

Behaviour Policy (September 2020)

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Covid -19: The policy for 2020-21 should be read in conjunction with the guidance and advice set out in the DfE Checklist for school leaders to support full opening: behaviour and attendance

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachmentdata/file/899384/Checklistforschoolleadersonbehaviourandattendance.pdf>



1. Aims and objectives

- a) The Policy encourages all children to make positive choices and to operate within a culture of reward and celebration.
- b) The Policy sets out an identifiable graduated approach to behaviour sanctions and reflects local responses to the Covid guidelines.
- c) Pupils will behave well and experience a positive Climate for Learning whilst adjusting to the post-Covid lockdown academy circumstances.
- d) Behaviour systems - including Covid arrangements and attendance expectations - will be clearly communicated, follow a consequence pathway and be well understood and applied by all stakeholders.
- e) Staff and pupils will reinforce positive attitudes and celebrate achievements
- f) Pupils show respect and courtesy towards all members of the school community and are entitled to respect for themselves, by staff and other children.
- g) Pupils feel confident that in school they are known and valued as individuals, they will be listened to, their views and concerns will be considered and that they receive fairness of treatment.
- h) Behaviour expectations in the post-Covid period are reset and communicated clearly.
- i) Pupils receive additional behavioural and learning support in the post-Covid period according to their individual need.
- j) Adults share a common responsibility for maintaining good discipline and promoting and implementing, amongst others, the 'Behaviour annex' and anti-bullying policy.
- k) The continued promotion of British Values of respect, tolerance, and the rule of law.
- l) The provision of a secure, orderly, healthy and safe environment for children at all times
- m) Positive behaviour is modelled, recognised and acknowledged in accordance with the rewards policy.
- n) A positive relationship with all stakeholders including parents / carers and other agencies is encouraged, in order to develop a shared approach to involve them in the implementation of this policy.
- o) Good and appropriate behaviour is promoted by purposeful, enjoyable learning as a result of well-planned and delivered lessons in well-managed classrooms and year bubbles.
- p) There will be well established and understood entry and exit classroom routines
- q) Plans will be made to integrate the following actions around re-engaging pupils' behaviour for post-Covid reopening:
 - Planning - what will our classrooms / downtime look like
 - Communicate - what do we expect from pupils
 - Consistency - staff understand what is expected of them in upholding academy values and expectations
 - Support - identifying and providing for the needs of the most vulnerable and challenging, particularly those who have exhibited mental health concerns and / or safeguarding trauma in lockdown.
 - Monitoring and improvement - using the usual tracking and recording tools to reflect on practice and future actions.
- r) In 2020-21, a local Covid-19 behaviour annex to the Policy will outline (in detail) responses to all of the below:



- Expectations over pupil conduct
- Entry and exit routines and expectations
- The consequence pathway / system
- Rewards and sanctions
- Exclusions
- Uniform
- Representing the academy off site



2 Responsibility for implementing the policy

- 2.1 The Assistant Headteacher (Behaviour & Attendance) has delegated day-to-day responsibility for delivering the Behaviour Policy.
- 2.2 All employees of Kirkby College will consistently follow and implement the Policy. All staff are responsible for the behaviour of children when engaged in activities directly related to the work of the school.
- 2.3 The implementation of the Policy and respective academy behaviour policy annexes are quality assured through the work of the Headteacher and governing body.

3 Systems for managing behaviour

All systems for managing and recording behaviour are centred on achieving a positive Climate for Learning.

- 3.1 Appropriate consideration will be given to a child's Special Education Needs and Disability (SEND) status when applying sanctions - including exclusion
- 3.2 Behaviour (positive and negative) is currently recorded and monitored through the SIMS information management system.
- 3.3 Kirkby College has a consequence system that is organised through a tiered approach, which is essentially centered around a simple approach of: *'warn, move, remove'* (via an on-call system).
- 3.4 For those pupils whose behaviour falls outside and cannot be managed by the consequence system, a period of internal isolation/ fixed term exclusion and other strategies may be considered.
- 3.5 The consequence ladder and graduated response to behaviour is conducted with due regard to individual needs - especially considering the Covid-19 conditions in which the school will operate.



4 Exclusions

4.1 Fixed Term Exclusions

Exclusion decisions at Kirkby College are always made in line with DfE guidance: *'Exclusion from maintained academy and academies and child referral units in England'*.

- Kirkby College will make every effort to avoid excluding children and all available strategies will be used to manage behaviour.
- Consideration over a child's SEND status will be taken into account when applying sanctions around exclusion.
- All incidents and circumstances (inc. safeguarding risk) will be investigated thoroughly before a decision is made to exclude.
- Deliberate and serious breaches of Covid health and safety rules that potentially jeopardise the well-being of others in the academy, may result in an immediate exclusion.
- For exclusions of more than five days, the school, in conjunction will arrange full-time education, either on or off-site and inform the Local Authority.

4.2 There are exceptional circumstances where it may be appropriate for a child to be permanently exclude or moved to alternative provision.

