



# Positive Behaviour Policy

2022-2023

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## Introduction

This behaviour policy covers all aspects of pupils' conduct, interactions, learning and wellbeing. This document has taken into account research, historical best practice and our underlying values at Pencoy's Primary school.

## Our School Culture

At Pencoy's, we create a positive and respectful culture in which staff know and care about pupils we understand that the way pupils behave in school is strongly correlated with the eventual outcomes. We aim to nurture every child, to ensure that they grow and can become responsible citizens within society.

Our Positive Behaviour Policy is centred around all staff having an **unconditional positive regard** for all our pupils. This means all staff have a basic acceptance of, and respect for, all pupils, regardless of what they say or do, which permeates our interactions with them and discussions about them.

Our school Diamond Rules are present throughout our approach to behaviour within school.

Our primary concern is the safety, wellbeing, and education of all pupils; actions taken in cases of inappropriate behaviour are with the intention of upholding their wellbeing and academic progress, as well as fulfilling our safeguarding responsibilities.

We will create a calm and orderly environment to enable pupils to learn effectively.

We prioritise inclusion and will ensure that all members of our school community are able to enjoy the activities of our school free from any discrimination. We will create and maintain an atmosphere and ethos of acceptance, equality, diversity, respect, understanding and kindness throughout our school community in everyday practice. We aim to foster a collective ethos amongst all members of our school community, and promote values of caring, empathy, respect and reflection.

We endeavour to ensure that all pupils, staff and visitors feel safe in our school environment at all times through a high quality of care, support and guidance.

All pupils have a right to fulfil their greatest academic and personal potential and feel they are valued members of our school community, and should be free from bullying, discrimination and distracting peer behaviour.

We ensure that rules are consistently applied across school and where sanctions are exercised, they are in line with our school's Positive Behaviour Policy. Good behaviour at school is acknowledged and rewarded at the discretion of all staff, who will judge appropriately.

We offer comprehensive support to pupils displaying problematic behaviour, before and/or alongside disciplinary measures taking into account pupils' home circumstances and any SEND.

Any kind of violence, threatening behaviour or abuse between pupils, or by members of our school community towards our school's staff, will not be tolerated. If a parent does not conduct

themselves properly, we reserve the right to ban them from the school premises and, if the parent continues to cause disturbance, they may be liable to prosecution.

We uphold clear and effective policies with clearly defined consequences for poor behaviour, that are applied consistently and fairly by all staff

## Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Education Act 2002
- Equality Act 2010
- Educations and Inspections Act 2006
- Health Act 2006
- The School Information (England) Regulations 2008
- DfE (2016) 'Behaviour and discipline in schools'
- DfE (2018) 'Sexual violence and sexual harassment between children in schools and colleges'
- DfE (2018) 'Mental health and behaviour in schools'
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2013) 'Use of reasonable force'
- Voyeurism (Offences) Act 2019
- DfE (2021) 'Keeping children safe in education 2022'
- DfE (2021) 'Sexual violence and sexual harassment between children in schools and colleges'

This policy operates in conjunction with the following school policies:

- Anti-Bullying Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Child Protection and Safeguarding Policy
- Exclusion Policy
- Physical Restraint and Reasonable Force Policy
- Complaints Procedures Policy

## Aims

This policy aims to:

- Provide a consistent approach to behaviour management
- Define what we consider to be unacceptable behaviour, including bullying
- Summarise the roles and responsibilities of different people in the school community with regards to behaviour management
- Outline our systems for recognising expected behaviour and the consequences inappropriate behaviour

## Objectives

It is the aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. We also promote a positive behaviour for learning and encourage children to adopt open mind-sets and be active learners. The school's behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way.

We aim to:

- Promote a positive behaviour for learning attitude.
- Promote respect of all different races, cultures and religions whilst upholding the underlying British values.
- Promote an environment in which everyone feels happy, safe and secure.
- Promoting good relationships, so that people can work together with the common purpose of helping everyone to learn.
- Enable everyone to work together in an effective and considerate way.
- Ensure every member of the school community to behave in a considerate way towards others.
- Treat all children fairly
- Help children grow in a safe and secure environment
- To become positive, responsible and increasingly independent members of the school community
- Develop an ethos of kindness and cooperation
- Uphold British Values

**Our ethos is built around our 3 Diamond Rules, which are for all times and all circumstances:**

- Show good manners at all times
- Care for everyone and everything
- Follow instructions with thought and care [please do as you are asked]

## Roles and Responsibilities

### Governing Body

Responsible for:

- The monitoring and implementation of this Behaviours Policy and of the behaviour procedures at the school. This includes the policy's effectiveness in addressing any SEMH-related drivers of inappropriate behaviour.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation.
- Promoting a whole-school culture where calm, dignity and structure encompass every space and activity.
- Handling complaints regarding this policy, as outlined in the school's Complaints Procedures Policy.

### Headteacher

Responsible for:

- The monitoring and implementation of this policy and of the behaviour procedures at the school. This includes the policy's effectiveness in addressing any SEMH-related drivers of inappropriate behaviour.
- Establishing the standard of behaviour expected by pupils at the school.
- Reporting to the governing body on the implementation of this Behaviours Policy, including its effectiveness in addressing any SEMH-related issues that could be driving disruptive behaviour.
- Publishing this policy and making it available to staff, parents, and pupils at least once a year.
- Determining the school's expectations for behaviour, and consequences for inappropriate behaviour
- Ensuring all staff and volunteers are provided with up-to-date training in school behaviour policy and associated policies.

### Mental health lead

Responsible for:

- Overseeing the whole-school approach to mental health, including how this is reflected in the school's Behavioural Policy, how staff are supported with managing pupils with SEMH-related behavioural difficulties, and how the school engages pupils and parents with regards to the behaviour of pupils with SEMH difficulties.
- Collaborating with the SENCO, headteacher and governing body, as part of the Leadership Team, to outline and strategically develop behavioural and SEMH policies and provisions for the school.

- Coordinating with the SENCO and mental health support teams to provide a high standard of care to pupils who have SEMH-related difficulties that affect their behaviour.
- Providing professional guidance to colleagues about SEMH difficulties and the links with behaviour, and working closely with staff, parents, and other agencies, including SEMH charities.
- Overseeing the outcomes of interventions on pupils' behaviour, education, and overall wellbeing.
- Liaising with parents of pupils with SEMH-related behavioural difficulties, where appropriate.
- Liaising with other schools, educational psychologists, health, and social care professionals, and independent or voluntary bodies.
- Liaising with potential future providers of education, such as secondary school teachers, to ensure that pupils and their parents are informed about options and a smooth transition is planned.

