

Trust Policy

Primary Behaviour and Conduct Policy



Contained within this document:

Trust behaviour policy including behaviour management

Confiscation, searches and screening

This policy is linked to:

Suspensions and Exclusions Policy

Safeguarding policy



Primary Behaviour and Conduct Policy



Management log

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A TRANSFORMATIVE BEHAVIOUR CULTURE

'Everyone in our Trust is a leader of behaviour'

As a Trust, our aspiration is to create schools that are truly transformational. Securing exceptional behaviour and attitudes is imperative. All our schools will be calm, safe, purposeful, and positive places to learn. We will strive to set the highest of standards; ambition and aspiration will underpin everything that we do. Teachers will teach highly effective lessons in disruption-free classrooms, children and young adults will self-regulate and engage in high quality learning they will use their agency to positively influence all elements of school culture.

Children and young adults will receive both recognition and rewards with our approach to positive framing being routed in our Attitudes to Learning structures. The balance between equality and equity will be harnessed in fairness for everyone associated with our Trust family — no one will be left behind as we strive to develop the whole person.

Our approach will be centred around partnership, with this supporting our drive for fairness and mutual respect. Our on-boarding will support all stakeholders to understand the value of exceptional behaviour and the responsibility that everyone has in securing this. Clear, concise, and timely communication supports our drive to listen more, as we positively and proactively work in harmony with children and young adults, their parents, staff, and other stakeholders to do what is best to support them.

Our approach is grounded in research with the pillars of our strategy being taken directly from the EEF research. Our Pillars are shown below.

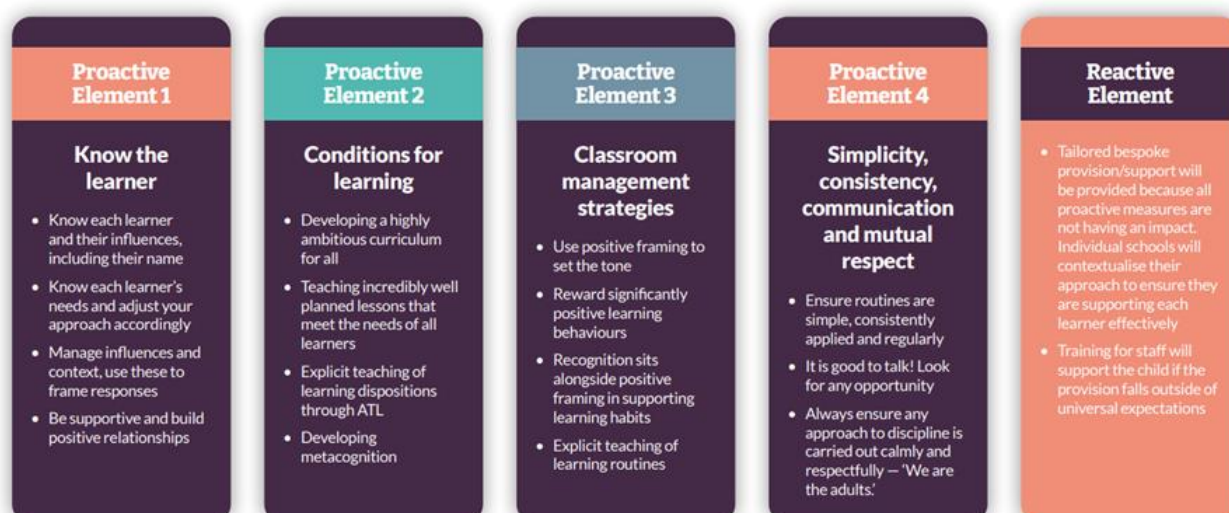
Behaviour and Attitudes

"Everyone is a leader of behaviour."



The highest of expectations and standards

This behaviour strategy is owned by our trust family, but led strategically at both trust and whole school level to support our approach to developing inclusive schools. It will be applied proactively using a partnership approach that embodies the principles of mutual respect. Systems will be used consistently but the aim is for these to become largely invisible.



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1 Aims

The NOVA Education Trusts primary behaviour and conduct policy is central to ensuring that our school communities are safe, positive, and purposeful where teachers can teach in disruption free classrooms and that children can learn free from disruption.

