



## **Lea Endowed C of E Primary School BEHAVIOUR POLICY**

### **“BEHAVE and BE HAPPY”**

#### **1. Mission Statement**

##### **Our School Mission Statement**

**At Lea Endowed Church of England School we are committed to providing an excellent education for our children. We seek to follow God’s example to love Him, and each other, in all that we do. Our whole school family is encouraged to achieve their full, God given potential and shine in their own special way.**

#### **2. Our Code of Conduct**

Always do your best  
Be kind and polite to everyone  
Look after yourselves and others.  
Take care of property.

#### **3. Context**

This policy should be read in conjunction with the policies listed below

- Health and Safety
- Safeguarding
- Attendance
- Teaching and Learning
- Anti-bullying
- Home School Agreement
- SEN

#### **4. The principles of Behave and Be Happy**

In order for all children to achieve their potential it is important to establish an excellent working atmosphere in school. Good behaviour goes hand in hand with high standards in learning. It is also important that children develop a faith in their own abilities and so improve their self esteem. All our staff have high expectations of behaviour. We believe that children feel safe, happy and secure when they are aware of boundaries and expectations.

We place great emphasis on providing a positive learning environment and positively encouraging children, hence “Behave and Be Happy”.

Our whole school community contributes to providing an atmosphere conducive to learning; pupils, teachers, teaching assistants, students and support staff all have their part to play. Good behaviour at all

times of the day is important including at lunchtime so helping children to return to class calm and ready to work in the afternoon.

## **5. Aims**

With reference to our Mission statement we aim to foster within every child a feeling of self worth by putting our Christian values of love, trust, truthfulness, forgiveness, respect, compassion, friendship, justice, hope and courage into action. We believe our Christian Values work hand in hand with our British Values to encourage a learning environment where all individuals know they are special and highly valued.

## **6. Effective Classroom Management**

Our behaviour policy is based on the following factors;

### **Consistency**

Our Staff all understand the need for consistency in creating a successful learning environment. Rules need to be followed throughout school and the children know the rewards and sanctions which are in place. All children are treated equally, fairly and with respect.

### **Choice**

We encourage all children to take ownership of their behaviour and to understand the impact that their choice makes on themselves and others.

### **Curriculum**

Our curriculum is creative, relevant and interesting. We differentiate according to children's abilities, realising the frustration and lack of concentration when work is not matched to pupil need. The importance of developing children's social and emotional skills is seen as crucial to promote good self-awareness and discipline.

### **School rules**

We have a set of school rules and each class democratically devises their own set for use in their class base.

All class teachers and support staff implement our system of positive behaviour management. They seek to establish clear parameters of acceptable behaviour and to inspire children to attain their potential by high quality teaching in a calm learning environment. This helps to reduce any discipline problems.

## **7. Rewards and Incentives**

OUTSTANDING BEHAVIOUR IS ENCOURAGED:

- By the use of a controlled voice and calm manner.
- To aim to have a no shouting school.
- Positive praise.
- Lead by example-being a positive role model.
- Meaningful reward systems.
- Recognising small step improvements.
- Making all children feel special.
- Recognising everyone has a right to be heard.
- Effective teaching and learning.
- Clear boundaries.
- Children have a right to understand what and why good behaviour is needed.
- Zero tolerance of bullying / racist /homophobic behaviour
- Eye contact and a smile!
- Good school and home communication (contact by phone and/or letter, newsletters, text service).

Our school operates a system of team points, with each child allocated to one of three teams - Red, Yellow or Blue.

Team points and stickers may be given for:-

- Good class work or homework.
- Good manners and being polite.
- Achievements
- Using initiative
- Perseverance or independence.

The team with the most points each half term is given a non-uniform day as a reward.

Certificates for achievement are presented by teachers at our Friday Celebration Worship; this includes a certificate for the focus Christian Value and one for academic achievement. From September 2015 a new weekly award is given out by the Head Teacher for a child recognised for outstanding manners and respect.

Each term 'Extra Mile' certificates and badges are given to two pupils for going the Extra Mile and who have "shone" in their attitude to every aspect of school life. The Extra Mile winners become members of our Pupil Voice/Council, which the children have named "The Lightkeepers".

### **8. Consequences**

If a child has behaved inappropriately or broken the rules, they will have to take responsibility for their actions and undertake a consequence linked to their behaviour. We aim for this to link directly with what they have done and help them learn how they can put things right.

This links to the restorative approach.

### **RESTORATIVE APPROACH**

When an incident has occurred where a child has behaved inappropriately, the school will help children to take responsibility for their actions, whilst also encouraging children to see the result of their actions, how their behaviour has affected other people and how they need to make amends.

Questioning should follow these guidelines:

- What happened/what's happening?
- What were you thinking/feeling at the time?
- What do you feel/think now?
- How have you and others been affected?
- What do you need to do to put it right?

If children have behaved inappropriately they need to take time to reflect on what they have done, how it has affected other people and how they can put it right.

