainant is not creating a problem by reporting an allegation, complaint or rumour and should not feel ashamed or embarrassed for making a report.
- 10.7 If the findings of the investigation, on the balance of probabilities, support the allegation, complaint or rumour of a serious breach of discipline, a disciplinary meeting may be held in accordance with the procedures set out in [Appendix 4](#).



10.8 Appendix 1 below sets out a non-exhaustive list of possible consequences which may be imposed for serious and / or persistent breaches of discipline / this policy.

## **11. Suspected Criminal Behaviour**

11.1 Before investigating a behaviour incident, the Academy will consider whether a criminal offence may have been committed and should be reported to the Police.

11.2 The Academy will carry out the minimum investigation required to be able to establish this, and before making a decision, will consider its duty to safeguard the pupils of the Academy (including any victims or alleged perpetrators) by assessing and balancing the risk of reporting the matter to the Police on the mental health and wellbeing of the pupil and others, as well as the risk of not making a report to the Police.

11.3 Where a report is made to the Police, the Academy will not act in a way which could prejudice a criminal investigation, or tip off anyone who may be involved. The Academy will keep in mind that any records created (including witness statements) may be requested by the Police, Crown Prosecution or Defence Solicitors for use within criminal proceedings, with disclosure to other parties.

11.4 Depending on the individual circumstances of the case, and usually having liaised with the Police, the Academy may decide to continue its investigation and impose consequences.

11.5 The Academy will follow its safeguarding and child protection policy and procedures at all times, and when making a report to the Police it may also be appropriate to make a report to Children's Social Care Services, usually led by the DSL.

## **12. Removal from the Classroom**

12.1 This section must be read alongside Appendix 1 below.

12.2 The Academy will only remove a pupil from the classroom for serious disciplinary reasons, as a formal consequence under this policy. Removal from the classroom is different to the use of separate spaces (for example, sensory/nurture rooms used for non-disciplinary reasons to meet a pupil's needs).

12.3 Removal from the classroom will only happen for the following reasons:

- to maintain the safety of all pupils and to restore stability following an unreasonably high level of disruption;
- to enable disruptive pupils to be taken to a place where education can be continued in a managed environment; and
- to allow the pupil to regain calm in a safe space.

12.4 The Academy will consider whether removal from the classroom is proportionate and will take into account the circumstances of each individual case, with parents being notified on the day.

12.5 The Academy will provide any pupil who is removed from the classroom continuous meaningful education during any period of removal.



12.6 The Headteacher will maintain overall strategic oversight of the use of removal from the classroom.

### **13. Intervention, Support and Reintegration**

13.1 The Academy will, as far as practicable, adopt a range of initial intervention strategies to help pupils manage their behaviour and reduce the likelihood of suspension and permanent exclusion. The Academy has a system in place to ensure leaders are aware of pupils whose behaviour is a cause for concern.

13.2 The range of intervention strategies that the Academy will put in place include as appropriate, include for example, but are not limited to:

- frequent and open engagement with parents, including home visits if deemed necessary;
- providing mentoring and coaching;
- short-term behaviour report cards or longer-term behaviour plans;
- Pupil Support Units; and
- engaging with local partners and agencies to address specific challenges such as poor anger management, a lack of resilience and difficulties with peer relationships and social skills.

13.3 Where the Academy has serious concerns about a pupil's behaviour it will consider appropriate interventions, including but not limited to, whether an assessment of a pupil's SEND is appropriate; where a pupil has an Education, Care and Health Plan, whether an emergency review is appropriate and/or whether a multi-agency assessment is appropriate..

13.4 Following any incident requiring consequence, the Academy will consider appropriate strategies to help the pupil(s) involved understand how to improve their behaviour and meet the behaviour expectations of the Academy. As far as reasonably practicable, this support will be delivered by appropriately trained designated staff.

13.5 The Academy will consider and apply appropriate strategies for the reintegration of a pupil following removal from the classroom, time at a Pupil Support Unit, time at an alternative site under an off-site direction or suspension.



## **14. The Role of Parents**

- 14.1 The Academy seeks to work in partnership with Parents over matters of discipline and helping schools develop and maintain good behaviour, and it is part of the Parents' obligations to the Academy to support the Academy's policies on behaviour.
- 14.2 The Academy recognises that communicating the Academy policy to all members of the school community, including parents, is an important way of building and maintaining the Academy's culture.
- 14.3 Where a parent has a concern about the management of behaviour, they should raise this directly with the Academy whilst continuing to work in partnership with them.
- 14.4 Parents will normally be informed as soon as reasonably practicable of any suspicion that their child has been involved in serious misconduct, but may be prevented from doing so immediately e.g. by the police if they are involved.
- 14.5 Parents will be notified of any pending disciplinary action in accordance with paragraph 9.4.
- 14.6 Parents will also be notified of disciplinary consequences:
- imposed for significant minor breaches of discipline (persistent minor breaches such as demerits / detention); and
  - those imposed for serious breaches of discipline and any rights of review as required and / or within school reports.
- 14.7 Parents will be consulted about the child's conduct and the application of this policy to their child where the Academy considers, in its professional judgement, that these give rise to a significant concern about pupil welfare.
- 14.8 Whenever the Headteacher excludes a pupil they must, without delay, notify parents of the period of the exclusion and the reason(s) for it, in accordance with section 51A Education Act 2002 and the statutory Suspension and Permanent Exclusion Guidance.

## **15. The Role of Pupils**

- 15.1 Every pupil will be made aware of the school behaviour standards, expectations, pastoral support and the school's approach to a failure to meet required standards consequence processes. Pupils will be taught they have a duty to follow the school Behaviour Policy and uphold the school rules and should contribute to the school culture.
- 15.2 Pupils should be asked about their experience of behaviour and asked to provide feedback on the school's behaviour culture. Every pupil will be supported to achieve the behaviour standards, including an induction process that familiarise them with the school behaviour culture.



## **16. Additional Needs**

- 16.1 Where the Academy has concerns about the behaviour, or risk of exclusion, of a child with additional needs, a pupil with an EHC plan or a looked after child, it should, in partnership with others (including the local authority where required), consider what additional support or alternative provision may be required. This should involve assessing the suitability of provision for a pupil's SEN or disability. Where a pupil has an EHC plan, the Academy should consider requesting an early annual review or interim / emergency review.
- 16.2 The Academy will, as far as possible, anticipate likely triggers of misbehaviour and put in place support to prevent these. Any preventative measure should take into account the specific circumstances and requirements of the pupil concerned.
- 16.3 The Headteacher and proprietor must comply with their statutory duties in relation to SEN and disability and the Equality Act when administering the exclusion process. This includes having regard to the SEND Code of Practice.
- 16.4 Whilst an exclusion may still be an appropriate consequence, the Headteacher should take account of any contributing factors that are identified after an incident of poor behaviour has occurred. For example, where it comes to light that the pupil has suffered bereavement, has mental health issues or has been subject to bullying.
- 16.5 The Academy will make reasonable adjustments for managing behaviour which is related to a pupil's disability. Staff should seek advice from the Headteacher if they are unsure about how to manage a pupil's behaviour where this is related to a disability.
- 16.6 If there is a concern that a pupil's behaviour is as a result of unmet educational or other needs, advice should be sought from the Headteacher / SENCO and further action in accordance with the Academy's Special educational needs and disability policy will be considered.
- 16.7 Where a suspension or permanent exclusion is being considered, the Academy will ensure that a pupil with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this.

