



## BEHAVIOUR POLICY

2018/19

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## **AIM**

At St Gilbert's CE Primary School we aim to ensure consistency of approach throughout the school to children's actions or reactions in given situations and/or to their environment. This policy has been developed with due regard to the new advice document – 'Behaviour and Discipline in Schools' January 2016 and 'Keeping Children Safe in Education' September 2016. The school will refer to both documents for further guidance should it not be highlighted in this policy.

## **PHILOSOPHY**

Here at St Gilbert's we want our pupils to grow and mature into confident, well balanced and successful individuals who will endeavour to make the most of their learning opportunities. We continually strive to provide a stimulating and personalised learning and teaching environment which will support each child in forming their own personal value and belief system. We believe in positive behaviour management with good behaviour being encouraged and emphasised through praise and recognition. We teach the concepts of choice and consequence and encourage all our pupils to consider carefully what they do. We also teach that we all make mistakes but we can learn from them and are measured by what we do afterwards.

We will not tolerate anti-social behaviour in any form and will continually work hard to form good partnerships with parents so that we can support them and their child in overcoming these within a consistent environment.

## **AGREED STRATEGIES**

### **School Expectations**

Our school expectations . aim to support our children in developing independence and a breadth of understanding of their own and others' responsibilities with a view to prepare them for life beyond St. Gilbert's.

### **Home - School Agreements**

These are completed by the parent, child and teacher agreeing a code of conduct, once at the beginning of Foundation and another at the beginning of Key Stage 1 reflecting the increasing responsibilities that the children will take on as they grow older. This is a supportive procedure that allows us all to work together within a given framework where everyone's needs and expectations are met.

### **Classroom Behaviour**

We believe that our classroom environment should be a positive and enthusiastic one where good behaviour and work are regularly highlighted and rewarded verbally and in writing. We have high expectations, requiring our pupils to do what is asked of them and to complete activities to the best of their ability. We teach our pupils to treat all school equipment and resources with respect. All pupils are responsible for their own belongings and are expected to care for their own property and ensure that their personal space, both in class and in the cloakroom area, is kept well organised, clean and tidy.

### **Safeguarding**

Our Behaviour policy has been put in place to safeguard and promote the welfare and safety of all children in our school. We recognise that to allow pupils to mistreat each other or adults may lead to consideration under safeguarding or child protection procedures. The school monitors behaviour carefully and keeps a behaviour log of continuing incidents and has due regard to its responsibilities. St. Gilbert's CE Primary School is fully committed to safeguarding and promoting the welfare of all its pupils. Every member of staff recognises that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. Our 'Tackling Extremism and Radicalisation' Policy sets out our beliefs, strategies and procedures to protect vulnerable individuals from being radicalised or exposed to extremist views, by identifying who they are and promptly providing them with support.

At our school we will promote the values of democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs. We will teach and encourage pupils to respect one another and to respect and tolerate difference, especially those of a different faith or no faith. We will not accept any prejudicial behaviour and will take the appropriate action should this take place. It is indeed our most fundamental responsibility to keep our pupils safe and prepare them for life in modern multi-cultural Britain and globally.

Please refer to our Safeguarding and Extremism and Radicalisation policies to understand the schools position on safeguarding all our pupils.

Sanctions used at St Gilbert's CE Primary School

- A verbal reprimand
- Additional work or repeating work should it not be of the required standard
- Written tasks

- Loss of privileges including leadership roles and external school trips
- Missing break and lunchtimes
- School based task
- Put on report
- Exclusion – permanent or temporary

### **Physical intervention**

Our policy on physical intervention acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person or the child themselves. We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

### **Celebrations and rewards**

An effective reward system is in place throughout the school.

- Teachers give stickers to pupils for hard work and good behaviour
- The school now operates a House system Pupils will earn gems for their house. These will be placed in their House Tube at the end of every week during our Star Assembly celebrations.
- Gems will be given on an individual basis and pupils can be rewarded by any adult within school at any time however, the aim is to work together for the House Team to achieve rather than as an individual.
- The school will then award the House Cup to the winning house each short term.
- The school will continue to write to parents when children display particularly excellent behaviour or responsibility.

### **Behaviour process**

**During this process the school will use its discretion in terms of individual pupils, their needs and any specific circumstances including whether a child has special educational needs**

There are times when pupils do not behave in a responsible manner within the classroom or around school. To support them in managing their behaviour all classrooms will have traffic light systems which are guided by our whole school rules.

