Crosscanonby St John’s CE Primary School



Behavioural Policy

**Contents:**

[Statement of intent](#_Statement_of_Intent)

1. [Key roles and responsibilities](#_Key_roles_and)
2. [Definitions](#_Definitions)
3. [Training of staff](#_Training_of_staff)
4. [Pupil expectations](#_Pupil_expectations)
5. [Smoking and drug policy](#_Smoking_and_Drug)
6. [Rewarding good behaviour](#_Rewarding_good_behaviour)
7. [Unacceptable behaviour](#_Unacceptable_Behaviour)
8. [Sanctions](#_Sanctions)
9. [Items banned from school premises](#_Items_banned_from)
10. [Searching](#_Searching_1)
11. [Outside of school and the wider community](#_Outside_school_and)
12. [Confiscation](#_Confiscation)
13. [Controlled substances](#_Working_with_the)
14. Appendices
    1. [Appendix 1 – Managing in-class incidents flowchart](#_Appendix_1_–)
    2. [Appendix 2 – Agreed sanctions for unacceptable behaviour](#_Appendix_2_–)
    3. [Appendix 3 – Behavioural reporting structure](#_Appendix_3_–)
    4. [Appendix 4 – Reward and incident forms](#_Appendix_4_–)
    5. [Appendix 5 – Behaviour management form](#_Appendix_5_-)
    6. [Appendix 6 – Behaviour management observations review form](#_Appendix_7_-)
    7. [Appendix 7 - Pupil – school agreement letter](#_Appendix_7_-_1)

# **Statement of intent**

Crosscanonby St John’s CE Primary School believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life.

We are committed to:

* Promoting desired behaviour.
* Promoting self-esteem, self-discipline, proper regard for authority, and positive relationships based on mutual respect.
* Ensuring equality and fair treatment for all.
* Praising and rewarding good behaviour.
* Challenging and disciplining bad behaviour.
* Providing a safe environment, free from disruption, violence, discrimination, bullying and any form of harassment.
* Encouraging positive relationships with parents/carers/guardians.
* Developing relationships with our pupils to enable early intervention.
* A shared approach which involves pupils in the implementation of the Crosscanonby St John’s CE Primary School policy and associated procedures.
* Promoting a culture of praise and encouragement in which all pupils can achieve.

**Signed by**

**Headteacher Date:**

**Chair of Governors Date:**

**Next review date:**

# 

# **Key roles and responsibilities**

The governing body has overall responsibility for the implementation of this Behaviour Policy and the procedures of Crosscanonby St John’s CE Primary School.

The governing body has overall responsibility for ensuring that this Behaviour Policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion/religious beliefs, gender/gender reassignment, disability, ability or sexual orientation.

The governing body has responsibility for handling complaints regarding this policy, as outlined in the Crosscanonby St John’s CE Primary School Complaints Policy.

The headteacher will be responsible for the day-to-day implementation and management of this Behaviour Policy and the procedures of Crosscanonby St John’s CE Primary School.

Staff, including teachers, support staff and volunteers, will be responsible for following the policy and for ensuring pupils do so as well. They will also be responsible for ensuring the policy is implemented fairly and consistently.

Staff, including teachers, support staff and volunteers, will create a supportive and high quality learning environment, teaching positive behaviour for learning and implementing the agreed policy.

Staff are expected to take note of the SEND Code of Practice; 0-25 years, January 2015, and make any reasonable adjustments, depending on the special educational needs of pupils.

Parents and carers will be expected to take responsibility for the behaviour of their child/children inside and outside of school.

Parents and carers will be expected to take responsibility for promoting positive behaviour for learning and modelling acceptable behaviour in the home.

Pupils are responsible for their own behaviour both inside school and out in the wider community.

