

Surrey Hills Church of England Primary School



Inspiring the individual; creating a community.

Behaviour Policy 2018/19

Presented to Governor Sub Committee	IEB
Lead SLT	Assistant Head Teacher
Approved by Governing Body on:	Autumn 2018
Review Cycle:	Annual
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A Whole School Approach

Our Behaviour Management Policy is characterised by particular emphases on

- the development of self-control and self-discipline
- the need to manage feelings in a way that enables positive choices to be made
- the consequences of actions – both positive and negative

It is based on the principles of restorative justice and uses restorative approaches at the heart of its philosophy.

The aims of this policy are:

- to support the way in which all members of the school can live, work and learn together in a supportive way thus creating an environment where everyone feels happy, safe and secure.
- to support the school community in aiming to allow everyone to work together in an effective and considerate way.
- to help children to grow and learn in a safe and secure environment, enabling them to become positive, responsible and increasingly independent members of the school community.
- to promote good relationships, so that children can work together with the common purpose of helping everyone to **learn**.
- to prevent bullying and to regulate pupil's conduct.

CARE Values

Surrey Hills C of E Primary School has an agreed set of school expectations set out in the 'CARE' poster. These are displayed clearly around the school on both sites. The poster highlights the behaviour expectations of pupils at the school. The children are also involved in developing their social and communicative skills through the curriculum especially the PSHE framework and the Rights Respecting Agenda.

C = CARE ~ At Surrey Hills, we help and show kindness to others and look after our environment

A = ACHIEVE ~ At Surrey Hills, we concentrate, work hard and do our best

R = RESPECT ~ At Surrey Hills, we think of other people and their feelings and respect other people's property

E = ENJOY~ At Surrey Hills, we learn and play safely together so we all have fun

Expectations

It is an expectation of Surrey Hills Primary School that every member of our school community feels **valued, respected and safe**.

It is an expectation that **all** employed adults in the school community, regardless of their role, take responsibility for managing the children's behaviour and supporting their understanding of making the right choices in this context.

It is an expectation that all staff, when celebrating positive behaviour and addressing inappropriate behaviour, use the language of 'choice' with the children. This is to help children realise that they have a choice of behaviours – positive or negative - when involved or reacting to different situations.

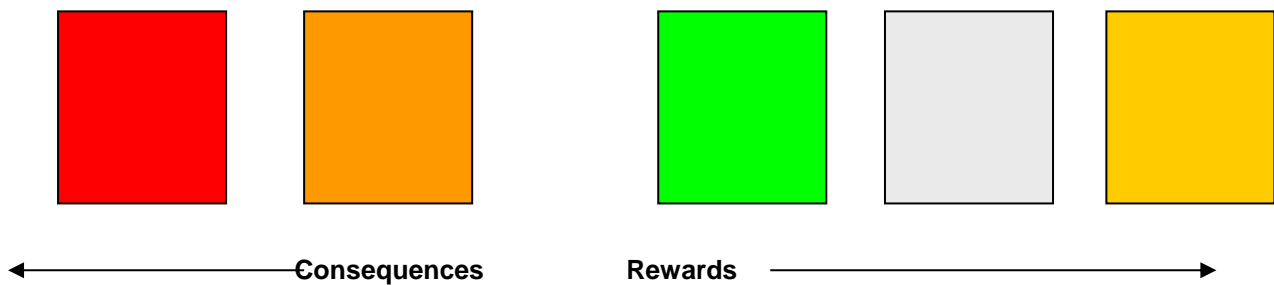
It is an expectation that challenging behaviour is managed in a **positive, productive** way. **Adults repeatedly shouting at children is deemed unacceptable.** It is understood that staff managing

behaviour in this way will be open to their own development and accept support in developing a wider range of behaviour management strategies.

It is an expectation that every adult in school sees themselves as a role model in terms of managing their own and others' behaviour. Therefore it is understood that adults in our school always behave in a calm, assertive way.

