

DOVE HOUSE SCHOOL ACADEMY TRUST
Behaviour Policy

Policy Title		Behaviour Policy			
Author / Reviewer		Senior Leadership Team			
Trustee Committee		Delegated to the Headteacher			
Signed by Tom Pegler (Headteacher)					
Reviewed	September 2019	Approved	October 2019	Next Review	October 2021

Statement of Intent

Dove House School Academy Trust believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life.

The school is committed to:

- Providing a consistent approach to behaviour management for Dove House School in line with the special educational needs of the pupils.
- Providing a safe environment, free from disruption, violence, discrimination, bullying and any form of harassment.
- Promoting a culture of praise and encouragement in which all pupils can achieve.
- Developing positive relationships with our pupils to enable early intervention.
- Encouraging positive relationships with parents/carers
- Promoting self-esteem, self-discipline, proper regards for authority, and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all
- Explaining the roles and responsibilities of different people in the school community with regards to behaviour management.
- Outlining how pupils are expected to behave and promoting the desired behaviour.
- Outlining our system of rewards and sanctions clearly defining what we consider to be unacceptable behaviour, including bullying.

- Praising and rewarding good behaviour, whilst challenging and sanctioning bad behaviour.

1. Definitions

Misbehaviour is defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes.
- Non-completion of classwork.
- Poor attitude.
- Incorrect uniform

Serious misbehaviour is defined as:

- Repeated breaches of the school rules
- Verbal abuse to peers or staff
- Any form of abuse
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Vandalism
- Theft
- Absconding
- Fighting
- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs, psychoactive substances and drug paraphernalia
 - Solvents
 - Stolen items
 - Tobacco, cigarette papers and vaping equipment
 - Fireworks
 - Pornographic images

2. Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time

- Difficult to defend against

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding or tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites.

Details of our school's approach to preventing and addressing bullying are set out in our anti-bullying policy.

3. Roles and Responsibilities

- **Headteacher**

The Headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

- **Staff**

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of all pupils
- Recording behaviour incidents on CPOMs. This includes **any** member of staff who witnesses a display of unacceptable behaviour, or who issues any sanction to a pupil.

The Senior Leadership and Pastoral teams will support staff in responding to behaviour incidents.

- **Parents**

Parents are expected to:

- Support their child in adhering to the pupils' code of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly

- **Pupils**

Pupils are expected to:

- Adhere to the pupil code of conduct
- Follow instructions and direction from staff
- Speak to a member of staff promptly if they have concerns

4. Behaviour rewards and sanctions

The school recognises that pupils should be rewarded for their display of good behaviour.

4.1 The school will use the following rewards for displaying good behaviour:

- Praise
- Earning 'ticks' at the end of each lesson
- Praise post cards
- Special responsibilities/privileges
- Class of the week cup
- Certificates
- Postcards home from faculty leaders
- Headteacher awards 'respect cards'
- Prizes
- Stickers/house points
- Recognition in a Celebration assembly
- Whole-class rewards

4.2 The school may use one or more of the following sanctions in response to unacceptable behaviour:

- A verbal reminder to follow school rules
- Removal from the classroom for a set period of time
- Loss of break or part of a lunchtime
- Detentions - making up of lost learning time
- Isolated with a member of staff

- Removal of privileges
- Removal from individual lessons to other appropriate members of the curriculum area
- An apology made to those affected by the incident
- Paying for or contributing towards broken/damaged property
- Negative mark noted in the tutor folder
- Parental contact including parents being informed and parenting contracts
- Review of provision at the Headteacher's discretion
- Fixed term exclusion
- Permanent exclusion

4.3 Teachers will use their judgement when issuing sanctions, considering whether they believe the pupil's behaviour was intentional, especially if it is the first time the pupil has displayed this behaviour.

4.4 At all times, teachers will discuss the behaviour with the pupils to ensure the pupil understands why it is inappropriate and to prevent any recurring behaviour.

4.5 Following an allegation of serious unacceptable behaviour, the pupil will be placed in isolation in another classroom whilst an investigation by the Pastoral team or member of Senior Leadership Team takes place.

