



BEHAVIOUR POLICY (STUDENT)

MISSION STATEMENT

Our Mission

Our aim is that we learn and achieve together. To do this we will:

- * Ensure every student succeeds
- * Shape our curriculum to meet students' interests, needs and aspirations
- * Strive to be effective in all we do
- * Work in partnership in the interests of students
- * Manage our resources to support our students

RATIONALE:

- Students, staff and governors have the right to be respected and work in a positive atmosphere for learning
- The School is a community of learners, where members are trusted to fulfil obligations they take on when they join, and to use responsibility the freedoms they are given.
- Appropriate behaviour is best promoted by purposeful learning.
- Discrimination, racism and other divisive and damaging behaviour are completely unacceptable
- Unacceptable behaviour can be changed, through the enterprise and co-operation of all stakeholders.

PURPOSES:

- To promote co-operation, consideration for others and mutual respect.
- To acknowledge everyone is responsible for her/his own behaviour and for helping to set the tone of the working environment.
- To ensure all learning takes place in the best possible environment supported by the positive behaviour of its members.
- To clearly communicate expectations regarding appropriate behaviour.
- To work with all concerned to devise appropriate targets and strategies to support identified students causing concern.
- To demonstrate to the local community the importance the school places on appropriate behaviour and its impact on learning
- To ensure equal access and full opportunity for individual development and growth.

GUIDELINES:

- Students and staff need to be aware of the established school systems for rewarding appropriate behaviours and the consequences of inappropriate behaviour.
- Records of racist and violent incidents will be kept and reviewed termly by the Vice Principal Student Experience
- Racist and violent incidents will result in immediate disciplinary action proportionate and appropriate to the incidents and individuals involved.
- The following documents provide details of the day to day policy and practice governing behaviour:
 - "Aim Higher" Code of Conduct explained in student planners and displayed around the school
 - Home-School Partnership Agreements
 - Guidelines For Working Relationships

- Positive Learning Behaviour document KS3/4
- Sixth Form Support and Discipline Procedures.
- School prospectus
- Rewards Systems
- North Yorkshire LA regulations and guidance on exclusions.
- School Policy and Procedural Guidelines on Exclusion.
- Legislation:
 - Health and Safety at Work Act 1974
 - School Standards and Framework Act 1998
 - Education Act 2002
 - Education and Inspections Act 2006
- Guidance:
 - Ensuring Good Behaviour in Schools 2012
 - Screening, searching and confiscation 2012
 - Behaviour and discipline in schools Guidance for governing bodies 2012
 - Behaviour and discipline in schools A guide for head teachers and school staff 2012
 - (<http://www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies>) – attached
- This Policy should be read in conjunction with the following Policies:
 - Offensive weapons
 - Substance Misuse
 - Confiscated items
 - Safeguarding
 - Home School Agreement
 - Anti- Bullying
 - Code of Conduct
 - Attendance
 - School clothing and equipment
 - Teaching & Learning
 - SEND
 - The Local Offer
 - Single Equality Scheme and Action Plan
 - Child Protection
 - Exclusion

Policy Review dates

Review Date	Changes made (Y/N)	Responsibility	Approved by Governors
May 2006	Y	STM	
Sep 2007	Y (Policy name altered)	MH	N/A
Sept 2008	N	STM	N/a
May 2010	Y	LP/ ATh	15/07/2010
May 2011	Y	MH	07/07/2011
May 2012	Y	JKe/STM/LP	12/07/2012
May 2013	Y	STM	11/07/2013
September 2015	Y (completely rewritten)	JKe/CBy	28/09/2015
September 2016	N	CBy / CSc	n/a
September 2017	Y	BJo	04/10/2017

Signed:..... (Chair of Governors)

Date:

Roles and responsibilities

To ensure the principles of this policy are met:

