



Behaviour Policy

Prepared by:	Barbara Smith
Date:	July 2020
Review date:	July 2021
Approved by:	Board of Trustees
Governor Minute No:	6/7/20 Minute No. 0135.8

Content

1.0	Aims.....	3
2.0	Guiding Principles.....	3
3.0	Roles and Responsibilities	3
4.0	Rewards.....	4
5.0	Sanctions	4
6.0	Behaviour off school premises	4
7.0	Detentions.....	6
8.0	Isolation rooms.....	6
9.0	Fixed term exclusions	6
10.0	Permanent exclusions	8
11.0	Malicious accusations against school staff.....	8
12.0	Items banned from school/academy premises.....	8
13.0	Searching, screening and confiscations.....	9
14.0	Use of reasonable force	9
15.0	Controlled substances	10
	Appendix 1 COVID-19 Return to school.....	11

1. Aims

QEGSMAT (the Trust) aims to improve the life chances of all our young people by ensuring they receive the very best education. We aim to provide a happy, safe and stimulating environment based on mutual respect and shared values. Positive behaviour is a central pillar to creating this environment.

2. Guiding Principles

QEGSMAT schools/academies are committed to:

- Promoting self-esteem, self-discipline, positive relationships and proper regard for authority, based on mutual respect.
- Ensuring equality and fair treatment for all.
- Having consistently high expectations of all pupils/students.
- Creating a climate for learning which enables effective teaching and learning to take place; teachers can teach and students and pupils can learn.
- Promoting a culture of recognition and encouragement in which all students and pupils can achieve.
- Encouraging positive relationships with parents/carers and the community.

3. Roles and responsibilities

Local Governors have overall responsibility for:

- Ensuring that the implementation of this Behaviour Policy and of the behaviour procedures at the academy/school do not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy, as outlined in the Trust's Complaints Policy.

The **Headteacher** is responsible for:

- Establishing the standard of behaviour expected by students and pupils at the school. (Including a student/pupil Code of Conduct).
- Determining the school rules and any disciplinary sanctions for breaking the rules.
- The day-to-day implementation of this policy.

All members of **staff and volunteers** are responsible for:

- Adhering to this policy and ensuring that all students and pupils do too.
- Promoting a supportive and high-quality learning environment, and for modelling expected behaviour.
- Consistently implementing the rewards and sanctions developed by the school/academy.

Pupils/students are responsible for:

- Their own behaviour both inside school and out in the wider community.
- Following their own school/academy's Code of Conduct.
- Reporting any unacceptable behaviour to a member of staff.

Parents/carers are responsible for:

- The behaviour of their children inside and outside of school.
- Supporting their children's school/academy in implementing this policy and associated procedures.

4. Rewards

QEGSMAT believe all young people respond positively to praise and encouragement and all staff in our schools/academies will promote positive behaviour. Each school/academy will develop and implement their own rewards, which will be clearly visible around the school/academy and consistently implemented by all.

5. Sanctions

Teachers should implement the appropriate behaviour procedures and/or sanctions in relation to students or pupils whose behaviour falls below the established Code of Conduct at the school/academy.

In order for the sanction to be lawful, the school/academy will ensure that:

- The decision to sanction a student or pupil is made by a paid member of school staff, or a member of staff authorised to do so by the headteacher.
- The decision to sanction a student or pupil is made on the school/academy premises or whilst the pupil/student is under the charge of a member of staff, such as during an educational trip/visit.
- The decision to sanction a student/pupil is reasonable and does not discriminate on any grounds, such as disability, race, special educational needs – as per the Equality Act 2010 in respect of safeguarding pupils/students with special educational needs, and any other equality rights.
- The school/academy will ensure that all sanctions are reasonable in all circumstances, and will take into account the student/pupil's age, religious requirements and any special educational needs or disabilities.

6. Behaviour off school premises

Teachers are able to sanction students/pupils for misbehaviour outside of the school premises.

Teachers will follow the procedures in school for off-site issues, for example:

- Wearing school uniform.
- Travelling to or from school.
- Taking part in any school-related activity.
- In any way identifiable as being a pupil/student at the school/academy.

Teachers may also implement appropriate sanctions off the school premises in respect of behaviour, that, irrespective of the above:

- Could negatively affect the reputation of the school/academy.
- Could pose a threat to another student/ pupil, a member of staff at the school/academy, or a member of the public.
- Could disrupt the orderly running of the school.

Any bullying witnessed outside of the school premises and reported to a member of staff, will be dealt with in accordance with the school's Anti-bullying strategy.

The school will impose the same sanctions for bullying incidents and non-criminal bad behaviour, which is witnessed outside of the school/academy premises, as, would be imposed for the same behaviour conducted on school/academy premises.

In all cases of misbehaviour outside of the school/academy premises, teachers will only impose any sanctions once the student/pupil has returned to the school premises or when under the supervision of a member of staff.

Where students/pupils display aggressive and/or threatening behaviour, or illegal activity discovered, the school will not hesitate to contact the police.

Sanctions will be dependent on the seriousness of the misdemeanour.

