

The Sandon School



BEHAVIOUR POLICY

Last Adoption Date: December 2018

Next Review Date: Autumn 2019

THE SANDON SCHOOL BEHAVIOUR POLICY

Introduction

1. This policy is an open, readily available and highly publicised document reflecting The Sandon School's (School) overall objectives in this area. These are to support the aims of our school and to keep our staff and students safe and secure.
2. We wish to promote good behaviour, self-discipline and respect. We wish to regulate the conduct of our students and prevent bullying.
3. This policy applies in school, to journeys to and from school, school trips and other occasions where the School is responsible. It applies at all times when a student is wearing the school uniform or is identifiable as a student of the School. It applies to all behaviour where the Headteacher considers this could have repercussions for the orderly running of the School or adversely affects the reputation of the School.
4. The School requires this policy to be read in conjunction with all of the other policies of the School but in particular we make cross reference to the following policies:
 - Attendance
 - Drugs
 - Equality
 - Exclusion
 - Grievance
 - Health and Safety
 - ICT and E Safety
 - Safeguarding, including Child Protection
 - Security
 - Smoke Free
 - Use of Reasonable Force
5. The Headteacher will create rules and procedures for dealing with unacceptable behaviour and may at his discretion change rules, procedures, rewards and sanctions.
6. A team of mentors works within the School to support and encourage students to achieve their potential for good behaviour, self-discipline and respect.
7. A range of external professionals may be used by the School to support positive behaviour according to the level of need and the availability of resources. The School will co-operate with multi-agency assessments.

Statement of Principles

8. We believe that everyone should be treated with respect and courtesy.
9. The aim of this policy is to encourage students to take responsibility for their own behaviour and so improve their level of achievement in school.
10. All members of the school community should be listened to and responded to.
11. All members of the school community are entitled to be in a safe and secure environment and treated in an appropriate and socially acceptable manner.

12. All school staff should model positive behaviour and promote it through active development of students' social, emotional and behavioural skills.
13. School staff and students should all show respect for one another and their opinions and beliefs.
14. School staff will have a consistent approach to behaviour management. Good behaviour should be rewarded and sanctions should always be applied consistently for unacceptable behaviour including bullying.
15. Students should act as good ambassadors for the School, for example, school trips, sports events and journeys to and from school.
16. Our school community will not tolerate any unkind actions or remarks by students or adults even if these are not intended to hurt or offend.
17. Appropriate action will be taken through our student support systems to reduce the risk of poor behaviour occurring, including particular action to prevent a disproportionate number of behaviour issues arising amongst vulnerable groups of students. Vulnerable groups of students include those with Special Educational Needs, mental or physical health needs, looked after children and other students who are protected under Equality law.
18. Students whose behaviour and attendance may deteriorate through events such as bereavement, abuse or through the divorce or separation of a parent should be identified and supported.
19. All students will be expected to take responsibility for their own behaviour and action and to accept the consequences of not doing so.
20. All students are expected to complete assigned work punctually.
21. Our school community will not tolerate bullying in any form.
22. All members of the school community should understand and accept the principles on which this Behaviour Policy is grounded.

General Standards and Rules

23. All students are required to:
 - Follow reasonable instructions by school staff
 - Act as good ambassadors for the School
 - Show respect to school staff, fellow students, school property and the school environment
 - Wear the school uniform appropriately
 - Never be in possession of an item involving anything that is sexually explicit
 - Never behave in a way that disrupts the learning of others
 - Never denigrate, bully or harm other students or staff
 - Never bring to or use in school inappropriate or unlawful items or substances
 - Never make malicious accusations against staff or fellow students
 - Speak politely to other people and never using rude or inappropriate language
 - Conduct themselves around the School in a safe, sensible manner showing regard for all others

- Behave in a reasonable and polite manner to all staff, students and visitors to the school
- Accept sanctions in an appropriate way
- Never abuse physically, emotionally, sexually or by neglect other students or staff

24. All students are required to comply with the rules of the school which may from time to time be imposed or changed at the discretion of the Headteacher. These will cover such items as:

- A classroom code of conduct
- ICT use
- Health and safety issues, in particular hazards of sport and science lessons
- Uniform and the appearance of the students