It is an expectation that all members of the community support the aims of this policy by implementing it with rigour and consistency in all areas of school life. It is understood that all adults in school must support the needs of all pupils and enabling them to be treated with respect and fairness

Whole School Behaviour Policy: Stay On Green



Overview

The principle behind this system is:

- That all pupils have the opportunity to make positive choices about their behaviour and influence outcomes.
- That teachers integrate a system within daily teaching in order to promote positive behaviour and effective behaviour management skills.
- Pupils who regularly follow the rules are noticed and rewarded.

The system allows for the following:

- A consistent approach that can be used by all staff.
- Whole class and individual reward system.
- Least intrusive approaches are used to manage behaviour.
- Teaching of specific behaviours and routines.

Why Positive Behaviour Management?

Praise is the most powerful form of influencing children's behaviour

In the world around them children see many different examples of how people behave. We have a responsibility to help children understand that they have choices about how to behave and help them develop the strategies to make appropriate choices. We also need to help children to recognise when they have made poor choices and help them to put his right using restorative approaches.

Our aim at Surrey Hills is to create an environment where children feel valued, safe and motivated to learn. We believe that good behaviour and self-control are the foundation of all learning, and without a calm, orderly atmosphere, effective teaching and learning cannot take place.

We believe that children respond best to praise and encouragement. We must try to find every opportunity to praise children when they are showing appropriate behaviour.

Children learn by example. Teachers and parents have a responsibility in setting a good example as well as ensuring that the rules are followed.

Green behaviours

The school staff will work to promote 'green behaviours' at every opportunity.

School assemblies provide a focal point for talking about and reinforcing aspects of school ethos.

Regular assemblies will revisit what is meant by 'green behaviours' and what this will look like.

Class teachers will discuss 'green behaviours' with their pupils and ensure that the schools CARE values and Stay on Green behaviour charts are displayed and used consistently. Class Teachers should regularly review the behaviour policy with the children to ensure that everyone is clear about our expectations.

Rewards

Individual

The following colours are positive reinforcement:

Green	Praise and green points to contribute towards the whole class reward.
Silver	Silver Sticker
Gold	Gold Sticker + the child is sent to a member of the SLT.

Whole Class

The class will work together towards a whole class reward through collecting green points. These points will be rewarded if the pupil is still on green at the end of each day (Key Stage 1 and 2) or half day (Reception). 'Green time reward' should be a special activity which should not detract from learning time. See Appendix C for examples of Green Point special rewards. The target green points total will be decided within a phase and will be dependent on the age of the children. A running total will be displayed on the green points target card and amended daily.

House Points can be rewarded by all members of Surrey Hills Staff and, where appropriate, by school prefects. Children are encouraged to work together as a house team to gain the most number of house points and a reward will be given half termly. Examples of what house points may be given for: polite manners, being kind to another child, helping an adult, a positive piece of work. House points should never be removed once rewarded.

In class, all staff working within the classroom are responsible for ensuring positive behaviour at all times. CPD will be delivered regularly for all staff to support with positive classroom management strategies. Appendix D outlines examples of strategies to promote and reward positive behaviour.

In-class Consequences

- Teachers use least intrusive skills to redirect behaviour.
- If they decide to move a child's name to the orange or red card they must be clear with the pupil about what they are doing, and what the pupil can do to change this decision.
- Teachers constantly help pupils make the right choices to move their card back to the green card and beyond.

The following colours are consequences:

(Verbal warning)

Orange Second Warning.

This provides the opportunity for a pupil to start making the right choices so they can move back to the green. Staff will look for opportunities to move pupils back to green as quickly as possible.

Red Reflection Time in the classroom for 1-10 minutes. Pupils will move to a suitable reflection area. Pupil still listening to the lesson.

On successful completion of the Reflection Time the pupil moves back to the orange card. Staff will look for opportunities to move pupils back to green.

Further consequences for continued red behaviour

Repeated 'red' behaviours will require further out-of-class consequences.

Whilst the school aims for a consistent approach in delivering consequences the intention, context and severity of the incident will be taken into account when delivering further consequences.

- **Reflection Time in partner class with reflection sheet.**

A reflection form is used and once completed this is kept in the class behaviour file. When pupils return from an out-of-class consequence they remain on red. The teacher will then look to move the pupil towards green as soon as possible by providing opportunities for them to succeed.