The school/academy has a range of disciplinary measures, which can be used, including, but not limited to, the following:

- Giving a verbal warning.
- Providing extra work or repeating unsatisfactory work until it meets the required standard.
- Setting additional work as a sanction e.g. writing tasks.
- Taking away privileges, e.g. not being able to participate in non-uniform days, or losing extra, prized responsibility.
- Missing break/lunchtime, or detentions during lunchtime, after school and at weekends.
- Engaging in school-based community service.
- Placing the student/pupil on report for constant monitoring or other consistent behaviour checks.
- Excluding the student/pupil either temporarily or permanently, in extreme cases.

Following an allegation of serious unacceptable behaviour, the student/pupil may be isolated in another classroom whilst an investigation takes place.

7. Detentions

The school/academy will make it clear to parents/carers, students and pupils that they are able to use detention as a sanction, both during and outside of school hours, during term time on any designated school day.

Parental consent is not required for detentions and therefore, the school/academy is able to issue detention as a sanction without first notifying the parents/carers of the pupil/student.

When issuing detentions, members of staff will ensure that they do so reasonably within the given circumstances, and that they take into account any additional needs of the student/pupil.

If the detention is during lunchtime, 15 minutes will be allocated to allow the pupil time to eat, drink and use the toilet.

When issuing detentions, which are set to be outside of school hours, the member of staff doing so will consider:

- Whether the detention is likely to put the student/pupil at risk.
- Whether the pupil/student has identified caring responsibilities, which would make the detention unreasonable.
- Whether the parents/carers ought to be informed of the detention, e.g. it may not be necessary to do so if the detention is for short period after school and the pupil/student is able to return home safely.
- Whether suitable transport arrangements are in place between the parents/carers and the student/pupil. NB. It will be the parents/carers' responsibility to ensure arrangements are made, in all circumstances

8. Isolation rooms

Schools/academies in the Trust may decide to move pupils/students to a separate room away from other pupils/students for a limited period, sometimes referred to as internal isolation. The arrangements for this will be made clear in the school/academy level behaviour procedures. The school/academy will ensure that student/pupil's health and safety is not compromised during their time in the isolation room, and that any additional requirements, such as special educational needs, are met. Work will be provided to ensure there is no loss of learning time.

9. Fixed Term Exclusions

Any recommendation for a fixed term exclusion must be submitted to the Headteacher or the Deputy Headteacher with the appropriate supporting evidence.

This evidence should include a history of previous sanctions, support, and other interventions received by the student/pupil. While the school will take all reasonable steps to meet individual needs and help individuals to improve, the school will not tolerate behaviours which undermine the well-being or learning of others, or where in spite of support and intervention there is minimal or no improvement.

Exclusions, internal, fixed-term or permanent may be used in response to any of the following:

- Physical assault on a student/pupil or adult.
- Verbal abuse/threatening behaviour against a student/pupil or adult.
- Bullying.
- Racist abuse.
- Homophobic abuse.
- Sexual misconduct. (*)
- Drug and alcohol related offences.
- Damage to property or possessions.
- Theft.
- Persistent disruptive behaviour.
- Defiance (wilful and repeated refusal to follow the instructions of a member of staff).
- Weapons related offences – including the possession of weapons.
- Posing a health and safety threat.
- Malicious accusations against school staff.
- Any other offence deemed to be serious by the Headteacher or which brings the school into disrepute.

(*) – Schools/academies use the advice document ‘Sexual violence and sexual harassment between children in school and colleges December 2017’ as a basis for determining what behaviours are considered as sexual violence and sexual harassment. In addition, schools/academies will ensure that victims are supported and that reasonable sanctions are put in place. Schools/academies will also maintain logs of these incidents.

Following a phone call to the parent/carer, a letter will be sent to the parent/carer on the day the fixed term exclusion is issued. The letter will give details of the time, location and attendees for the re-admission meeting. Normally, the student/pupil will also be given a copy of the letter to take home. At this meeting, a re-admission contract will be agreed. The terms of this contract will vary according to individual student/pupil’s need but could include the following:

- Student/pupil report to senior leader or pastoral lead in the school.
- Phased return arrangements.
- Individualised timetables.
- Managed move options.
- Other support or intervention to re-engage the student/pupil in learning.

In some circumstances, the re-integration meeting may include a warning of the danger of a future permanent exclusion. This can only take place with the express permission of the Headteacher.

10. Permanent Exclusions

Permanent exclusion is a very serious matter and will only be considered when all other forms of intervention and sanction have been explored by the School/Academy. This may include considering managed moves or other alternative provision. Any recommendation for a permanent exclusion must include a robust evidence base and must be conducted within the legal framework surrounding permanent exclusions. Only the Headteacher can make a recommendation for permanent exclusion for the Academy/school and this recommendation is subject to the agreement of the Executive Headteacher/CEO before the decision to carry out a permanent exclusion is taken. The permanent exclusion is heard by a panel from the Local Governors, where it is considered for reinstatement. The exclusion and appeals process is outlined in a letter from the academy/school to the parent/carer.

