

Hope SENTAMU

LEARNING TRUST

BEHAVIOUR POLICY

THIS OVERARCHING TRUST-WIDE POLICY APPLIES TO ALL TRUST SCHOOLS/ACADEMIES WITHIN THE HOPE SENTAMU LEARNING TRUST. ALL SCHOOLS/ACADEMIES WILL MAINTAIN A LOCAL BEHAVIOUR PROCEDURE RELEVANT TO THE SETTING

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Contents

Policy Updates	3
Statement of Intent	4
1. Legal Framework	5
2. Definitions	6
3. Roles and Responsibilities	8
4. Behaviour Management	10
5. Classroom Management	11
6. Pupil Support	11
7. Safeguarding	12
8. Sexual Abuse and Discrimination	12
9. Smoking and Controlled Substances, including Vaping	13
10. Prohibited Items, Searching Pupils and Confiscation	13
11. Behaviour Off School Site	14
12. Power to Use Reasonable Force	15
13. Malicious Allegations	15
14. Monitoring and Review	15
Appendix 1 - Localised Procedure	16

Policy Updates

Date	Policy Updates
November 2022	'Guidance on sexual violence and sexual harassment between children in schools and colleges'. This publication was withdrawn on 1 September 2022 , therefore reference to this withdrawn policy has been removed from this updated policy
November 2022	Policy has been updated to reflect DfE (2022) Keeping Children Safe in Education
November 2022	Policy has been updated to reflect DfE (2022) 'Behaviour and Discipline in Schools'
November 2022	Ash Guidance for Schools - Vaping (2022)
November 2022	Searching, screening and confiscation guidelines
November 2022	Structured appendix A for localised use

This policy has been approved by:			
Signed		Date	
	<i>Chief Executive Officer</i>		
Signed		Date	
	<i>Chair of Committee</i>		

Statement of Intent

The Hope Sentamu Learning Trust believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life. The Trust is committed to:

- Promoting positive and acceptable behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all.
- Promote early intervention.
- Praising and rewarding positive and acceptable behaviour.
- Challenging unacceptable behaviours.
- Providing a safe environment free from disruption, violence, discrimination, bullying and any form of harassment.
- Developing positive relationships with parents/carers.
- Developing positive relationships with pupils.
- Promoting a culture of praise and encouragement in which all pupils can thrive.

The Trust acknowledges that behaviour can sometimes be a result of educational needs, mental health concerns, or other needs and vulnerabilities and will address these needs via an individualised graduated response.

To help reduce the likelihood of behavioural issues related to social, emotional or mental health (SEMH), the Trust aims to create a safe and calm environment in which positive mental health and wellbeing are promoted and pupils are taught to be resilient. The Trust aims to promote resilience as part of a whole-school approach using the following methods:

- **Culture, ethos and environment** - the health and wellbeing of pupils and staff is promoted through the informal curriculum, including leadership practice, policies, values and attitudes, alongside the social and physical environment
- **Teaching** - the curriculum is used to develop pupils' knowledge about health and wellbeing
- **Community engagement** - the schools/academies in the Trust proactively engage with parents/carers, outside agencies and the wider community to promote consistent support for pupils' health and wellbeing.

Where vulnerable pupils or groups are identified, provision will be made to support and promote their positive mental health. The Trust's Student Mental Health and Wellbeing Policy and Special Educational Needs and Disability (SEND) Policy outline the specific procedures that will be used to assess these pupils for any SEMH-related difficulties that could affect their behaviour.

1. Legal Framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Education Act 2002
- Equality Act 2010
- Education and Inspections Act 2006
- Health Act 2006
- Voyeurism (Offences) Act 2019
- The School Information (England) Regulations 2008
- Education (Independent School Standards) Regulations 2014
- DfE (2022) 'Behaviour and Discipline in School'
- DfE (2022) 'Keeping Children Safe in Education'
- DfE (2018) 'Mental health and behaviour in schools'
- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2013) 'Use of reasonable force'
- DfE (2022) 'Searching, screening and confiscation'
- HM Government (2019) 'Reducing the Need for Restraint and Restrictive Intervention'
- Ash Guidance for Schools (2022)
- Police and Criminal Evidence Act 1984 (PACE) Code A and Police and Criminal Evidence Act 1984 (PACE) Code C.