4.6 If, following an investigation, the allegation is found to be true, the Headteacher will issue the appropriate disciplinary action.

4.7 Any decision made to exclude a pupil will only be done so by the Headteacher in accordance with the school's Exclusion Policy.

4.8 All bullying incidents will be dealt with in accordance with the procedures outlined in the school's Anti-Bullying Policy.

4.9 Any allegations made against a member of staff's behaviour and misconduct will be dealt with in accordance with the school's Allegations Against Staff Policy

4.10 The school will consider whether the behaviour displayed by the pupil gives reason to suspect that the pupil is suffering, or is likely to suffer, significant harm. In these instances, the procedures outlined in the school's Child Protection Policy will be followed.

4.11 The school will also consider whether the displayed behaviour is an indicator that the pupil's educational, or other, needs are not being met. In this instance, the school will consider whether a multi-agency assessment of the pupil's behaviour would be beneficial.

4.12 Sanctions may be applied where a pupil has misbehaved off-site when representing the school, such as on a school trip or on the bus on the way to or from school. Equally the school may sanction when a student is bringing the school into disrepute.

5. Strategies for staff

When dealing with incidents of unacceptable behaviour, staff will use the following strategies:

- Use calm body language and a measured tone of voice whilst dealing with the incident
- Avoid confrontation which escalates the problem based on team teach principles
- Focus on the primary behaviour
- Be clear about the rules – give firm reminders of the expectations
- Seek support quickly when required

And will

- Give regular praise for positive behaviour
- Seat all pupils where you wish them to be
- Speak with a pupil following an incident prior to the next lesson with them
- Be consistent and always follow up incidents according to the guidelines in this policy.

Behaviour management strategies include

- Make a physical change (e.g. move seats/move others)
- Give the pupil time and space to calm down
- Use short sentences/clear messages
- Use calm body language
- Offer simple choices
- Use positive corrective language

If an incident escalates, staff will contact duty staff

If an incident does escalate and support is required, staff will seek the support of a member of the Duty Team or Senior Leadership Team

Once all other reasonable strategies have been exhausted, a pupil may be given a formal verbal warning and/or a pupil may be removed by the Duty Team or Senior Leadership Team for a set 'cooling off' period. The Duty Team or Senior Leadership Team will try to resolve the situation and return the pupil to allow learning to continue.

If a pupil is returned to a lesson and the behaviour does not improve, the pupil may be removed by the Duty Team or Senior Leadership Team for the remainder of the lesson. This would trigger a loss of learning time, catch up and a phone call home. The member of the Duty Team or Senior Leadership Team will supervise the pupil for the remainder of the lesson. The member of the Duty Team or Senior Leadership Team will make a judgement as to whether and/or when the pupil is released back to their normal timetable.

If a pupil is removed from a lesson, this information will be circulated to all staff via CPOMS/e-mail

Staff will send for a member of Duty Team or Senior Leadership Team immediately in the following circumstances:

- Any physical assault by one pupil on another
- Physical violence towards staff
- Abusive swearing at staff
- For emergencies / circumstances of severe disruption
- Once all other reasonable strategies have been exhausted

6. Isolation

Isolation will only be used after all other reasonable strategies have been unsuccessfully attempted. Isolation will be used for serious incidents that may take place during the course of the school day. Pupils being isolated will be placed under direct supervision by a member of the Duty Team or Senior Leadership Team, where possible. Under normal circumstances, pupils will only be kept in isolation for either part of a school day or a full day. Pupils may, however, be removed from their peer group for a day or even longer for an isolated serious incident or for the protection of themselves and/or others. The purpose of isolation is to provide an alternative to exclusion but also to offer an opportunity for learners to reflect on and to modify their attitudes and behaviour.

School staff are always expected to fill in a record of any behavioural incident using CPOMS, but in the event of a serious concern, also ensure that this is referred to Pastoral Team or Senior Leadership Team, the tutor and any other relevant members of staff.

7. Behaviour management

- **Classroom management**

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom through meeting the needs of all pupils.