11. Malicious accusations against school staff

QEGSMAT school/academies recognise that there may be occasions when a student/pupil needs to raise issues about the actions of a member of staff and have procedures for dealing with concerns. However, where the allegation arises from malicious intent or fabrication, the school will respond with an appropriate disciplinary action, which may include internal, fixed term or permanent exclusion.

12. Items banned from school/academy premises (Prohibited Items)

- Fire lighting equipment: Matches, lighters, etc.
- Cigarettes.
- Tobacco.
- Cigarette papers.
- Electronic cigarettes and Vapes.
- Alcohol.
- Solvents.
- Any form of illegal drugs.
- Any other drugs, except medicines covered by the prescribed medicines procedure.
- Knives/blades.
- Guns (including replicas and BB guns).
- Laser pens.
- Fireworks.
- Caffeinated energy drinks.
- Offensive materials (i.e. pornographic, homophobic, racist etc.).
- Aerosols including deodorant and hair spray.

13. Searching, Screening and Confiscations

The school acknowledges its duties and responsibilities under the Education Acts of 1996 and 2011, the Education and Inspections Act of 2006 and Health and Safety at Work 1974 in respect of searching and screening students as well as confiscation.

Headteachers, and staff authorised by them, have a statutory power to search students/pupils and their possessions (e.g. clothing, bags or lockers) without consent, where they have reasonable grounds for suspecting that a student/pupil may have a prohibited items (listed above).

Staff members may instruct a student/pupil to remove outer clothing, including hats, scarves, boots and coats.

A student/pupil's possessions will only be searched in the presence of the student/pupil and another member of staff, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.

A staff member carrying out a search can confiscate anything which they have reasonable grounds to suspect is a prohibited item.

The school is not liable for any damage to, or loss of, any confiscated item.

The police will be contacted if any weapons, knives, illegal substances and extreme or child pornography are discovered by a member of staff.

For all other items, it is at the discretion of the member of staff to decide if, and when, an item will be returned to a pupil/student.

Parents/carers will be informed of any confiscated item and may be required to collect the item (unless the item relates to alcohol, illegal drugs or tobacco), from the school/academy office.

14. Use of reasonable force

Members of staff are able to use reasonable force to prevent students/pupils from committing an offence, injuring themselves or others, or damaging property.

Members of staff are also able to use reasonable force in order to maintain good order and discipline in the classroom.

The Headteacher and other authorised members of staff are able to use reasonable force when conducting a search without consent for certain prohibited items, including the following:

- Knives.

- Weapons.
- Illegal drugs.
- Stolen items.
- Tobacco and cigarette papers.
- Fireworks.
- Pornographic images.
- Any articles that have been used, or could be used, to commit an offence or harm.

15. Controlled substances

QEGSMAT has a zero tolerance policy on illegal drugs and legal highs.

Following the identification and confiscation of a controlled substance, the staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and any witness/witnesses present.

The staff member will store the sample in a secure location.

The incident will be reported to the police immediately. The police will then collect the item and deal with it in line with their agreed protocols.

The school will name the pupil/student from whom the drugs were taken to the police, and a full incident report will be completed.

Any further measures will be undertaken in line with the school's Child Protection and Safeguarding Policy.

Where controlled substances are found on school trips away from the school premises, the parents/carers/guardians of the student/pupil, as well as local police, will be notified.

Appendix 1**COVID-19 Return to school**

In light of the need for pupils/students to behave differently when they return to school this appendix highlights key areas that need taking into consideration during the phased return following the COVID-19 closure.

- All pupils/students will receive clear instructions from their school regarding changes to procedures during this re-opening period and expectations of them.
- All pupils/students (and their parents/carers) are expected to follow Government guidelines on getting to and from school safely.
- Handwashing and sanitising of hands will become a very regular part of the school day and will be encouraged at every opportunity.
- As far as possible pupils/students will be kept in the same, small groups for the duration of the school day.
- Certain areas of the schools will be made out of bounds to minimise movement within. One way systems will be implemented where possible with clear markings to highlight the recommended 2 metre social distancing.
- Pupils/students will be encouraged to 'catch it, bin it, kill it' regarding sneezing, coughing and the tissues and disposal of them. Touching of the mouth, nose and eyes will be deterred as much as possible.
- All pupils/students will have their own equipment i.e. pencils, pens etc. There will be no sharing of equipment.
- Breaks and play times will be staggered and will be school specific, depending on the school circumstances.
- All uniform requirements will be relaxed to enable clothes to be washed as required. Schools may suggest appropriate dress codes (as per non-school uniform days).
- Failure to follow instructions to maintain social distancing will result in the pupil/student being isolated until they are collected by a parent/carer. It may be necessary for the pupil/student to remain at home until a meeting with the Headteacher can be arranged.
- Deliberate coughing, spitting or any other behaviour which endangers the health and safety of other pupils/students or staff will be grounds for a fixed term exclusion. The usual processes will apply. It may be necessary for a pupil/student to be asked to stay at home during this period if their behaviour poses a risk to the health and safety of others.
- All staff will be given clear guidance on how to deal with pupils/students who are posing a health and safety risk. Senior staff will be available to support in these matters.