- the Principal will promote good behaviour, self-discipline and respect.
- the Governors will support the school in maintaining high standards of behaviour
- students will be expected to take responsibility for their own behaviour and understand how this should reflect the principles of the policy
- all staff will be responsible for ensuring that the policy and procedures are followed consistently
- incidents are recorded on MIS system and must accurately reflect the nature and seriousness of the incident.
- Communication by all stakeholders is essential. This should be prompt, clear and proactive in seeking resolution.
- parents will be expected to take responsibility for the behaviour of their child both inside and outside the school
- parents will be encouraged to work in partnership with the school to maintain high standards of behaviour

General expectations

To ensure individual students achieve their full potential we will all:

- comply with all student-related policies
- allow others to learn and teachers to teach
- Present ourselves in full and correct uniform or maintain a standard to professional dresscode.
- treat others with politeness, courtesy and respect
- comply quickly with instructions given by staff without argument
- act on reasonable requests without question, in the full understanding that a proactive discussion may be sought at a suitable time.
- respect school buildings and environment and are careful of others' property
- be consistent and fair in our responses to unacceptable behaviour
- Support each other in passing on information and guidance that allows for a quick resolution to a concern before it becomes a more significant issue.

Taking Account of Individual Student Needs

The following groups of vulnerable students may at some point require the adults in School to take account of their individual needs and circumstances when applying our Behaviour Policy:

- minority ethnic and faith groups, and travellers;
- Students from socio economically disadvantaged backgrounds
- students who need support to learn English as an additional language (EAL);
- students with special educational needs;
- children looked after by the Local Authority;
- sick children;
- young carers;
- children from families under stress;
- pregnant schoolgirls and teenage mothers;
- any other students at risk of disaffection and exclusion.

Students will/must not:

- smoke on the school site nor to and from school or at any time whilst wearing our uniform or in any context in which they might be identified as our students
- be in possession of banned* or prohibited** items in school, such as controlled drugs, non-prescription drugs such as 'legal highs', weapons, fireworks, alcohol, cigarettes or stolen goods, inappropriate materials (such as pornography)
- bring valuable possessions to school.
- leave the school premises at any time without a written request from his/her parents and and/or permission from a senior member of staff (all students leaving must sign in and out at Reception)

- drop litter or damage the fabric of the school or the school premises
- bring into school nor consume 'energy' drinks such as Monster (i.e. drinks high in caffeine or other similar stimulant chemicals)
- eat or drink during lessons, unless for authorised medical reasons
- Staff should not eat or drink in lesson time other than water or for medical reasons.
- drink anything other than still water during lessons (at the teacher's discretion) ; any consumption in Science and ICT lessons is not normally permitted
- use mobile devices in timetabled time, unless expressly permitted by a member of staff

Behaviour in and around the school

- In movement around the school, students should move in an orderly and quiet fashion.
- Students should line up sensibly outside rooms and enter and leave all classrooms in a calm manner, as directed by staff.
- All bells are action bells and students should move when informed by the teacher/tutor.
- Students must be on time for school and for lessons and have the necessary equipment and books with them.
- Students should only use the official entrances to the school grounds.

Rewards – Recognising and promoting Good Behaviour

An ethos of encouragement is central to the promotion of good behaviour. To that end Positive Learning Behaviour Rewards have a motivational role in helping students to realise that good behaviour is valued. Teachers will be proactive and not reactive using praise and reward often which will hopefully preclude the need to use any sanctions.

The rewards system has a number of dimensions:

- verbal praise
- Use of class chart
- letters/ postcards home
- comments in exercise books, student planners and personal praise
- displays of work
- mention in the school news and facebook
- student of the month nominations
- attendance awards
- subject, citizenship awards presented at the School's Annual Presentation Evening

In the event that this approach fails a range of sanctions can be used:

- verbal warnings
- formal warning and recording incidents on school MIS
- short detention (break)
- kept behind to discuss behaviour
- longer detention lunchtime/after-school
- note in planner for parents
- informing parents of the misdemeanour by letter, phone call or inviting to a meeting
- referral to the Student Support Managers/Year Team managers or other senior members of staff as appropriate
- exclusion (see DfE Guidance on Exclusions and Exclusion Policy)

Our view is success is its own reward but we also recognise that students respond positively to a system whereby they can earn points for meeting standards of good behaviour. To that end, all students can earn points through the classchart system from their teachers for their conduct and performance in lessons and from their tutors for attendance and punctuality.