## SENCO

### Responsible for:

- Collaborating with the governing body, headteacher and the mental health lead, as part of the Leadership Team, to determine the strategic development of behavioural and SEMH policies and provisions in the school.
- Advising on the deployment of the school's budget and other resources, such as SEND resources and the pupil premium, to effectively meet the needs of pupils with SEMH-related behavioural difficulties.
- Referring pupils with SEMH-related behavioural difficulties to external services to receive additional support where required.
- Leading CPD on mental health and behaviour.
- Undertaking day-to-day responsibilities for the successful operation of the behavioural and SEMH policies to support pupils with SEND.
- Supporting subject teachers in the further assessment of a pupil's strengths and areas for improvement and advising on the effective implementation of support.

## Teaching staff

### Responsible for:

- Being aware of the signs of SEMH-related behavioural difficulties.
- Planning and reviewing support for their pupils with SEMH-related behavioural difficulties in collaboration with parents, the SENCO and, where appropriate, the pupils themselves.
- Setting high expectations for every pupil and aiming to teach them the full curriculum, whatever the prior attainment.



- Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every pupil achieving their full potential.
- Being responsible and accountable for the progress and development of the pupils in their class.
- Being aware of the needs, outcomes sought, and support provided to any pupils with SEMH-related behavioural difficulties.
- Keeping the relevant figures of authority up-to-date with any changes in behaviour. The relevant figures of authority include: Headteacher, SENCO, DSL, and Leadership Team

### **Volunteers and support staff**

Responsible for:

- Adhering to, and applying this policy and ensuring that all pupils do too.
- Promoting a supportive and high-quality learning environment, and for modelling high levels of behaviour.

### **Pupils**

Responsible for:

- Their own behaviour both inside school and out in the wider community.
- Following expectations for behaviour at all times.
- Reporting any unacceptable behaviour to a member of staff.

### **Parents**

Responsible for:

- Supporting their child in adhering to the school's expectations for behaviour.
- Informing the school of any changes in circumstances which may affect their child's behaviour.

## Definitions

For the purposes of this policy, the school defines “low-level inappropriate behaviour” as any behaviour which may disrupt the education of the perpetrator and/or other pupils, including, but not limited to, the following:

- Lateness
- Low-level disruption and talking in class
- Failure to complete classwork
- Rudeness
- Use of mobile phones without permission
- Graffiti on books

“Low-level inappropriate behaviour” may be escalated to “serious inappropriate behaviour”, depending on the severity of the behaviour.

For the purposes of this policy, the school defines “serious unacceptable behaviour” as any behaviour which may cause harm to oneself or others, damage the reputation of the school within the wider community, and/or any illegal behaviour. This includes, but is not limited to, the following:

<b>Discrimination</b>	not giving equal respect to an individual on the basis of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation
<b>Harassment</b>	behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals
<b>Vexatious behaviour</b>	deliberately acting in a manner so as to cause annoyance or irritation
<b>Bullying</b>	a type of harassment which involves personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual being bullied
<b>Cyberbullying</b>	the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature
<b>Absconding</b>	Running away from school
	Refusing to comply with disciplinary sanctions
<b>Theft</b>	Knowingly taking something that belongs to someone else
<b>Verbal abuse,</b>	including swearing, racist remarks and threatening language
<b>Extreme behaviour,</b>	Fighting and aggression Persistent disobedience or destructive behaviour, such as violence and serious vandalism Any behaviour that threatens safety or presents a serious danger Any behaviour that seriously inhibits the learning of pupils Any behaviour that requires the immediate attention of a staff member

## Research based practice: Effective Behaviour Management in Schools

### The Elton Report

The Elton report (DES 1989) was a major study on behaviour and discipline in schools. It suggested a major shift with regards to the management of behaviour in schools by encouraging a move towards whole school approaches to behaviour and discipline. The underlying premise was that pupils' behaviour could be influenced by all the major features and processes of school, including the quality of its leadership, classroom management, behaviour policy, curriculum, pastoral care, buildings and the physical environment, organisation and timetable and relationships with parents.

The Elton reports advised that teachers should:

- Know their pupils as individuals. This means knowing the names, their personalities and interests and who their friends are.
- Plan the lesson to keep pupils interested and minimise the opportunities of disruption.
- This requires attention to such basics as furniture layouts, seating of pupils, matching work to pupils' abilities, pacing lessons well, being enthusiastic and using humour to create a positive classroom atmosphere.
- Be flexible in order to take advantage of unexpected events rather than being thrown off balance by them.
- Continually observe or scan the behaviour of the class.
- Be aware of, and control their own behaviour, including stance and tone of voice.
- Model the standards of courtesy they expect from pupils.
- Emphasise the positive, including praise for good behaviour as well as good work.
- Make sparing and consistent use of reprimands. This means being firm rather than aggressive, targeting the right pupils, criticising their behaviour and not the person, using private rather than public reprimands whenever possible, being fair and consistent and avoiding sarcasm and idle threats.
- Make sparing and consistent use of punishments. This includes avoiding whole group punishments, which pupils see as unfair. It also means avoiding punishments that humiliate pupils by, for example, making them look ridiculous. This breeds resentment.
- Analyse their own classroom management performance and learn from it.

### The education endowment fund (EEF)

The education endowment fund (EEF) has undertaken extensive research on behaviour in schools. There are three areas in which they recommend schools focus on with regards to their behaviour(s) policy.

Firstly, is the importance of knowing individual pupils well, so that schools and teachers know which factors might affect pupil behaviour and what the school can do to address these. Focusing on developing good relationships also ensures pupils feel valued and supported, meaning they are less likely to misbehave. It is also good that many simple approaches that

don't take much time or money to implement—like providing breakfast clubs or greeting pupils individually before a lesson—can have a really positive impact on behaviour.

The second focuses on how to deal with bad behaviour when it happens. A key message is that schools should use personalised approaches—like daily behaviour charts cards—to address 'problem pupils', rather than universal systems. It recommends that teachers are trained in specific strategies if they're dealing with pupils with high behaviour needs.

The third focuses on the importance of consistency and coherence when it comes to behaviour policies. This means that once senior leaders have considered the rationale for putting a new behaviour strategy or approach to work, they need to spend time and care embedding it across the entire school.

## 1.0 Expectations

We have high expectation for pupils' behaviour and conduct. We set clear routines and expectations for the behaviour of pupils across all aspects of school life, not just in the classroom. Careful classroom organisation encourages positive and appropriate behaviour. We believe it is necessary to define, both by example and by explanation, what constitutes appropriate behaviour.