## **17. Safeguarding and child-on-child abuse**

- 17.1 Some behaviour by a pupil towards another may be of such a nature that safeguarding concerns are raised. The Academy will adopt a zero-tolerance approach to abuse to prevent harm to pupils. Safeguarding issues can manifest themselves via child-on-child abuse. This includes, but is not limited to:
  - bullying (including cyber-bullying prejudiced-based and discriminatory-based bullying);
  - physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (which may include an online element which facilitates, threatens and / or encourages physical abuse);
  - sexual violence and / or sexual harassment;
  - causing somebody to engage in sexual activity without consent
  - upskirting and / or attempts to commit upskirting;



- consensual and non-consensual sharing nudes and semi-nudes and or videos (also known as sexting or youth produced sexual imagery); and
- initiation / hazing type violence and rituals (which may include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

17.2 Child-on-child abuse can occur both inside and outside of the Academy and may be taking place whilst not being reported. A one size fits all approach is not appropriate for all pupils, and a contextualised approach for more vulnerable pupils, victims of abuse and pupils with special educational needs and disabilities may be required. Certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours and create an unsafe environment for pupils. In worst case scenarios, dismissing sexual harassment can lead to a culture that normalises abuse and pupils accepting it as normal and not coming forward to report it.

17.3 Technology is a significant component in many safeguarding and wellbeing issues. Pupils are at risk of abuse online as well as face to face. This can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography.

17.4 In line with the Academy's aims and culture of openness and encouragement to report, the Academy's policy and procedures with regard to child-on-child abuse are set out in the Academy's Safeguarding and child protection policy and procedures, Child-on-child abuse policy. If behaviour matters give rise to a safeguarding concern, either in relation to the alleged victim(s) or perpetrator(s) or, more widely, in relation to ensuring the safety and welfare of pupils and / or staff, the DSL (or a deputy) should take a leading role in decision making and the procedures in the Safeguarding and child protection policy and procedures will take priority).

## **18. Malicious Allegations**

18.1 Where a pupil makes an allegation which is determined to be unsubstantiated, unfounded, false or malicious, the DSL will consider whether the pupil needs help or may have been abused by someone else and this is a cry for help. A referral to external agencies may be appropriate in these circumstances. The Headteacher will also consider whether to take disciplinary action against the pupil in accordance with this policy.

18.2 Where such an allegation is made, appropriate support will be provided to the member(s) of staff affected.

18.3 The Academy will consider a malicious allegation to be one where there is sufficient evidence on the balance of probabilities to disprove the allegation and that, by the same test there is sufficient evidence that there has been a deliberate act to deceive.

## **19. Use of Reasonable Force**

19.1 Corporal punishment is not used at the Academy and force must never be used as any form of consequence.

19.2 Any use of force by staff will be reasonable, proportionate and lawful. Reasonable



force will be used as set out in Appendix 5 and the Academy's use of reasonable force and physical restraint policy. More detailed guidance about the use of reasonable force is provided to staff in the Staff code of conduct.

## **20. Searching Pupils**

- 20.1 Academy staff may search a pupil and their possessions for any item if the pupil agrees. The member of staff must ensure the pupil understands the reasons for the search and how it will be conducted, so that their agreement is informed. Appropriate consideration will be given to the age and needs of pupils being searched and the factors that may influence the pupil's ability to agree<sup>6</sup>.
- 20.2 The Academy will follow its safeguarding and child protection policy and procedures at all times if a safeguarding concern arises as a result of any actions connected with a search of a pupil.
- 20.3 If a pupil is not willing to cooperate with the search, the Academy will consider why this is. If a search is necessary but not required urgently, the staff member will seek advice from the DSL, Headteacher or appropriate member of pastoral staff.
- 20.4 If a pupil refuses to cooperate with a search, the Headteacher, and staff authorised by the Headteacher, may use reasonable force to search a pupils' possessions. Where they have reasonable grounds for suspecting that a pupil has an item prohibited by law in their possession (see Appendix 5 for further details in this respect). Reasonable force cannot be used to search for items that are banned by the Academy.
- 20.5 If a pupil continues to refuse to cooperate, their behaviour may be addressed in line with the Academy's behaviour guidance where this is appropriate, in a consistent, fair and proportionate way.

## **21. Staff Training**

- 21.1 The Academy ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. This includes:
- how staff can support pupils in meeting high standards of behaviour
  - how staff can ensure that this policy and consequences is applied in a way that is consistent, fair, proportionate and predictable way
  - where applicable to reflect the needs of particular pupils.
- 21.2 The level and frequency of training depends on the role of the individual member of staff.
- 21.3 The Academy maintains written records of all staff training.



## **22. Risk Assessment**

- 22.1 Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.
- 22.2 The format of risk assessment may vary and may be included as part of the Academy's overall response to a welfare issue, including the use of individual pupil welfare plans (including Education, Health and Care Plans, behaviour plans, as appropriate). Regardless of the form used, the Academy's approach to promoting pupil welfare will be systematic and pupil focused.
- 22.3 The Headteacher, Steph Macdonald has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated as required.
- 22.4 Day to day responsibility to carry out risk assessments under this policy will be delegated to the DSL who have / has been properly trained in, and tasked with, carrying out the particular assessment.

## **23. Record Keeping**

- 23.1 All records created in accordance with this policy are managed in accordance with Academy policies that apply to the retention and destruction of records.
- 23.2 The Academy will establish and maintain a strong and effective system for data recording including all parts of behaviour culture that is collected from a range of sources and that is regularly objectively analysed and monitored by appropriate skilled staff.
- 23.3 The Academy will keep a separate record for allegations and concerns reported in respect of:
- sexual harassment or sexual violence;
  - bullying, discriminatory and prejudiced behaviour, either directly or indirectly, including racist, sexist, disability and homophobic / bi-phobic / transphobic bullying, use of derogatory language and racist incidents.
- 23.4 The Academy will keep a record of any search by a member of staff for a 'prohibited item' and all searches conducted by police officers. This will be recorded in the academy's safeguarding reporting system.
- 23.5 The Academy will keep a separate record of consequences imposed for serious misbehaviour. The record will include:
- the name and year group of the pupil concerned;
  - the nature and date of the offence;
  - the consequence imposed and reason for it; and
  - the name of the person imposing the consequence
  - [identifying whether these are relating to boarding].
- 23.6 This record will be reviewed regularly by the Headteacher so that patterns in behaviour can be identified and managed appropriately. This will also



help if / when responding to any complaints about the way a case has been handled by the Academy.

