



## REEDLEY COMMUNITY PRIMARY SCHOOL

### BEHAVIOUR POLICY

*Our school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Children at Reedley learn to become resilient and self-assured in a safe environment where challenge is key. Team Reedley are encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.*

*(Mission statement)*

#### **1. STATEMENT**

At Reedley, staff seek to promote a happy, caring and secure learning environment through high standards of behaviour. Every child has the right to learn, and every staff member has the right to work in a secure and positive environment. All staff are responsible for implementing positive behaviour management throughout the school. This applies to all adults, teaching and non-teaching, who work with or come into contact with the children in the school. If a child displays unacceptable behaviour, school staff support the child, to help them learn how to behave in an acceptable way. A sanction may occur if appropriate, but there is some education and support for future behaviour. All staff encourage and support good behaviour through a mixture of high expectations, clear procedures and an ethos which promotes discipline and mutual respect between all members of the school community.

#### **2. INTRODUCTION**

The purpose of the behaviour policy is to enable all members of the school community to share responsibility for creating an atmosphere, which enables children to manage and self-regulate their own behaviour.

#### **3. RULES AND EXPECTATIONS**

General school rules have been adopted through consultation with staff and are discussed and displayed in areas around school. These form the basis for classroom rules, which are negotiated and agreed by the children at the start of each year. Acceptance and ownership of these rules (by staff and children) in addition to consistent and fair applications of them are crucial to the success of this policy.

The principles of the school rules are:

- Is it safe?
- Is it kind?
- Is it my best?

These questions are on display in every classroom and are referred to regularly so that children can reflect on their own behaviour – not just when the answer might be no!

Expectations for each class are revisited regularly (at least once each half term). Support is valued and expected from everyone in the school community, to promote the qualities of tolerance, politeness, good manners and respect for others and their property. Good behaviour is noted and often rewarded. Inappropriate behaviour is addressed and children are supported and encouraged to improve their behaviour.

Reinforcement of roles and responsibilities within the classroom:

- Every child in the class has a job to do to encourage responsibility. These can be reviewed and swapped

throughout the year.

- Rules are referred to and reinforced if a child's behaviour is not acceptable.
- The child is encouraged to reflect on their behaviour and to offer alternative actions that could have been taken. The staff member may role play this with the child, to ensure that the child understands.

Education regarding behaviour starts in the Reception classes. Children are taught the skills are turn-taking, mutual respect and caring for each other. They learn how to listen to others and to share. Children are given additional support, modelling, supervision, encouragement and praise to support them.

All classes operate a traffic light style system, customised to the theme of the class, where children's names start the day on the positive section. The names are moved according to the conduct in class and children are aware of the consequences. Names can be moved in both directions should the need arise. This is intended as an incentive to improve behaviour.

#### **4. THE RESPONSIBILITY AND AUTHORITY OF SCHOOL STAFF**

School staff have statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006).

The power also applies to all paid staff (unless the headteacher says otherwise) with responsibility for pupils, such as teaching assistants and may be extended to voluntary staff, with authorisation of the headteacher.

School staff can discipline pupils at any time the pupil is in school or elsewhere under the charge of a member of staff, including on school visits.

School staff can also discipline pupils in certain circumstances when a pupil's misbehaviour occurs outside of school, which includes times when pupils are wearing the school uniform and travelling to and from school. School staff may discipline pupils for behaviour that could have repercussions for the orderly running of the school, for behaviour that poses a threat to a pupil or member of the public or that could adversely affect the reputation of the school.

The action taken would depend on whether there is reliable evidence that the incident occurred and the specific actions carried out, for example if this was witnessed by a staff member or by an impartial and reliable witness, such as a police officer.

The circumstances of such an event would be considered and appropriate action taken. This usually would involve the pupils' parents/carers being informed.

Staff members only deliver the discipline to children when they are under their lawful control. This is usually within the school grounds, but also includes being on a school trip or event. Incidents that occur whilst children are travelling to and from school are dealt with once the child is on the school premises.

#### **5. STAFF INTERACTION WITH PUPILS**

- Staff are assertive and positive in giving instructions to children – children need to understand what staff mean and that staff stick to things that they say.
- Staff make it clear to the children the standard of behaviour they expect.
- Staff make it clear how good behaviour is rewarded and the consequences for not following the school rules
- Staff are consistent in dealing with children's behaviour, although staff members also take into account children's needs and reasons for the poor behaviour.
- Classroom regimes are based on agreed principles.
- Staff do not punish the whole class when only a group or an individual have misbehaved.
- When dealing with children, staff give them a fair hearing and allow them to say what happened and how they felt.
- Staff clearly state their expectations of pupils.
- Staff always give the children a good example to follow.