This policy aims to:

- Create a positive culture that promotes excellent behaviour, ensuring that all pupils have the opportunity to learn in a calm, safe and supportive environment
- Establish a whole-school approach to maintaining high standards of behaviour that reflect the values of the school
- Outline the expectations and consequences of behaviour
- Provide a consistent approach to behaviour management that is applied equally to all pupils
- Define what we consider to be unacceptable behaviour, including bullying and discrimination

This policy should be read in conjunction with the exclusion from maintained schools, academies and pupil referral units in England Statutory guidance for those with legal responsibilities in relation to exclusion.

2 Legislation and statutory requirements

This policy is based on legislation and advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools: advice for headteachers and school staff, 2016](#)
- [Behaviour in schools: advice for headteachers and school staff 2022](#)
- [Searching, screening and confiscation at school 2018](#)
- [Searching, screening and confiscation: advice for schools 2022](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Exclusion from maintained schools, academies and pupil referral units in England 2017](#)
- [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - 2023](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [Special Educational Needs and Disability \(SEND\) Code of Practice](#).

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- [DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy

This policy complies with our funding agreement and articles of association.

3 Definitions

Misbehaviour is defined as:

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

When misbehaviour occurs, it should be dealt with consistently using the sanctions that schools have in place, restorative work should be undertaken to ensure that misbehaviour does not escalate.

Serious misbehaviour is defined as:

- Repeated breaches of the school rules
- Any form of bullying
- Vandalism
- Theft
- Fighting
- Smoking and Vaping
- Racist, sexist, homophobic or discriminatory behaviour (all protected characteristics)
- Sexual violence
- Sexual harassment, meaning unwanted conduct of a sexual nature, such as:
 - Sexual comments
 - Sexual jokes or taunting
 - Physical behaviour
 - Online sexual harassment
- Serious malicious allegation
- Possession of any prohibited items. These are but not limited to:

- Knives or weapons
- Alcohol
- Drugs to include over the counter, prescribed and illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Vapes and vape paraphernalia
- 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)

If serious misbehaviour occurs schools will investigate the incident fully, they will treat each case individually using a balanced and proportionate approach. Schools have a range of sanctions available to them, the Individual Head Teachers will decide the best course of action. Sanctions available are detailed in section 7.

Schools are free to use internal seclusion external seclusion (based at another school) managed moves, alternative provision, Fixed Term Exclusion, Permanent Exclusion.

4 Roles and responsibilities

'A shared responsibility for all.'

Promoting excellent behaviour and attitudes in our children and young people is a shared partnership responsibility between home and school. Parents/carers are a major influence on their children's behaviour and we at school reinforce the attitudes, courtesies, and disciplined behaviour that children begin at home.

We expect all members of our school communities:

- To jointly share the responsibility for securing and maintaining a positive learning environment
- To be courteous and show consideration for others.
- To show respect and be respectful
- To care for their own and others' safety, property, and well-being always

We aim to ensure that:

- Positive behaviour is rewarded
- Misbehaviour and Serious Misbehaviour is dealt with promptly, firmly, fairly, and consistently
- Parents/carers are provided with feedback about their child's / young adults behaviour, communication should be highly effective

'Everyone is a leader of behaviour.'

Working as a team, we all have responsibility for behaviour. The quote 'The standard you walk past is the standard you accept' (Lt General Morrison) captures our mantra.

Learners are expected to:

- Be proud of their school community
- Behave in an orderly and self-controlled way
- Arrive on time, every time
- Ensure mobile phones are off, away and not used when on the school site
- Bring their own equipment and be ready to learn

- Be courteous and show consideration for others
- Show respect and be respectful
- Respect other people's physical space
- Care for their own and others' safety, property, and well-being always
- Move quickly and quietly around the school, treat the school buildings and school property with respect
- Maintain the physical environment of the school to the highest standard
- Accept sanctions when given
- Refrain from behaving in a way that brings the school into disrepute, including when outside of school
- Talk politely using developed language and not shout out. All learners are expected to actively engage with staff and visitors, good morning and good afternoon is the standard response that should be expected.