Teachers have statutory authority to discipline students for misbehaviour which occurs in school and, in some circumstances, outside of school. At the Principal's discretion, the authority to administer sanctions in line with this policy applies to all paid staff with responsibility for students, such as teaching assistants.

In line with this policy, school staff will base their judgements regarding the appropriateness of a sanction on their professional experience and discretion and in the best interests of the school and its student body. Normally, parents will be notified with a phone call regarding the setting of a detention outside normal school hours at least 24 hours before the detention is due to be served. Whilst we want to operate this and all policies with the support of parents (under the Education Act of 2011) a school wishing to detain students outside of normal school hours as a means of sanctioning unacceptable behaviour is not obliged to give 24 hours' notice to parents, only to inform parents on the day.

Use of mobile phones & other electronic devices

Students are permitted to bring mobile phones and other electronic devices to school for in non-timetabled time i.e. before and after school and during break and lunchtime, unless engaged in a supervised activity such as a meeting, workshop, visit etc.. This concession is purely, therefore, a health and safety consideration; students and families should be aware that use of mobile phones and other electronic devices during timetabled time, especially in lessons, is not permitted unless explicitly sanctioned by a member of staff.

If mobile phones and other electronic devices are brought into school, these items remain solely the responsibility of the student; they must be kept out of sight and switched off at times when their use is not permitted.

Telephone communication between parents and students must only take place through school staff; this is so that the authority of the school is not undermined, so that learning is not interrupted and so that the safety of students is not compromised. In addition, parents are specifically requested not to send (or respond to) text messages from students during the school day.

If a student is using (or allowing another student to use) a mobile phone or other electronic device for any reason other than a legitimate one (e.g. in a lesson with permission from staff), the device will be confiscated by the member of staff concerned and kept safely until the end of the school day. If the mobile phone contravention involves other related misdemeanours, such as rude, argumentative or obstructive behaviour, the appropriate sanction will be applied. All such devices will be placed in an envelope marked with the following details: student's name, tutor group, date, name of staff who has confiscated the item, brief description of the item; the device will then be taken by a member of staff to the school office where it will be kept securely in the school safe). In the event of confiscation the parent may be informed of the confiscation to explain how the device can be recovered at the end of a school day by the student/parent or by a nominated responsible adult by arrangement with the parent. Ultimately, the student involved has the responsibility of explaining the confiscation to his/her parents. Repeated use of a mobile device will be reported to relevant senior staff and a suitable sanction will be issued.

Screening, Searching and Confiscation

Screening:

Staff can search a student for any item banned under the school rules, if the student agrees. Schools are not required to have formal written consent from the student for this sort of search – it is enough for the teacher to ask the student to turn out his or her pockets or look in the student's bag or through outer clothing when removed or locker.

The Principal, and staff authorised by him, have a statutory power to search students or their possessions, without consent, where they suspect the student has a certain prohibited item(s). The items that can be searched for under this power are knives, weapons, alcohol, illegal drugs and stolen items.

Staff can seize any banned* or prohibited** item found as a result of a search, or which they consider harmful to school discipline. There is no legal requirement to keep a record of a search and the school is not required to inform the parents before a search takes place.

If the student refuses to be searched or have his/her belongings searched for suspected prohibited items, the school can ask the parents and/or the police to carry out the search.

Other issues pertaining to searches

- Electronic devices including mobile phones can be searched and their data/files searched/erased if there is good reason to do so.
- If the student refuses to be searched or have his/her belongings searched, this refusal will be treated as 'refusing to follow an instruction' and incur the appropriate sanction.
- We will normally inform parents if banned or prohibited items are found as a result of a search.
- Searches will take place with due consideration to a student's dignity and gender, with 2 members of staff present so as not to compromise students or staff members.

Confiscation:

- The member of staff who has conducted a search for a prohibited** or banned* item, or an item which they consider harmful or detrimental to school discipline, can use his/her discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search, as long as it is reasonable in the circumstances. Where any item is thought to be a weapon, controlled drugs or a stolen item, it must be passed to the police, unless there is good reason not to do so, as a result of a 'with consent' or 'without consent' search. The Principal will decide when and if to return other confiscated items, in line with the Education Act 2011.