- Staff may give children ‘choices’. Such as “You can return to your place and do your work or you can miss a playtime – which do you choose?” Or “Come with me, you can hold my hand or walk beside me, which one do you choose?”
- Staff members form good relationships with parents/carers to ensure that everyone works together in the child’s best interests.

If a staff member finds that it is necessary to raise their voice with a class for a large amount of the time, they then ask themselves the following questions and take appropriate measures if necessary:

- *Is the work set at the correct level?*
- *Are the children disruptive because the expectations are too high or too low?*
- *Has the work expected of the children been properly explained?*
- *Is the lesson content stimulating and challenging for the children?*
- *Does the child need support to access the work provided?*
- *Do any of the children need to be on the SEN register with an IEP with specific targets to support their behaviour?*

## **6. DE-ESCALATION**

De-escalation techniques are used by staff members whenever a child is failing to meet the required level of behaviour and to prevent further incidents. Support and encouragement are used as well as praise for meeting the correct standard.

If this occurs in the classroom, the staff member may make eye contact with the child or make a silent gesture for the child to get on with their work. If they need to address the child, an effective approach is to ‘close the gap’. This means moving nearer to the child, and discretely telling them to continue with their task, so not to distract the other children. Warnings can be given and a specific target. Eg I would like to see these questions finished in the next ten minutes.

The staff member then monitors the progress towards this goal and can praise for compliance.

De-escalation in the playground might take the form of asking children whether the behaviour is their best, kind and safe. The staff member may issue a warning and then join in with the game, or stay close by and offer praise for an improved attitude/conduct.

## **7. STRATEGIES FOR DEALING WITH CHALLENGING BEHAVIOUR**

Staff take steps to minimise the chances of incidents occurring, such as providing a quiet place for a child to work in the classroom, or pre-empting potential issues.

Staff take into account the circumstances for the behaviour and work to educate the children, to prevent future incidents occurring in the future.

Sanctions may be given but may differ according to the circumstances as we appreciate that a ‘one size fits all’ approach does not apply to children.

Staff record significant incidents on CPOMS (Child Protection Online Monitoring System). Key information recorded is:

Date, location, action, consequence, name of any other children involved, contact with parents/carers along with their response.

Members of the school leadership team are copied into all these posts, as well as any staff who work with the child.

This is usually completed the same day, but should be no longer than **24 hours** of the incident.

Class teachers are responsible for the health, safety and welfare of all pupils in their class and so children are not ‘sent out’ of class for poor behaviour. If children are required to go to another classroom as a result of ‘severe incident’, or if they need to meet with Headteacher or Deputy Headteacher, the staff member arranges

appropriate supervision for the child to reach the destination and ensures that the adult is aware that the child is coming to them.

Staff do not send children out of their classroom to another class, as this causes disruption for the receiving class, unless it is decided by Headteacher or Deputy Headteacher to do so. This decision has been taken to minimise disruption in classes across the school.

The behaviour of the class of children is the responsibility of the classteacher.  
Behaviour management contributes towards any judgements made in relation to teaching and learning.

The following criteria are used in relation to behaviour when making judgements about teaching and learning.

Outstanding	Good relationships and high expectations help promote the excellent attitudes and behaviour shown by students, who are very supportive of each other. Clear routines and frequent use of praise/reward add to the positive ethos.
Good	Student's positive attitudes and behaviour are good overall, as are relationships. Clear routines are followed and students respond quickly to staff expectations. Praise and rewards are used positively.
Requires Improvement	Attitudes and behaviour are mostly satisfactory and there is little disruption. Routines are mostly followed and students can be brought back on task. Praise is used to encourage students.
Inadequate	Poor attitudes and behaviour are shown by some students and this may disrupt others' learning. Routines are not in place, or not reinforced, and some incidents are not dealt with effectively. There is little praise and no encouragement.

### **8. EXTRA SUPPORT**

If the members of staff are unable to de-escalate the behaviour and a child is likely to cause significant harm to themselves or to others or significant damage to property, then further support is sought.

These are the procedures to follow to find an appropriate member of staff to support the staff member.

-Ring for headteacher/deputy headteacher. If either of these staff members are available, they come to the area of the school where the child is and take the child for a chat.

-Ring Mrs Iqbal on 1000 to ask if any members of the school leadership team are available. Say it is a 'Severe incident' and urgent support is needed or ring 201 for The Pupil Support Manager.

### **9. EXCLUSION**

If a child has broken the school rules by way of a 'severe incident', the headteacher (or Deputy Headteacher in the absence of the Headteacher) may consider whether the child is to be considered for an exclusion. The child's intent and the severity of the incident and injuries caused, are factors to be considered.