### In the Classroom

The children will be expected to:

- Ask permission to go to the toilet.
- Stay in their seats during learning time;
- Follow the Diamond Rules: do as asked, use manners, listen well, work hard, be helpful etc
- When sitting on the carpet, sit in straight lines, not leaning against walls or tables.
- Engage in discussions with their talk partner.

### Gaining a class's attention

As a consistent method of gaining a class's attention, all staff should use:

1. First	Raise your hand and Say:	<b>STOP</b>	Allow pupils to finish any conversation they might be having	When waiting, in between, instructions staff should also use the opportunity to praise pupils who are doing the right thing, or a gentle reminder to a pupil of something they need to do
2. Then say		<b>EVERYTHING DOWN</b>		
3. Finally say		<b>EYES ON ME</b>	Wait for all pupils	

**Early Years use: 'STOP'- SHOW ME 10-**until the summer term when they use the above.

**For transitions in KS1 use :** RWI : 1 -stand up ,2 -move, 3 -sit down

### Around the School

Movement around the school – suggested procedures for large groups:

- Teacher should stand at the front of the line and Teaching Assistant at the back.
- Call the group together using a familiar phrase: e.g. 'Look this way please';
- Give out any instructions and set expectations.
- Make sure all children are settled, jumpers on (or stored away) and t-shirts tucked in before setting off.
- Use set points to walk to and wait i.e. corners, doors etc.
- Encourage a child to hold the door for others to pass through (thank them for this and the child is to respond "you're welcome").
- Walk to the left-hand side of the corridors;
- Encourage children to pick up fallen articles of clothing as they pass rather than walk over them (thank /reward them for doing this).
- On entering the Hall, the Teacher should stop at the doors and wait for all children to be silent, at this point they will be led into the Hall in a straight line;
- During Assembly times, children are encouraged to enter and leave the hall in a quiet and calm manner and listen carefully and respond appropriately during acts of collective worship.





### In the Playground

In the playground, a wider range of behaviour becomes acceptable as the children run, shout and generally let off steam. However, they are still expected to have consideration for their own and others' safety and feelings. It is the responsibility of the teachers and Teaching Assistants on playground duty at breaktime to supervise the children and monitor behaviour. Any problems are usually dealt with as they occur, but the child's class teacher may be informed if any behaviour has caused particular concern.

During the lunchtime, the Lunchtime Supervisors assume responsibility for the children, but the class teachers and Senior Leaders are available to support. During wet weather, the children remain in the classrooms. During wet lunch breaks, the Lunchtime Supervisors, arrange appropriate supervision of, and activities for, the children.

## 1.1 Behaviour for Learning: Learning Habits

Positive behaviour is linked to good behaviour for learning. By focusing and rewarding these behaviours for learning, behaviour for conduct will follow. This is not the case in reverse. Learning Habits underpin the individual qualities and dispositions we believe children will find essential in the 21st century. The four Learning Habits are being: reflective, resilient, responsible and respectful. We use our Learning Habits as a set of 'Expectations' for everybody's behaviour, including pupils and staff. We, therefore, acknowledge, publicise, and celebrate four Learning Habits. These are central to our Curriculum

Learning Habit		Action
<b>Resourceful Roz</b>		<ul style="list-style-type: none"><li>• Find another way</li><li>• See things that link together</li><li>• Use your imagination</li><li>• Ask questions</li></ul>
<b>Responsive Rita</b>		<ul style="list-style-type: none"><li>• Think ideas through</li><li>• Say or do something e.g. ask a question, offer a comment or up or write an answer</li><li>• Listen to feedback and act upon it</li></ul>
<b>Reflective Rob</b>		<ul style="list-style-type: none"><li>• Think about what you are learning or what you have learnt before</li><li>• What went well?</li><li>• How could you do even better next time?</li></ul>
<b>Resilient Rick</b>		<ul style="list-style-type: none"><li>• Keeping Going</li><li>• Find another way</li><li>• Don't give up</li><li>• Stay positive</li></ul>

## 1.2 Our Curriculum

At Pencoys School we recognise we play an important role in preventative education. KCSIE sets out that all schools and colleges should ensure children are taught about safeguarding, including how to stay safe online and as such forms part of our broad and balanced curriculum.

The school has a clear set of values and standards, and these are upheld and demonstrated throughout all aspects of school life. This is underpinned by the school's behaviour policy and pastoral support system, and by our well-structured curriculum and tackles such issues as:

- healthy and respectful relationships;
- what respectful behaviour looks like;
- stereotyping, equality;
- body confidence and self-esteem;
- prejudiced behaviour

## 1.3 Our Learning Environment

Staff must ensure the following are addressed in lesson and non-lesson time in order to avoid unnecessary triggers or opportunities for disruptive behaviour thereby establishing an effective and purposeful climate for learning:

- Establish and maintain a consistent routine for lining up groups on entry to the learning space; meeting and greeting before the learning commences. Interaction must be positive, engaging and purposeful in order to 'set the tone' for the learning.
- Establish and maintain a consistent routine for an orderly end to the learning and exit from the learning space e.g. pupils pack away when instructed to do so (not by pupil choice).
- Keep live, pre-planned seating plans where each pupil is allocated a seating position in the class based on a number of factors e.g. ability, learning need, positive working partnership, specific contribution to group work or need for isolation as part of planned intervention. Enabling pupils' free choice of seating does not always promote the most effective learning and can negatively influence the climate for learning.
- Model high expectations of behaviour and the academic capabilities of the pupils—the adult must model, recognise, and fairly reward the 'can do' attitude of every pupil which must underpin every learning experience.
- Be prepared through well planned, appropriately resourced, and engaging learning experiences. All teachers must apply the teaching and learning policy. Equipment and resources must be ready at all times.
- Adults must have due regard for those who require specific learning resources, personalised learning strategies or specific adjustments needed for the context. It is an expectation that the teacher plans carefully with the 'Other Adult' to ensure the student engages fully in the mainstream learning environment.
- Apply appropriate, transparent, and regular use of the recognition and

consequences system.

- Use appropriate praise and positive reinforcement through positive learning behaviours. This helps to build self-esteem, mutual respect, and trust.