Parents / Carers are expected to:

- Actively assist and support the school to help their child grow, personally and socially
- Be responsible for their child's health, welfare and well-being
- Jointly share the responsibility for securing and maintaining a positive learning environment and show an interest in their child's development
- Engage with parents' evenings, review meetings, information meetings and other relevant meetings, seeking support where necessary
- Talk regularly to their child about school
- Let the school know of concerns, problems or changes of circumstance which may affect their child's work or behaviour
- Support the behaviour policy of the school

All Staff are expected to:

- Be friendly, open, fair but firm and communicate professionally at all times
- Challenge incidents of poor behaviour in a calm and professional manner – reporting incidents when necessary
- Undertake supervisory duties as and when required, whilst undertaking these pro-actively communicate with learners effectively
- Provide effective passive supervision for all learners at all times
- Ensure the building is clean and tidy
- Commit to their own professional development

Responsibilities of wider staff are referenced in appendix 2, (Responsibilities of Teachers & Middle Leaders) appendix 3, (Responsibilities of Leaders) appendix 4 (Responsibilities of the Trust and Governance).

To support this shared responsibility each school will have a 'Home School agreement'. [School to include their agreement as appendix 1- Trust starting point provided]

5 Behaviour culture, attitudes and curriculum

The Nova Classroom supports transformative behaviour and attitudes

Strong behaviour systems and structures are pivotal to achieving what we expect to see in our classrooms. Our aim is for all lessons to be free from disruption. For behaviour in lessons we expect:

- Teachers to know their students and their learning needs well
- Students to be happy, they are able to experience a sense of achievement everyday
- That there is a culture of high expectation
- That everyone is included and all needs are met
- That the environment is well organised, inviting and stimulating

- Behaviour standards to be high, with any inappropriate behaviour being dealt with effectively, all students' self-esteem and needs taken into consideration

It is not however, not just about behaviour in our classrooms, we expect positive behaviour at all points of the school day. For behaviour outside of lesson we expect all learners to:

- Be proud to be part of their school community and treat everyone with respect
- Be courteous and respectful
- Engage positively with everyone within the school community
- Walk calmly but purposefully around the school following the movement structures.
- Respect other people's physical space
- Talk politely using developed language, no shouting
- Actively engage with staff and visitors, good morning and good afternoon is the standard

5.1 Our schools' behaviour culture and curriculum

At Victoria Primary School, our culture of excellence ensures the highest quality of teaching, learning and support in a healthy, vibrant and progressive ethos where children and adults successfully learn together. Our scholars achieve this through our "Work Hard" and "Be Kind" values

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the school and individual classrooms.

To do this all staff will:

- Create and maintain a stimulating environment that encourages pupils to be engaged
- Display the schools behaviour curriculum and any personalised systems to their classroom / teaching group
- Develop a positive relationship with pupils, which include:
 - Greeting pupils at the door at the start of lessons
 - Establishing clear routines
 - Communicating expectations of behaviour in ways other than verbally
 - Highlighting and promoting good behaviour
 - Concluding lessons positively and starting the next lesson a fresh
 - Having a plan for dealing with low-level disruption
 - Using positive framing and positive reinforcement

BEING SCHOLARLY

Our 'Being Scholarly' Behaviour Curriculum is introduced explicitly during the initial week of the Autumn term, running alongside our National Curriculum subjects. It is imperative for children to grasp the curriculum's content to enable them to both retain the information and apply it effectively. At the start of each half term and during weekly assemblies and class assemblies the 'Be Scholarly' curriculum is revisited with children to consistently reinforce the curriculum throughout the academic year.

As Tom Bennett describes in 'Running The Room', the process for teaching behaviour explicitly is as follows -

1. **Identify the routines you want to see.**
2. **Communicate in detail your expectations.**
3. **Practise the routines until everyone can do them.**
4. **Reinforce, maintain and patrol the routines constantly.**

It is essential that all staff know the details of this curriculum, teach it explicitly to pupils and continuously maintain the high standards we set. By doing so we support each other to create a culture where pupils feel safe and are able to learn in an optimised environment and where teachers are free to teach unimpeded.

	Autumn I	Autumn II	Spring I	Spring II	Summer I	Summer II
All Year Groups From Nursery to Y6	Explicit teaching of the full 'Be Scholarly' curriculum content	Ongoing revision of content	Longer recap of 'Be Scholarly' curriculum	Ongoing revision of content	Longer recap of 'Be Scholarly' curriculum	Ongoing revision of content

Adaptations

While this curriculum is designed to cater to all children, its implementation may vary across different year groups based on the ages of the pupils and could be adapted according to individual students' SEND needs. For instance, students on the autistic spectrum might experience discomfort in maintaining eye contact with adults. Therefore, it is essential to exercise sensitivity throughout the teaching of our behaviour curriculum.

See appendix 5 for Behaviour Curriculum.