Pupils are responsible for their social and learning environment and agree to report all undesirable behaviour to Mrs Amanda Pitcher (Headteacher)

# **Definitions**

Crosscanonby St John’s CE Primary School defines “serious unacceptable behaviour” as: any behaviour which may cause harm to oneself or others, damage the reputation of the school within the wider community, and/or any illegal behaviour, including, but not limited to:

* Discrimination – not giving equal respect to an individual on the basis of disability, beliefs, culture, gender, gender reassignment, race, religious persuasion, age, sexual orientation and/or marital status.
* Harassment – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals.
* Vexatious behaviour – deliberately acting in a manner so as to cause annoyance or irritation.
* Bullying – a type of harassment which involves criticism, personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual.
* Cyberbullying – the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
* Possession of legal or illegal drugs, alcohol or tobacco.
* Arriving at school under the influence of drugs or alcohol.
* Possession of banned items.
* Truancy.
* Smoking.
* Refusing to comply with disciplinary sanctions.
* Theft.
* Swearing.
* Fighting.
* Any other illegal behaviour.

Crosscanonby St John’s CE Primary School defines “low level unacceptable behaviour” as: behaviour which may disrupt the education of the perpetrator and/or other pupils, including, but not limited to:

* Lateness
* Low level disruption and talking in class
* Failure to complete classwork
* Rudeness
* Lack of correct equipment
* Refusing to complete homework, incomplete homework, or arriving at school without homework
* Disruption on public transport
* Use of mobile phones without permission
* Graffiti

“Unacceptable behaviour” may be escalated as “serious unacceptable behaviour” depending on the behaviour breach.

# **Training of staff**

At Crosscanonby St John’s CE Primary School we recognise that early intervention can prevent bad behaviour. As such, teachers will receive training in identifying potentially at-risk pupils.

Teachers and support staff will receive training on this Behaviour Policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their development.

# **Pupil expectations**

Pupils will be expected to follow the school Code of Conduct which requires pupils to:

* Conduct themselves around the school premises in a safe, sensible and respectful manner.
* Arrive to school on time and fully prepared.
* Follow reasonable instructions given by the teacher.
* Behave in a reasonable and polite manner towards all staff and pupils.
* Show respect for the opinions and beliefs of others.
* Complete classwork as requested.
* Hand in homework at the time requested.
* Report unacceptable behaviour.
* Show respect for the school environment.

# **Smoking and drug policy**

In accordance with Part 1 of the Health Act 2006, Crosscanonby St John’s CE Primary School is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.

Parents/carers/guardians, visitors and staff must not smoke on school grounds and should avoid smoking in front of pupils and/or encouraging pupils to smoke.

Pupils are not permitted to bring smoking materials or nicotine products to school. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches or pipes.

In the interest of health and hygiene, we request that people refrain from smoking outside the school gates.

Pupils and staff are required to follow the Crosscanonby St John’s CE Primary School Drug and Alcohol Policy.

# **Rewarding good behaviour**

Good behaviour is rewarded and celebrated in different ways within classes. Teachers use age-appropriate techniques for rewarding and inspiring children to behave well.

We collectively celebrate good behaviour weekly and we teach children, through our Christian values, the importance of behaving appropriately all of the time.

# **Unacceptable behaviour**

Unacceptable behaviour will not be tolerated at Crosscanonby St John’s CE Primary School.

Breaking any of the rules laid out in the school Code of Conduct will lead to sanctions and disciplinary action.

# **Sanctions**

There is no corporal punishment at Crosscanonby St John’s CE Primary School.

Where pupils display aggressive and/or threatening behaviour, or if illegal activity is discovered, Crosscanonby St John’s CE Primary School will not hesitate to contact the police.

Any staff member or visitor displaying aggressive and/or threatening behaviour will be asked to leave the premises. Failure to do so will result in the police being called.

At Crosscanonby St John’s CE Primary School teachers have the freedom to impose sanctions as they see fit, taking into account any special educational needs and dependent on the behaviour of the pupil. Staff are aware that reasonable adjustments to this policy may need to be made for pupils with SEND.

* In the first instance, the teacher will tell the pupil to stop the behaviour.
* If the pupil does not stop immediately, the teacher will give a second warning.
* If the pupil continues to behave badly, the teacher will give a final warning, advising that if they continue, they will receive an in-school sanction and the headteacher will be informed.
* Sanctions will be dependent on the seriousness of the misdemeanour.
* If the pupil continues the behaviour following the final warning, the teacher will complete a behaviour form and will follow through on the stated sanction. The form will be passed to the headteacher.
* If a pupil is sent to isolation, the headteacher will contact the pupil’s parent/carer/guardian to advise them of the behaviour and sanction.
* Following a sanction, further misbehaviour will be considered cumulatively and may lead to a “serious unacceptable behaviour” sanction.