- All children begin on **green** at the beginning of the day.
- When a child is not following instructions or following school and class expectations, the teacher should praise those who are to highlight the correct behaviour.
- If the child persists, a reminder will be given of what is expected.
- If not heeded then a warning card will be given and this displayed on the classroom behavior wall
- If they continue they will be given some time out and sent to another classroom.
- At this stage teachers will use their discretion as to whether to inform parents.
- However, if the child persists and is placed onto red, then that child will visit the head teacher who will include their name in the Behaviour log book. If the child is placed in the red book twice in one fortnight then parents will be contacted by the Head Teacher.
- Extreme cases of inappropriate behaviour as judged by the adult who is present at the time will be referred straight to the head teacher or assistant head in her absence.
- Extreme cases are judged to be
  - Violence against another pupil/staff member
  - Discriminatory behaviour including physical or verbal abuse towards pupils or staff members
  - Rudeness or disrespect to any member of staff
  - Swearing at another child or staff member
  - Intentional intimidation or encouragement to intimidate
  - Biting another child and/or breaking the skin

Please refer to **Incidents of inappropriate behaviour**

Staff will always remain calm and if necessary refer a situation to another member of staff to deal with. No staff member, unless fully trained, should restrain a child unless it is for their safety and the safety of others. In addition no member of staff will shout at a child unless they are in danger and an alert is needed.

When a child has completed an excellent piece of work a teacher may choose to send them to the Head teacher for praise and a Head Teacher's Award Sticker/ House gem.

All children will begin on **green** the following day having the opportunity for a fresh start.

### **New children**

We enjoy welcoming new children to the school. Staff are always supportive and encouraging and will ensure that new children have a buddy to support them whilst they settle into the routine and structure of the school.

### **Curriculum**

Staff use the curriculum to discuss behaviour and support strategies. The school's PSHE framework identifies opportunities for such work and encourages the use of circle time to explore topical issues. Staff will take every opportunity to thread the ethos of our school through their planning and the children's learning as appropriate. The PSHE Co-ordinator will be responsible for monitoring planning for appropriate activities.

### **Pastoral Care**

Pastoral care is an important part of our school. Staff will ensure they take time to talk with children and parents about their worries and concerns and provide ways forward.

The Young Governors also take a lead role in modeling responsible behaviour and are encouraged to have a voice, demonstrating key skills of citizenship.

### **Collective Worship**

Children are expected to listen quietly and be still throughout these gatherings as it is a time for listening, sharing, quiet reflection and thought. Each Friday we celebrate the achievements of our pupils and our staff and the school Houses. These can be from within the school or from activities after school.

### **Foundation Stage, Key Stage One and Two**

Star Worship will take place on a Friday where pupils are rewarded for both social and academic effort and improvement. We also celebrate sport and musical achievements and pupils may also show their personal (out of school) achievements within this time. Specific children named by Midday Supervisors and Gilbert's Gang will also be recognized with praise at this time.

### **Around School**

Good manners are emphasised and expected. Our pupils will move around the school in a quiet and sensible manner. No child should run or push at any time. Older pupils in Years 5 and 6 should ensure they model this for younger pupils and gently remind them if they forget.

We appreciate that cloakroom areas are small and therefore insist on sensible and quiet behaviour in these areas. All children are expected to keep these areas clean and tidy.

### **The Playground**

Children will be encouraged to show sensitivity and kindness to others whilst playing. Rough play of any kind will not be tolerated. Older children are expected to model good ways to play.

- If a child does play inappropriately they will be gently reminded by the staff on duty what is expected.
- If they continue to play unsuitably they will be given a warning and this will be reported to the class teacher who will alter the classroom behavior wall.
- If they continue they will be asked to stand next to the member of staff on duty.
- If after rejoining their friends, they continue to misbehave the child will be sent in to see the Deputy Head. At this time, it will be considered if it is necessary for them to be sent to the Headteacher.

If an individual child continues to misbehave on the playground they will be asked to stay in for an agreed period of time and sit outside the Head Teacher's office. This will provide them with the opportunity to consider their actions and the way forward.

### **Lunchtime**

We expect our children to behave as they would at any other time of the day in accordance with our expectations. All staff and pupils will be treated with respect and the expectations followed. Midday Supervisors will recognise and reward good behaviour with praise and provide stickers for individual pupils whilst in the hall and note this in inside log book. Once outside, MDS will note both positive and negative behaviour in outside log book and this will be communicated to the class teacher by the MDS.

If a child does misbehave midday supervisor should

- Listen to the child's explanation for their behaviour
- Gently remind the child what is expected.
- If they continue they will be warned.
- If they continue the pupil will be asked to:
  - Move from where they are sitting if in the hall.
  - Stand next to the midday supervisor or midday supervisor if on the playground.
- They will note the incident in their log books and then ensure the class teacher knows so that they can discuss this further with the child if necessary. However, we would hope that once dealt with by the Midday Supervisor at lunchtime the child can begin their afternoon afresh.
- Our Midday supervisors will liaise with each teacher as necessary each day after lunch for both positive and negative behaviour matters.
- If a child completely refuses to co-operate or is putting the safety of others in jeopardy the Midday Supervisor will send another child or adult to request additional support from the Deputy Head or Head.