5.2 System used to manage behaviour

All behaviour incidents and sanctions are recorded and monitored through our MIS system – Bromcom. Bromcom is used to track behaviour patterns and incidents to support personalised and strategic intervention and reporting.

When recorded on the schools' MIS, a description will be assigned to entry to allow the above to be achieved. Examples of descriptions:

EXAMPLE SYSTEM DESCRIPTIONS	
Attitude to learning - poor	Illicit item / substance
Behaviour - Disruption to learning	Physical - inappropriate contact (pupil)
Behaviour - Threatening	Physical - inappropriate contact (staff)
Behaviour - Unkind	Physical - violence (pupil)
Bullying	Physical - violence (staff)
Bullying (potential)	Theft
Damage to school property	Verbal abuse (pupil)
Defiance to staff	Verbal abuse (staff)
Discriminatory language	Walking out of lesson
Disrespectful to staff	

For each behaviour record created, context may also be added, where necessary, to understand to conditions around the behaviour.

5.3 Responding to misbehaviour in lesson / learning spaces

We expect all lessons to be calm and extremely purposeful. Children will be highly engaged and have a thirst for learning. There will be true partnership working and collaboration. Our aim is for all lessons to be free from disruption, allowing all children to learn and be most successful.

Staff will endeavour to create a predictable environment by always challenging behaviour that falls short of the standards, and by responding in a consistent, fair and proportionate manner, so pupils know with certainty that misbehaviour will always be addressed.

When a pupil's behaviour falls below the standard that we expect of them, staff will respond in order to restore a calm and safe learning environment, and to prevent recurrence of misbehaviour.

At Victoria Primary School, we use the 'Reminder, Caution, Reflect, Repair' system to promote positive behaviour but also clearly and visually aid communication to pupils when poor behaviour is demonstrated. This system allows pupils the opportunity to resolve and restore their behaviour within the lesson, using reflection time and teacher support.

All pupils start every lesson ready to learn. Should poor behaviour be demonstrated, the pupil will be supported by the teacher (**see chart below**).

If the misbehaviour continues or escalates, the pupil will be moved to the front of the class and given time to reflect during break time.

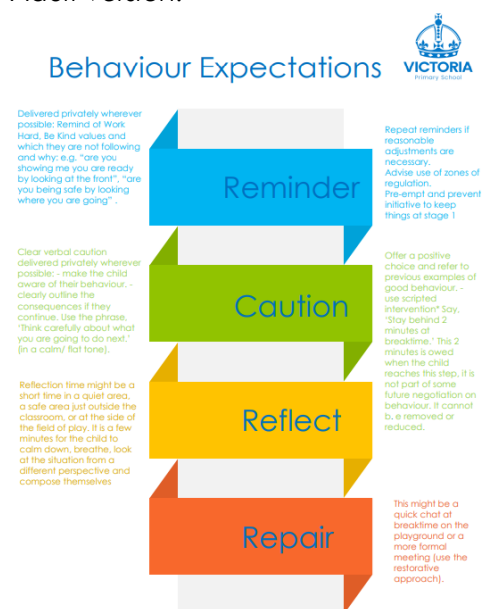
If the misbehaviour continues or escalates for a third time, then this will result in a **'Teacher Decision' (removal)**. Dependant on the severity and behaviour(s) demonstrated, this will result in either of the following immediate actions:

- Removal from lesson - to another class
- Removal from lesson - to a member of SLT

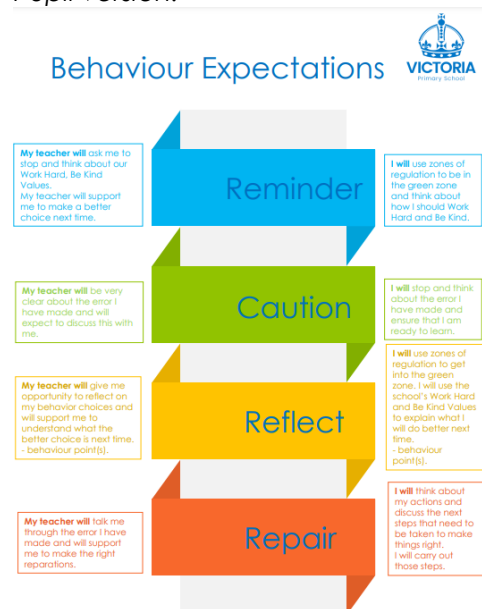
Contact with parents will also be made to inform them of the behaviour, removal from lesson and any sanctions applied. The record of behaviour will be updated on Bromcom.