Where staff intervention is required, this is best done by avoiding immediate use of the Behaviour Consequences System. The Behaviour Consequences System can quickly escalate the problem because if the teacher rapidly 'raises the stakes', many pupils will respond accordingly. It is far better to employ a range of verbal and non-verbal cues such as:

- Tactical ignoring to be picked up later;
- Non-verbal signals (e.g. 'the look');
- Move closer;
- Say names;
- Use humour;
- Tell them what you want them to do (i.e. clear and simple statement of behaviour);
- Catch pupil behaving appropriately and praise;
- Praise appropriate behaviour of nearby pupil;
- Distract onto task/away from inappropriate behaviour;
- Re-explain and organise task for the pupil;
- Ask the pupil to undertake a specific task for you;
- Modify or change activity;
- Informally move or change group setting; Additional strategies to be used as required:
- Name – pause – direction;
- Give start up time (expectation of compliance);
- Keep the focus on the primary or original behaviour/issue (i.e. don't be deflected onto secondary behaviour/issue);
- Broken record technique (Different words but repeating same message);
- Use the language of choice, remind of consequences ('If you choose to....then...');
- Use 'I messages' ('I – your feeling – their behaviour – what they need to do instead').

To do this, staff use assertive communication skills such as:

- Non-verbal cues;
- Eye contact;
- Closing the space;
- Using gesture;
- Maintaining a quiet/ calm tone of voice;
- Learning and using names;
- Circulating the room;
- No hands up questioning; And assertive language such as:
- 'I need you to . . .'
- 'I understand that you want to . . .'
- 'Concentrate on your work, thank you'
- 'You are coming into the room quietly and getting your starter activity without me having to help you. Well done.'
- 'Well done to Alice, Mark and George for getting on with work quietly.'
- 'If you choose to continue in that way your name will go on the board .



## 2.0 Positive Approaches to Behaviour Management

The children must be aware of the rewards system that are in place and the consequences, which are used to help them think about their behaviour and develop a positive attitude towards learning in Pencoyls. Putting in place clear recognition systems can improve pupil behaviour in the classroom when used as part of a broader teacher classroom management strategy. 'Rewarding' appropriate behaviour can result in pupils behaving in a certain way to receive a reward, rather than doing the right thing because it's the right thing to do.

However, we want to **recognise** the behaviours for learning pupils show in school and believe that appropriate behaviour for conduct will follow. Appropriate behaviour is considered the normal expectation for all pupils and is acknowledged whereas excellent behaviour is rewarded.

Examples of excellent behaviour includes: persevered, made a difference, thought really carefully, managed a difficult situation, helped someone in need, put others before themselves.

### 2.1 Rewards and Incentives for Good Behaviour Choices

We praise and reward children for good behaviour in a variety of ways:

- Staff congratulate and praise children verbally and non-verbally.
- Staff award 'Dojos points' to children for answering questions that 'prove learning' or show excellent attitudes towards learning, super choices and fantastic behaviour, all in line with the Diamond Rules;
- EYFS/KS1 children's names move up the 'Behaviour chart'
- Each week we nominate two children from each class to receive 'Celebrations Certificate good learning/behaviour/attitudes.
- Each week pupils are nominated across the school to receive a 'Diamond Award' and a diamond in recognition for exceptional modelling of the Diamond Rules.
- Headteacher identifies the class with the most dojo points for each of the learning habits. The class with the most get to keep the learning habit monster. The class that gets all four monsters in a term gets a monsters' tea party.
- Headteacher stickers
- Headteacher post cards home

### 2.2 Targeted approaches to meet the needs of individuals

Universal systems are unlikely to meet the needs of all students. For those pupils who need more intensive support with their behaviour, a personalised approach is recommended. We strive to help them deal with their circumstances and to help them adapt and merge into school life. We offer nurture, care, and guidance for these children. Our Pastoral Leader and /or our special needs coordinator will work on a one-to-one basis or in a group if need be and uses 'Trauma Informed Schools (TIS)' to help certain children deal with their emotions and feelings. In the first instance we offer but are not limited to: Behaviour diamonds (see Appendix 3), Success Charts (see Appendix 4). If, however an individuals' behaviour is deemed to put other children's well-being at risk then we have to take firm and appropriate actions and the above mentioned sanctions will apply.

## 2.3 Use of Separate Spaces

At Pencoy's we may require a dysregulated pupil to be placed in an area away from other pupils for a limited period. In this situation children will always be under the direct supervision of an adult.

## 2.5 Positive Handling

Pencoy's has an agreed Safe Touch Policy. Research shows clearly that healthy pro-social brain development requires access to safe touch as one of the means of calming, soothing and containing distress for a frightened, sad or angry child. It is essential for children to learn the difference between safe and unsafe touch and to experience having their strongest emotions contained, validated and accepted and soothed by a significant adult. If children are behaving in an unacceptable, threatening, aggressive or out of control ways, they have not yet learned how their strongest reactions can be contained, channelled and communicated safely. In recognition of this, under the agreed and supervised conditions, specially trained staff will consider using safe touch as one of the means available to them for: calming a distressed child; contain an angry child; affirm or encourage an anxious child or a child with low self-esteem.

## 2.6 Positive Transferred Inclusion

Pencoy's is committed to reducing exclusions from school wherever possible. Schools within Crofty facilitate a transferred inclusion. This means that a child may attend a different school for a period of a few days, with the agreement of the parents. Where a pupil's behaviour and conduct has been such that a suspension is considered by the head teacher, the alternative of a transferred inclusion will always be considered in the first instance. When Pencoy's is considering a transferred inclusion a risk assessment will be completed in advance with the receiving school to ensure that the most appropriate action and care can be offered by the receiving school.

## 3.0 Sanctions for Poor Behaviour Choices

Before using our consequences scale, all staff must focus on using more positive approaches to managing behaviour. The Consequences Scale should only be used if a member of staff is unable to make the positive approaches work, and if a pupil persists in not displaying our Learning Habits or Diamond Rules.

### 3.1 Consequences

Consequences should be clearly communicated: what they are, how they are incurred and avoided. Importantly we must be consistent across the whole school community. The absence of this consistency can be a key factor in the failure of this school behaviour policy to sustain or support good behaviour.

The reliability of these systems is a key factor in their success. This does not mean that no exceptions can be made (Particularly when there is a good reason, such as when a teacher identifies SEND), but the exceptions must be exceptional, with good reason, and coherent with other exceptions.

Sanctions need not be severe, as Bill Rogers states, their, "certainty is more important than their severity".

Although this school aims to always focus on positives, there are unfortunately occasions when a minority of pupils let themselves, the school and others down through their unacceptable or inappropriate behaviour.

See Appendix 1: The Consequence Scale, including what action the adult is expected to take.

### 3.2 Severe Behaviours

Occasionally, pupils may display 'severe' behaviour, which should be treated as an immediate 'C3'. The pupil should be immediately escorted to a member of the Leadership Team who will hold a Restorative Conversation between the various parties affected, at the earliest opportunity.

Severe behaviours may include:

- Swearing at another person;
- Fighting;
- Physical aggression towards another person;
- Offensive remarks against a 'protected characteristic';
- Bullying;
- Spitting at another person.