Banned*/prohibited** items in the school include: cigarettes/tobacco products, including e-cigarettes or other simulated cigarette/nicotine related products; energy drinks high in caffeine content, e.g. Monster, Relentless ;fireworks/firecrackers; matches/lighters; water pistols or any toy that resembles a weapon; chemical substances other than controlled drugs, e.g. 'legal highs'; pornographic material; also any other items or materials that are prohibited for children under the age of 16 if the student in question is under the age of 16 that do not appear in the 'Prohibited items' list.

**Prohibited items: weapons, knives, alcohol, illegal/controlled drugs, stolen items.

Use of restrictive physical intervention

We do all we can within the school to manage behaviour positively. However, there are times when we may need to use force to keep a child or children safe, or to maintain good order within the school. In such cases, we would always act within the principle of reasonable force; 'reasonable' means using no more force than is necessary.

The Local Authority Children Services department acknowledges that there may be times when restrictive physical intervention is an appropriate response to the risks present in a given situation. The intervention must be reasonable and proportionate in relation to the situation. The force used needs to be in proportion to the risks present and the minimum needed to achieve the desired result. All school staff may use physical control or restraint when a student is: (a) committing an offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student); (b) is causing personal injury to, or damage to the property of, any person (including the student himself/herself); (c) prejudicing the maintenance of good order and discipline at the school or among any students receiving education at the school, whether during a teaching session or otherwise. (including removing disruptive students from classrooms, or preventing them from leaving) should be stated).

All incidents involving restraint or reasonable force should be recorded immediately with the Principal. The following points should be noted:

- Details of date, time and location of incident
- Circumstances and significant factors which led to the incident
- The duration and nature of any physical restraint used
- The names of the student(s) and staff involved and any witnesses
- A description of any injury sustained by the student(s) or staff – this must then be referred to one of the Designated Senior Teachers
- A description of any action taken after the event

- The full name and job title of the person making the report
- The signatures of:
 - the person who applied the restraint
 - the person making the report
 - the Principal

Malicious allegations/accusations by students against school staff

Allegations of abuse of students by school staff are taken seriously and we will deal with allegation quickly in a fair and consistent way that provides effective protection for the child and supports the person who is the subject of the allegation. Students who are found to have made false allegations will/are likely to be sanctioned appropriately, including a Fixed Term or Permanent exclusion.

Discipline beyond the school gate

- Where instances of non-criminal poor behaviour by students are reported to have occurred whilst the students are either on the way to/from school a school activity, they will be dealt with in line with the Behaviour Policy.
- Where instances of bullying occur, either verbal or using social media, students will be sanctioned in the same way as if it occurred within school. The school will support parents with evidence, where available, should they wish to pursue prosecution when bullying and intimidation fails to cease after intervention strategies.
- Where instances of anti-social behaviour have taken place outside school which are clearly associated with and/or threaten the good order/reputation of the school, the Principal may take action, up to and including excluding the student.

Training

The Governing Body will ensure that the Senior Leadership Team will provide appropriate high quality training on all aspects of behaviour management to support the implementation of the Behaviour Policy.

Involvement of outside agencies

- The school works inclusively with external agencies. The Student Support Team seeks appropriate support from them to ensure that the needs of all students are met by utilising the range of external support available.
- If a student is continuously disruptive and fails to respond positively to the support structure offered within school the relevant external agency will be contacted and the matter discussed. Relevant Middle Leaders will then discuss the student and the support available from the external agency with the Assistant Principal(s) or Vice Principal responsible for Student Support and Development who will decide how to proceed.

Review

The Principal will undertake an annual systematic monitoring and review of the behaviour management policy and procedures in order to evaluate it and ensure that the operation is effective, fair and consistent. The Head teacher will keep the Governing Body informed.

The Governing Body will regularly review this policy and associated procedures to ensure its continuing effectiveness and impact.