1.2. This policy operates in conjunction with the following policies:

Trust policies

- Safeguarding and Child Protection Policy
- Student Mental Health and Wellbeing Policy
- Exclusion Policy
- Special Educational Needs and Disability (SEND) Policy
- Complaints Policy and Procedure
- Positive Handling Policy
- Child-on Child Abuse Policy

1.3 For **faith based schools**, we incorporate the Church of England guidance including;

- Church of England Archbishops' Council Education Division and The National Society Valuing All God's Children (Archbishop's Council Education Division, May 2014).
- Church of England Archbishops' Council Education Division and The National Society A Diocesan Board of Education for the Future (Archbishops' Council Education Division, July 2013), p. 3.
- The Church of England Education Office Statutory Inspection of Anglican and Methodist

Schools Evaluation Schedule (The National Society, September 2022).

- The Church of England Education Office Church of England Vision for Education: Deeply Christian, Serving the Common Good (Autumn 2016).
- The Church of England Education Office The Fruit of the Spirit: A Church of England Discussion Paper on Character Education (October 2015).
- The Church of England Foundation for Educational Leadership Leadership of Character Education: Developing Virtues and Celebrating Human Flourishing in Schools (September 2017).

2. Definitions

2.1. Low level unacceptable behaviour

For the purpose of this policy, 'low level unacceptable behaviour' is any behaviour which may disrupt the education of the perpetrator and/or other pupils, including, but not limited to:

- Lateness
- Low level disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform
- Refusing to complete homework, incomplete homework or arriving at school without homework
- Disruption on public transport
- Use of mobile phones without permission
- Graffiti

'Low level unacceptable behaviour' may be escalated to 'serious unacceptable behaviour' depending on the severity of the behaviour.

2.2. Serious unacceptable behaviour

For the purposes of this policy, 'serious unacceptable behaviour' is defined as any behaviour which may cause harm to oneself or others, damage the reputation of the school/academy within the wider community, and/or any illegal behaviour. Serious misbehaviour includes, but is not limited to:

- Discrimination - not giving equal respect to an individual on the basis of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Sexual violence, such as rape, assault by penetration, or sexual assault (intentional sexual touching without consent).
- Sexual harassment, meaning unwanted conduct, offensive behaviours of a sexual nature, or which affects the dignity of the individual or group of individuals such as:
 - Sexual comments
 - Sexual jokes or taunting

- Physical behaviour like interfering with clothes
- Online sexual harassment such as unwanted sexual comments and messages (including on social media), sharing of nude or semi-nude images and/or videos, or sharing of unwanted explicit content
- Bullying - a type of harassment which involves personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual being bullied.
- Cyber bullying - the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
- Repeated breaches of the Behaviour Policy
- Vandalism
- Theft
- Fighting and aggression
- Truancy and running away from school
- Refusing to comply with disciplinary sanctions
- Smoking and vaping
- Racist, sexist, homophobic or discriminatory behaviour
- Extreme behaviour, such as violence and serious vandalism
- Any behaviour that threatens safety or presents a serious danger
- Any behaviour that seriously inhibits the learning of pupils
- Any behaviour that requires the immediate attention of a staff member
- Verbal abuse, including swearing, racist remarks and threatening language
- Possession of any prohibited or banned items. These are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Tobacco and cigarette papers
 - Fireworks
 - Pornographic images
 - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

3. Roles and Responsibilities

3.1. The Trust Board have overall responsibility for:

- Reviewing and approving Trust wide behaviour policy and procedures, in conjunction with the Chief Executive Officer.
- Monitoring the policy's effectiveness in local settings via the Local Governing Committee.
- Supporting the promotion of a whole-Trust culture where calm, dignity and structure encompass every space and activity.
- Handling complaints regarding this policy, as outlined in the Complaints Procedure and Policy.

3.2. The Local Governing Committee (LGC) have overall responsibility for:

- Reviewing and approving the local, school/academy specific behaviour systems and procedures, in conjunction with the Headteacher/Principal.
- Monitoring the policy's effectiveness, holding the Headteacher/Principal to account for its implementation.
- Supporting the promotion of a whole-school culture where calm, dignity and structure encompass every space and activity.
- Handling complaints regarding this policy, as outlined in the Complaints Procedure and Policy.

3.3. The Headteacher/Principal is responsible for:

- Monitoring and implementation of this policy and of the behaviour procedures in the school/academy. This includes the policy's effectiveness in addressing any SEMH-related drivers of poor/unacceptable behaviour.
- Establishing the standard of behaviour expected by pupils within the school/academy.
- The day-to-day implementation of this policy.
- The Headteacher/Principal will ensure that the school/academy environment encourages positive behaviour and that staff deal effectively with poor/unacceptable behaviour, and will monitor how staff implement this policy and the local procedures to ensure rewards and sanctions are applied consistently.
- Reporting to the LGC on the implementation of this policy and the local procedures, including its effectiveness in addressing any SEMH-related issues that could be driving disruptive behaviour.