We want pupils to take responsibility for their behaviour and will encourage pupils to do this through Restorative Practice approaches which enable pupils to reflect on their behaviour and to make amends (see below). This process does not, however, replace consequences. At our school, we know that consistency is essential for pupils to understand what is expected of them and to avoid mixed messages. It is vital that children learn early on in life that there are always consequences for poor and unacceptable behaviour which undermine the positive atmosphere of our school community.

For pupils to have respect for all adults in school, behaviour will be dealt with by the adult that witnesses the behaviour.

### 3.3 Restorative Practice

Restorative Practice is an alternative way of thinking about addressing discipline and behavioural issues and offers a consistent framework for responding to these issues.

We value it at Pencoys because it seeks to restore and build relationships between those affected by inappropriate behaviour and gives all parties an opportunity to reflect on what happened and what each person can do to prevent it from happening again. This is an alternative to pure punishment, which focuses less on repairing damage and relationships.

Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take steps to put it right.

At each point on the scale from C1 up, an adult and the pupils involved, need to hold a restorative conversation.

At C2, this should be the teacher and pupils. At C3, this should be with the pupils involved, the teacher (or other adult affected) and member of the Leadership Team.

Restorative conversations involve each person being asked a set of questions. To achieve consistency and simplicity, the questions are the same throughout the school.

To the person causing harm	To the person harmed
1.What has happened?	1.What has happened?
2.What were you thinking about at the time?	2.What were you thinking about at the time?
3.What have your thoughts been since then?	3.What have your thoughts been since then?
4.Who has been affected?	4.How has this affected you and others?
5.How have they been affected?	5.What do you think needs to happen next?
6.What do you think needs to happen next?	6. How can we do things differently in the future?
7. How can we do things differently in the future?	

#### 4.4 Use of reasonable force

Members of staff may need 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. Reasonable force will only be used as a last resort when all other strategies have been ineffective. Team Teach techniques seek to avoid injury to a pupil, but it is possible that bruising or scratching may occur accidentally, and these are not to be seen necessarily as a failure of professional technique, but a regrettable and infrequent ‘side-effect’ or ensuring that pupil remains safe.

##### What is reasonable force?

‘Reasonable in the circumstances’ means using no more force than is needed.

Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.

Restraint means to hold physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.

##### Who can use reasonable force?

All members of school staff have a legal power to use reasonable force. This power applies to any member of staff at the school. It can also apply to people whom the head teacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on a school organised visit.

### **When can reasonable force be used?**

The decision on whether to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances. We will make reasonable adjustments for disabled children and children with SEN.

### **Telling parents when force has been used on their child**

A member of the Leadership Team will speak to parents about serious incidents involving the use of force and record the incident.

In deciding what is a serious incident, teachers should use their professional judgement and consider the following:

- the pupil's behaviour and level of risk presented at the time of the incident
- the degree of force used
- the effect on the pupil or member of staff
- the child's age

All complaints about the use of force will be thoroughly, speedily and appropriately investigated following "Allegations of Abuse against Teachers and Other Staff" policy and "Complaints procedure" policy.

## **4.5 Use of Suspension and Exclusion**

In extreme cases Pencoys school may use temporary or permanent exclusion. Permanent exclusion will only be used as a last resort, in response to a serious breach or persistent breach of school behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school. The DFE statutory guidance 'Exclusion from maintained schools, academies and pupil referral units in England' will be followed to ensure that all decisions taken remain lawful and that those people who need to be informed have the appropriate information shared with them. (See Appendix 7)

## 4.0 Specific behaviours

### 4.1 Adverse childhood experiences

There is a growing body of research identifying the harmful effects of adverse childhood experiences (ACEs) on the rest of a person's life. ACEs are significant stressful events occurring during childhood or adolescence and can be direct, such as the child suffering abuse or neglect, or indirect, such as the child's parent suffering mental illness or drug addiction. The research suggests that ACEs have a strong link with chronic diseases, social and emotional issues, with a higher ACE score correlating with worse outcomes on all fronts. Two thirds of people have at least one ACE, but the 8% of people in England who have four or more ACEs are at an increased risk of a range of negative health outcomes.

### 4.2 Supporting mental health and wellbeing

Below is our list of in-school influences that the Department for Education has identified as affecting pupil mental health. These could play a major role in behaviour presented in the classroom. Consideration of the influences and the extent to which the school can influence them should lead to a more effective choice of strategies when considering how to create policies and individual response plans for positive and negative behaviours in school.

Risk factors	Protective factors
<ul style="list-style-type: none"><li>• Bullying including online</li><li>• Discrimination</li><li>• Breakdown in all lack of positive friendships</li><li>• Deviant peer influences</li><li>• Peer pressure</li><li>• Child on child abuse</li><li>• Poor pupil to teacher/School staff relationships</li></ul>	<ul style="list-style-type: none"><li>• Clear policies on behaviour and bullying</li><li>• Staff Handbook (code of conduct)</li><li>• Open door policy for children to raise problems</li><li>• A whole school approach to promote good mental-health</li><li>• Good pupil to teacher/school staff relationships</li><li>• Positive classroom management</li><li>• A sense of belonging</li><li>• Positive peer influences</li><li>• Positive friendships</li><li>• Effective safeguarding and child protection policies</li><li>• Understand their role in and be part of effective multiagency working</li><li>• An effective early help process</li><li>• Appropriate procedures to ensure staff are confident to raise concerns about policies and processes, and know that they will be dealt with fairly and effectively.</li></ul>

### 4.3 Bullying

A key influence on a child's behaviour in school is being the victim of bullying. In causing stress for the pupil, being bullied is linked to lower attainment outcomes. School approaches to prevent and respond to bullying must involve establishing and maintaining high quality behaviour management throughout the whole school with support from parents and other stakeholders.

In the systematic review and meta-analysis of anti-bullying programs produced by the Campbell Corporation in 2009, the authors reviewed 53 school initiatives and found that successful programs tended to be more intensive and implemented over an extended period, and contain the following elements

- Whole school anti-bullying policy.
- School conferences: collective worship to introduce the initiative and inform pupils about bullying.
- Co-operative group work: School staff cooperating to work with bullies and victims of bullying.
- Information for parents: this could include a manual to structure teachers' conversation or a leaflet for parents to digest at home.
- Improved playground supervision
- Classroom management.

### 4.4 Individual support (SEND)

While pupils with behavioural issues might need a tailored approach, they do not necessarily have a special educational need. Similarly, children with special educational needs and disabilities will not necessarily need additional support with their behaviour. If you know that a pupil who has behavioural issues also has a special educational need, understanding best practice for supporting that need may help with their behaviour and thus could be a good starting point for their behaviour support.