4.3 In the most severe cases, Kirkby College may involve the appropriate authorities to investigate the individual(s) concerned.



5 Exclusion protocol

- 5.1 Where an exclusion refers to a child with SEND, the Special Education Needs Coordinator (SENCo) will review and quality assure the decision to ensure that the academy has exhausted all options before the exclusion and has applied the policy with consistency and transparency.
- 5.2 For all repeat exclusions, (child with SEND / child without SEND) the school will look at underlying causes and review the provision for the child identifying any barriers to learning.
- 5.3 All fixed term exclusions will be recorded as soon as possible.
- 5.4 In the extreme event of considering a permanent exclusion, the Headteacher will ensure that the school has explored all other options and has applied the policy correctly.
- 5.6 The Local Authority will be informed, and the exclusions policy in the academy including right to appeal will be triggered.
- 5.7 All exclusions will be carried out in accordance with the guidance explained in the DfE document 'Exclusions from maintained schools, academies and pupil referral units in England - September 2017'

www.gov.uk/government/publications/school-exclusion



6 Record keeping

- 6.1 Kirkby College will always keep accurate records of Behaviour Incidents - including low level, through to the final sanction.
- 6.2 These records will be kept on SIMS and provide comparative data (where possible) to show trends over time.
- 6.3 Patterns of persistent low-level disruption, as well as more extreme behaviours can expect to be analysed and acted upon by the pastoral and senior teams.
- 6.4 These records may be analysed, on a half-termly basis or as necessary; with the intention of providing targeted support for students, colleagues and faculties experiencing difficulties.

7 Equality

- 7.1 In accordance with the Equality Act 2010 Kirkby College makes reasonable adjustments to the application of their Behaviour Policy where the behaviour is due to a reason related to the child's disability, thereby ensuring that disabled children are not placed at a disadvantage.
- 7.2 Staff seek to identify the underlying cause of any unacceptable behaviour (for example an unmet special educational need or poor adjustment to learning in the post-Covid climate) and put in place measures to address the cause and prevent the behaviour re-occurring.
- 7.3 Kirkby College academies identify 'triggers' which may prevent challenging behaviour persisting or worsening. They ensure that children who are displaying challenging behaviour because of an underlying disability or SEN are not unlawfully discriminated against.
- 7.4 Our overriding aim is to work with the staff, parents/ carers and other agencies to find ways of modifying the child's behaviour, so that the whole school community can be safe and successful. Our priority is that the climate in the classroom and around school is calm and positive so that young people can learn effectively.
- 7.5 Kirkby College works closely with parents of children who display a recognised behaviour difficulty / condition, ensuring a consistent approach and continuous support between home and the school, to mitigate against further sanctions.



8 Staff searching children

Staff have the legal right to search children within the following guidelines:

www.gov.uk/government/publications/searching-screening-and-confiscation

Staff may search a child if they have reasonable grounds for suspecting that the child is in possession of a prohibited item.

- a. Two members of staff working together, one of which must be a member of the Senior Leadership Team or a member of staff that the Headteacher has delegated responsibility to, can instruct children to turn out their pockets or their bags. Children and their possessions can be searched with the child's consent.
- b. A member of the school's Senior Leadership Team can authorise a search of child or their possessions (including bags or lockers) for weapons and drugs by a member of the Senior Leadership Team (plus one other adult), without the consent of the child.
- c. A record of all searches on pupils must be logged (on the CPOMS safeguarding recording system) and parents informed as soon as possible.
- d. Searches must be conducted in a discreet / private location and be appropriately staffed based on the gender of the pupil being searched. One of the members of staff MUST be the same sex as the child. It is good practice for both members of staff to be of the same sex as the child being searched.
- e. In the most serious and extreme circumstances, any searches that involve the need for intimate interrogation must NOT be carried out by school employees. If such a situation is required, the Principal must remove the child to a secure space and inform the police and parents of the child.



9 Use of physical restraint and training

Staff must only use physical restraint on children following the DfE guidelines. Kirkby College expects all employees to be aware of the guidance through training, briefings and the availability of the document through the link below:

www.gov.uk/government/publications/use-of-reasonable-force-in-schools

The use of proportional, physical intervention in Kirkby College, (with the exception of those staff specifically trained in dealing with regular and extreme behaviours, as part of their role in SEND / special education), must only be used to prevent pupils from hurting themselves or others (including staff), from damaging property, or from causing disorder.

It is a requirement that any use of reasonable force is documented by the member of staff in conjunction with the academy leadership / safeguarding lead and kept on file.

It is not Kirkby College policy for all staff to be Coping with Risky Behaviour (CRB) trained (or equivalent); the decision to deploy and train staff in 'physical restraint and de-escalation' is the responsibility of the Headteacher, in consultation with the Assistant Headteacher (Behaviour & Attendance).