3.4. The mental health lead is responsible for:

- Overseeing the whole-school approach to mental health, including how this is reflected in this policy and the local procedures, how staff are supported with managing pupils with SEMH-related behavioural difficulties, and how the school manages pupils and parents/carers with regards to the behaviour of pupils with SEMH difficulties.

- Supporting behaviour management in line with the Student Mental Health and Wellbeing Policy.

3.5. The SENCo is responsible for:

- Collaborating with the LGC, Headteacher/Principal and the mental health lead, as part of the Senior Leadership Team (SLT), to determine the strategic development of behavioural and SEMH policies and provisions in the school.
- Undertaking day to day responsibilities for the successful operation of the behavioural and SEMH policies to support pupils with SEND, in line with the Trust's Special Educational Needs and Disability (SEND) Policy.
- Supporting teachers in the further assessment of the pupil's strengths and areas for development and advising on effective implementation of support.

3.6. Teaching staff are responsible for:

- Implementing the Behaviour Policy and the local procedures consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents
- Aiming to teach all pupils the full curriculum, whatever their prior attainment
- Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every pupil achieving their potential, and that every pupil with behavioural difficulties will be able to study the full national curriculum.

3.7. All staff are responsible for:

- Implementing the Behaviour Policy and the local procedures consistently
- Promoting a supportive and high-quality learning environment
- Modelling high levels of behaviour
- Being aware of the signs of behavioural difficulties
- Setting high expectations for every pupil
- Being aware of the needs, outcomes sought and support provided to any pupils with specific behavioural needs.

3.8. Parents/carers are responsible for:

- Supporting their child to adhere to the behaviour policy and procedures set out in the school/academy.
- Informing the school/academy of any changes in circumstances that may affect their child's behaviour.
- Discussing any behavioural concerns with a member of staff.

3.9. Pupils/Students are responsible for:

- Their own behaviour both inside and outside the school/academy.
- Reporting any unacceptable behaviour to a member of staff.
- Behaving in an orderly and self-controlled way.
- Showing respect to all members of staff and each other.
- Treat the school/academy buildings and school property with respect.
- Wearing the correct uniform.
- Accepting sanctions when given.
- Refraining from behaving in a way that brings the school/academy into disrepute, including when outside school.

4. Behaviour Management

All staff have the authority and responsibility to consistently apply the Trust's Behaviour Policy and the local procedures. This includes rewarding pupils, or where necessary putting sanctions in place for those who fail to adhere to the school/academy rules, this can be both inside and outside of the school.

4.1. Promoting good behaviour

The Trust promotes positive behaviours through recognising, praising and rewarding positive behaviours. Each school/academy should ensure that:

- They build and maintain positive relationships with pupils, built on respect.
- Pupils' achievements are recognised within, but also beyond the classroom environment.
- Positive learning environments are provided, where children feel safe and confident and are able to flourish.

4.2. Rewards

As a Trust we promote positive behaviour by recognising and promoting good behaviours, attitudes and achievements that meet our values and expectations.

The Headteacher/Principal at each school/academy is responsible for setting the arrangements for recognising positive behaviours, attitudes and achievements, based on the principles outlined in this policy. This is done through considering the age, maturity and understanding of the pupils at the school/academy. These systems are shared with pupils, staff and parents/carers to ensure a consistent and collaborative approach.

Please see Appendix A, item 4.2 for localised school based rewards system.

4.3. Sanctions

Staff can apply and impose reasonable disciplinary sanctions in response to inappropriate behaviours, in line with the local school/academy Behaviour Procedures. Reasonable penalties may include: confiscation,

retention or disposal of a pupil's property, in agreement with parents/carers (where appropriate), and/or detentions, during break, lunch or after school.

Sanctions will be proportionate to the behaviours displayed, in accordance with the school/academy systems and procedures, and taking into account the pupil's age, SEND needs or any religious requirements.

Detentions

- Teachers have a legal power to put pupils (under the age of 18) in detention, but will act reasonably and ensure the pupils' safety is not compromised.
- If a lunchtime detention is used, staff will allow reasonable time for the pupil to eat, drink and use the toilet.
- Consent from parents/carers is not required for detentions, but the school/academy will endeavour to inform parents/carers of the detention.
- There is no requirement for notice to be given to parents/carers.

Please see Appendix A, item 4.3 for localised school based Sanctions.

5. Classroom Management

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom. Well-managed classrooms are paramount to preventing disruptive and unacceptable behaviour.