There will, always be a small number of children who, for whatever reason, find that they need additional individualised support with their behaviour - early identification and intervention being essential.

Class teacher should:

- Monitor triggers or patterns of inappropriate behaviour e.g days, lessons, conditions, behaviours
- Discuss the above findings with the SENCO and/or Leadership Team.
- Keep parents informed with respect to behaviour incidents.

SENCO to organise a parent/carer meeting which involves the class teacher to:

- The SENCO will consider whether the continuing challenging behaviour might be the result of unmet educational or other needs.
  - Identify what skills, strengths or positive elements already exist to build on
  - Consider whether an individual plan or risk assessment is necessary.
  - Initiate target setting and identify support.

#### **In the case of continued inappropriate behaviour**

As a fully inclusive school, we recognise that for some children additional or different action may be necessary because of a special educational need or disability. This is in accordance with the SEN Code of Practice. We recognise that a child with social, emotional, or behavioural difficulties may require something additional or different in the same way we would differentiate the curriculum for a child with learning needs.

Where this is the case, the child will be identified on our school SEN list. Individual education plans may be needed which outline agreed targets and strategies as well as the ways in which we will support the child. This may include a referral to the SENCO or Learning Mentor. If none of the above are effective, multi-agency involvement will be considered for the child.

#### **4.5 Off Rolling**

The practice of removing a pupil from the school roll without formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than the best interests of the pupil. Off rolling in these circumstances is a form of 'gaming'. There are many reasons why a school might remove a pupil from the school roll such as when a pupil moves house, or a parent decides (without coercion from the school) to home educate their child. This is not off-rolling. If a school removes a pupil from the roll due to a formal permanent exclusion and follows the proper process, this is not off-rolling.

#### **4.6 Conduct Outside the School Gates**

Teachers have a statutory power to discipline pupils for misbehaving outside of school premises. Head teachers have a specific statutory power to regulate pupils' behaviour in these circumstances 'to such an extent that is reasonable.'

#### **4.7 Confiscation of inappropriate items**

There are two sets of legal provisions which enable school staff to confiscate items from pupils:

1. The general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment.
2. Power to search without consent for 'prohibited items' including any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property or any item which has been banned by the school.



#### **4.8 Smoking and controlled substances**

In accordance with part 1 of the Health Act 2006, this school is a smoke-free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas. Parents, visitors and staff are instructed not to smoke on school grounds and should avoid smoking in front of pupils and/or encouraging pupils to smoke.

Pupils are not permitted to bring smoking materials or nicotine products to school. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches or pipes.

In the interest of health and hygiene, the school requests that people refrain from smoking outside the school gates. The school has a zero-tolerance policy on illegal drugs and legal highs. Pupils and staff are required to follow the school's Drug and Alcohol Policy.

#### **4.9 Safeguarding, Sexual Violence**

At Pencoys School there is a zero-tolerance approach to sexual violence and sexual harassment- it is deemed never acceptable. It will not be tolerated and should never be passed off as 'banter', 'just having a laugh' or 'part of growing up'. Challenging physical behaviour (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts is regarded as sexual harassment. The school recognises that dismissing or tolerating such behaviours risks normalising them; and in not recognising acknowledging or understanding the scale of harassment and abuse/and or downplaying some behaviours related to abuse it can lead to a culture of unacceptable behaviour and pupils feeling unsafe. We recognise that addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive/and or violent behaviour in the future. As such, any such behaviour will be sanctioned in line with the policy and under guidance from <https://www.gov.uk/government/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges> and the school safeguarding policy.

Punishments for incidents of sexual harassment will be determined based on the nature of the case, the ages of those involved and any previous related incidents.

The school will address the effects of harassment and will provide counselling services for victims, or academic support services if the harassment has affected performance.

#### **5.0 Monitoring and review**

This policy will be reviewed by the headteacher and mental health lead on an annual basis; they will make any necessary changes and communicate these to all members of staff.

The next scheduled review date for this policy is January 2024

## Appendix 1 : Consequence Scale

Level	Consequence	Action								
<b>Warning</b>	Verbal warning	Reminder of Diamond Rules: <i>Show good manners at all times</i> <i>Following instructions with thought and care</i> <i>Care and respect for everyone and everything</i> Name the behaviour. Focus on removing any barriers; be positive. Support the child to modify their behaviour and prevent escalation.								
<b>Warning</b>	Name on board	Name the behaviour. Remain positive; explain choices and consequences.								
<b>Consequence- 1</b> Repeat poor behaviour after name on board or Instant for: rudeness, 1 <sup>st</sup> time swearing, disregard for school property)	Move within class for remainder of lesson and KS1- Miss 5 min of break KS2- Miss 10 mins of break	Teacher to complete 'Behaviour slip' (pupils to take to JB) <table border="1" style="margin: 10px auto; width: 80%;"> <thead> <tr> <th colspan="2" style="text-align: center;">Missed Break</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">Library: for learning to be completed</td> <td style="width: 50%;">Outside: with an adult for behaviour</td> </tr> </tbody> </table> Restorative Conversation JB to record incident on SIMS ( <b>First SIMS entry</b> ) and inform parent	Missed Break		Library: for learning to be completed	Outside: with an adult for behaviour				
Missed Break										
Library: for learning to be completed	Outside: with an adult for behaviour									
<b>Consequence – 2</b> Repeat of poor behaviour or Instant for: aggression, 2nd time swearing, damage for school property)	Move out of class for 10 mins  Lunchtime Reflection with Pastoral Leader	<table border="1" style="margin: 10px auto; width: 60%;"> <tbody> <tr> <td style="width: 50%;">YR to YN</td> <td style="width: 50%;">YN to YR</td> </tr> <tr> <td>Y1 to Y2</td> <td>Y2 to Y1</td> </tr> <tr> <td>Y3 to Y5</td> <td>Y5 to Y3</td> </tr> <tr> <td>Y4 to Y6</td> <td>Y6 to Y4</td> </tr> </tbody> </table> T to complete 'behaviour slip' (pupils to take to JB) Pupil to complete learning. Pastoral Leader to hold Restorative Conversation with child/ren involved (lunch with JB at 12; outside with JB) JB to record incident on SIMS ( <b>Second SIMS entry</b> ) and notify parent	YR to YN	YN to YR	Y1 to Y2	Y2 to Y1	Y3 to Y5	Y5 to Y3	Y4 to Y6	Y6 to Y4
YR to YN	YN to YR									
Y1 to Y2	Y2 to Y1									
Y3 to Y5	Y5 to Y3									
Y4 to Y6	Y6 to Y4									
<b>Consequence – 3</b> 2x C1 in a week (2x missed breaks)	Lunchtime Reflection with Pastoral Leader	T to complete 'behaviour slip' (pupils to take to JB) Pupil to complete learning. Pastoral Leader to hold Restorative Conversation with child/ren involved (lunch with JB at 12; outside with JB) JB to record incident on SIMS ( <b>Second SIMS entry</b> ) and notify parent of next steps								
<b>Consequence – 4</b> 3 lunchtime reflections in a week Or 3 in a half term	Lunchtime Reflection with Pastoral Leader	Teacher to complete 'behaviour slip' (pupils to take to JB) Inform pupil of next consequence JB to record incident on SIMS ( <b>Third SIMS entry</b> ) and inform T and HT Formal Meeting: Pastoral Leader/Class teacher; Member of SLT ; parents; child. Hold a Restorative Conversation; agree Behaviour diamond and success chart to be reviewed daily by Teacher and weekly by JB ( for a min 3 weeks)								

