



# BEHAVIOUR MANAGEMENT POLICY

## History of most recent policy reviews

Review Date (annually)	Outcome	Who is Responsible?
11/07/2016		Standards Committee
12/06/2017		

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## Overview

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Staff can discipline pupils at any time the pupil is in school or elsewhere under the charge of a teacher, including on school visits and can also discipline pupils in certain circumstances when a pupil's misbehaviour occurs outside of school. In addition Staff have the power to impose detentions outside school hours and confiscate pupils' property as set out in the Education and Inspection Act 2006 (Section 90 and 91) and relevant statutory guidance and advice issued by the Department for Education (DfE), this policy has been developed and considers specific advice issued by the DfE as below:

- **Behaviour and discipline in schools; Advice for headteachers and school staff (February 2014)**
- **Use of reasonable force: Advice for headteachers, staff and governing bodies (July 2013)**
- **Searching, screening and confiscation; Advice for headteachers, school staff and governing bodies (February 2014)**

In addition this policy should be read in conjunction with our:

- Safeguarding (Child Protection) Policy
- Anti-bullying Policy
- Positive Handling Policy
- E Safety Policy
- Management of allegations against staff and volunteers

This and all our policies acknowledges the school's legal duties under the Equality Act 2010, in respect of pupils with special educational needs (SEN) and protected characteristics such as disability, gender, sexual orientation, ethnic or national origin and religious or non-religious belief.

The school will publicise the school behaviour management policy, in writing, to staff, parents and pupils at least once a year and it will be published on its website (School Information (England) Regulations 2008)

The standard of behaviour expected of all pupils is included in the school's home-school agreement which parents are asked to sign following their child's admission to Air Balloon Hill Primary School.

## The Principles of our Behaviour Management Policy

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At Air Balloon Hill Primary School we believe that our students learn best in an environment that is safe, secure and when expectations of good behaviour are both encouraged and explicit, the foundation of which are:

- **A consistent approach to behaviour management** that promotes good behaviour across the school community.
- **A strong school leadership** that supports staff, students and parents to understand, support and deliver the aims of this policy.

- **Effective Classroom Management** that promotes a positive climate for learning and minimises behaviours disruptive to other students.
- **Effective and tailored strategies for promoting positive behaviour** providing additional support for individual pupils.
- **Rewards and sanctions** that will act as motivators for good behaviour.
- **Staff development and support** that will help ensure all staff are confident and competent in promoting good behaviour.
- **A Pastoral Support System for pupils** that will support individuals through targeted intervention plans including child welfare and child protection.

## Code of Conduct

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This code of conduct has been formulated with the safety and well-being of all members of the school community with the children in mind, and to enable the school to function efficiently as a place of learning.

Rules need to be agreed and displayed in all classes in child friendly language. These will be collated at the beginning of the year but should fit under the following areas. Most areas children generate can fit under these. Do:

- Take care of our class and equipment.
- Be kind, friendly and polite to everyone.
- Walk inside school buildings.
- Listen to each other and help each other to learn.
- Keep our hands and feet to ourselves.

The rules must be visually displayed in all classrooms and signed by pupils at the beginning of the year. This classroom charter is established in the first week of Term 1.

## Rewarding Good Behaviour

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We believe that rewarding good behaviour is more likely to bring about positive change, to that end we have developed a formal reward system wherein

### Reception – Y1

Sticker /stamp cards for individuals. Introduced in term 2.

Smiley face for whole class reward.

1 certificate for behaviour in celebration assembly.

Displays sunshine, rainbow reach for the stars. Children receive rainbow star stickers if they are there at the end of the day.

Individual rewards for children.

Speaking/Messages for parents.

### Year 2 - 6

Whole class reward chart which earns treats eg marbles/pebbles/jewel in a jar. Meets the needs of the class and treats are over a long term period.

1 certificate for 'Behaviour' in celebration assembly.