- **Senior Leadership team involvement.**

Pupils will be referred to the Senior Leadership Team with the completed reflection sheet. The staff member will record the pupils name and action. Pupil behaviour will be discussed with the pupil with a view to one of three outcomes.

A. Reflection time with SLT (using restorative conversation)

The pupil thinks of strategies to repair the situation and reports back to the SLT member at the end of the day. The pupil returns to class to aim to get back to green.

B. Phone call or letter home

Parents/ carers are informed of the situation, the steps required for improvement and next steps if there is no improvement in pupil behaviour. The pupil returns to class to aim to get back to green.

C. Parent / Carer meeting

This may include reviewing and developing pupil targets or developing an Individual Behaviour Plan

- **The Blue 'H'**

If a child's behaviour is proving significantly disruptive or physically threatening and a class teacher needs the assistance of a senior member of staff the blue 'H' card should be sent with a child to the available member of SLT as an indication of such.

Pupil tracking

Incidents of red pupil behaviour must be recorded on the electronic class behaviour files. These will be checked on a regular basis to ensure focused provision for pupil support and to allow the tracking of unwanted behaviour and to identify patterns in such behaviour. Regular tracking will ensure that patterns of behaviour are identified within specific pupil groups and can be addressed immediately.

Vulnerable Pupils

During their time at school some pupils will require extra support in managing their behaviour. At these times the behaviour strategy may need to be adapted to support vulnerable pupils.

Surrey Hills will support vulnerable pupils through:

- Individual Education and /or Behaviours Plans
- Pastoral Support Programmes e.g. ELSA and social skills sessions
- Support from the Home School Link Worker and Surrey Specialist Teachers.

As a school we recognise that at times of transition, some pupils may need intervention to ensure a smooth move in to their new class. Additional support will be arranged and discussed with parents/carers.

In the extreme, if all the above fails to resolve behavioural issues, we would have to reluctantly start exclusion procedures.

Lunchtime Behaviour Monitoring

It is important, that all children have an enjoyable and successful lunchtime. We believe that children respond best to praise and encouragement. We must try to find every opportunity to praise children when they are showing appropriate behaviour, both in the lunch hall and in the outdoor environment.

Children learn by example. Midday Supervisors have a responsibility in setting a good example as well as ensuring that the rules are followed.

Positive lunch hall and outdoor play behaviours will be rewarded through the house point system, along with verbal praise. Midday supervisors should reward positive behaviour by giving a child/group of children a coloured token to place into their house jar. This in turn will feed into the house point reward system. A reward for the house with the most tokens will be given half termly.

If inappropriate behaviour occurs, a verbal warning should first be given, with clear instructions as to why this has happened and what the expectation is. If this continues, time out should be given. If there is still a concern following this, then the class teacher, phase leader, member of SLT should be consulted.

All incidents of poor behaviour at lunchtime should be recorded in the lunchtime supervision behaviour monitoring file. It is the responsibility of the lead supervisor to log these incidents on the electronic behaviour log on a weekly basis. Class teachers and SLT will then be able to consider this behaviour alongside classroom conduct and identify any patterns and triggers.

Regular CPD will be delivered to ensure that staff continue to develop their practice and behaviour management strategies.

Fixed-term and permanent exclusions

We do not wish to exclude any child from school, we are a fully inclusive school, however sometimes it may be necessary. The school will follow the DfE guidelines with regards to the exclusion procedure. We recognise the legislation from 1 September 2017, namely the new duty on schools and local authorities to make full-time educational provision for excluded pupils from day 6 of their exclusion, the duty on parents and carers to ensure their child is not present in a public place during the first five days of an exclusion, and the duty on heads to offer the parent and child a reintegration interview in respect of certain fixed-period exclusions.

Only the Headteacher (or the acting Headteacher) has the power to exclude a child from school. The Headteacher may exclude a child for one or more fixed periods, for up to 45 days in any one school year. In extreme and exceptional circumstances, the Headteacher may exclude a child permanently. It is also possible for the Headteacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the Headteacher excludes a child, s/he informs the parents/carers immediately giving reasons for the exclusion. At the same time, the Headteacher makes it clear to the parents or carers that they can, if they wish, appeal against the decision to the governing body. The school informs the parents or carers how to make any such appeal.