		JB create and record on SIMS.
<b>Consequence 5</b>	Inclusion (1-2 days)	Formal meeting HT; parent and Pastoral Leader meeting.

In the absence of the Pastoral Leader the Teacher will complete the SIMS entry.

Every time a child reaches C1/C2/C3 or C4, a restorative conversation must take place, and later recorded on SIMS.

- 1<sup>st</sup> session ( 8:40-10:45) miss 10 mins of break
- 2<sup>nd</sup> session (10:45- 12) miss 10 mins of lunchtime play
- 3<sup>rd</sup> 4<sup>th</sup> session -miss 10 mins of break the following day.

### Early Years Consequence scale

Level	Action
<b>Verbal Warning</b>	Verbal warning
<b>Warning</b>	Move name down on behaviour chart
<b>Consequence- 1</b>	Thinking time in quiet space
<b>Consequence – 2</b>	Miss 5 mins break
<b>Consequence – 3</b>	Conversation with parent

### Appendix 2 : Restorative Conversation questions

To the person causing harm:	To the person harmed:
What has happened?	What has happened?
What were you thinking about at the time?	What were you thinking about at the time?
What have your thoughts been since then?	What have your thoughts been since then?
Who has been affected?	
How have they been affected?	How has this affected you and others?
What do you think needs to happen next?	What do you think needs to happen next?
How can we do things differently in the future?	How can we do things differently in the future?

### Appendix 3: Behaviour Slip

**Behaviour Slip**

Date \_\_\_\_\_

Name \_\_\_\_\_ Year \_\_\_\_\_

**Incident**

Assault - Adult	<input type="checkbox"/>	Name Calling	<input type="checkbox"/>
Assault - Pupil	<input type="checkbox"/>	Other - Minor	<input type="checkbox"/>
Bullying	<input type="checkbox"/>	Other - Severe	<input type="checkbox"/>
Care & Respect Everyone & Everything	<input type="checkbox"/>	Pushing & Shoving	<input type="checkbox"/>
Disruptive Behaviour	<input type="checkbox"/>	Racist Incident	<input type="checkbox"/>
Damage - Property	<input type="checkbox"/>	Showing Good Manners	<input type="checkbox"/>
Fighting	<input type="checkbox"/>	Swearing	<input type="checkbox"/>
Following Instructions	<input type="checkbox"/>	Verbal Abuse - Pupil	<input type="checkbox"/>
Hurting - Pupil	<input type="checkbox"/>	Verbal Abuse - Adult	<input type="checkbox"/>
Inadequate Work	<input type="checkbox"/>		

**Activity Type**

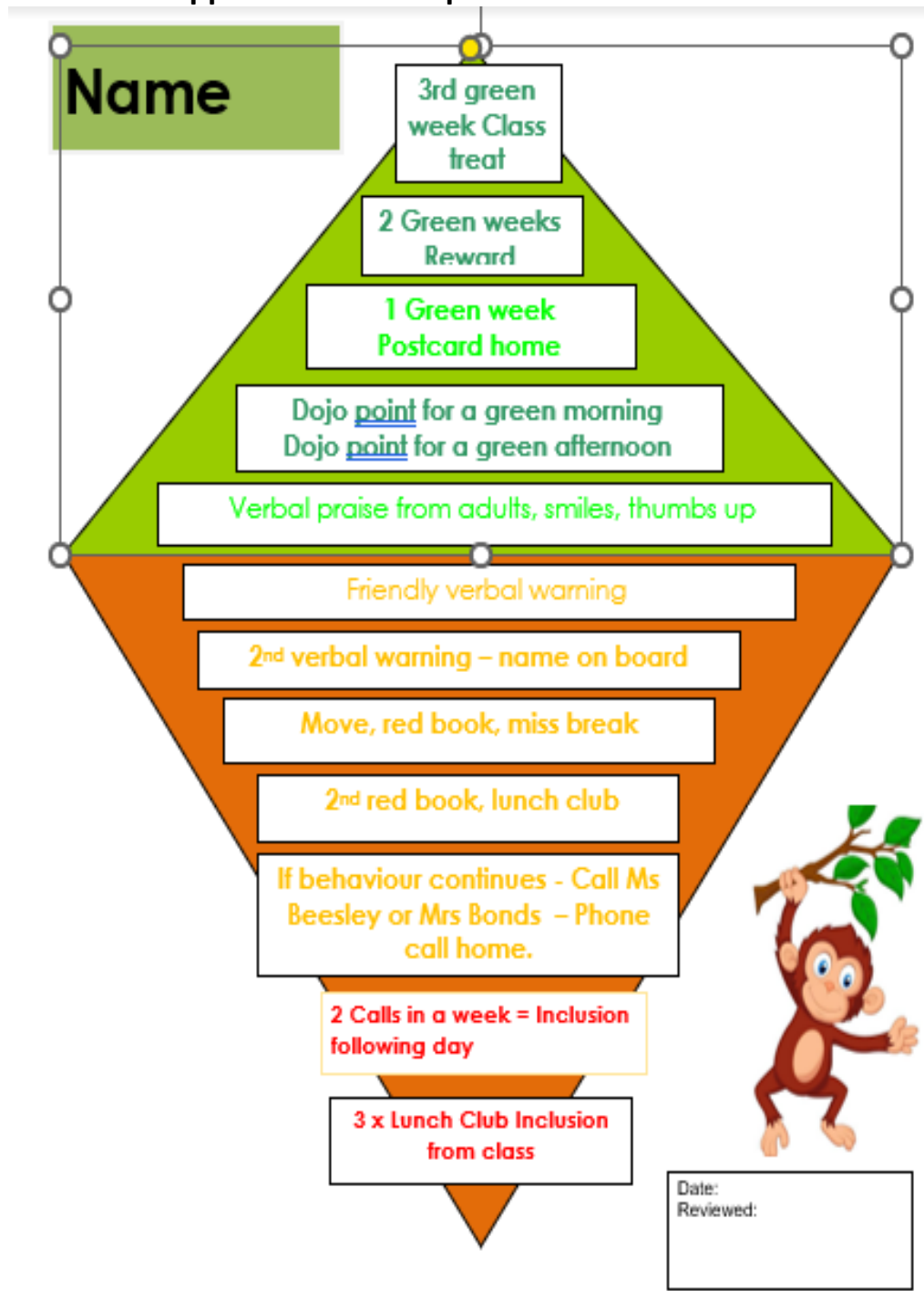
Breakfast club	<input type="checkbox"/>	Lunch playtime - Inside	<input type="checkbox"/>
Fun Fit	<input type="checkbox"/>	Lunch playtime - Outside	<input type="checkbox"/>
Registration	<input type="checkbox"/>	Assembly - Hall	<input type="checkbox"/>
Reading	<input type="checkbox"/>	Assembly - Class	<input type="checkbox"/>
Writing	<input type="checkbox"/>	PE - Hall	<input type="checkbox"/>
Read, Write, Ink	<input type="checkbox"/>	PE - Outside	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	PM Curriculum Subject	<input type="checkbox"/>
Breaktime - Inside	<input type="checkbox"/>	After School Club	<input type="checkbox"/>
Breaktime - Outside	<input type="checkbox"/>	Music	<input type="checkbox"/>
Lunch Hall	<input type="checkbox"/>	School Trip	<input type="checkbox"/>
		Visitor	<input type="checkbox"/>