5.1. Staff will:

- Create and maintain a stimulating environment that encourages pupils to be engaged.
- Display the pupil code of conduct within the classroom.
- Develop a positive relationship with pupils, which may include:
 - Greeting pupils in the morning/at the start of lessons
 - Establishing clear routines
 - Communicating expectations of behaviour in ways other than verbally
 - Highlighting and promoting positive behaviour
 - Concluding the day positively and starting the next day afresh
 - Each lesson is a fresh start
 - Having a plan for dealing with low-level disruption
 - Using positive reinforcement.

Please see Appendix A, item 5.1 for localised school based procedures.

6. Pupil Support

6.1. The Trust recognises its legal duty under the Equality Act 2010 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.

- 6.2. The school's/academy's special educational needs co-ordinator will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met. Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs. When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents/carers to create the plan and review it on a regular basis.

Please see Appendix A, item 6.2 for detail on additional school based support for pupils.

7. Safeguarding

- 7.1. The Trust recognises that changes in behaviour may be an indicator that a pupil is in need of help or protection. We will consider whether a pupil's misbehaviour may be linked to them suffering, or being likely to suffer, significant harm. Where this may be the case, schools/academies will follow their Safeguarding and Child Protection policies and procedures.

8. Sexual Abuse and Discrimination

- 8.1. The Trust prohibits all forms of sexual abuse and discrimination, including sexual harassment, gender-based bullying and sexual violence. The Trust's procedures for handling child-on-child sexual abuse and discrimination are detailed in the Child-on-Child Abuse Policy.
- 8.2. The Trust will work with all schools/academies to ensure that all incidents of sexual harassment and/or violence is met with a suitable response, and never ignored. Pupils are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be.
- 8.3. The response to any incidents of sexual abuse and/or discrimination will be:
- Proportionate
 - Considered
 - Supportive
 - Decided on a case-by-case basis
- 8.4. The schools within the Trust have procedures in place to respond to any allegations or concerns regarding a child's safety or wellbeing. These include clear processes for:
- Responding to a report
 - Carrying out risk assessments, where appropriate, to help determine whether to:
 - Manage the incident internally
 - Refer to early help
 - Refer to children's social care
 - Report to the Police

Please see Appendix A, item 8.4 for details on additional school procedures.

9. Smoking and Controlled Substances, including Vaping

- 9.1. In accordance with part 1 of the Health Act 2006, all schools/academies in the Trust are smoke-free and vape free environments. Parents/carers, visitors, staff and pupils are instructed not to smoke or vape on school/academy grounds. Pupils are not permitted to bring smoking materials, vaping materials, or nicotine products into the school/academy.
- 9.2. The Trust has a zero-tolerance policy on illegal drugs, legal highs and other controlled substances. Where incidents with pupils related to controlled substances occur, the school/academy will follow the procedures outlined in the local Behaviour Policy/Procedures and Child Protection and Safeguarding Policy.

10. Prohibited Items, Searching Pupils and Confiscation

- 10.1. Headteachers/Principals and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. This must be undertaken by two members of staff who have been trained and at least one colleague must be of the same gender as the pupil to be searched. Best practice is for both colleagues to be of the same gender as the pupil being searched. The prohibited items are:

The model list below was created using the DfE's '[Searching, screening and confiscation](#)' guidance. To search for any items not listed here, staff will require the consent of the pupil being searched.

- Knives or weapons.
- Alcohol.
- Illegal drugs.
- Stolen items.
- Tobacco and cigarette papers and vaping equipment
- Fireworks.
- Pornographic images.
- Any article that the member of staff reasonably suspects has been, or is likely to be, used:
 - To commit an offence; or
 - To cause personal injury to any person, including the pupil themselves; or
 - To damage the property of any person, including the pupil themselves.

- 10.2. Pupils may refuse to participate due to some of the following reasons

- They are in possession of a prohibited item;
- They do not understand the instruction;
- They are unaware of what a search may involve; or
- They have had a previous distressing experience of being searched.

- 10.3. Schools must keep records of the search, including the reason for the search, who conducted the search and the outcome. [How to Searches Guidance](#)

10.4. Schools should reinforce the whole-school approach by building and maintaining positive relationships with parents. Parents should always be informed of any search for a prohibited item and the outcome of the search as soon as is practicable. A member of staff should inform the parents of what, if anything, has been confiscated and the resulting action the school has taken, including any sanctions applied.”

10.5. Schools must analyse the data generated by this record keeping and identify if “searching is falling disproportionately on any group or groups [and] should consider whether any actions should be taken to prevent this”.