At Crosscanonby St John’s CE Primary School, we do not take serious unacceptable behaviour breaches lightly. We will not hesitate to act in the best interest of the pupils within the school.

Following an allegation of serious unacceptable behaviour, the pupil will be placed in isolation whilst an investigation takes place.

If, following an investigation, the allegation is found to be true; the headteacher has a number of disciplinary tactics that they may use which can be found in the appendices.

# 

# **Items banned from school premises**

Fire lighting equipment:

* Matches, lighters, etc.

Drugs and smoking equipment:

* Cigarettes
* Tobacco
* Cigarette papers
* Electronic cigarettes (e-cigs)
* Alcohol
* Solvents
* Any form of illegal drugs
* Any other drugs, except medicines covered by the prescribed medicines procedure

Weapons and other dangerous implements or substances such as:

* Knives
* Razors
* Catapults
* Guns (including replicas and BB guns)
* Laser pens
* Knuckle dusters and studded arm bands
* Whips or similar items
* Pepper sprays and gas canisters
* Fireworks
* Dangerous chemicals

Other items:

* Liquid correction fluid
* Chewing gum
* Caffeinated energy drinks
* Offensive materials (i.e. pornographic, homophobic, racist etc.)
* Aerosols including deodorant and hair spray

# **Searching**

Staff members may use common law to search pupils, with their consent, for any item.

Staff members may ask any pupil to turn out their pockets.

Staff members may search any pupil’s bag.

Under [Part 2, Section 2 of the Education Act 2011](http://www.legislation.gov.uk/ukpga/2011/21/section/2/enacted), teachers are authorised by the headteacher to search for any prohibited item including, but not limited to, tobacco and cigarette papers, illegal drugs, and alcohol, without the consent of the pupil, provided that they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.

Searches will be conducted by a member of staff, with another 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.

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

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.

Staff members may use reasonable force, given the circumstances, when conducting a search for alcohol, illegal drugs or tobacco products.

Any staff member may refuse to conduct a search.

# **Confiscation**

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

If necessary, the police will be called for the removal of the item/items.

# **Outside school and the wider community**

Crosscanonby St John’s CE Primary School has developed a good reputation over the years.

Pupils at Crosscanonby St John’s CE Primary School must agree to represent the school in a positive manner.

The guidance laid out in the school Code of Conduct applies both inside school and out in the wider community, particularly if dressed in school uniform.

Complaints from members of the public about bad behaviour, by pupils at Crosscanonby St John’s CE Primary School, are taken very seriously and will be fully investigated.

# **Controlled substances**

Crosscanonby St John’s CE Primary School has a zero tolerance policy on illegal drugs and legal highs.

Following the identification and confiscation of a controlled substance, the staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and any witness/witnesses present.

The staff member will store the sample in the headteacher’s office.

The incident will be reported to the police immediately. The police will then collect it and deal with it in line with their agreed protocols.

Crosscanonby St John’s CE Primary School will not hesitate to name the pupil from whom the drugs were taken to the police.

A full incident report will be completed.

Any further measures will be undertaken in line with the school Safeguarding Policy.

Where controlled substances are found on school trips away from the school premises, the parents/carers/guardians of the pupil, as well as local police, will be notified.

# **Appendix 1 – Managing in-class incidents flowchart**

# **Appendix 2 – Agreed sanctions for unacceptable behaviour**

# **Appendix 3 – Behavioural reporting structure**

# **Logo and slogan Nov 2012.jpgLogo and slogan Nov 2012.jpgCrosscanonby St John’s CE School**

# **PROTECTING OUR CHILDREN – BEHAVIOURAL RECORDS**

|  |  |
| --- | --- |
| NAME OF CHILD(REN): |  |
| DATE : |  |
| INVOLVED: |  |
| INCIDENT DETAILS: | |
|  | |
| ACTION TAKEN | |
|  | |
| SIGNED |  |

# **ATTACH MULTIPLE SHEETS & EVIDENCE**