They will:

- Create and maintain a stimulating environment that encourages pupils to be engaged
- Develop a positive relationship with pupils, which should include:
 - Greeting pupils in the morning/at the start of lessons
 - Establishing clear routines
 - Using positive reinforcement
 - Communicating expectation of behaviour in ways other than verbally i.e. visuals
 - Highlighting and promoting good behaviour through reward
 - Concluding the day positively and starting the next day afresh
 - Use specific strategies to ensure pupils do not become distressed

- **Physical restraint**

Physical restraint will only be used in accordance with the school policy and Physical Intervention Plans.

- **Peer on peer abuse**

Staff are aware that children can abuse other children. Staff will refer to and follow the school's Child Protection Policy when dealing with on peer abuse.

- **Pupil support**

The school recognises its legal duty to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

8. Detentions

- The school will make it clear to parents/carers and pupils that they are able to use detention as a sanction, both during and outside of school hours.
- All teachers at the school are able to impose detention on a pupil unless the Headteacher decides to withdraw this power from any teacher.

All school staff are permitted to issue detention as a sanction at break or lunchtime where deemed reasonable, providing that comfort breaks are included.

If a pupil fails to complete their detention a member of the Duty Team or Senior Leadership Team will be called for support.

Detention outside normal school hours

The detention of learners outside normal school hours is a measure that may be taken after consultation with the Headteacher. Parents will be notified prior to the event.

9. Fixed term exclusion

The Headteacher will consider all exclusions in line with current statutory regulations and in line with the school policy.

10. Training

Our staff are regularly trained on managing behaviour, including proper use of de-escalation strategies. A number of key staff are trained in the proper use of restraint. Behaviour management forms part of continuing professional development including key information on all pupils which is disseminated via e-mail, intranet, training sessions and staff briefings.

11. Confiscation of items deemed to interfere with learning

Confiscation can be used as a disciplinary penalty. Items that may be confiscated include those that may be deemed to be interfering with learning. Examples of this could be mobile phones, electronic devices and fidget spinners.

The member of staff confiscating a personal item (not classified as dangerous or banned by the school) from a learner will take the confiscated item to the school office, where it will be held in a safe place until it is returned to the learner. Where appropriate, parents may be requested to collect items from school. The school does not accept liability for these items.

Where pupils refuse to 'hand over' items the incident will be dealt with through the normal steps in the behaviour policy.

12. Searching and Confiscation

12.1 School staff can search a pupil or their possessions for any item if the pupil agrees.

12.2 The Headteacher and staff authorised by them have a statutory power to search pupils or their possessions, **with or without consent**, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. This includes the content of mobile phones and other devices, for example as a result of a reasonable suspicion that a device contains illegal or undesirable material, including but not exclusive to sexual images, pornography, violence or bullying. Prohibited items include the following:

- Knives
- Weapons
- Illegal drugs, psychoactive substances and drug paraphernalia
- Stolen items
- Tobacco, cigarette papers and vaping equipment
- Fireworks
- Pornographic images
- Any articles that staff reasonably suspects has been used, or is likely to be used to commit an offence
- Any article that staff reasonably suspects has been or is likely to be used to commit personal injury to, or damage to the property of any person

At Dove House School Academy Trust, the powers of search are given to:

- The Headteacher
- Senior Leadership Team
- Pastoral Staff

12.3 Searches will be conducted by a same-sex member of staff, with another same-sex staff member as a witness, 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.

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

12.5 A pupil's possessions will only be searched in the presence of the 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.

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

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

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

12.9 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.

12.10 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 office.

12.11 The Headteacher will always be notified when any item is confiscated

12.12 If the pupil refuses to cooperate with the search the police and/or parents/carers may be contacted.

13. Policy monitoring & review arrangements

This policy will be monitored by the Headteacher who will report termly to the Board of Trustees. The policy will be reviewed by the Senior Leadership Team every 2 years. The policy will be approved by the Headteacher.

14. Links with other policies

This policy is linked to the following policies:

- Physical Intervention Policy
- Child Protection Policy
- Anti-Bullying Policy
- Exclusion Policy
- Safeguarding Policy