- 23.7 This record will be reviewed by the [Behaviour and Discipline Committee] will in order to evaluate all data recorded in order to meet their obligations under this policy and, in particular, establish any trends (for example, in respect of particular socio-economic groups, or groups with a protected characteristic).
- 23.8 The records created in accordance with this policy may contain personal data. The Academy's use of this personal data will be in accordance with data protection law. The Academy has published on its website privacy notices which explain how the Academy will use personal data.



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Appendix 1: School Behaviour Expectations and Routines

**High Street Primary Academy**

**Culture for Learning  
September '23**





## A Summary of our Intent

- To work towards standards of behaviour based on the principles of honesty, respect, consideration and responsibility.
- To create an environment which encourages and reinforces good behaviour and enables children to achieve their best.
- To define acceptable standards of behaviour and an understanding of personal responsibility.
- To promote self-esteem, self-discipline and positive relationships.
- To encourage relationships based on kindness, respect and understanding of the needs of others.
- To ensure fair treatment for all regardless of age, gender, race, ability and disability.
- To encourage the involvement of both home and the Academy in the implementation of this policy.
- To treat issues when they occur in a caring and solution-focused manner.
- To support children to manage and understand their emotions, to apply thinking between feeling and action, and to increasingly show empathy and understanding to others.

## Expectations, Rules and Routines

Our **expectations** can be summarised under three simple principles:

- Ready
- Respectful
- Safe

These expectations are clearly displayed in each classroom and around the school. Pupils spend time exploring in an age appropriate way what the expectations mean. Adults recognise their changing role from assertive to supportive care, developing pupil's insight and language of sensations and emotions, building understanding of self within a community based on inclusion and acceptance.

A small number of additional **rules** supplement these simple expectations:

- Everyone is expected to take pride in their books
- Physical violence is not acceptable, neither is retaliation
- Abusive language will not be tolerated on school premises
- Everyone is expected to be punctual and attend to the best of their ability
- Children are not permitted to bring the following items to the Academy:
  - Toys or personal belongings (unless given permission by the Academy)
  - Fiddle toys (unless given permission by the Academy)
  - Money (unless given permission by the Academy)
  - Sharp or dangerous objects
  - Alcohol, tobacco in any form or controlled drugs
- Children must wear the correct Academy uniform.

Our expectations of good behaviour are supported by the **routines** of an orderly school day. It is essential that we consider each aspect of the children's day. This includes:

- The learning environment – tidy, interactive, stimulating and celebratory
- Classroom organisation – so that the basic needs are met and children can find what they need
- Routines for the school day – planned, understood by children, minimum fuss and time wasted
- Movement around the school – quiet and calm



- Time keeping – lessons, playtimes, beginning and end of the day,
- Assemblies - a time for communal celebration and quiet reflection - children and adults to enter and leave silently

### **Staff Responsibilities**

- Ensure that there are good routines (see above)
- Ensure that you are consistent, friendly and professional at all times
- Remain calm
- Aim to be positive at all times by seeking out and rewarding the good
- Regularly provide time and opportunity for pupils to discuss and reflect on behaviour in class and in the wider community and why respecting a code of conduct is important
- Explain why certain behaviours are not acceptable and where appropriate link the behaviour to being a positive British citizen.
- Be consistent about praise and rewards as well as when supporting positive behaviour
- Be aware of individual needs

### **Playtime and Lunchtime Staff**

As above, plus

- Be active and engaged with the children
- Be aware of the main problem areas (places, times, individual children, etc)
- Be active in your supervision
- Return the children to class in a calm and orderly manner so that they are ready to learn.

### **Classroom Staff**

As above, plus

- Operate the Good to be Green System
- Support Playtime and Lunchtime Staff by being on time to collect your class and ensuring that we maintain our high standards of moving around the school.

### **Phase Leaders**

As above, plus

- Monitor the patterns of recorded behaviour for their phase (EYFS, KS1, KS2)
- Identify the main problem areas (places, times, individual children, etc.)
- Discuss and agree changes in order to reduce the number or range of concerns – keep a record of the impact of any changes
- Support teachers in your phase when a parent meeting is required
- Support staff in the implementation of the guidance
- Take prompt and decisive action to deal with areas for development

### **Positive Behaviour Management**

Clear, timely and constructive feedback is essential for pupils to develop appropriate behaviours and our approach aims to deliver this calmly and consistently at a time when the child is most receptive to this. *Any response to a child's behaviour should be informed by the principle, 'what is the child learning from my response and how does this support them to behave well in the future?'*



In order to achieve the above we will:

- Explicitly teach the Ready Respectful Safe ideals and why they are important (communication)



- Provide opportunities for children to be active participants in their own learning and development (behaviour for learning)
- Clearly state the boundaries of acceptable behaviour (rules)
- Respond promptly, developmentally appropriately and consistently to children who test these boundaries (expectations)
- Promote good behaviour in a positive way (rewards)
- Understand and respect the experiences and feelings of our children, particularly where their individual needs make learning and personal development more challenging (inclusion)
- Work with parents where additional support is needed or to celebrate positive achievements and progress through our open and respectful partnerships (partnership)
- Keep records of rewards and sanctions to identify strengths and areas for development as the basis for effective action (self-evaluation and school improvement)
- Our positive approaches to behaviour involve us 'noticing' and rewarding good choices, being explicit in descriptive feedback and praise, providing reward as reinforcement.
- The programmes of study in PSHE provide examples of skills and vocabulary for adults to use to encourage learning in this way.

## Rewards

Across the Academy, all staff reward children using **positive behaviour strategies**. These include:

- Positive body language
- Positive tone of voice
- Specific praise, describing exactly what a child is doing well

There is also a set of **tangible rewards**, connected to our 'Good to be Green' system, that are awarded to children.

Every class has a **class behaviour chart**, 'Good to be Green', for recognising children demonstrating our values. This is consistent across the Academy and is designed such that:

- All children have the opportunity to make positive choices about their behaviour and influence outcomes;
- Children who regularly meet the school's behaviour expectations are recognised and celebrated;
- All adults employ a consistent approach to promoting positive behaviour and dealing with incidents of poor behaviour;

On the behaviour chart, all children have a card with their name on it. Children start each day on green. Every child who remains on green all day gets a merit point which is added to Arbor at the end of the day. If children make negative individual choices they are first warned verbally, then using the orange and red card system described below. This allows children to reflect on their actions, attitudes and behaviours; if behaviours change (e.g. to be more positive) then they can move back towards the amber/green.

**Additional merits:** Merit points are also awarded for 'personal excellence'. Each child has a GTBG bookmark onto which merits are added in the form of a sticker, stamp or mark. The child must always be given a specific reason for the reward. When a bookmark has been completed, these merits are added to Arbor.