Displays sunshine, rainbow reach for the stars. Children receive rainbow star stickers if they are there at the end of the day.

Special jobs.

Speaking/messages to parents.

Instant rewards eg extra few mins before playtime/ parachute game/class game.

Trophies for tables.  
Special times.  
Raffle tickets for prize.

All of the above aim to promote positive behaviour and build pupils' confidence and self-esteem.

### **Lunchtime Supervision**

The school rules apply throughout the school day supported by the SMSAs. The SMSAs promote positive behaviour with an SMSA Award sticker. The teacher will then reward the child through the 'positive' reinforcement charts in the classroom (i.e. move them from the sunshine to the rainbow if they have an SMSA sticker). Minor behaviour incidents are dealt with by SMSAs and this usually consists of reminding children of the standard of behaviour expected. Repeated minor problems may result in the child being asked to complete a task or given the opportunity to play somewhere where they can be more closely supervised e.g. Lunchtime clubs run by LSA's or are referred to the Deputy Head teachers for 'time out'.

The SMSA's must be treated with the respect expected by all adults at Air Balloon Hill Primary School. Verbal or physical abuse will not be tolerated. Persistent or serious misbehaviour at lunchtime is brought to the attention of the Deputy or Head teacher. This results in loss of privileges and playtimes. Parents will be informed if there is no improvement in behaviour and the child will be excluded from the premises at lunchtime for a fixed time. This will be followed, if necessary, by permanent exclusion.

Good behaviour will be rewarded by verbal praise, special concessions e.g. allowed in the computer suite for lunch time, stickers, linking the reward to the class system.

## **Addressing and Challenging Poor Behaviour**

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Any punishment or sanction must be proportionate, section 91 of the Education and Inspections Act 2006 says the penalty must be reasonable in all the circumstances and that account must be taken of the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them.

At Air Balloon Hill Primary School any decision to discipline a pupil must follow three conditions:

- 1) The decision must be made by a paid member of school staff or a member of staff authorised by the Head.
- 2) The sanction itself must be made on the school premises or while the pupil is under the charge of a member of staff; and
- 3) It must not breach any other legislation (for example in respect of disability, special educational needs, race and other equalities and human rights) and it must be reasonable in all the circumstances.

Corporal punishment is illegal in all circumstances.

Minor breaches of discipline, which do not disturb learning and teaching, are generally dealt with by the class teacher in a caring, supportive and fair manner, with some flexibility regarding age of the child, as far as sanctions are concerned.

Each case is treated individually. Generally children are made aware that they are responsible for their own actions and that breaking rules will lead to consequences.

Normal sanctions include a verbal reprimand and reminder of expected behaviour, loss of free time such as playtimes, moving to sit alone, sending work home and letters of apology and loss of responsibility.

### **De-escalation Techniques**

At all times staff should encourage good behaviour through praise and reward. However, if a child is presenting staff with challenging behaviour then a range of strategies will be used. These techniques consist of the following:

- Verbal advice and support
- Calm talking
- Distraction
- Step away
- Negotiation
- Physical intervention (not positive handling) i.e. presenting a physical barrier
- Use of appropriate humour
- Reassurance
- Options offered
- Support systems – group support method
- Non-threatening body language
- Noticing child in a positive way
- Instruction

If pupils fail to adhere to schools rules or reasonable requests, the following sanctions may be applied:

### **Procedure for all years**

1. Rule reminder - should a child's behaviour disrupt the teaching and learning within the classroom the class teacher will issue a verbal warning and remind the child of the rule they have broken.
2. Cloud – warning should this happen a second time a warning will be given to the child to explain the preferred behaviour. The child's name will be moved from the sunshine on to the cloud. This would give the child an opportunity to change their behaviour and fit in with class expectations.
3. Rain Cloud - should the disruptive behaviour continue, the child will be asked to move their name onto the rain cloud. The child will spend 5 minutes in a partner class. Class Teachers need to keep a record who has been sent out in CPOMS.
4. Thunder and Lightning - If the behaviour continues they will be sent to the Deputy Head teacher. The Deputy Head will discuss the disruptive behaviour with the child expectations within the classroom and school rules. The child's name and incident will be logged to monitor behaviour. Parents will be informed either by the class teacher or deputy depending on the behaviour incident.