10.6. Strip Searches

The police must undertake this role:-

When police are called into the school if this is required, this doesn't change their level of responsibility to the pupil. *“While the decision to undertake the strip search itself and its conduct are police matters, school staff retain a duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times”. Before calling police into school, staff should assess and balance the risk of a potential strip search on the pupil's mental and physical wellbeing and the risk of not recovering the suspected item.”*

The role of an appropriate adult:-

“Appropriate adult” describes the role of the person who is designated to provide support to people under 18 who are being detained or voluntarily interviewed by police. Except for in “cases of urgency where there is risk of serious harm to the pupil or others”, a strip search must be undertaken with “at least two appropriate adults present other than the pupil, of the same gender. The guidance also includes the recommendation that if the pupil's parent/carer wishes to be the appropriate adult then “the school should facilitate this where possible”. School staff can take the role of appropriate adult: “Examples of an appropriate adult include, but are not limited to, the parent/carer, relative, social worker, teacher or, if the person is in the care of a local authority or voluntary organisation, a person representing that authority or organisation.”

11. Behaviour Off School Site

11.1. Sanctions may be applied where a pupil has misbehaved off-site when representing the school/academy. This means misbehaviour when the pupil is:

- Taking part in any school-organised or school-related activity (e.g. school trips)
- Travelling to or from school
- Wearing school uniform
- In any other way identifiable as a pupil of our school/academy
- Sanctions may also be applied where a pupil has misbehaved off-site at any time, whether or not the conditions above apply, if the misbehaviour:
 - Could have repercussions for the orderly running of the school/academy
 - Poses a threat to another pupil or member of the public
 - Could adversely affect the reputation of the school/academy

12. Power to Use Reasonable Force

- 12.1 Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. [W RECORD OF THE USE OF REASONABLE FORCE.docx](#)
- 12.2 Headteachers/Principals and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. [How to Searches Guidance](#)

13. Malicious Allegations

- 13.1. Where a pupil makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school/academy will discipline the pupil in accordance with this policy.
- 13.2. Where a pupil makes an allegation of sexual violence or sexual harassment against another pupil and that allegation is shown to have been deliberately invented or malicious, the school/academy will discipline the pupil in accordance with this policy.
- 13.3. In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school/academy (in collaboration with the Local Authority Designated Officer (LADO), where relevant) will consider whether the pupil who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.
- 13.4. The school/academy will also consider the pastoral needs of staff and pupils accused of misconduct. Please refer to our Safeguarding and Child Protection Policy, the Child-on-Child Abuse Policy and the Managing Allegations Against Staff Policy or more information on responding to allegations of abuse against staff or other pupils.

14. Monitoring and Review

This policy is reviewed annually by the Distinctiveness and Personal Development Committee. Any changes made to this policy by the Trust will be communicated to all members of staff. All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy and the local procedures. The next scheduled review date for this policy is listed on the cover page of the policy



BEHAVIOUR POLICY	
Localised School Based Procedures	
School Name:	Archbishop Sentamu Academy
Headteacher/Principal:	Sarah Holmes-Carne (INTERIM)
Behaviour Lead:	Paul Fraser
Designated Safeguarding Lead:	Sarah Holmes-Carne
Implementation Date: <i>Inline with policy approval</i>	January 2023

Introduction

Inline conjunction our Trust wide Behaviour, localised procedures have been established to ensure that systems and procedures reflect the school/academy setting.

The localised procedures for the school/academy setting focuses on the following key areas:-

- Rewards system
- Sanctions
- Classroom management
- Pupil support
- Sexual abuse and discrimination

Should you have any concerns or questions relating to the localised procedures, in the first instance, please contact hello@asa.hsit.academy

Rewards System

Relates to item 4.2 in Trust Behaviour Policy

Verbal praise and encouragement should be used often and, in every lesson, so that positive behaviour is constantly reinforced. The Positive Discipline Policy is based on the belief that the majority of students behave well most of the time.

Rewarding Good Behaviour

The Academy recognises that students should be rewarded for their display of good behaviour. The Academy will use the following rewards for displaying good behaviour:

- Verbal praise
- Achievement points
- Rewards/prizes
- Positive postcards home/phone calls home
- Weekly top tutor group trophy
- Subject/year leader awards
- Certificates
- Principal awards
- End of term rewards
- Celebration assemblies and evenings

Criteria for Awarding Positive Achievement Points

All positive points will be recorded on Edulink with a clear description of why it was awarded.