The **Good to be Green** approach:



Good To Be Green	Pupils who stay on green all day get a merit point. Recorded on Arbor. (Bookmark)
First reminder - PIP	Praise In Public - notice the good - SMART/Name behaviour
Second reminder - RIP	Remind in Private
First warning (I've noticed that... I need you to... so that...)	Pupil reminded of the class rules. Pupil turns their card to amber. Appropriate time is given for pupil to address low level behaviour.
Second Warning (30 second script)	I understand that you... But our rules at MBHS are... Be that as it may, my expectations are... The consequence will be...
Final Warning	Pupil turns card to red. Pupil is moved away from their peers and spends 5/10 minutes (depending on age) reflecting on their behaviour.
If a pupil is still on red at the end of the day	<p>Class teacher logs the incident on Arbor. Parents will be informed if a pupil is on red for three consecutive days.</p> <p>At the earliest appropriate opportunity (which may be in the moment but which may also be the following day), the class teacher will support the child to reflect on their behaviour using a behaviour reflection sheet (appendix 4). The intention is to support the child to understand the incident and to resolve the situation.</p> <p>In these instances, each case is judged individually and may result in any of the following consequences:</p> <ul style="list-style-type: none"> <li>● Time out of class</li> <li>● Missed playtimes or lunchtimes</li> </ul> <p>Class teacher will also contact parents.</p>
If poor behaviour becomes disruptive	<p>Pupil sent to partner class for a 'reset'. They are accompanied by a TA or adult and the session is timed to ensure the pupil is clear on when to return to the class. The intention of the reset is to support the child to understand their behaviour and to resolve the situation.</p> <p>In these instances, each case is judged individually and may result in any of the following consequences:</p> <ul style="list-style-type: none"> <li>● Time out of class</li> <li>● Missed playtimes or lunchtimes.</li> </ul> <p>The class teacher will also contact parents to make them aware of the incident - this may be in the form of an email, a phone call or (best practise) a face to face conversation at the end of the day.</p>



<p>Serious behaviour incidents:</p> <ul style="list-style-type: none"> <li>● Defiant or disruptive behaviour</li> <li>● Physical or verbal violence towards another pupil or member of staff</li> </ul>	<p>Serious physical behaviour incidents warrant immediate referral to the senior leadership team. Other incidents may be resolved by the teaching team in the short term, but referred to SLT for consideration of potential further consequences.</p> <p>Class teacher or SLT member logs the incident on Arbor, and may</p>
<ul style="list-style-type: none"> <li>● Behaviour that affects the safety and well-being of other children and adults eg. fighting, bullying, intimidating behaviour, swearing, spitting</li> <li>● Persistent disruption of learning</li> <li>● All racist and homophobic incidents are recorded and discussed with the Headteacher or SLT.</li> </ul>	<p>seclude the child internally. Parents are informed of the internal seclusion via phone call from the SLT member, and it is logged on Arbor.</p> <p>At the earliest appropriate opportunity (which may be in the moment but which may also be the following day), the SLT member will support the child to reflect on their behaviour by prompting a reflective and restorative conversation. The intention is to support the child to understand the incident and to resolve the situation.</p> <p>The following consequences may be applied:</p> <ul style="list-style-type: none"> <li>● Time out of class</li> <li>● Missed playtimes or lunchtimes</li> <li>● Completing work with a senior leader or away from their peers</li> <li>● Suspension</li> </ul> <p>The SLT member will also contact parents.</p>
<p>Where poor behaviour is repeated</p>	<p>If the above strategies are not working and poor behaviour is repeated, SLT will consider the development of an IBP and this will be made in collaboration with parents and child.</p>

### Managing behaviour after an incident/crisis

At a point when the pupil is fully regulated there will be some reflection and analysis of the behaviour.

1. Making the child aware of the physiological clues of what is happening within their body and in their actions. Say what you see, labelling the emotion that you see.
2. Shine the light on the behaviour that was inappropriate. E.g. 'It's okay to feel cross, but it's not okay to...'
3. Refocusing the behaviour. What can we do next time to support you to behave differently?

This is the point when there will be an agreement between the pupil and adult about what should happen as a consequence.

It is important that any consequences are developmentally appropriate and are designed to support children to learn about both their physiological response to challenge and difficulty and how better to manage this in the future. Consequences should not be punitive, shaming or detrimental to the child's view of themselves.

### Playtime and lunchtime provision

At MBHS, we expect our children to have high standards of behaviour during playtimes. At playtimes, the play areas are staffed by Meal Time Assistants, as well as the teaching assistants.



While supervising, Meal Time Assistants play with the children in the playground.

Meal Time Assistants are expected to use positive reinforcement and avoid negative language when speaking to the children i.e. 'I really like the way...', 'I'm impressed by your...' If there are any instances of inappropriate behaviour during lunch, Meal Time Assistants use the following steps:

- Verbal warning
- Amber warning - time out
- Red card - involve the protective team

Any incident involving a red card at lunchtime will be recorded on Arbor.



We have some specific rules for lunchtime and play times:

### Dining Rules

We always:

1. Walk sensibly and wait quietly in the dinner queue
2. Say please and thank you.
3. Listen to the dinner supervisors and do as we are asked.
4. Talk quietly and only to the people on our table.

### Playground Rules

We always:

1. Play together and choose games that don't hurt others
2. Stay in sight of an adult
3. Play carefully with equipment.
4. Show respect when talking and playing with other children
5. Show respect to all adults by listening to them when they are speaking to us
6. Stay calm, listen respectfully and wait our turn to speak when we are trying to resolve a disagreement
7. Stay in the playground unless we have permission to be inside
8. Stop when the bell goes and stand still.
9. Walk quietly to our classroom

A time out area is provided for children who may be experiencing difficulties in the playground.

### Behaviour outside of school

The academy has high expectations of its pupils not only when they are inside the academy but also outside of academy opening times. Pupils may face consequences to their behaviour both before and after school and at the weekend.

Examples of unacceptable behaviour includes:

- Inappropriate use of social media
- Sending abusive messages over the internet, or through social media or messaging systems.
- Inappropriate behaviour on public transport or on the journey to or from the academy

Consequences of inappropriate behaviour in these circumstances will follow the Academy's behaviour sanctions, and in serious circumstances may result in fixed term or permanent exclusion from the academy.