An internal exclusion requires the child to spend some time in another class and to have no contact with their class for the period of the internal exclusion. Parents/carers are informed of the internal exclusion.

An external exclusion requires the child's parent/carer to keep the child away from school for a designated period of time, and to complete work at home. The parent/carer is provided with a leaflet explaining the exclusion process and a letter from the headteacher explaining the reasons for the exclusion.

On return to school the child and parents/carers meet with the headteacher/deputy to discuss the behaviour and to reassure that the behaviour is not repeated. They produce the work they have completed during the excluded period.

If a child is excluded for 6 days or more in one period of exclusion, the school finds an alternative place for them to be educated.

If a severe incident has occurred, staff members report this to the headteacher or deputy, who considers whether an exclusion is necessary.

A permanent exclusion may be considered if the incident is severe in nature, and this may occur without first having fixed terms exclusions.

A permanent exclusion may also be considered if a child has received a number of fixed term exclusions for the same behaviour, deemed to be a persistent breach of the school behaviour policy.

## **10. BULLYING**

Bullying is defined as 'intentional repetitive negative behaviour, involving an imbalance of power, real or perceived'. This could occur in person or via the use of electronic devices.

If any incidents of bullying occur, they are reported to the Headteacher immediately.

A record is made of the initial concern and the pupil responsible has their behaviour tracked for at least 5 school days to monitor incidents. A pupil alleging bullying, is given a tracking sheet to monitor incidents over at least 5 school days. Teachers are responsible for assisting pupils to fill in tracking sheets and ensuring that all incidents are accurately recorded. The classteacher liaises with pupils and parents/carers as necessary.

If bullying occurs when pupils are going to and from school or occurs on electronic devices outside of school, school staff may still deal with the incident by informing parents/carers and/or the police.

As with any inappropriate behaviour, if an incident is witnessed by a member of school staff, then a consequence may be issued by school staff, once the child has returned to school.

Cyber-bullying is addressed by ensuring that parents/carers of the victim and the alleged perpetrator are aware of the incident and the impact. They are encouraged to take any evidence to the police.

If a child reports an instance of someone sharing sexual, naked, semi-naked images or videos or sexually explicit messages of a young person, often known as 'sexting', then a crime has been committed.

Parents/carers are informed and encouraged to share this information with the police. The victim and the alleged perpetrator may need some support and school can arrange this.

Staff do not copy the images for any reason as it is an offence to view, create, copy, possess and distribute such images, even if a child has given their consent.

## **11. USE OF SANCTIONS**

Sanctions are listed in the Appendices of this policy.

It is important that staff do not reach the ultimate sanction too soon so that the school is forced into a position of taking extreme measures through lack of alternatives. Likewise, it is important that all staff avoid threats and statements, which leave themselves, or senior staff little room for manoeuvre. Any sanctions employed should be appropriate and fair and employed in a graded manner wherever possible, according to circumstances and the needs of the child.

Any behaviour which is deemed to be of a serious nature requires immediate action by a member of staff at the appropriate level. If behaviour is not addressed, then the member of staff is condoning the behaviour and it is likely to occur again.

Removal from the classroom may be used as a response to serious misbehaviour. This is used by Headteacher and Deputy Headteacher, although other staff members have permission to ask a child to leave the classroom too.

The child is always informed why they are being asked to leave the classroom and for how long this is for.

The child is always taken to a safe and appropriate place and is given a task to carry out. This includes a reflection on the behaviour. Children are never locked in a room.

The staff member accompanying the child always ensures that they are reintegrated into the class appropriately.

Where removal from the classroom has taken place, school staff any assessment of underlying factors have influenced the disruptive behaviour and whether any other strategies need to be implemented.

## **12. USE OF POSITIVE REWARDS**

There are various rewards in place to reward children for following school rules for their work and behaviour – see the appendix for details.

Teachers may also introduce class rewards with specific treats, as long as they do not take up a disproportionate amount of curriculum time and as long as they have a positive effect on behaviour.

Staff keep a record of rewards issued, to ensure that the systems are operated in a fair way, which allow all children to achieve. If, when they monitor their lists, they find that a child has not received rewards, then the reasons need to be explored. The child may need some support, praise and encouragement to ensure that they are able to achieve success in this area.

## **13. COMMUNICATION WITH PARENTS/CARERS**

If a class teacher becomes dissatisfied with a child's general or specific behaviour, parents/carers are called in at the class teacher's request to discuss the issues and agree methods to help the child behave appropriately. It reinforces the relationship with parents/carers if staff also contact parents/carers when positive behavior is used.