If an individual child continues to misbehave on the playground they will be asked to stay in for an agreed period of time and sit outside the Headteacher's office. This will provide them with the opportunity to consider their actions and the way forward.

### **Discipline outside of school**

The school reserves the right to discipline pupils who misbehave whilst on school activities off site during the school day and whilst they are under the care of a paid member of staff. In exceptional circumstances the school may choose to discipline a pupil should they be wearing school uniform and/or bring the school into disrepute by their behaviour. This could include journeys to and from school or a school activity. The school will consider each case individually considering whether there are any extenuating circumstances and place sanctions in place that may or may not include exclusion in line with its Exclusion Policy. The school will also consider whether the child's behaviour:

- could have repercussions for the orderly running of the school or
- poses a threat to another pupil or member of the public or
- could adversely affect the reputation of the school.

### **Confiscation of property**

The school may choose to confiscate an item should it break the school rules by having it in school or present a risk to the safety of staff and pupils. The object will be returned to parents at the end of the day. Should the matter be considered a child protection matter, the appropriate policies will be brought into force.

### **Powers to Search**

The school reserves the right to search a child's belongings or locker for prohibited items **without consent** should there be a concern over theirs or others welfare or safety.

Prohibited items include:

including:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images

- any article that has been or is likely to be used to commit an offence , cause personal injury or damage to property; and
- any item banned by the school rules which has been identified in the rules as an item which may be searched for.

This will be completed with two members of staff directed by the Headteacher. In these events the police may or may not be called. No child will be directly physically searched at any time, though they may be asked to show what they have on them e.g. in their pockets. Should there be concerns the police will be called and parents informed. The school will take advice from statutory guidance in this case to inform their actions.

### **Powers to use reasonable force**

The school will only use reasonable force to restrain a child should they be concerned for the child's safety or the safety of others. If restraining a child could pose a risk to staff members, the police will be called to deal with the matter.

'Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

39. Head teachers and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm' (Behaviour and Discipline in schools 2016 P12)

### **Isolation**

Sometimes the school may decide in discussion with parents to isolate a child away from others for an agreed period of time in order that they have time to calm down and have time to talk through their worries or concerns. This will not be termed as an internal exclusion but rather one of considering the welfare of the child and the specific situation at the time. A member of staff will be with the child at all times and they will be reintegrated into the classroom at the earliest opportunity.

### **Parental Involvement**

Teachers will take time to talk to the parents to ensure there are no surprises to them and to endeavour to help children not get to red status. Appointments will be made with the parents to discuss with them their child's behaviour but it will be done in a supportive and positive manner and one which promotes working together for the interests of the child.

We will also contact parents for positive reasons to highlight specific improvements. This will be done verbally at the end of the day, by phone call or by letter.

Whenever a persistent behavioural problem arises, this will be brought to the attention of the Headteacher who will then take the decision to consult with parents further. A programme of action will then be agreed in consultation with the parents, the pupil and class teacher which may involve an EHA

The school will also liaise with receiving secondary schools in regard to any specific on-going behaviour that may need support following their transition.

### **INCIDENTS OF INAPPROPRIATE BEHAVIOUR**

In extreme cases of continued bad behaviour children will be placed on report which will be completed by the child's teacher(s) after each session and during playtime and then taken home by the child to the parents so they can comment. Where there is still no improvement in individual behaviour, support will be sought from external agencies after consultation with parents so that we can provide the best possible opportunities and a way forward for the child concerned.

Physical and/or verbal abuse are not tolerated and will be treated as a serious incident. Children who intentionally and seriously assault another child will go directly to the Headteacher, who will contact their parents and discuss future actions by the school which may involve temporary or permanent exclusion. Assault on a member of staff will immediately trigger exclusion procedures. At each of these times agreed strategies will be put in place for the child's return, if applicable, with parental support being the key to success. When other strategies do not resolve serious misbehavior, permanent exclusion may be justified. This is a legal issue: procedures must be correctly followed and the process fully documented as detailed in our Exclusion Policy. Only the Headteacher may exclude a child.

The Headteacher and Chair of Governors will consider the appropriate action to be taken against pupils who are found to have made malicious accusations against school staff. It is highly likely that this will be considered under the Exclusion policy and may lead to permanent exclusion from the school.

### **SUPPLY TEACHERS**

Essential information regarding school procedure and behaviour expectations will be available to supply teachers working in school.

### **RELEVANT POLICIES** (not exhaustive)

This policy will be considered in relation to:

- Anti-Bullying policy
- Safeguarding and child protection policy
- Special educational Needs policy
- LAC policy
- Racial equality policy

### **REVIEW**

This policy will be reviewed in September 2020 or as required