## Appendix 1 – Useful de-escalation techniques

- o Calm stance
- o Calm talking
- o Consequence reminder
- o Contingent touch (touch involving little, if any, active resistance such as reassuring touch, physical prompts and guides and unobtrusive personal safety responses to low level risks)
- o Distraction
- o Diversion
- o Firm clear directions
- o Humour
- o Inform of desired behaviour
- o Instruction
- o Limited choices
- o Negotiation
- o Non-threatening body language
- o Oops is OK
- o Options offered
- o Patience
- o Planned ignoring
- o Reassurance
- o Reminders about consequences
- o Step away
- o Success reminders
- o Swap adult
- o 'Talk and I will listen'
- o 'When you are calm I will listen'
- o Time to think
- o Verbal advice and support
- o Withdrawal directed
- o Withdrawal offered



## Appendix 2 - Behaviour Categories (not an exhaustive List)

Low	Medium	High
<ul style="list-style-type: none"> <li>• Calling out</li> <li>• Out of seat</li> <li>• Near-by distraction</li> <li>• Running in school</li> <li>• Work avoidance</li> <li>• Not following instructions</li> <li>• Name calling/teasing</li> <li>• Snatch/throw to disrupt</li> <li>• Misusing equipment</li> <li>• Not lining up</li> <li>• Pushing</li> <li>• Littering</li> <li>• Risky play</li> </ul>	<p>Any of the behaviours listed in the 'low' category, when persistent and repeated after a warning.</p> <p>And:</p> <ul style="list-style-type: none"> <li>• Not accepting responsibility</li> <li>• Refusal to follow instructions</li> <li>• Refusal to complete work</li> <li>• Disrupting class</li> <li>• Rude to adults</li> <li>• Deliberate use of feet to hurt (i.e. kicking)</li> <li>• Deliberate use of hands to hurt (i.e. hitting)</li> <li>• Deliberate use of mouth to hurt (i.e. biting)</li> <li>• Deliberate actions to upset</li> <li>• Swearing (reaction/shock)</li> <li>• Stealing (minor)</li> <li>• Leaving classroom</li> </ul>	<p>Any of the behaviours listed in the 'low' or 'medium' category, when persistent and repeated after a warning.</p> <p>And:</p> <ul style="list-style-type: none"> <li>• Threatening/intimidating pupils</li> <li>• Threatening/intimidating staff</li> <li>• Physical abuse to/attack on staff</li> <li>• Physical abuse to/attack on other pupils</li> <li>• Indecent behaviour such as showing / touching private parts</li> <li>• Sexual abuse or assault</li> <li>• Discriminatory Language (gender, sexuality, race, religion, heritage)</li> <li>• Vandalism/graffiti</li> <li>• Disruption stops learning</li> <li>• Running away/around school</li> <li>• Risk to safety</li> <li>• Swearing (intimidate/threaten)</li> <li>• Bullying</li> <li>• Stealing (major)</li> <li>• False accusations against staff</li> <li>• Fighting</li> <li>• Refusal to leave/blocking room</li> <li>• Open defiance/derogatory to staff</li> <li>• Assault on staff</li> <li>• Bringing in/sharing prohibited items</li> <li>• Carrying an offensive weapon</li> <li>• Leaving or attempting to leave premises without permission</li> </ul>
Consequences		
<p>Teacher informed</p> <ul style="list-style-type: none"> <li>• <b>If persistent</b>, name moved on behaviour chart (Amber warning)</li> <li>• Time-out in class</li> <li>• Time-out from playground</li> <li>• Discuss at break/lunch</li> <li>• Restorative action</li> </ul>	<p>Teacher informed</p> <ul style="list-style-type: none"> <li>• Name moved on behaviour chart (Amber warning)</li> <li>• Time-out in class</li> <li>• Time-out from playground</li> <li>• Discuss at break/lunch</li> <li>• Restorative action</li> </ul>	<p>Teacher informed</p> <ul style="list-style-type: none"> <li>• Name move on behaviour chart (Red warning)</li> <li>• Reflection</li> <li>• Complete reflection sheet</li> <li>• Time-out in class</li> <li>• Time-out from playground</li> <li>• Discuss at break/lunch</li> <li>• Restorative action</li> </ul>
	<p>Recorded on Arbor</p> <ul style="list-style-type: none"> <li>• Time out in parallel class</li> <li>• Discussed with Inclusion/SLT</li> <li>• Consider behaviour support plan (BSP)</li> <li>• Behaviour review meeting</li> </ul>	<p>Recorded on Arbor</p> <ul style="list-style-type: none"> <li>• Parent/carer informed</li> <li>• Time out in parallel class</li> <li>• Discussed with Inclusion/SLT</li> <li>• Consider behaviour support plan (BSP)</li> <li>• Behaviour review meeting</li> </ul>



		Recorded on CPOMS (and Arbor)
		<ul style="list-style-type: none"><li>• Discussed with Headteacher</li><li>• Meeting with parents/carers</li><li>• Risk of exclusion meeting</li><li>• Internal exclusion</li><li>• Fixed term exclusion*</li><li>• Permanent exclusion*</li><li>• Contact police*</li><li>• Inform RSAT*</li></ul>





## Appendix 7 - Behaviour Support Plan (BSP)

Name	
Date	
Write a description of the behaviour(s)	
Work out the reasons for the behaviour	
<b>Strategies: Ensure that there are more proactive than reactive strategies.</b>	
<p>Write 'proactive' "Green" strategies to help the child or adult stay happy and calm. Think about what new skills the person may need to learn to help them in the future. For example:</p> <ul style="list-style-type: none"> <li>● Look for triggers</li> <li>● Teach skills e.g. a sign for "finished"</li> <li>● Be aware of how you talk to the person e.g. firm, funny and calm</li> <li>● Adjust the environment e.g. dim the lights, tie hair back to stop someone pulling hair</li> <li>● Rewards</li> <li>● Routine and structure</li> <li>● Boundaries</li> </ul>	
<p>Recognise the early warning signs of the behaviour (when a person becomes anxious) and think about how to respond when you see these. This is the 'active' "Amber" part of the plan.</p>	
<p>Record the 'reactive' "Red" strategies (what to do when the behaviour occurs) to keep people safe. For example:``</p> <ul style="list-style-type: none"> <li>● Do not respond to the behaviour</li> <li>● Give reminders</li> <li>● Distract the person</li> <li>● Give the person what they want</li> <li>● Remove yourself from the situation e.g., leave the room</li> </ul>	
<p>Record the 'post reactive' "Blue" strategies (what to do after the behaviour). We need to be careful here as there is a risk of the behaviour escalating again.</p>	



<b>Get agreement from all the key people in the person's life</b>	
<b>Review date.</b>	





## **Appendix 2: Removal from the Classroom**

- 1 Removal of a pupil from the classroom is a formal consequence imposed for serious disciplinary reasons, which allows for the continuation of the pupil's education in a supervised setting. The education provided may differ from that provided in the mainstream classroom but will still be meaningful for the pupil.
- 2 Removal from the classroom will only be used for the following reasons:
  - to maintain the safety of all pupils and to restore stability following an unreasonably high level of disruption;
  - to enable disruptive pupils to be taken to a place where education can be continued in a managed environment; and
  - to allow the pupil to regain calm in a safe space
- 3 The Academy's arrangements for removal from the classroom are covered in the guidance above
- 4 It will be the responsibility of the Headteacher to maintain overall strategic oversight of the school's arrangements for any removals.
- 5 The Academy will collect, monitor and analyse the data on the removal of pupils from the classroom in order to interrogate its use and effectiveness.
6. When dealing with the removal of a pupil from the classroom each case will be dealt with on its own individual facts and circumstances. The Headteacher and teachers will:
  - consider whether any assessment of underlying factors of disruptive behaviour is needed;
  - inform parents of the removal from the classroom on the same day;
  - facilitate reflection by the pupil on the behaviour that led to their removal from the classroom and what they can do to improve and avoid such behaviour in the future;
  - ensure that pupils are never locked in the room of their removal except in limited exceptional situations.
  - if a pupil has a social worker, including if they have a Child in Need plan, a Child Protection plan or are looked-after, notify their social worker. If the pupil is looked-after, ensure their Personal Education Plan is appropriately reviewed and amended and notify their Virtual School Head.