## **14. REFERRALS FOR BEHAVIOUR SUPPORT AND SPECIAL EDUCATIONAL NEEDS**

If teachers feel that, having followed the procedures, met with parents/carers and established behaviour targets, that the behaviour is not improving then a cause for concern sheet is completed and passed to the Headteacher via CPOMS. Further support within school and a referral to other agencies is considered. The teacher is required to discuss this with the SENCO as the child may be placed on the school SEN register, if additional support is needed. A number of avenues for support are available for children who require additional support with their behaviour management. These could include: working with a designated member of staff, having a behaviour record book, being given an IEP (Individual Education Plan) or a referral to an external agency. These referrals are made by members of the school leadership team.

## **15. HANDLING OF CHILDREN**

**See Policy on Care and Control of Pupils for full details.**

All teachers and teaching assistants are authorised to use reasonable force to prevent a pupil from endangering him/herself or others or causing significant damage to property. The child needs to be warned verbally about what is going to happen prior to the reasonable force being implemented. Staff members need to remain calm and in control and preferably only perform an action with the backup of another staff member present.

Physical intervention uses the **minimum degree of force necessary for the shortest period of time to prevent harm**

Physical intervention may involve staff :

- Physically interposing themselves between pupils
- Blocking a pupil's path
- Escorting a pupil
- Shepherding a pupil away
- Removing other pupils from the area / classroom

Staff warn the child first and then record the incident on an official form and pass to the headteacher within 24 hours. (Forms are available from the Headteacher). They also inform the child's parents/carers that restraint has been necessary.

A **first aid check** is carried out on the child following the intervention, to check if there are any injuries or visible marks. The findings of this first aid check are recorded on the form, even if there are no injuries.

## 16. SEARCHING PUPILS

If school staff suspect that a pupil from Reedley School may have a prohibited item in school, then they may choose to conduct a search in the following manner. Prohibited items include: knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, any article that has been, or is likely to be used to commit an offence, cause injury or damage to property or any item banned by the school.

Members of the school leadership team are informed prior to action taking place and following the search.

- At least two members of staff conduct the search
- The pupil is informed of the search
- The pupil is asked if they have such an item in their possession and asked to produce it by placing it on a table
- The pupil is asked to empty out all their pockets of clothes they are wearing onto a table and to show that their pockets are empty
- School staff may search the pupil's tray, bag and pockets of any item of clothing that the child is not wearing
- Staff do not 'frisk' children or place their hands in any pockets of clothes the children are wearing.
- If a child refuses to comply with any of the above procedures, then the parent/carer is contacted and asked to come into the school immediately. If the parent/carer is not available, then the child is kept in isolation until contact is made.
- Parents/carers are informed and asked to come into school if any prohibited items are found and the police may be informed

The law states that headteachers and authorised staff members may use force as is reasonable, given the circumstances, when conducting a search without consent for knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, any article that has been, or is likely to be used to commit an offence, cause injury or damage to property or any item banned by the school. The above procedure is always used first, but the Headteacher, Deputy Headteacher or other staff member authorised by the Headteacher or Deputy Headteacher may use reasonable force if it is deemed necessary.

The law protects school staff from liability for damage to, or loss of, any confiscated items, provided that the school staff have acted lawfully.

Weapons, knives and extreme or child pornography are handed to the police. The headteacher decides if and when to return any other items.

## 17. RACIST, DISCRIMINATION AND HOMOPHOBIC INCIDENTS

Any racist or homophobic incidents are reported to the Headteacher who closely monitors these and reports any findings to governors. Children who have used racist or homophobic language have a discussion with a member of staff, addressing that it the behaviour is inappropriate. Further details of the procedures are outlined in Appendix 4.

### **18. SUPERVISION OF PUPILS**

Staff members collect their class promptly after playtimes and lunchtime.

As children move around the school, classteachers ensure that the children are appropriately supervised. Staff walk the children to the playground; walk them to the dinner hall, to PE and to the door at the end of the day. The line of children is controlled to ensure that the staff member can see as many pupils as possible.

The staff member accompanying the children ensures that they are positioned appropriately to minimise distractions throughout assembly times. Teachers may devise a 'lining up order' for the pupils to ensure that children who could cause distractions are separated from each other.

### **19. PLAYTIME**

#### **PLAYGROUND RULES**

**Again, the underlying principles of behaviour apply:**

- Is it safe?
- Is it kind?
- Is it my best?

More specifically,

- We line up sensibly, giving everyone enough space in the line
- We put our hand on a door and hold it until the next person takes it from us
- We use and carry equipment sensibly
- We help other children
- We look after equipment
- All children have access to playground equipment at playtime.

**Staff on duty supervise the children and engage them in games, as appropriate.**

### **20. LUNCHTIME**

The provision of equipment for outdoor and indoor playtimes ensures that children are occupied as much as possible at these times and are therefore less likely to cause problems with inappropriate behaviour.