See Appendix A for Behaviour Standardised Actions.

## Major Incidents

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As with any imposed sanction the member of staff must act reasonably, taking into account all the circumstances when imposing a detention. With lunch or break time detentions, staff will allow reasonable time for the pupil to eat, drink and use the toilet.

Major incidents of discipline include physical assault, deliberate damage to property, stealing, leaving the school premises without permission, verbal abuse and refusal to co-operate will result in an immediate SLT involvement. (See appendix A)

### Procedures for Dealing with Major Incidents

- A verbal warning by the Head teacher or Deputy Head teacher as to future conduct
- Withdrawal from the classroom for part of or the rest of the day
- A meeting with parents, and a warning given about the next stage unless there is an improvement in the child's behaviour
- Seek advice from BIS and introduce a PSP
- If the problem is severe or recurring then exclusion procedures are implemented in consultation with 2 members of SLT.(this may be an internal or external exclusion)
- Permanent exclusion after consultation with the Governing Body and the LEA
- Parents have the right of appeal to the Governing Body against any decision to exclude

NB In individual circumstances, discretion may be applied by the Headteacher and Deputy Headteachers.

### Special Educational Needs

At Air Balloon Hill Primary we strive to implement systems that can include all our learners, however, sometimes a child's needs will be more complex and therefore, a different system of behaviour management will be in place for them.

Initially the class behaviour system will be used. If this is not working the Inclusion Manager will be approached. Working together, staff may implement different systems involving very small steps and very clear rewards and sanctions. We recognise these need to change frequently to maintain buy in from the child and therefore will not be prescriptive in this policy, however they may include:

- Individual rewards and sanctions
- EPIC
- Alternative unstructured time arrangements
- Art Therapy
- Counselling

If a child's SEMD (social Emotional and Mental Health Difficulties) is still proving to be a barrier to learning then advice may be sought from the Behaviour Improvement Service (BIS). This is always a joint approach between school and family. Different techniques to manage SEMD will be presented to school in the form of a report. The teacher will then implement these in the class and evaluate their effectiveness. In more challenging cases a child may be placed on a Pastoral Support Programme (PSP). This has a fortnightly review process. Beyond this, a child's needs will be analysed by BIS in terms of suitability to be in mainstream education.

## Pupils' Conduct Outside of School – Staff powers

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Staff have the authority to discipline pupils for misbehaviour outside of the school premises “to such extent as is reasonable” and in accordance with this policy. Staff may discipline pupils for misbehaviour when the pupil is:

- Taking part in any school-organised or school-related activity.
- Travelling to or from school.
- Wearing school uniform.
- In some other way identifiable as a pupil at the school.

Or misbehaviour at any time, whether or not the conditions above apply, that:

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

In all cases of misbehaviour, staff can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of the staff member.

## Use of Isolation

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Disruptive pupils can be placed in isolation away from other pupils for a limited period with the Deputy Head teacher or Head teacher.

It is for individual staff to decide how long a pupil should be kept in isolation and for the staff member in charge to determine what pupils may and may not do during the time they are there. The school will ensure that pupils are kept in isolation no longer than is necessary and that their time spent there is used as constructively as possible. Pupils must be given time to eat or use the toilet.