Positive Achievement Points	Criteria
'Respect' Points	These can be awarded by staff in lessons or around school for students demonstrating the academy values, e.g. a great answer to a question asked, superb class contributions, being helpful in or out of a lesson, supporting other students or staff, etc. Staff can give these out with a value of either 1, 3 or 5 achievement points. These will add to their 'currency' and they will be able to order prizes from a menu through their tutor on a weekly, fortnightly or half-termly basis.
'Community' Points	
'Courage' Points	
'Wisdom' Points	
Positive Postcard Home	These are sent home by staff for students who have done some fantastic work in their subject (subject postcards) or for students who have gone above and beyond in demonstrating the academy values (value postcards). These postcards carry an achievement points value of 10.
Extra-Curricular and Enrichment Points	These are awarded when a student attends an extracurricular event/club or completes an enrichment activity. These carry an achievement points value of 10.
Leadership Points	When a student is referred by their class teacher/tutor to the Subject Leader or Year Leader. These carry an achievement points value of 15.

Senior Leadership Points	Referred by a Subject Leader or Year Leader to a member of SLT. These carry an achievement points value of 15.
Whole-School Event Points	These are awarded when a student represents the academy at a school event or does something extraordinary outside of school. These carry an achievement points value of 25.

Certificates of Achievement

These are awarded at the end of each half term for outstanding effort or standard of work. They will also be awarded for reaching the following number of achievement points:

Bronze Certificate	400 achievement points
Silver Certificate	800 achievement points
Gold Certificate	1200 achievement points
Platinum Certificate	1600 achievement points

Sanctions

Relates to item 4.3 in Trust Behaviour Policy

Staff can apply and impose reasonable disciplinary sanctions in response to inappropriate behaviours, in line with the local school/academy Behaviour Procedures. Reasonable penalties may include: confiscation, retention or disposal of a pupil's property, in agreement with parents/carers (where appropriate), and/or detentions, during break, lunch or after school.

Sanctions will be proportionate to the behaviours displayed, in accordance with the school/academy systems and procedures, and taking into account the pupil's age, SEND needs or any religious requirements. Pupils will be encouraged to reflect on their behaviour

It is hoped that any low-level behaviour, when challenged, stops, as it is preventing others from succeeding and thriving; it disrupts learning and limits lesson delivery. Our expectations are clear: if there is a need to challenge behaviour, the student needs to modify their behaviour. Students may need support to do this, but should they not manage this, below is the overview of the escalation process.

The School/Academy has an escalation process, identified by the stages. This is in place to enable all students to be treated fairly and ensure that all learning is effective. Please appreciate that whilst this is a staged process, some behaviour issues may result in some 'stages' not being considered, depending on the nature of the incident. There may also be exacerbating and mitigating circumstances that need to be considered.

All lessons should start promptly, it is expected that all lessons will start on time. This is the formal start to the lessons and must be followed in all classrooms.

- Pupils should arrive at their lessons on time and enter their classroom as they are greeted by their teacher.
- Pupils should sit in the seating plan drawn up by the teacher.
- Pupils must sit in silence while the register is taken.
- At the end of the lesson all pupils will pack away.
- When instructed by the teacher, all pupils will stand in silence behind their chairs and wait to be dismissed by the teacher.

Stage	Behaviour	Consequences available: <i>Academy/School will decide on the appropriate consequence relevant to the event but proportionate to the stage and/or level of seriousness within the stage</i>	Record of event on Red Slips/Edulink
C1 Verbal Warning	<p>In class or out of lesson behaviour that negatively impacts on the student themselves, other students or staff being able to succeed and thrive.</p> <p>Examples: low level disruption, shouting out, distracting others, lack of focus, refusal to comply, inadequate classroom work</p>	<p>Use prompts and cues to allow students to make the right decision. If this does not change behaviour then:</p> <p>Discussion: Outline behaviour which is unacceptable Outline behaviour which is required. Praise when achieved or explain next steps</p>	<p>Log as C1 concern.</p> <p>Log actions taken following the poor behaviour</p>
C2 Final Reminder	<p>In class or out of lesson behaviour that negatively impacts on the student themselves, other students or staff being able to succeed and thrive, and results in reflection time being required.</p> <p>Examples: Repeat C1 behaviours, non-completion of homework, Persistent low level disruption, less than 10 minutes late to lesson</p>	<p>Use prompts and cues as outlined above first. If this does not change behaviour then:</p> <p>Discussion: Outline behaviour which is unacceptable Outline behaviour which is required and reminder of when this happened previously. Praise when achieved or explain next steps</p>	<p>Log as C2 concern.</p> <p>Log actions taken following the behaviour</p>
C3 30 minute detention issued.	<p>Escalation of in class or significant out of lesson behaviour</p> <p>Examples: Repeat C2 behaviours, poor</p>	<p>Use prompts and cues as outlined above first. If this does not change behaviour then:</p> <p>Discussion:</p>	<p>Log as C3 concern.</p> <p>Log actions taken following the behaviour</p>