Teachers retain responsibility of children until transfer over to staff in the hall takes place. All staff have a responsibility to respond to any incidents, which they may see. In order to begin lunchtime in an orderly manner, teachers are expected to maintain a high profile at the beginning of lunchtime and to deliver their children to the hall in a calm and orderly manner.

EYFS and KS1 teachers escort their children to the dinner hall and remain with them until 11:40am.

Staff supervising outside are responsible for providing games and activities in the agreed areas, ensuring they are in the right place at the right time to provide appropriate supervision.

A child causing significant concern or a child exhibiting improved behaviour needs to be reported to the Headteacher or Deputy Headteacher so that appropriate action can be taken.

Misbehaviour on the playground:

- The child is '**asked**' politely to stop their poor behaviour
- If the poor behaviour continues the child walks beside the adult on duty for 5 minutes



- If the poor behaviour continues, staff take the child in question to a senior member of staff.

#### Dining Room rules:

Again, our underlying principles apply:

- Is it safe?
- Is it kind?
- Is it my best?

More specifically, staff ensure that the following rules apply:

- We carry our trays with both hands and we look where we are going
- When we are told to line up, we walk smartly and sensibly
- We follow the route around the hall given to us by school staff
- We talk to the people close to us
- We put our hand up if we need help
- We use the hand sanitiser before touching food
- We help other children
- KS2 children do not go to the toilet during the lunchtime apart from in exceptional circumstances
- We use good table manners:
  - we hold our knife and fork properly
  - we eat with our mouths closed
  - we don't touch other peoples' food
  - we eat our lunch
  - we take our litter home or clean our tray

Staff are responsible for ensuring that the children that they are supervising maintain good order.

They monitor and support food consumption, although children are never forced to eat anything that they do not wish to.

### **21. SAFEGUARDING**

School staff consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff follow the schools' safeguarding policy. The concerns are shared with the DSL and recorded on CPOMS. They also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the school considers whether a multiagency assessment is necessary.

### **22. CHILDREN WITH SEND**

School staff recognise that some behaviours are more likely to be associated with particular types of SEND, such as children with speech, language and communication needs who may not be able to understand a verbal instruction. School staff recognise their additional needs may need to be considered in relation to a pupil's specific needs, even though not every incident of poor behaviour will be connected to their needs.

Staff recognise that pupils' behaviour must be managed effectively, whether or not they have additional needs. When a pupil is identified as having SEND, staff assess, plan, deliver and then review the impact of the support being provided. This takes place on an ongoing basis.

Staff recognise that they have a duty under the Equality Act 2010 to take steps to avoid any substantial disadvantage to a disabled pupil caused by the school's policy or practise.

Staff also recognise that under the Children and Families Act 2014, relevant settings have a duty to use their best endeavours to meet the needs of those with SEND.

Children with an EHCP have provision as set out in their plan.

Where a child has SEND related to behaviour, a member of school staff will meet with the parent/carer to discuss the need.

If a behaviour contract or support plan is set up, then parents/carers will have input into this.

As part of this process, staff and parents will consider the likely triggers of misbehaviour and support will be put in place from school to prevent these from occurring.

These may include:

- Short, planned movement breaks for pupils whose SEND means that they find it difficult to sit still for long.
- Seating plans are adjusted to allow pupils with visual or hearing impairments to sit in sight of the teacher and the whiteboard.
- Adjustment of school uniform requirements for children with sensory issues or severe eczema.
- Training for staff in understanding conditions such as autism

(This is not an exhaustive list)

If a child has broken the school rules, comment staff consider whether their additional needs have contributed to the misbehaviour and, if so, whether it is appropriate and lawful to sanction the pupil.

School staff consider the Equality Act 2010 and ensure that any sanctions are lawful.

School staff always consider whether any reasonable adjustments need to be made to a sanction in response to any disability that the pupil may have. School staff also seek to understand the underlying causes of behaviour and whether additional support is needed. This does not necessarily mean that a disabled child will be exempt from sanctions.

### **23. PUPIL WELLBEING**

School staff also consider whether misbehaviour gives cause to suspect that a pupil is suffering, or is likely to suffer, from harm. Where this is the case, as set out in Part 1 of Keeping Children Safe in Education, school staff follow the Reedley School's Child Protection Policy and report concerns to the DSL.

Alternative arrangements for sanctions are considered on a case by case basis for any pupil where school staff believe an alternative arrangement would be more effective for that particular pupil, based on their knowledge of that pupil's personal circumstances. School staff have regard to the impact on consistency and perceived fairness overall when considering any alternative arrangements.