## Absconding Students

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Students may abscond for a number of reasons, but usually it is a result of a disagreement with other pupils our response will vary according to circumstances

### **1. Removing themselves from Class:**

Staff will undertake an immediate check to ascertain the whereabouts of the young person, it may be that they are just finding somewhere to ‘cool-off’, in which case a quiet word may suffice. The use of appropriate ‘time-outs’ is acceptable

### **2. Absconding from the school site**

If the young person is actually seen to leave the site, staff will note the time and monitor them as long as possible; then, take note of the direction they were last seen headed

**On no account will staff attempt to chase the student – this may lead to reckless behaviour and place the pupil at increased risk of harm**

The Head or Deputy/Assistant Head will be notified and contact will be made with parent, carers and the relevant parties, including the police once it has been determined that the child or young person is not in the immediate vicinity or has returned to site.

### 3. Absconding on a Trip or Visit

Potentially, this is the most serious scenario. In this event, if a child or young person cannot be located then staff will immediately inform the police, providing details as observed and a description of the student

### Confiscation of Student's Items

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A member of staff, with pupils consent, may search for any banned item and confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances. This would normally consist of requesting the pupil to "turn out their pockets" or empty their bag. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully.

Items which are banned from school (in addition to the list below are toys, sweets, mobile phones (exception of Y6 walking children) and other mobile ICT devices.

The **Power to search without consent** for "prohibited items" includes:

- Knives and weapons
- Mobile phones or personal devices suspected of containing inappropriate material or emails used in 'cyber-bullying' incidents
- 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

Weapons, knives and inappropriate images on mobile phones or other devices will always be handed over to the police, otherwise it is for the teacher to decide if and when to return a confiscated item. Parents will always be informed if a student's possessions have been confiscated and not returned by the end of day.

### Power to use Reasonable Force

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Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others (including self-defence), or damaging property, and to maintain good order and discipline in the classroom, circumstances whereby reasonable force may be used are to:

- Remove disruptive children from the classroom where they have refused to follow an instruction to do so.
- Prevent a pupil behaving in a way that disrupts a school event, school trip or visit
- Prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- Prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground and
- Restrain a pupil at risk of harming themselves through physical outbursts

The Head 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.

All incidents involving the use of reasonable force must be in accordance with Air Balloon Hill Primary Schools Positive Handling Policy.

## **Unsubstantiated, malicious allegations against members of staff**

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Any allegation against staff would be dealt with under the allegations against staff policy.

Keeping Children Safe in Education (July 2015) states: If an allegation is determined to be unsubstantiated or malicious, the designated officers, in Bristol this is the LADO, should refer the matter to the children's social care services to determine whether the child concerned is in need of services, or may have been abused by someone else.

If an allegation is shown to be deliberately invented or malicious, the headteacher, principal or proprietor should consider whether any disciplinary action is appropriate against the pupil who made it; or whether the police should be asked to consider if action might be appropriate against the person responsible, even if he or she was not a pupil.

## **Monitoring and Evaluation**

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The Head will oversee the implementation of the Behaviour Management Policy;

- Ensuring consistent application of the behaviour strategies.
- Evaluating impact.
- Reviewing the policy by consulting with staff, parents, carers and pupils.
- Reporting annually to Governors on its implementation, impact in terms of a reduction in instances of low level classroom disruption, detention, exclusions and physical restraints.

Members of the Senior Leadership Team will ensure that:

- The behaviour management policy is embedded and consistently implemented across all year groups.
- Staff are supported to consistently implement agreed strategies to support pupils.
- Behaviour Strategies are in place are in place for pupils requiring extra support which are regularly reviewed, monitored and evaluated.

All staff will work together to consistently implement the behaviour management policy.

This policy has been widely consulted upon with school staff, parents and pupils, who have all had the opportunity to share ideas, strategies and shape this policy.

## **The Role of the Governing Body**

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The Governing Body of Air Balloon Hill Primary School has a duty under section 175 of the Education Act 2002 to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children including positive behaviour management, the use of reasonable force whereby a physical restraint is

undertaken and whether a young person is in need of additional support and/or intervention to promote their welfare and safety.

This policy will be reviewed annually by the Standards Sub Committee.