	language, more than 10 minutes late to lesson	<p>Outline behaviour which is unacceptable</p> <p>Outline behaviour which is required and reminder of when this happened previously.</p> <p>Praise when achieved or explain next steps</p> <p>Reflection time after school detention to complete work, reflection task or repair relationship with a restorative conversation</p>	
C4 'Reset Room' and 45 minute detention	<p>Significant escalation of in class or seriously concerning out of lesson behaviour</p> <p>Examples: verbal abuse, derogatory language, confrontational or aggressive behaviour (on more than one occasion or is a severe one off event).</p>	<p>Student may be removed from usual class for the remainder of the lesson</p> <p>Parents contacted by Senior Leader or Pastoral Leader to discuss incident.</p> <p>Students may also be placed into the Seclusion Room for a period of time and work with a member of staff on a reflection task.</p> <p>Students may be suspended from school for a fixed period of time. If this occurs, a reintegration plan will be discussed and agreed prior to readmittance.</p> <p>Permanent exclusion is a potential consequence however, it would be a last resort.</p> <p>Other consequences would be considered first: Managed Move Alternative Provision</p>	<p>Log as C4R concern.</p> <p>Log actions taken following the behaviour</p>

		Local Governing Body Interview	
C5	<p>Significant issue</p> <p>Examples*: Bringing or using illicit substances on the school site (for example vapes, drugs, alcohol).</p> <p>Bringing or using offensive weapons or any item which could cause harm onto the school site.</p> <p>Extremely aggressive, violent or unsafe behaviour which causes threat or harm to others</p> <p>Or repeated offences at C4 level.</p>	<p>Students may also be placed into the Seclusion Room for a period of time and work with a member of staff on a reflection task</p> <p>Students may be suspended from school for a fixed period of time. If this occurs, a reintegration plan will be discussed and agreed prior to readmittance.</p> <p>Permanent exclusion is a potential consequence however, it would be a last resort.</p> <p>Other consequences would be considered first: Managed Move Alternative Provision Local Governing Body Interview</p> <p>Pupils will be given the opportunity to reflect on the incident and encouraged show respect, compassion and forgiveness, through a discussion about the school's Christian values and the importance of living out these values in all areas of school and home life</p>	<p>Log as C5 issue</p> <p>Record relevant action taken</p>

Mobile Phones

Should a mobile phone be brought onto the school site it must be switched off (not just on silent) and remain in the student's bag. Phones/electronic devices brought into school remain the sole responsibility of the student. If a mobile phone is seen or heard, then it will be confiscated and passed to Student

Services. For the first offence, the phone may be collected by the student at the end of the school day. For any further offences, a parent / carer will be contacted to arrange for them to collect the phone during school hours.

Hair

Extreme hairstyles or colour are not acceptable. If colour is being used on hair it must be a natural colour. (Colours such as blue, red, purple etc are not acceptable).

Jewellery

If jewellery is worn it must be limited to a watch and one small pair of plain studs, one in each ear lobe. These must be removed for PE. Multiple body and facial piercings e.g. nose and tongue studs, will not be accepted. These items will be confiscated and pupils can retrieve items from Student Services at the end of the school day. Sanctions will be issued for repeat behaviours.

Make Up

False nails, nail varnish, or eyelashes are not to be worn by any student on any day of the academic year. Discreet make-up may be worn.

Detentions

- Teachers have a legal power to put pupils (under the age of 18) in detention, but will act reasonably and ensure the pupils' safety is not compromised.
- If a lunchtime detention is used, staff will allow reasonable time for the pupil to eat, drink and use the toilet.
- Consent from parents/carers is not required for detentions, but the school/academy will endeavour to inform parents/carers of the detention.
- There is no requirement for notice to be given to parents/carers.

Seclusion

Pupils can also be placed in seclusion for the following:

- Missing 3 detentions
- Fighting
- Physical aggression towards others
- Bullying
- Racial or sexual harassment or use of homophobic language
- Grossly offensive language

Seclusion will be run in the follow way:

- Coats/belongings will be placed on the floor, under the desk
- The pupils will not communicate with other pupils.
- Pupils will work in silence.
- Pupils will sit at allocated work desks.
- Pupils will have the opportunity to access food from the canteen, this will be brought to them.
- Pupils will follow the same behaviour processes as mainstream lessons.
- If the day is unsatisfactory, they will repeat their period of isolation.
- If the pupil has an unsatisfactory day or refuses to attend Isolation, this could result in a suspension.

If there have been serious concerns regarding the pupil's behaviour in Seclusion, a fixed term exclusion may be more appropriate.

Number of Seclusions	Action	Attended By
10 days	Vice-Principal Panel	Pupil Parent/Carer Senior Leadership
15 days	Principal Panel	Pupil Parent/Carer Senior Leadership

Suspension

Fixed term exclusions will be used for pupils who have completed all of the other levels of sanctions and still continue to disrupt the learning of others.