### **9. The Cloud System**

All classes have the same system for promoting outstanding behaviour and discouraging poor work or behaviour; this is based on our Cloud Behaviour System.

- All children start the day on the "Fresh Start" cloud.
- If children show they are focused on their work and are following the classroom rules they can be moved up to the "Good" cloud.
- Children who show exceptional manners, respect or are going the Extra Mile in their work and behaviour can be moved up to the "Outstanding" cloud. If a child is on Outstanding by the end of the day, they receive 5 team-points and their name goes in a class jar. A name is drawn out of the jar at the end of every half term and that child wins a prize. (The more times the child's name goes in the jar, the more likely they are to be chosen.)
- The first misdemeanour moves them to the "Warning" cloud; if their inappropriate behaviour continues then they move to the "Poor" cloud.

- If a child has their name on the “Poor” cloud at the end of the day then there is a consequence e.g. they have to miss the next playtime.
- The incidence of being on “Poor” at the end of the day coincides with the child’s name and reason being recorded in the teacher’s behaviour book.
- Three times on the “Poor” cloud and the child is reported to the Headteacher for a warning.
- Should the inappropriate behaviour continue then steps are taken to inform parents (either by telephone or letter).
- Serious breaches of the discipline code are referred immediately to the Head teacher; this is up to professional discretion and will be treated sensitively and appropriately. If necessary the Head Teacher will take the necessary action of informing the Governors.
- **It is important to note here that there is always the opportunity for pupils to redeem themselves and to move back onto the “Fresh Start” cloud and ideally then progress to the “Good” and ultimately “Outstanding”.**
- At the end of each term the children who have been on the “Outstanding” cloud look forward to the chance of winning a prize from The Treasure Box. Prizes vary dependant on the time of year (Treasure box, Easter eggs, selection box etc).

### 10. At Playtime

The Cloud system is used at playtimes and lunchtimes towards a positive reward for the whole class working together as a team. Each class that has shown good behaviour overall during the morning or lunchtime session (with no more than 3 warnings per class) wins a school “Let Everyone Shine” badge for their Class cloud. The winning class with the most badges by Celebration worship on a Friday morning can democratically choose a whole class treat. There is a winner for KS1 and a winner for KS2.

Any pupil not conforming to playground rules;

1. Will receive a verbal warning.
2. If the warning is not heeded a second warning will be followed by 5 minutes time out.
3. Any serious negative behaviour incidents are reported directly to the Class Teacher and consequences are established; if necessary the Head Teacher is informed.

### 11. At Lunchtime

Welfare staff will apply the procedure outlined above. Any child giving cause for concern is dealt with by Welfare Staff. At the end of lunch break, if necessary the pupils are referred to our Learning Mentor or Class Teacher who will deal with the incident and pass on relevant information to the Head teacher, if deemed appropriate.

### 12. Parents

The support of parents is essential to the efficient working of the system. Parents are informed about the school behaviour policy through the school brochure and the school website. Both parents and children are asked to sign a home school agreement on entering school.

A telephone call or a letter is made /sent to parents when behaviour is deemed to be unacceptable and children may face a fixed period of exclusion either for lunchtimes or several days.

Similarly this applies to suspension from the school bus if behaviour is unacceptable after following the usual warning system.

Our ultimate sanction is to permanently exclude a child from school following the proper procedures.

### 13. Anti-Bullying Strategy

Anti-social behaviour which includes all forms of bullying is taken very seriously and will not be tolerated. Our school aims to minimise such behaviours through our Collective Worship, Christian Values, British Values, RE and PSHE lessons.

Staff are vigilant in watching for signs of bullying and children are encouraged to report if they feel they are being bullied. Staff look out for:

- Early signs of distress in pupils
- Deterioration of work
- Feigned illness
- Isolation
- Desire to remain with adults
- Erratic attendance

They listen carefully to what children confide in them, take it seriously and follow it up immediately. They are aware that bullying is not simply physical attacks but may also include name calling, blackmailing, exclusion from games, comments about family, clothes etc.

In the case of lunchtime bullying incidents, the Senior Lunchtime Supervisor informs the Class teacher who will inform the Head Teacher.

Children who bully are made aware of the unacceptable nature of their behaviour and of the consequences of any repetition.

In order to minimise incidents of bullying:-

- Positive friendships and behaviours are actively promoted
  - All staff are aware of the school rules and are **consistent** in their implementation.
  - Pupils are encouraged to report incidents of bullying and not to join in or stand idly by.
  - Parents are encouraged to report if anything is worrying their child.
  - Bullying is dealt with in the PSHE curriculum. Children are taught to recognise bullying and learn techniques to help them deal with it.
  - School has an anti-bullying week each year in the Autumn Term.
  - School has developed playtime and lunchtime games and play equipment aimed at involving children in positive behaviour.
  - A Buddy system has been implemented in school.
  - All accessible areas of the school are patrolled at break times and at the beginning and end of the school day.
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- All cases of bullying are reported to the Headteacher and are recorded in an incident book. When necessary Governors are informed.
  - We aim to use **restorative approaches** when possible.