Following a sanction, school staff always consider whether pupils need support in understanding and improving their behaviour and meeting the behaviour expectations of the school going forward.

Staff need to be confident that children understand the behaviour and any consequences and are aware of how they will conduct themselves in the future in a more positive manner.

They may have behaviour chart so that this can be monitored and they may be given a nominated member of staff to act as a mentor to support them with this process.

If the child has a social worker, including if they have a Child in Need plan, are on a Child Protection plan or are Looked After, then their social worker will always be informed if there are repeated and/or significant breaches of the school behaviour policy.

### **24. WELLBEING OF STAFF MEMBERS**

Staff approach their phase leader, if they need support after dealing with a specific incident or in dealing with on-going behaviour incidents. If the staff member needs further support, they approach the headteacher. This can be for advice on how to deal with further behaviour incidents or to provide emotional and wellbeing support

for themselves. There is an external supervision service, which provides further advice and wellbeing support for staff members. Requests to access this are made through the headteacher. The staff wellbeing team also discuss ways to support with the emotional wellbeing of staff.

This policy is reviewed at least every two years.

Policy author: Sarah Bell

Date: Revised Sept 2022

Governor Ratification: Date: Sept 2022

To be reviewed: September 2023

Amendments made 28.11.22 (Paragraphs 22, 23. Communicated with Governors on 28.11.22)

## Appendix 1

### Behaviour procedures - sanctions

Staff Action	Behaviour	Consequence	Recorded
Verbal warnings  De-escalation techniques used	Talking in class, annoying someone, being off task, interrupting teaching and learning time	Timeout can be <i>offered</i> to give the child the opportunity to <i>prevent</i> further sanctions being needed, or a child can be asked to <i>go</i> to the timeout table as a result of poor behaviour.	
Child to miss part of or all of a playtime or lunchtime play.  De-escalation techniques used	Continuation of above behaviours or ignoring a direct instruction using unkind names Low level physical behaviour Being rude to an adult	Staff give and arrange an appropriate punishment where the child misses some playtime and carries out work provided. The staff members ensure that appropriate supervision is provided for the child under this circumstance.	Staff to record on CPOMS, alerting HT or DHT ASAP
<b>Serious Incident</b> Teacher arranges to meet with parents/carers to discuss the behaviour in person or on phone.	Continuation of above or High-level physical behaviour or serious incident Racist or homophobic behaviour	SLT to talk to child. Where possible this happens within half a day. Staff judge if this is best done immediately, where possible, or whether the child is able to 'earn themselves back down' and may not need a talk.  The classteacher may arrange for a removal of a privilege within the class.	Teacher or SLT to verbally inform parent Teacher to record on CPOMS, alerting HT or DHT ASAP
<b>Severe Incident</b> Reported to SLT immediately.	Causing significant intentional harm to a	Time out of class (internal exclusion) is arranged either with SLT or available member(s) of staff for one school day.	Teacher or SLT to verbally inform parent/carers

Exclusion or an internal exclusion may be considered by SLT. Parents/carers are contacted.	member of staff or another child.	No participation in school trips if within 2 days school days. Child to miss playtime and lunchtimes. Two incidents within one week may result in a temporary ban from after school clubs	Teacher to record on CPOMS, alerting HT or DHT ASAP
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SLT refers to members of the school leadership team

#### Appendix 2 - Behaviour procedures - rewards

Reward	for	Action	Celebrated in	When?	How many?
Value Certificates	Effort in work, or positive attitude or improvement in conduct, linked to the weekly value	Certificate and bear to take home	Assembly	Friday	Two children per week
Team points All children are put into either red, blue, yellow or green team.  Teams revised annually.	Meeting LO or achieving a target, or showing improved effort towards meeting a target	Child puts a single line through the team point and approaches teacher for a laminated team point card. This gets put into the post box in the hall at the next opportunity.  Winning team each term gets a team prize each half term.	Assembly	Every Friday  Half termly prize	Limit of around 50 team points given per class each week
Stickers Praise pad certificates Small prizes	For good conduct/good work	Sticker in book/on jumper or both Small certificate Small prize	Class	As appropriate	As appropriate
Class rewards	For collective class good conduct	A class treat	Class	As appropriate	One per half term approx

Teachers keep a record of which children receive each prize, to ensure that it is fair and to encourage and support those who do not get rewards.