Serious misbehaviour will result in an immediate removal from lesson. A record of misbehaviour will be created on BromCom.

Adult version:



Pupil version:



5.4 Responding to misbehaviour outside of lesson

We expect all children to be proud to be part of their school community. We take every opportunity to teach the characteristics of courtesy and respect and understanding of personal space. We aim for all students to talk politely using developed language and will not shout out. All children will be encouraged to say good morning and good afternoon, and staff will model this.

Pupils will learn the school's 'Be Kind' values and how they apply in different settings, including outside of school.

5.5 Responding to misbehaviour away from the school site

On a school day, every learner represents the school on their journeys to and from school and students are expected to observe the basic principles of the behaviour policy and the school's code of conduct.

Sanctions may be applied where a pupil has misbehaved off-site when representing the school. 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 member of our school community

Sanctions may also be applied where a learner has misbehaved off-site at any time including being on-line, whether the conditions above apply, if the misbehaviour:

- Could have repercussions for the orderly running of the school and damage the reputation of the school
- Poses a threat to another learner or member of the public
- Could adversely affect the reputation of the school

Sanctions will only be given out on school premises or elsewhere when the learner is under the lawful control of the staff member (e.g., on a school-organised trip).

5.6 Responding to misbehaviour online

The school can issue behaviour sanctions to pupils for online misbehaviour when:

- It poses a threat or causes harm to another pupil
- It could have repercussions for the orderly running of the school
- It adversely affects the reputation of the school
- The pupil is identifiable as a member of the school

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of a staff member.

Where the online misbehaviour is directed at another individual and could be constituted as bullying, please refer to the schools Anti-Bullying Strategy and Policy.

6 Suspected criminal behaviour

If a pupil is suspected of criminal behaviour, the school will make an initial assessment of whether to report the incident to the police.

When establishing the facts, the school will endeavour to preserve any relevant evidence to hand over to the police.

If a decision is made to report the matter to the police, a member of SLT will make the report.

The school will not interfere with any police action taken. However, the school may continue to follow its own investigation procedure and enforce sanctions, as long as it does not conflict with police action.

If a report to the police is made, the designated safeguarding lead (DSL) will make a tandem report to children's social care, if appropriate.

7 Sanctions

All pupils will be treated equitably under the policy, with any factors that contributed to the behavioural incident identified and taken into account.

When giving behaviour sanctions, staff will also consider what support could be offered to a pupil to help them to meet behaviour standards in the future.

The school may use 1 or more of the following sanctions in response to unacceptable behaviour:

- A verbal warning
- Change in seat
- Time out - in a specific location in the classroom
- Time out - outside of the classroom
- Removal from lesson - to another class
- Removal from lesson - to a member of SLT
- Expecting work to be completed at home, or at break or lunchtime
- Detention at break or lunchtime, or after school
 - Although schools do not have to provide parents / carers with notice of afterschool detentions or the reasons why, we expect schools to make every effort to try and contact parents to notify them of the same day / next day detention and the reason why.
- Referring the child / young adult to a senior member of staff
- Letters or phone calls home to parents/carer
- Agreeing a behaviour contract
- Putting a pupil 'on report'

In response to serious or persistent misbehaviours, we may use:

- The Headteacher/Deputy Headteacher's office
 - Referral may be made to the Headteacher/Deputy Headteacher's office during lessons if they are continuously disruptive, and they will be expected to complete the same work as they would in class.
- Internal seclusion
- External seclusion (based at another school)
- Managed move
- Alternative provision
- Fixed Term Exclusion
- Permanent Exclusion although this should be an ultimate last resort and will require CEO (Chief Executive Officer) approval.

Personal circumstances of the pupil will be considered when deciding on the appropriate sanction(s). Decisions will be made on a case-by-case basis, but with due consideration given to perceived parity and fairness.

8 Suspension and permanent exclusions

The school can use suspension and permanent exclusion in response to serious incidents or in response to persistent poor behaviour, which has not improved following in-school sanctions and interventions.

The decision to suspend or exclude will be made by the headteacher and only as a last resort. Please refer to our suspensions and exclusions policy for more information.

9 Responding to misbehaviour from pupils with SEND

9.1 Recognising the impact of SEND on behaviour

The school recognises that pupils' behaviour may be impacted by a special educational need or disability (SEND).