## **Appendix 2: Suspensions and Exclusions**

### **1. Suspension and Permanent Exclusion from School**

- 1.1 Only the Headteacher has the power to impose a suspension or permanent exclusion from school. An 'Acting Head' who has been formally appointed to this position while the Headteacher is on extended leave, or the post is vacant, will also have this power.
- 1.2 Suspension and permanent exclusion from school can take the form of:
- Suspension for a fixed term (including lunch time suspensions, which each count as half a day); or
  - permanent exclusion.
- 1.3 Permanent exclusion from school will only be imposed for:
- a serious breach or breaches and / or persistent breaches of this policy; and
  - where allowing the pupil to remain in school would seriously harm the education and / or welfare of the pupil and / or others (such as staff or pupils) in the school.
- 1.4 **The principles, guidance and procedure set out in the Exclusion Guidance will be followed at all times.** This includes the statutory procedure for notifying parents, challenging the decision, and holding meetings / hearings, including the deadlines for these.
- 1.5 The Headteacher may cancel (i.e. withdraw) any suspension or permanent exclusion which has not yet been formally reviewed by the Governors' Discipline Committee at a meeting, including where additional information has been received from the parents, Virtual School Head, Social Worker or other health or educational professional after the original decision was made.



## **Appendix 4: Investigations of Incidents and Alternative Action**

### **1. Investigations**

- 1.1 The Headteacher may investigate incidents which potentially give rise to a breach of the Academy's policies on behaviour and discipline, she may appoint a member of staff (usually a member of the Senior Leadership Team) to carry out the investigation.
- 1.2 The investigation and any interviews or meetings which take place with pupils will be conducted fairly, in a way which is appropriate in a school environment, and without being formal or legalistic in nature.
- 1.3 The pupils involved will be interviewed as part of the investigation and given the opportunity to state their version of events. Where pupils are at risk of disciplinary action, they will usually be accompanied by a member of staff not involved in the incident or the investigation while they are interviewed.
- 1.4 Pupils who are clearly only witnesses and not at risk of disciplinary action may be interviewed without an additional member of staff being present.
- 1.5 Parents do *not* need to be notified in advance that interviews are taking place, and their consent is not required (although they may be invited to attend an interview in the case of potentially serious breaches, where the Academy deems it appropriate to do so).
- 1.6 The pupil will be asked to make a statement, and / or a written record of the interview will be made by the interviewing member of staff. Pupils will be asked to sign and date their statement or the written record of interview, confirming it to be true and accurate.
- 1.7 CCTV footage may be viewed and pupils' desks, lockers and / or personal belongings may be searched during the course of an investigation. See Appendix 6 of this policy for the Academy's policy on searching and confiscation.
- 1.8 It may sometimes be necessary to delay or suspend an investigation where external agencies such as the police or social services are involved and have recommended this. A decision to delay or suspend an investigation will take into account advice from appropriate external agencies, and will be subject to periodic review. In relation to alleged sexual violence or sexual harassment, the Academy will have regard to KCSIE and the Academy's designated safeguarding lead (or a deputy) will take a leading role on decisions.
- 1.9 Where the Headteacher has appointed a senior member of staff to investigate an incident which may result in formal exclusion from the Academy, the investigating member of staff will fully report the outcome of their investigation to the Headteacher to enable an informed decision to be made.

### **2. Removal from the Classroom / Suspension Pending Further Investigation / Enquiries**

- 2.1 Where the incident is serious and / or complex and it has not been possible to complete the full investigation and / or conduct all enquiries on the day that the incident occurred or was brought to the attention of the Academy, the pupil may be removed from the



classroom while the investigation continues and / or enquiries are made (for example, consideration of a managed move). During this time the pupil is entitled to receive the equivalent of full-time education provision. The period of removal from the classroom should be taken into account by the Headteacher when determining the final consequence.

- 2.2 Alternatively, where it is not appropriate for the pupil to remain on the Academy's premises while the investigation continues / enquiries are made, the pupil may be formally suspended from the Academy for a fixed number of days pending further investigation / enquiries. The length of the suspension will be kept to the minimum required to complete the further investigation / enquiries.
- 2.3 Before a suspension pending further investigation / enquiries is imposed, the Headteacher must be satisfied that a prima facie case has already been established in relation to the pupil's involvement in the incident to an extent that merits a suspension of at least that length.
- 2.4 A suspension pending further investigation / enquiries is still a serious disciplinary measure and the statutory procedure set out in the Exclusion Guidance will be followed (including sending a notification letter to the Parents containing all mandatory information).
- 2.5 Once the investigation / enquiries are complete, the Headteacher will be in a position to make a final decision. This may include imposing a further suspension or permanent exclusion to run consecutively (i.e. back to back, without a break in between) with the original suspension pending further investigation / enquiries. A second suspension notification letter containing all mandatory information will be sent to the Parents confirming the further suspension or permanent exclusion.

### **3. Decision**

- 3.1 Once the investigation has concluded, all of the information gathered will be considered and a decision will be made as to what facts have been established to be true, to the civil standard of proof (i.e. on a balance of probabilities, or more likely than not).
- 3.2 Pupils' behaviour and discipline records will be taken into account, together with the pupils' background, and any special educational needs and / or disabilities they may have. The Academy will follow its special educational needs and learning difficulties policy and Equality policy, where these are relevant.
- 3.3 All disciplinary consequences imposed will be a fair, reasonable and proportionate response to the misbehaviour involved, taking into account the pupil's own account, aggravating features, mitigation, background, and special educational needs and / or disabilities.
- 3.4 Disciplinary consequences will be recorded in the pupil's behaviour and discipline record.
- 3.5 The Academy will usually notify the Parents of disciplinary consequences imposed and the reasons for them (parents must always be notified of removals from the classroom, suspension and permanent exclusions).



#### 4. Off-site Directions

- 4.1 The Academy has the power to direct that a pupil be educated off-site with the aim of improving their future behaviour. It must **not** be used as a disciplinary consequence for misconduct.
- 4.2 The off-site direction may be to a Pupil Referral Unit (**PRU**), and Alternative Provision Academy, or another academy / school (or unit therein).
- 4.3 Parental consent is **not** required for an off-site direction, and pupils are expected to attend the other setting as directed. If they do not attend, their absence will be unauthorised and dealt with in the same way as it would if they failed to attend the Academy.
- 4.4 The arrangements for the off-site placement will be based on an understanding of the support the pupil needs in order to improve their behaviour, as well as any SEND or health needs the pupil has. It may be full-time, or part-time in combination with attendance at the Academy or another setting. The expectation is that the pupil will continue to receive full-time broad and balanced education.
- 4.5 A 'personalised plan for intervention' will be put in place, which sets out the objectives for the pupil's improvement and attainment, the time frame involved, the arrangements for assessment and monitoring progress, and with a baseline of the pupil's current position against which to measure their progress.
- 4.6 The off-site placement will be regularly reviewed, and Parents will be involved in the review. The purpose of the review is to ensure that the off-site placement is achieving its objectives and that the pupil is benefitting from it.
- 4.7 During the period of an off-site direction by the Academy to another school / academy, the pupil must be dual registered which means that they will be registered at both the Academy and the school / academy to which the pupil is directed off-site.
- 4.8 The Academy will follow the Alternative Provision Guidance when exercising this power.