Appendix 3

Possible Strategies for de-escalating/minimising Challenging Behaviour

1.	Behaviour Management Plan established / re-visited
2.	Increased frequency of 1:1 chats and reflection sessions with classteacher or TA, to reinforce expectations and to set specific short-term goals.
3.	Individual monitoring sheet used (fab book)
4.	Special seating arrangements classroom/dining room
5.	Post school telephone call home to give positive feedback
6.	Change to the morning routine, to break the cycle of coming into school
7.	Timeout table used in class

8.	Alternative/adapted tasks given
9.	TA support in class
10.	Planned withdrawal
11.	Rewards negotiated for completion of tasks
12.	Adjusted timetable
13.	Specific time with external professional

These can be added to, depending on the child's needs.

#### **Appendix 4**

##### **Procedures for dealing with discrimination incidents in school**

Reedley School welcomes the diversity of cultures, backgrounds, life-style choices, faiths and beliefs and celebrates the home languages, dialects and accents of all pupils, staff and others associated with the school.

##### **Definition of racism and discrimination**

Racism takes many forms and can happen in many places. It includes prejudice, discrimination or hatred directed at someone because of their colour, ethnicity or national origin. This may be an act of abuse or harassment, whether verbal or physical.

Discrimination can also occur, and this is when people are treated differently because of the particular beliefs they hold about a religion or based on a disability or other lifestyle choices that they or their family have made.

Reedley School is an anti-racist and anti-discrimination establishment and is committed to:

- addressing racism and discrimination
- ensuring action to support victims of racism and discrimination
- ensuring existing school policies address inappropriate behaviour around racism and other discriminatory practices
- recording and reporting racist incidents.

**Curriculum:** Staff at Reedley School use the curriculum to teach tolerance and opportunities across all subjects to support pupils in valuing cultural diversity and understanding.

We are committed to identifying cultural awareness issues across the curriculum, and to maximising opportunities both within and outside the classroom to promote greater understanding and to lead pupils towards becoming confident and positive contributors to their community and effective users of its services and facilities, according to their maturity.

More specifically, there are regular opportunities available through Personal, Social and Health Education (PSHE) to prepare pupils to meet their responsibilities as citizens in a multi-cultural society. Within this context, staff will continue to teach pupils the difference between right and wrong and the need to respect one another as well as themselves.

We will seek to promote racial harmony, prepare pupils for living in a diverse and increasingly inter-dependant society and specifically to address racism, sexism and other forms of discrimination, including religious beliefs.

The RE curriculum is also key in enabling pupils to gain insights into the origins and practices of their own cultures, and into those of the wider community, as understanding can often prevent discrimination issues.

Various trips and visitors into school over different year groups, allow first-hand experience of different cultures and beliefs.

All staff are expected to respect the rights of others and to respect those with differing beliefs.

Expressing a personal view in an unprofessional way would be inappropriate.

Behaviour Policy : Racial and discrimination issues are referred to in the School's Behaviour policy.

### **Procedures**

On hearing a report of a racist incident:

-Staff will determine whether the comment was racist or not. A racist comment is one where there is intent to cause distress or upset.

(Sometimes comments can be made, especially as young children are curious about things that are different to themselves and ask questions eg regarding skin colour or the wearing of headscarf.)

If no malicious intent was used, then the child may still have a discussion about the appropriateness of their comments.

If the comment was intended to cause upset or distress, then the following procedures will be followed.

-Reported to Headteacher

- Parents/carers of both the victim and the alleged perpetrator will be contacted and the matter discussed

-An appropriate consequence will be given to the child for the behaviour

-The alleged perpetrator will have a 1-1 session to discuss the behaviour and to explain the impact that this has had on the victim

-Other steps may also be taken, and these may include: assigning a staff mentor to the child, putting a system in place where the victim can report incidents discretely to staff, speaking to a whole class or group of children, if staff feel that the issue is more widespread than an individual

-Staff member to monitor the situation for an agreed period of time to record if there are further instances

## Appendix 5

### Procedures for Dealing with Child-On-Child Abuse Allegations

#### **Types of allegations**

There are different ways that a child or young person may be abusive towards others, and they might not realise they are doing so:

- bullying or cyberbullying
- emotional abuse
- online abuse
- physical abuse
- sexting
- sexual abuse

When a child abuses another child, it is sometimes called 'peer-on-peer' or 'child-on-child' abuse. Peer-on-peer abuse refers to abuse that takes place between children of a similar age, whereas child-on-child refers to abuse between children of any age. Sometimes children might also display abusive behaviour towards adults.

#### **Identifying concerns**

There are a range of ways concerns might be raised.

- A child or adult might make a direct allegation of abuse by a child or young person.
- A child or adult might tell a staff member that they're uncomfortable with a child or young person's behaviour. They may not realise the behaviour is abusive.
- A member of staff or volunteer might observe behaviour that gives cause for concern and make a report following Reedley School's safeguarding procedures.
- The DSL may be informed that a child or young person is the subject of an investigation.
- A child or young person might tell a member of staff they have harmed someone else or are at risk of doing so.