When incidents of misbehaviour arise, we will consider them in relation to a pupil's SEND, although we recognise that not every incident of misbehaviour will be connected to their SEND. Decisions on whether a pupil's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis.

When dealing with misbehaviour from pupils with SEND, especially where their SEND affects their behaviour, the school will balance their legal duties when making decisions about enforcing the behaviour policy. The legal duties include:

- Taking reasonable steps to avoid causing any substantial disadvantage to a disabled pupil caused by the school's policies or practices ([Equality Act 2010](#))
- Using our best endeavours to meet the needs of pupils with SEND ([Children and Families Act 2014](#))
- If a pupil has an education, health and care (EHC) plan, the provisions set out in that plan must be secured and the school must co-operate with the local authority and other bodies

As part of meeting these duties, the school will anticipate, as far as possible, all likely triggers of misbehaviour, and put in place support to prevent these from occurring.

Any preventative measures will take into account the specific circumstances and requirements of the pupil concerned.

9.2 Adapting sanctions for pupils with SEND

When considering a behavioural sanction for a pupil with SEND, the school will take into account:

- Whether the pupil was unable to understand the rule or instruction?
- Whether the pupil was unable to act differently at the time as a result of their SEND?
- Whether the pupil is likely to behave aggressively due to their particular SEND?

If the answer to any of these questions is yes, the school will then assess if it is appropriate to use a sanction and if so, whether any reasonable adjustments need to be made to the sanction.

9.3 Considering whether a pupil displaying challenging behaviour may have unidentified SEND

The school's special educational needs co-ordinator (SENCO) may 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 to create the plan and review it on a regular basis.

9.4 Pupils with an education, health and care (EHC) plan

The provisions set out in the EHC plan must be secured and the school will co-operate with the local authority and other bodies.

If the school has a concern about the behaviour of a pupil with an EHC plan, it will make contact with the local authority to discuss the issue. If appropriate, the school may request an emergency review of the EHC plan.

10 Responding to good behaviour and rewards

When a pupil's behaviour goes above and beyond the expected behaviour standard, staff will recognise it with positive recognition and reward. This provides an opportunity for all staff to reinforce the school's culture and ethos.

Positive reinforcements and rewards will be applied clearly and fairly to reinforce the routines, expectations and norms of the school's behaviour culture.

Positive behaviour will be rewarded with:

- Verbal praise
- Positive behaviour record on Bromcom
- Positive note in parent communication book
- Communicating praise to parents via a phone call or written correspondence
- Certificates, postcards, prize ceremonies or special assemblies
- Success boards
- Positions of responsibility
- Whole-class or year group rewards, such as a popular activity

10.1 System used to record positive behaviours

Positive behaviour is recorded and monitored through our MIS system – Bromcom.

When recorded on the schools' MIS, a description will be assigned to entry to allow the above to be achieved. Examples of descriptions:

EXAMPLE SYSTEM DESCRIPTIONS	
Work Hard	Be Kind

For each positive behaviour record created, context may also be added, where necessary.

Positive behaviours are routinely recognised and celebrated around school. Pupils can be nominated for a Headteacher's award for going above and beyond the expected. A pupil leadership team also lead on the 'Be Kind' values, including celebrating those who are modelling the values consistently.

11 Supporting pupils following a sanction

Following a sanction, the school will consider strategies to help pupils to understand how to improve their behaviour and meet the expectations of the school.

The school uses reflection sheets, zones of regulation and restorative conversations to support pupils to understand the error they made and to ensure that reparations are made. The pupil may need further support from the school's counselling service which can be provided if necessary.

This includes measures such as:

- Reintegration meetings
- Daily contact with the pastoral lead
- A report card with personalised behaviour goals

12 Bullying

There may sometimes be misunderstanding about the meaning of the term 'bullying'. One-off incidents, whilst they may be very serious and must always be dealt with, do not fall within the definition of 'bullying'.

We define bullying as persistent or repeated, deliberate attempt to hurt or humiliate someone. There are various types of bullying, but most have three things in common:

- It is deliberately hurtful behaviour.
- It is repeated, often over a period of time.
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

Bullying can include:

TYPE OF BULLYING	DEFINITION
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Prejudice-based and discriminatory, including: <ul style="list-style-type: none"> • Racial • Faith-based • Gendered (sexist) • Homophobic/biphobic • Transphobic • Disability-based 	Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing

Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites
Hazing or initiation	Rituals which may involve harassment, abuse or humiliation, this can be online or in person.