Comments:

**Action**

	Behaviour (Outside with an adult)	Learning (Inside/Library)
Miss 10 mins break	<input type="checkbox"/>	<input type="checkbox"/>
Miss 10 mins lunch play	<input type="checkbox"/>	<input type="checkbox"/>
Lunch Club	<input type="checkbox"/>	<input type="checkbox"/>
Miss 10 mins break next day	<input type="checkbox"/>	<input type="checkbox"/>
Lunch Club next day	<input type="checkbox"/>	<input type="checkbox"/>




## Appendix 4 – Example Behaviour Diamond



## Appendix 5 : Success chart

\_\_\_\_\_ 's Success Chart

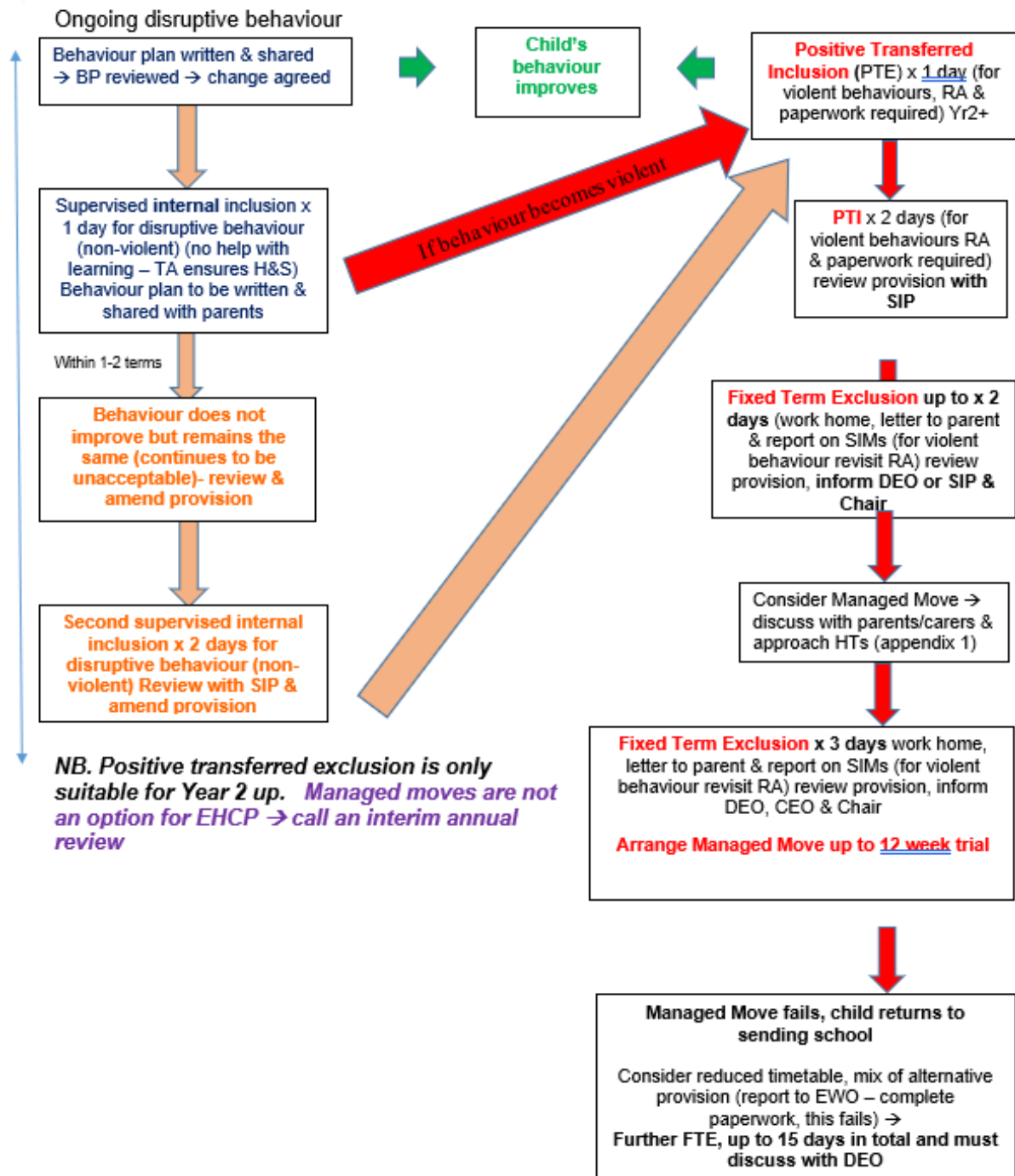
Week beginning .....

 Making good choices       Making some good choices       Making poor choices

	Registration	Phonics/ Reading	lesson 1	Breaktime	lesson 3	Lunchtime	lesson 4	lesson 5
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

## Appendix 6

### CROFTY MULTI ACADEMY TRUST BEHAVIOUR STRATEGY LEVEL 2



Appendix 7: Crofty Exclusion Flow chart