The Headteacher informs the LA and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term. It is not required but is good practice to inform the LA about any length fixed-term exclusion.

The governing body itself cannot either exclude a child or extend the exclusion period made by the Headteacher. The governing body has a discipline committee which is made up of between three and five members. This committee considers any exclusion appeals on behalf of the governors.

When an appeals panel meets to discuss exclusion, they consider the circumstances under which the child was excluded, consider any representation by parents/carers and the LA, and consider whether the child should be reinstated.

If the governors' appeals panel decide that a child should be reinstated, the Headteacher must comply with this ruling.

Exclusion, fixed term or permanent will only be used as a final sanction. The school will follow the DFE guidelines with regards to the exclusion procedure. Exclusion will only happen:

- in response to serious breakdown of the school's Behaviour policy,
- once a range of alternative strategies as detailed below have been followed;
- if allowing the pupil to remain in school would seriously harm the educational welfare of the pupil or of others in the school.

Power of members of staff to use force

All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfE: 'The Use of Force' 2010 and the Surrey County 'Touch and the Use of Restrictive Physical Intervention' when working with children and young people' January 2010. Staff only intervene physically to restrain children presenting a risk in order to prevent injury to another child/children, adult or if a child is in danger of hurting him/herself. The actions that we take are in line with government and county guidelines on the restraint of children. Positive touch training will be delivered regularly to staff and for key members of staff MAPA training will be delivered.

Searching, screening and confiscation

Searching: School staff can search a pupil for any item if the pupil agrees. Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item as outlined in Appendix E.

Confiscation: School staff can seize any prohibited item found as a result of a search. They can also seize any item, they consider harmful or detrimental to school discipline.

Screening: Schools can require pupils to undergo screening by a walk-through or hand-held metal detector (arch or wand) even if they do not suspect them of having a weapon and without the consent of the pupils. Schools' statutory power to make rules on pupil behaviour and their duty as an employer to manage the safety of staff, pupils and visitors enables them to impose a requirement that pupils undergo screening.

DfE guidance Jan 2018

Dealing with issues beyond the school gate

The school is not legally responsible for pupil's behaviour which takes place elsewhere.

However, the school has an enduring interest in the welfare and conduct of its pupils and will respond positively to any information it receives about inappropriate behaviour and bullying outside school. For more information, see the school's Anti-Bullying Policy.

Allegations

Any allegation of misconduct against a member of staff will be taken seriously and referred to the Local Authority Officer (LO) and Local Authority Designated Officer (LADO) and dealt with using the Surrey procedures. Pastoral support will be offered to any individual against whom an allegation is made and the matter kept strictly confidential. If the allegation is against the Headteacher, the Chair of the IEB will be responsible for referring the matter. In the event of an allegation proving unfounded or malicious the matter will be referred to the Governors' Discipline Committee for action. Staff are advised to familiarise themselves with the Government Guidance on Safer Working Practice in order to minimise the risk of allegations being made.

Support systems for individual pupil needs

If there is a persistent problem the Class Teacher and Inclusion Leader, will draw up an Individual Behaviour Plan or Pastoral Support Programme to support the pupil in partnership with parents. All staff working with the pupil will be informed of this, including midday supervisors. This will give a consistent approach throughout the school day. If the problem continues, we will work together with outside agencies to seek solutions to support the pupil. For pupils who are having these difficulties the school will provide targeted pastoral support or mentoring by adults or peers.

Monitoring and evaluation

We will monitor and evaluate the effectiveness of this policy annually.

Communicating the Behaviour policy

The Behaviour policy is circulated to parents and staff and discussed with pupils annually. The purpose of this is to share our common goals of achieving good behaviour in school.

The role of the IEB

The Governing Body has the responsibility of setting down general guidelines on standards of discipline and behaviour and of reviewing the effectiveness of the policy. The Governors support the Headteacher in carrying out the policy.

The role of the Headteacher

It is the responsibility of the Headteacher to implement the Behaviour policy consistently throughout the school and to report to the governors, when requested, on the effectiveness of the policy. It is also the responsibility of the Headteacher to ensure the health, safety and wellbeing of all children in the school.