#### **Talking to a child who tells a staff member that they have behaved abusively**

Sometimes a child may inform school staff directly that they have behaved abusively towards someone else.

The staff member will talk to them calmly and remember that they need support.

Staff will:

- Reassure the child that they've done the right thing by informing a trusted adult about it
- Listen carefully to the child and let them tell their whole story. They will not try to investigate or quiz the child, but make sure they understand what the child is saying. Staff will use the TED method – TELL, EXPLAIN, DESCRIBE
- Use non-judgmental language
- Tell them that they have to do what they can to keep them and the other children involved safe
- Never promise to keep what a child tells a secret. Explain that they will need to speak to other people who can help
- Reassure the child that they can get help to change their behaviour and move forward with their life

### **Talking to a child about allegations against them**

If allegations have been made against a child, staff members refer the matter immediately to the DSL, who can advise on the best way to proceed.

### **Responding to incidents**

Sometimes staff might see a child behaving inappropriately and decide to talk to them about this immediately, in order to manage the behaviour. Staff talk to them calmly and explain why their behaviour is unsuitable and what they can do to improve it.

### **Keeping records**

Staff keep accurate and detailed notes on CPOMS regarding any concerns about a child's behaviour, which is shared with the DSL.

Staff include:

- the child's details (name, age)
- the date and time of the incident
- what was happening before the incident took place
- what the child said or did that was a cause for concern (in exact words if possible)
- whether the behaviour appeared spontaneous or premeditated.

### **Deciding if a concern is a child protection issue**

If a child or young person displays inappropriate or harmful behaviour, staff inform the DSL.

The DSL will decide what action to take, in consultation with:

- the headteacher and/or Safeguarding Governor
- any other agencies that may be working with the child
- the local child protection services as necessary

### **When an allegation is a Child Protection concern**

An allegation becomes a child protection concern when:

- the behaviour involves sexual assault or physical assault
- the child who has experienced the abusive behaviour has suffered significant harm
- the behaviour forms part of a pattern of concerning behaviour by the child or young person who is being abusive
- the child carrying out the abuse is displaying sexualised behaviour
- staff are concerned that the child carrying out the abuse may be doing so because they have experienced abuse themselves.

It is also a child protection concern when there's a significant difference of power between the child who is displaying abusive behaviour and the person being abused, for example when:

- there's an age difference of more than two years
- there's a significant difference in terms of size or level of ability
- the child displaying abusive behaviour holds a position of power (such as being a helper, volunteer or informal leader)



- the child being abused is significantly more vulnerable than the other child or young person.

If a young person has been involved in sexting (sharing nude images), there are extra factors to consider.

The DSL can confidentially refer the matter to the LCC Safeguarding Team for further advice.

### **Reporting concerns**

If staff think a child may be in immediate danger, they should contact the DSL immediately.

### **Sanctions**

Where there is evidence that a child from Reedley School has abused another child within at school, then appropriate sanctions will be put in place. This will be determined by the Headteacher. This may be a removal of playtimes or clubs or could include an internal or external exclusion.

### **Emotional support**

If child-on-child or peer-on-peer abuse has taken place at Reedley School, it can have an emotional impact on everyone.

The DSL will ensure that children and adults have access to the emotional support they need and know who they can talk to if they are worried about anything. Counselling is available for children and their parents/carers or a child may be allocated a staff member as a key worker, who will provide 1-1 or group sessions of support.

Staff members will be offered professional supervision.

The DSL will also consider:

- any relevant information from other agencies, such as care plans or multi-agency assessments
- how to manage contact between the alleged victim and alleged perpetrator
- whether the children who experienced the abuse are at risk of bullying or victimisation from others and what prevention measures are needed
- whether the child who is alleged to have carried out the abuse is at risk of any retaliation and what action can be taken to keep them safe.

### **Telling parents and carers about an allegation made against their child**

A child's parents or carers will be told what has happened, as long as it doesn't increase the risk to the child.

Staff will ask the child how they would like their parents or carers to be told. Staff may suggest:

- talking to parents or carers first without the child there, then summarising everything with the child present
- helping the child tell their parents or carers in their own words, with staff present for support.

It's important for parents or carers and children to have the opportunity to talk about what's happened and begin to come to terms with it as a family.

When talking to parents or carers, staff remember that the news their child has behaved abusively may be a shock. Staff will reassure them that support is available to help their child change their behaviour and move forward.

### **Support for parents and carers**

The DSL will also make sure that the parents and carers are offered appropriate support. This might include:

- therapeutic support to help them come to terms with what's happened
- family therapy to help the whole family move forward
- help to reinforce messages about positive behaviour and support their child to change their behaviour.