Pupils who have been given a suspension must participate in a reintegration meeting. This will provide an opportunity to discuss what happened, why it happened and next steps, as well as providing the pupil with an opportunity to resolve the issue. The pupil will then return to the school as a fresh start.

It may be that a pupil, depending on the nature of the incident/behaviour displayed, may miss out on other sanctions and move straight to a suspension or permanent exclusion. These incidents may include:

- Threatening or intimidating behaviour towards staff
- Unprovoked serious assault on another pupil
- Possession of or being under the influence of illegal substances
- Possession of a weapon on school premises

The length of the suspension will depend on two factors:

1. The seriousness of the behaviour
2. The number of previous exclusions.

The Welfare Leaders, Year Leaders and the SLT link member dealing with the incident will carry out all investigations. A decision about how to proceed will then be taken. The decision to suspend is with the Headteacher/ Principal, or the member of staff to whom this role has been delegated.

Once this decision has been taken, parents/carers should be contacted as soon as possible. Confirmation in writing should be provided, outlining the details of the incident and the length of the suspension.

Work must be provided for all suspensions of more than one day.

A reintegration meeting should be organised as soon as possible, to take place before the pupil returns to the school. The meeting should be recorded (using the template in the Trust Suspension Policy) reviewing the reasons for the suspension, set targets and/or support that will be put in place. This document then needs to be signed by all present.

Pupils will be given the opportunity to reflect on the incident and encouraged to show respect, compassion and forgiveness, through a discussion about the school's Christian values and the importance

of living out these values in all areas of school and home life.

Should a pupil reach a certain number of suspensions, the following actions may also be taken:

Number of Suspension	Action	Attended By
10 days	Principal/Vice-Principal Panel	Pupil Parent/Carer Senior Leadership
15 days	Local Governing Committee Panel	Pupil Parent/Carer Senior Leadership School Governor

If, after a period of at least two weeks, the pupil has not responded positively to the above escalation, the school will escalate the pupil to be on a PSP (Pastoral Support Plan). This is a 6-week (minimum) plan of monitoring with specific targets to try to enforce good habits. A meeting with parents/carers will start the process and a Senior Leader will monitor the pupil on a daily basis. There is a clear expectation for the pupil to address their behaviour issues during this time. If the PSP is deemed to not be successful then there will be a discussion about a managed move to a different secondary school in the area, or a Local Governing Committee panel interview will take place. A managed move may be considered at earlier stages should there be a decline in behaviour, if that was thought to be beneficial for the pupil, in order for them to have a 'fresh' start in a different school. Should the pupil still continue to not meet our expectations, there is likely to be a case for permanent exclusion.

Should a pupil be monitored on an PSP and be successful, they will return to a level of monitoring deemed appropriate for them as an individual. Once a pupil has been monitored at PSP level, should they later not meet the school's expectations, the school will not go back through this staged process, but instead have the right to consider a managed move or Local Governing Committee panel interview or permanent exclusion. Such a decision will never be taken lightly.

Permanent Exclusion (please refer to the Trust's Exclusion Policy)

Permanent exclusions from school are a last resort, when all attempts to modify a pupils' behaviour have failed, the pupil will not conform to school rules and expectations their behaviour is having a serious impact on the learning of others. Prior to this stage, the school should have involved a number of outside agencies.

Permanent exclusions could also be used for serious incidents including (but not limited to):

- Possession of or dealing illegal substances
- Assault on a member of staff
- Bringing a weapon onto school premises.

Classroom Management

Relates to item 5.1 in Trust Behaviour Policy

Pupils enter the classroom at the start of the lesson, they will start their connect activity as soon as they enter.

At the end of the lesson, pupils will pack everything away, when instructed to do so by the teacher, the pupils will stand in silence behind their chairs and wait to be dismissed.

Pupils will line up outside of the classroom at the start of the lesson, the teacher will then invite them in, ensuring coats have been taken off and that pupils sit in the correct seating plan.

Once seated pupils will prepare for lessons and start on the Do Now activity provided by the teacher.

At the end of the lesson, pupils will pack everything away, when instructed to do so by the teacher, the pupils will stand in silence behind their chairs and wait to be dismissed a row at a time.

Pupil Support

Relates to item 6.2 in Trust Behaviour Policy

The school's/academy's special educational needs co-ordinator will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met. Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs. When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents/carers to create the plan and review it on a regular basis.

Sexual Abuse and Discrimination

Relates to item 8.4 in Trust Behaviour Policy

There are no additional local procedures.