### 14. 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 pupils' property as a punishment. Staff are protected against liability for damage to, or loss of, any confiscated items provided they have acted lawfully and reasonably.
2. Any confiscated item should be brought to the attention of the Headteacher who will take appropriate action and inform parents requesting them to come to school for a discussion and to remove the item.
3. **POWER TO SEARCH** without consent for 'prohibited items' include:
  - Knives
  - Alcohol
  - Illegal drugs

- Tobacco and cigarette papers
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage property.
- Weapons and knives will be handed to the police.

## **15. Power To Use Reasonable Force**

In our school we do **not** have a 'no contact' policy as there is a real risk that such a policy might place a member of staff in breach of their duty of care towards a pupil, or prevent them taking action needed to prevent a pupil causing harm.

ALL school staff (including parents and volunteers on trips) have a legal power to use reasonable force, this means using no more force than is needed. Force is usually used either to control or restrain but never as a punishment.

'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 out of the room.

'RESTRAINT' means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances e.g. to separate 2 pupils fighting.

## **16. Dealing & Managing Allegations of Abuse**

All allegations of abuse against staff will be taken seriously and they will be dealt with quickly in a fair and consistent way that provides both protection for the child and supports the person who is the subject of the allegation. We will ensure to maintain confidentiality and ensure there is no unwanted publicity while an allegation is being investigated.

An allegation is information which indicates that a person who works with a child has:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

There may be three strands to consider:- A police investigation of a criminal offence, enquires and assessments by Children's Integrated Services if a child is in need of services or consideration by us if a disciplinary investigation or action is required. If the allegation can be shown to be deliberately invented or malicious, the Headteacher will seek advice from the School Safeguarding Co-ordinator and /or LADO (Local Authority Designated Officer). Seeking advice from the Safeguarding Officer or Human Resources Officer can be vital, even if as a school we are dealing with the allegation through our internal processes and procedures because things can change course and escalate quickly.

Where there is reasonable cause to suspect that a child has suffered, is suffering or is likely to suffer significant harm, or where a lack of clarity remains (after records of incidents have been written and passed to the Headteacher), then a strategy discussion will take place within 24hours. This will involve Children's Integral Services, the police, LADO and the Headteacher. This may agree upon the need for immediate investigation or protective action.

## **ROLES AND RESPONSIBILITIES**

### **The role of the teacher**

- It is the responsibility of the class teachers to ensure that the school and class rules are enforced and that children behave in a responsible manner during the school day.
- Class teachers have high expectations of our children in respect of behaviour, manners and relationships.
- Teachers keep a record of children whose behaviour gives us cause for concern and each case is discussed individually.
- If misbehaviour continues the class teacher discusses the case with the Head teacher and a way forward is decided.
- The class teacher may contact the parents or carers of a child whose behaviour is causing concern. This may be followed up by the use of a Behaviour Contract, an Individual Behaviour Plan or a home school diary.
- Should the misbehaviour continue the Head teacher will call a meeting with parents and include representations by the class teacher, pupil and learning mentor as deemed appropriate.

### **The Role of the Headteacher**

- It is the responsibility of the Headteacher to ensure the health, safety and welfare of all staff and children in the school.
- The Head teacher supports the staff by implementing the Behave and Be Happy policy, by setting standards of behaviour and by supporting staff in the implementation of the policy.
- The Head teacher and the Learning Mentor keep records of serious incidents of misbehaviour.
- The Headteacher has the responsibility for giving fixed term exclusions to individual children for serious acts of misbehaviour. This action is only taken after the school Governors have been informed.

### **The Role of Parents**

- We collaborate closely with parents to sign and return the home-school agreement.
- We expect parents to support us with the positive way we manage behaviour.
- If parents and carers have any concerns about the way their child has been treated they should initially contact the class teacher. If the concern remains they should contact the Headteacher and then the school Governors.

### **The role of Governors**

- The governing body has the responsibility of setting down the guidelines for standards and behaviour and of reviewing their effectiveness. The Governors support the Headteacher in adhering to the guidelines.

## **16. School Support Systems**

As a fully inclusive school we recognise that for some children additional or different action may be needed. This is in accordance with the SEND code of practice.

Where this is the case a child will be identified on our SEND list and an Individual Behaviour Plan (IBP) will be formulated.

This will outline agreed targets and strategies as well as the ways in which we will support the child. Further information is outlined in the SEND Policy.

## **17. Complaints Procedure**

Please see Complaints Procedure policy.

It should however be noted that:

- All complaints about the use of force should be thoroughly, speedily and appropriately investigated.
- When a complaint is made the onus is on the person making the complaint to prove his/her allegations are true- it is not for the member of staff to show that he/she has acted reasonably.
- We will refer to the 'Dealing with Allegations of Abuse against Teacher and other Staff' guidance where an allegation of using excessive force is made against a teacher.

This policy was written in consultation with members of staff and will be reviewed annually each autumn term. All members of staff are aware of the policy.

Last updated October 2015

Agreed by the Chair of Governors \_\_\_\_\_

Date: 7/10/15