The Headteacher supports the staff by implementing the policy and encouraging high standards of behaviour. The Headteacher keeps records of all serious incidents of misbehaviour and has the responsibility for fixed term and permanent exclusions when appropriate.

The role of Surrey Hills Staff

All teachers are aware that good classroom organisation is linked to good behaviour. Teachers at Surrey Hills C of E Primary School are positive, enthusiastic and are expected to have high expectations of both learning and behaviour. Teachers contribute to the Open Door policy for parents/carers and deal with their concerns in a timely, respectful, sympathetic and professional manner involving senior staff as appropriate. It is the responsibility of the class teacher to ensure that the CARE values are upheld in their class and that their class behaves in a responsible manner during lesson time.

It is the responsibility of all Surrey Hills staff to support the teachers and SLT to ensure that the CARE values are upheld by all children and that the children behave in a responsible manner both in and out of the classroom environment.

The role of Parents

Parents have a vital role to play in their children's education. We are very conscious that we need to develop positive partnerships with parents as they are crucial in promoting and maintaining high standards of behaviour. Parents are all asked to sign a home/school contract to support this relationship.

We will work with parents where the behaviour of a child is cause for concern. A positive partnership with parents is crucial to building trust and developing a common approach to behaviour expectations and strategies for dealing with problems. If parents have any concerns about the way their child has been treated, they should initially contact the class teacher. The Headteacher may then be involved and if the concern remains they should contact the Governors.

We expect parents to behave in a reasonable and civil manner towards all school staff. Incidents of verbal or physical aggression to staff by parents or carers of children in the school will be reported to the Headteacher, who will take appropriate action.

This policy acknowledges the school's legal duties with regards safeguarding and supporting pupils with SEN/D, as stated in the Equality Act 2010.

This policy will be reviewed by staff on an annual basis.

Appendix A – Reflection Sheets

Appendix B - Acceptable forms of touch/physical intervention

Appendix C – Green Point Reward Activity Examples

Appendix D - Strategies to promote and reward positive behaviour

Appendix E – Prohibited items

Appendix B: Acceptable forms of touch/physical intervention in Surrey Hills C of E Primary School

There are many occasions when staff will have cause to have physical contact with children or young persons for a variety of reasons, for example:

- Communication
- First Aid
- to comfort a child or young person in distress (so long as this is appropriate to their age)
- to direct a child or young person (holding hands, hand on shoulder etc.)
- for educational skills (PE, Drama etc.)
- for life skills (changing for PE, toileting, using cutlery etc.)
- in an emergency to increase safety to the child or young person and staff

In an emergency incident staff may take into account the use of reasonable force and their responsibilities under duty of care.

In all situations where physical contact between staff and children or young person's takes place, staff must consider the following:

- the child or young person's age and level of understanding
- the child or young person's individual characteristics and history
- the location where the contact takes place (it should not take place in private without others present)

If a child or young person requires physical support on a regular basis this information will be documented on an individual plan such as a handling plan, toileting plan or behaviour support plan.

Physical contact is never made as a punishment, or to inflict pain. All forms of corporal punishment are prohibited. Physical contact will not be made with the child or young person's neck, breasts, abdomen, genital area, other sensitive body parts, or to put pressure on joints. It will not become a habit between a member of staff and a particular child or young person.

Appendix C: Green Point Reward Activity Examples

- Own Clothes
- Mad hair
- Cuddly toy
- Unusual socks
- Pyjamas to school day
- Superhero day
- Topsy turvy day
- Slippers to school day
- Wacky clothes to school day

Appendix D - Strategies to promote and reward positive behaviour:

- Class jobs/responsibilities
- Praise; house points; celebration assembly; sharing children's successes within class
- Task boards; writing frames; scaffolding for learning
- Regular movement breaks
- Gain pupils attention before giving directions
- Personalised reward systems where necessary
- Catch pupils being good
- Give advance warning of transitions
- Now and next boards
- Use of sand timers and stop watches
- Allow take up time
- Visual timetables
- Personalised timetables
- Break up work into manageable chunks

Appendix E: Prohibited Items

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used: to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).
- Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.