Rewards

25. Rewards are given to students for their achievements and contribution towards school life in order to encourage a positive attitude and behaviour. These rewards cover attendance, achievement, participation in extra curriculum activities, helpful acts, assuming responsibility and also an exceptional effort to improve behaviour. These rewards include:

- Credits and certificates. The credit system is detailed in the student organizer, staff handbook and home-school handbook
- Communication with parents
- Publication in the newsletter/website
- Publication in the local press
- Displays on school notice boards
- Celebration assemblies
- Prizes and awards evening
- Reward trips

Sanctions

26. Staff are reminded that all punishment must be proportionate and the consequences of bad behaviour will result in one or more of the following disciplinary steps being taken:

- Speaking to the student inside or outside the classroom, including a warning to cease certain behaviour or a verbal reprimand
- Requiring the student to move position in a classroom or to leave a teaching area for a specified period of time
- Issuing a detention
- Initiating a formal subject or general report
- Inclusion
- Confiscation
- Communication of incident to parent and/or a parental meeting
- Restorative justice
- Student panels
- Exclusion from certain areas of the school premises and/or social times
- Minor fixed term exclusion
- Major fixed term exclusion
- Permanent exclusion
- Informing the police when there is good reason and evidence of a criminal act, in particular one involving a serious threat, violent crime or drugs

- All exclusions will be in accordance with Government Guidance and the policies of the School. In exceptional circumstances where in the judgement of the Headteacher it is appropriate, there could be a permanent exclusion for a first or one off offence. These might include such offences as a serious actual or threatened violence, serious sexual assault or abuse, a serious breach of the Drugs Policy or Equality Policy of the School or carrying an offensive weapon or substance.

Bullying

27. We define bullying as a conscious, wilful, sustained act designed to hurt, threaten, frighten or humiliate or undermine someone. A one off incident, although it may be serious and will always be dealt with, is not bullying.
28. We consider that if bullying goes unchecked others may come to see it as acceptable behaviour. Victims often become bullies of younger or more vulnerable students. Bullying can have long term effects on victims and may even have an impact on their adult life. Our school community will not tolerate bullying in any form.
29. Bullying can for example include the following:
- Physically hurting someone or threatening to hurt them
 - Demanding money, property or blackmail
 - Name calling, rude gestures or teasing
 - Excluding someone from an activity to upset them
 - Ignoring what someone says
 - Deliberately being unkind or intimidating
 - Spreading rumours or making malicious accusations
 - Racist, sexist, homophobic or religious remarks
 - Cyber bullying which can include nasty or threatening emails, text messages, telephone calls, picture/video clips, internet chat room and social networking sites
30. Possible signs that somebody is being bullied may include:
- Being unusually withdrawn and uncommunicative
 - Unable to concentrate in class
 - Changes in usual behaviour or attitude
 - Depression, anxiety or irritability
 - Unexplained cuts or bruises
 - Increased absence from school or truanting
31. The School will take a positive stance to raise awareness about bullying and will have a range of approaches to support victims to help them build resilience.
32. All allegations of bullying will be investigated. This investigation is likely to include discussion with the victim, the alleged perpetrator and any potential witnesses. Where outcomes of investigations are inconclusive, advice and support will be offered to all parties to try and ensure each feels safe and unthreatened.
33. Steps to be taken when bullying is suspected or reported:
- If bullying is suspected or reported the incident will be dealt with immediately by the member of staff or peer supporter who has been approached
 - A clear account of the incident will be recorded in the bullying log

- Where appropriate parents will be contacted
- Sanctions will be used as appropriate and may be in consultation with all parties concerned

34. Students who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the incident with a member of staff of their choice, and/or a peer supporter, in order to reassure the student
- Being offered support to restore self-esteem and confidence
- An iSpace bullying incident record will be e-mailed to Heads of Years who will decide any further action
- Involving external professionals according to the level of need and availability of resources
- Discovering why the student became involved
- Establishing the wrong doing and need to change
- Informing parents or carers to help change the attitude of the student where appropriate

35. Within the curriculum the School will raise the awareness of the nature of bullying through including in PSHE, form tutorial time, assemblies and subject areas as appropriate in an attempt to eradicate such behaviour. Students will be educated in the need to tell someone if they or somebody they know feels that they are being bullied.

Confiscation

36. The Headteacher or any member of staff authorised by the Headteacher may confiscate, retain or dispose of any inappropriate item which is the property of a student. The member of staff will not be liable for damage or loss of any confiscated item.