#### 5. Managed Moves

- 5.1 A 'managed move' is used to initiate a process which leads to the permanent transfer of a pupil to another mainstream school / academy following a trial period. It is designed to give pupils who are **at risk of** permanent exclusion a fresh start in another school / academy without a permanent exclusion on their educational record.
- 5.2 As it is a proposed permanent transfer to another setting, parental consent is required, and Parents will be consulted while this is being explored.
- 5.3 If a temporary move to another setting is needed with the aim of improving the pupil's behaviour, rather than as a trial period before a proposed permanent transfer to that setting, then off-site direction (as described above) must be used. An off-site direction can be made without parental consent.
- 5.4 A planned managed move will only happen when it is in the pupil's best interests.



- 5.5 During the trial period, the pupil will be dual registered at both the Academy and the new school / academy. If the managed move breaks down during the trial period, the new school / academy will terminate the trial period and delete the pupil's name from the register. The pupil will then return to the Academy.
- 5.6 For this reason, a managed move will not be appropriate following a serious breach and / or persistent breaches of the Behaviour Policy for which permanent exclusion is deemed by the Headteacher to be the only appropriate consequence, where the Academy would not be prepared to accept the pupil back at the Academy if the managed move broke down during a trial period.
- 5.7 The Academy will agree a fixed period for the trial period at the outset, after which the new school / academy will be expected to give permission to the Academy for the pupil's name to be deleted from the Academy's roll, at which time the transfer becomes permanent.



## **Appendix 5: Use of Reasonable Force**

1. Any use of reasonable force will be in accordance with the DfE guidance **Use of reasonable force** (DfE, July 2013)
2. Reasonable force may be used to prevent a pupil from doing or continuing to do any of the following:
  - committing a criminal offence;
  - injuring themselves or others;
  - causing damage to property, including their own; or
  - engaging in any behaviour prejudicial to good order and discipline at the Academy or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere
3. In these circumstances, force will be used for two main purposes: to control pupils or to restrain them. Reasonable force may be used, for example, to restrain a pupil at risk of harming themselves or another individual or to prevent a pupil leaving a classroom where allowing them to do so would risk their safety or lead to behaviour that disrupts the behaviour of others. Force is never used in any other way or and never as a form of consequence.
4. In addition, reasonable force may be used to conduct a search for certain "prohibited items" (see Appendix 6 below).
5. In these circumstances, "reasonable" means using no more force than is needed.
6. In deciding whether reasonable force is required, the needs of individual pupils will be considered and reasonable adjustments will be made for pupils with special educational needs or disabilities. The Academy will establish proactive and positive behaviour support strategies for pupils with particular needs, in consultation with their Parents, to reduce the occurrence of challenging behaviour and the need to use reasonable force.
7. Where reasonable force is used by a member of staff, the Headteacher must be informed of the incident and it will be recorded in writing. The Parents will be informed about serious incidents involving the use of force. In the EYFS setting, the pupil's Parents will be informed about any use of force on the day of the incident or as soon as reasonably practicable. [ See also the Academy's separate Policy on the Use of physical restraint].]



## **Appendix 6: Searching, Screening and Confiscation**

1. All Academies have a general power to impose reasonable and proportionate disciplinary measures (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.
2. The Academy's policy on searching and confiscation has regard to the DfE guidance [Searching, screening and confiscation: advice for schools](#) (DfE, July 2022).
3. **Prohibited Items**
  - 3.1 The following are 'prohibited items' by law under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations (SI 2012 / 951):
    - Knives or weapons, alcohol, illegal drugs and stolen items;
    - Tobacco and cigarette papers, fireworks and pornographic images;
    - Any article that a member of staff 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); and
  - 3.2 In addition to the above, the Academy has prohibited or restricted the use of the following items on the grounds that they are reasonably believed to be likely to cause harm or disruption:
    - mobile phones;
    - laptops
    - tablets
    - hand-held electronic games;
    - other electronic devices
    - vaping devices/e-cigarettes
  - 3.3 Pupils must not have these items in their possession [or use them in a way which is restricted] on the Academy's premises, or at any time when they are in the lawful charge and control of Academy staff (e.g. on educational visits).
  - 3.4 Pupils may be searched for any item which is prohibited or its use restricted] by the Academy (as set out above) with their agreement (note that the Academy will never use force to search for these items: see paragraph 4.3 below).



#### 4. Searching Pupils

- 4.1 Under common law, school staff have the power to search for any item if a pupil agrees. The member of staff undertaking the search should ensure the pupil understands the reason for the search and how it will be conducted so their agreement is informed.
- 4.2 When exercising these powers the school must consider the age and needs of pupils being searched or screened. This includes the individual needs or learning difficulties of pupils with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a pupil has a disability.
- 4.3 If a pupil refuses to cooperate with a search for an item prohibited by law as listed in section 3.1 above, the member of staff should assess whether it is appropriate to use such force as is reasonable to conduct the search. Force will never be used to search for items that the Academy has prohibited, as set out in 3.4 above.
- 4.4 The decision to use reasonable force should be made on a case-by-case basis. Consideration will be given as to whether conducting the search will prevent the pupil harming themselves or others, damaging property or causing disorder.
- 4.5 Where a pupil is not willing to cooperate with a search and is not deemed to have sufficient maturity or understanding of the situation, then a parent's co-operation will be sought.
- 4.6 If a pupil refuses to cooperate with a search for items that are **not** items prohibited by law as listed in section 3.1 above, disciplinary action may be taken in accordance with this policy.
- 4.7 Where a search is considered necessary, but does not need to be carried out urgently, the advice of the Headteacher / DSL and / or pastoral member staff will be sought. During this time the pupil should be supervised and kept away from other pupils.
- 4.8 Searches will be carried out on the School premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on an educational visit or in training settings<sup>7</sup>.
- 4.9 If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:
  - search of outer clothing; and / or
  - search of the School property (e.g. pupils' lockers or desks, bed, studies or dormitories); and / or
  - search for personal property (e.g. bag or pencil case).
- 4.10 Staff will be the same sex as the pupil being searched and there will be a witness (also a staff member) who, if possible, will be the same sex as the pupil being searched. As a limited exception to this rule, staff can carry out a search of a pupil of the opposite sex and / or without a witness present, but only where staff reasonably believe that there is a risk that serious harm will be caused to a person if a search is not carried out as a matter of urgency and in the time available it is not reasonably practicable to summon another member of staff.