10 Mobile Phones

The Academy's policy on mobile telephones is very simple; they should not be seen, used or heard on site. Where a phone is used, seen or heard on site, it will be confiscated by a member of staff and taken to Reception for safekeeping. If it is the first offence, a letter is sent to parents and the student may pick it up from Reception at the end of the school day. Subsequent offences will require parents/ carers to collect the phone.

Any student needing to make emergency contact with a parent during the school day can do so by asking their respective Head of House or Student Services. Likewise, any parent or carer wishing to contact a student should contact the school in the first instance.



11 Jewellery

For health and safety reasons and security of property, students are allowed to wear one wristwatch and one small pair of stud earrings. If students exceed this, they will be asked to remove the excess jewellery, leaving this in their locker or in another safe location. If students continue to wear more than the permitted jewellery, it will be confiscated and retained until the end of the Academy day. If students still continue to wear excess jewellery this will be confiscated and returned to parents/carers as part of an agreement and discussion about future expectations. Students who do not remove jewellery when instructed will lose social time until the issue is resolved. Continued refusal will be considered to be defiance and will be sanctioned accordingly.

12 Foodstuffs and drinks in academy

12.1 The content and consumption of foodstuffs and drinks in Kirkby College is governed by the Healthy Eating Policy.

12.2 Kirkby College promotes healthy eating options.

12.3 In light of revised Covid health and safety guidance, there are expectations over designated areas and times for eating. These have been communicated to staff, parents and children.

13 Confiscation

13.1 The school can include confiscation of a student's property as a disciplinary sanction. For confiscation to be used it must be proportionate, a reasonable sanction in the circumstances and in pursuance of a legitimate aim e.g. in maintaining an environment conducive to learning or safeguarding the rights of students to be educated.

13.2 What criteria for confiscation might be used?

- An item poses a threat to others: e.g. a laser pen is being used to distract and possibly harm other students or staff
- An item is against school uniform rules: e.g. a student refuses to take off non-uniform clothing on entering the school site
- An item poses a health or safety threat: e.g. inappropriate jewellery
- An item which is counter to the ethos of the school: e.g. material which might cause tension between one community member and another
- An item which is illegal for a child to have: e.g. racist, homophobic or pornographic material.
- Mobile phone or similar electronic devices if they are used, seen or heard on site



- When confiscating an item of clothing or jewellery, staff should pay particular regard to any item which may have a religious or cultural significance to the student.

14 Drugs

- 14.1 Kirkby College informs and educates students on the consequences of illegal drug use as part of its concern for their welfare.
- 14.2 Possessing and supplying illegal drugs on site is extremely serious and will be referred to and managed through the exclusions protocol (section 6) in this policy. Kirkby College recognises that there is a clear distinction between possession and intent to supply/ actual supply - and this may be taken into consideration when applying the exclusions protocol.

15 Anti-smoking

- 15.1 Kirkby College informs and educates young people on the consequences of tobacco use as part of its concern for their welfare.
- 15.2 The school prohibits the use of tobacco, vaping products and the supply of these substances, by all members of the school community.

16 Weapons

- 16.1 Kirkby College informs and educates young people on the consequences of carrying a weapon as part of its concern for their welfare.
- 16.2 The school prohibits the bringing in and carrying of weapons by all members of the community.
- 16.3 When dealing with any situation involving weapons, the school leadership will consider and adhere to the guidance outlined in the DfE publications '*Exclusions from maintained schools and academies 2017*' and '*Searching, screening and confiscation 2018*'.

17 Behaviour off-site/ to and from the academy

- 17.1 Under no circumstances should any children leave site during the day without prior authorisation / permission.
- 17.2 On all school-organised excursions, children and staff follow the respective school and provider behaviour policy.
- 17.3 It is our expectation that our pupils' model good citizenship in and out of the school environment. The Policy applies to journeys taken to and from school.



17.4 Social distancing wherever possible, along with national guidance on using public transport should be actively modelled, encouraged and communicated by staff.

18 Managed moves

18.1 As part of the North Ashfield Schools Behaviour and Attendance Partnership (SBAP), we may occasionally make the decision to arrange for a 'managed move' to another school/ academy for particularly vulnerable children. This will only be undertaken in close cooperation with parents/ carers and when other options, prior to a likely permanent exclusion, have been exhausted.

19 Alternative provision

19.1 Any student being referred to KEEP or other external alternative providers, will have had a comprehensive 'needs analysis' conducted prior to their transfer.

19.2 Any child placed in AP will not be 'off-rolled'. They will retain their ULN and registration at Kirkby College.

20 Off rolling

Ofsted (2019 Framework) defines Off-rolling as:

'The practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil. Off-rolling in these circumstances is a form of 'gaming'.

20.1 Kirkby College will not 'off roll' pupils as defined by Ofsted.

21 Review of the policy

This policy is reviewed annually by the Assistant Headteacher (Behavior & Attendance) in the Summer Term in time for the start of the next academic year.

Any further adjustments or relaxations in response to Covid-19 will be applied in an appendix or as a deletion in the main policy as and when necessary.