37. Most items confiscated will be returned at the end of the school day, however it may be deemed appropriate that a discussion with a parent takes place before an item is returned.

38. There are items such as alcohol, volatile substances (such as aerosols, gases, glues and solvents), tobacco products, electronic cigarettes, vapourisers and fireworks which will not be returned but will be disposed of.

39. There are items such as knives, weapons, extreme or child pornography or illegal or controlled drugs that may be handed to the police and not returned to the student or their parent.

Searching

40. The Headteacher and staff authorised by him have a power to search for any items with the consent of the student or their parent.

41. The Headteacher and staff authorised by him have a power to search without consent, if they have reasonable grounds for suspicion, for:

- Knives and weapons
- Alcohol
- Volatile substances (such as aerosols, gases, glues and solvents)
- Illegal or controlled drugs
- A stolen item
- Tobacco and related products such as electronic cigarettes and vapourisers

- Fireworks
- Sexually explicit or pornographic images
- Any article that has been or is likely to be used to commit an offence, cause persons injury or damage to property
- Any item banned by the school rules or identified in those rules as an item that can be searched for

42. The School may use screening such as a hand held detector rather than searching if it wishes.

43. The power of search also relates to data on any electronic device. Some images such as ordinary sexually explicit or pornographic images will be deleted from the electronic device or if this cannot be done the device will be handed to a parent of the student. Extreme pornographic and child pornographic images may result in the device being handed to the police.

44. Before instigating a search the appropriate member of staff should have reasonable grounds for suspecting that the student has in their possession or under their control an inappropriate or prohibited item.

45. Generally the search should be carried out by a member of staff who is the same sex as the student and if possible another staff member of the same sex should be present. There is an exception to this general rule when the appropriate member of staff considers there is a risk of serious harm if they do not undertake an immediate search.

Staff

46. The power to discipline applies to all staff if they are responsible for students and this power applies when there is unacceptable behaviour, failure to follow reasonable instructions or a breach of any of the school rules.

47. Staff will follow the requirements of the School in its behaviour strategies and will reinforce clear expectations of good behaviour. They will teach good behaviour and promote positive behaviour. They are reminded of their particular duties so far as anti-bullying is concerned.

48. In case of false allegations by students of staff misconduct or if staff consider they are being bullied or harassed by a student, they should refer to the Grievance Procedure.

49. The School will provide training development and staff support so that all staff are good at managing and improving the behaviour of students.

50. Staff are reminded of their rights and responsibilities under our Policy for the Use of Reasonable Force.

Parents

This includes all people with parental responsibility and the carers of our students.

51. We expect parents to work in partnership with our school to ensure good behaviour of your child which may involve attending meetings at the School.

52. Parents should inform staff of any concerns and respond positively to concerns raised by the staff.

53. Parents should encourage their children to show respect and support the School's authority to discipline its students.
54. The School reminds parents that it may impose detentions after school or on Saturdays without their consent subject to them being given at least 24 hours' notice.
55. Parents are reminded that the School has powers of confiscation and also powers to search without consent. The School will if possible inform parents before a search takes place and seek consent to the search. Parents will be informed of a search if a confiscation results in school disciplinary action.
56. The Home-School Agreement covers behaviour and attendance. Parents are reminded that in exceptional circumstances parenting contracts or a court imposed parenting order may be obtained.
57. Parents are reminded that there are special issues that apply if your child is excluded and you should refer to our Exclusion Policy in this respect.
58. Parents are reminded that our staff have rights and responsibilities under our Policy for the Use of Reasonable Force

Monitoring this Policy

59. Formal after school detentions, inclusions, fixed term and permanent exclusions are analysed and monitored by the Leadership Team on a termly basis by year group, gender, reasons and teacher in order that trends can be identified and addressed accordingly. Exclusion details are reported to the Governing Board on a termly basis.
60. A bullying log is kept and monitored by the Senior Deputy Headteacher regularly and will be reported annually to the Governors in the Summer term.

Conclusion

61. This policy has been prepared after consultation with all members of our school community. The Governing Board is mindful of the European Convention on Human Rights which entitles all members of our community to a reasonable level of personal privacy and this includes our students. This policy is an open, readily available and highly publicised document. It was adopted by the Governing Board on 3 December 2018 and will be reviewed at least every year.