- 4.11 A pupil's possessions can only be searched in the presence of the pupil and another member of staff except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.
- 4.12 Where the Headteacher, or staff authorised by the Headteacher, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy. The staff member should also alert the designated safeguarding lead (DSL) or deputy and the pupil will be provided with a consequence in line with the school's Behaviour Policy to ensure consistency of approach.

## **5. Strip Searching**

- 5.1 A strip search is a search involving the removal of more than outer clothing and can only be carried out on school premises by police officers under the Police and Criminal Evidence Act 1984 (PACE) Code A and in accordance with PACE Code C. More information is contained within the DfE advice to schools on Searching, Screening and Confiscation (July 2022).
- 5.2 While the decision to undertake a strip search itself and its conduct are police matters, school staff retain a duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times.
- 5.3 School staff will always consider whether introducing the potential for a strip search through police involvement is absolutely necessary and should always ensure that other appropriate, less invasive approaches have been exhausted.
- 5.4 In order to ensure a pupil's wellbeing, the school may wish to involve an appropriate adult as a matter of course during all searches conducted by police in school.
- 5.5 Except where there is an immediate risk of harm, parents will be informed before a strip search takes place, where reasonably possible. Parents will always be notified after a strip search has taken place.

## **6. After a Search**

- 6.1 Whether or not any items have been found as a result of any search the school will consider whether the reasons for the search or outcome give cause to suspect whether a pupil is suffering or likely to suffer harm and whether any specific support is needed.
- 6.2 Where appropriate school staff will follow the school's child protection policy and procedures and speak to the designated safeguarding lead about possible pastoral support, early help intervention or a referral to children's social care.

## **7. Recording Searches**

- 7.1 Any search by a member of staff for an item prohibited by law as listed in section 3.1 above [items banned by the school rules in section 3.2 above] and all searches conducted by police officers will be recorded in the school's safeguarding reporting



system, including whether or not an item is found. This will allow the DSL or deputy to identify possible risks and initiate a safeguarding response if required.

7.2 Records of the search will include:

- the date, time and location of the search;
- which pupil was searched;
- who conducted the search and any other adults or pupils present;
- what was being searched for;
- the reason for searching;
- what items, if any, were found; and
- what follow-up action was taken as a consequence of the search.

7.3 The school will analyse any data gathered to consider whether searching falls disproportionately on any group / or groups and whether any actions should be taken to prevent this.

## **8. Confiscation**

8.1 Under the Academy's general power to discipline, a member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.

8.2 Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to Academy discipline.

## **9. Searching Electronic Devices**

9.1 An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or breach the Academy's policies on behaviour, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any search of an electronic device should be conducted in the presence of a member of the IT staff.



- 9.2 Any data or files will only be erased, if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or breach the Academy's policies on behaviour.
- 9.3 Subject to 8.4 below and the requirements set out in KCSIE 2022 If inappropriate material is found on an electronic device, the member of staff may delete the material, retain it as evidence of a breach of Academy discipline or criminal offence or hand it over to the police if the material is suspected to be evidence relevant to an offence
- 9.4 Staff should consider the appropriate safeguarding response if they find images, data or files on an electronic device that they reasonably suspect will put a person at risk.
- 9.5 Staff should not view or forward illegal images of a child. When viewing an image is unavoidable staff should follow the Academy's policy on sexting as set out in the Safeguarding and child protection policy / consult the advice set out in the
- 9.6 The School will comply with data protection law in relation to any search of an electronic device.

## 10. Disposal of Confiscated Items

- 10.1 **Alcohol:** Alcohol which has been confiscated will be destroyed.
- 10.2 **Controlled drugs:** Controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Headteacher or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the pupil.
- 10.3 **Other substances:** Substances which are not believed to be controlled drugs but which are harmful or detrimental to good order and discipline (for example "legal highs") may be confiscated and destroyed. Where it is not clear whether or not the substance seized is a controlled drug, it will be treated as such and disposed of as above.
- 10.4 **Stolen items:** Stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Headteacher or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. In taking into account the relevant circumstances, the member of staff should consider: the value of the item; whether the item is banned by the school; whether retraining or returning the item may place any person at risk of harm; and whether the item can be disposed of safely.
- 10.5 **Tobacco or cigarette papers:** Tobacco or cigarette papers will be destroyed.
- 10.6 **Fireworks:** Fireworks will not be returned to the pupil. They will be disposed of safely at the discretion of the Headteacher or other authorised member of staff which may include donation to an appropriate charity.
- 10.7 **Pornographic images:** Pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the pupil has been abused, the Designated



Safeguarding Lead will also be notified and will decide whether to make a referral to children's social care.

- 10.8 Other pornographic images will also be discussed with the Designated Safeguarding Lead. The images may then be passed to children's social care for consideration of any further action. If no action is to be taken by the local authority the images will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.
- 10.9 **Article used to commit an offence or to cause personal injury or damage to property:** Such articles may, at the discretion of the Headteacher or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of. In taking into account all relevant circumstances the member of staff should consider: whether it is safe to dispose of the item; and when it is safe to return the item.
- 10.10 **Weapons or items which are evidence of an offence:** Such items will be passed to the police as soon as possible.
- 10.11 **An item prohibited [or its use restricted by] the Academy:** Such items may, at the discretion of the Headteacher or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of. In taking into account all relevant circumstances, the member of staff should consider: the value of the item; whether it is appropriate to return the item to the pupil or parent; and whether the item is likely to disrupt learning or the calm, safe and supportive environment of the school.
- 10.12 Where staff confiscate a mobile phone that has been used to disrupt teaching, the phone will be kept safely until the end of the school day when it can be claimed by its owner, unless the Headteacher considers it necessary to retain the device for evidence in disciplinary proceedings in accordance with 11.13 below. If a pupil persists in using a mobile phone in breach of the restriction, the phone will be confiscated and must be collected by a Parent.
- 10.13 **Electronic devices:** If it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or breach the Academy's policies on behaviour, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must be collected by a Parent and the pupil may be prohibited from bringing such a device onto Academy premises or on educational visits. In serious cases, the device may be handed to the police for investigation.

## 11. Communication with Parents

- 11.1 There is no legal requirement for the Academy to inform Parents before a search for prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so.
- 11.2 Parents should always be informed of any search for a 'prohibited item' listed above that has taken place and the outcome of the search as soon as practicable. A member



of staff should inform parents of what, if anything, has been confiscated and the resulting action the school has taken, including any consequences applied.

- 11.3 In some circumstances it might also be necessary to inform parents of a search for an item banned by the school policy.
- 11.4 We will keep a record of all searches carried out, in accordance with paragraph 7 above, which can be inspected by the Parents of the pupil(s) involved subject to any restrictions under the Data Protection Act 2018.
- 11.5 Complaints about searching or confiscation will be dealt with through the Academy's published Complaints policy and procedures.
- 11.6 The Academy will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the Academy does not accept responsibility for loss or damage to property.



## POLICY HISTORY

Date	Summary of change	Contact	Policy Implementation Date	Review Date