Please refer to our Anti-Bullying Policy and Strategy for further details on our approach to preventing and addressing bullying.

13 Safeguarding

The school 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, we will follow our child protection and safeguarding policy, and consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate.

Please refer to our Child Protection and Safeguarding Policy for more information.

14 Use of reasonable force and positive handling

Reasonable force covers a range of interventions that involve physical contact with pupils.

All members of staff have a duty to use reasonable force, in the following circumstances, to prevent a pupil from:

- Causing disorder
- Hurting themselves or others
- Damaging property
- Committing an offence

For further information please refer to the Use of Reasonable Force Policy.

15 Confiscation, searches and screening

Any prohibited items (listed in section 3) found in a pupils' possession will be confiscated.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with senior leaders and parents, if appropriate.

Confiscated items will be kept in The school office in the school safe if a valuable item until an agreed date and time for return to a responsible and appropriate person. This is unless the item is unsafe, required as part of an ongoing investigation or prohibited, and will therefore be stored appropriately until such time a collection is made, and/or a means of disposal is agreed, where appropriate.

A Headteacher or Deputy Headteacher can carry out a search for prohibited items where there are reasonable grounds for suspecting that a pupil is in possession of a prohibited item. There is no requirement for this authorisation to be provided in writing.

The return / destruction of any item should be handled in line with the DfE (Department for Education) guidance on searching, screening, and confiscation. The police may be requested to dispose of the item or seize should it be deemed necessary.

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening, and confiscation](#).

16 Harmful sexual behaviour, sexual harassment and sexual violence

The school will ensure that all incidents of sexual harassment and/or violence are 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.

The school's response will be:

- Proportionate
- Considered
- Supportive
- Any outcome decided on a case-by-case basis

The school has 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
- Refer to CAMHs
- Report to the police

It is the school's legal responsibility under Keeping Children Safe in Education (2023) to support both the victim and perpetrator when investigating and managing a concern of this nature.

Please refer to our child protection and safeguarding policy for more information.

17 Malicious allegations

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 will consider whether to discipline the pupil in accordance with this policy.

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 will consider whether to discipline the pupil in accordance with this policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (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.

The school will also consider the pastoral needs of staff and pupils accused of misconduct.

Please refer to our child protection and safeguarding policy for more information on responding to allegations of abuse against staff or other pupils.

18 Pupil induction and support

Pupils will be made aware of the following during their induction into the school and schools' behaviour culture:

- The expected standard of behaviour they should be displaying at school
- That they have a duty to follow the behaviour policy
- The school's key rules and routines
- The rewards they can earn for meeting the behaviour standard, and the consequences they will face if they don't meet the standard
- The pastoral support that is available to them to help them meet the behavioural standards

Pupils will be:

- Supported to meet the behaviour standards and will be provided with repeated induction and onboarding sessions wherever appropriate.
- Supported to develop an understanding of the school's behaviour curriculum, policy and wider culture.
- Asked to give feedback on their experience of the behaviour culture to support the evaluation, improvement and implementation of the behaviour policy.

Extra support and induction will be provided for pupils who are mid-phase admissions. Please see our Admissions Policy for further information.

Inducting incoming pupils

The school will support incoming pupils to meet behaviour standards by offering an induction process to familiarise them with the behaviour policy and the wider school culture. The school will use its work on the developed behaviour curriculum to support this induction.

Preparing outgoing pupils for transition

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at any transition point.

19 Training

As part of our continual induction and onboarding processes, our staff are provided with regular training on managing behaviour, including training on:

- How to enact the behaviour curriculum
- How to use the Consequence system effectively
- How to use positive framing and positive reinforcement

Relevant staff will also have specific training on the proper use of restraint. As part of their induction process and as part of individual schools CPL offer, we will ensure that all staff understand their responsibility for leading behaviour standards across the school.

INSET- understanding behaviour as a means of communication

Staff CDP- BST team

Positive, safer handling

20 Monitoring arrangements

20.1 Monitoring and evaluating school behaviour

The school will collect data on the following:

- Behavioural incidents, including removal from the classroom
- Attendance, permanent exclusion and suspension
- Use of pupil support units, off-site directions and managed moves
- Incidents of searching, screening and confiscation
- Anonymous surveys for staff, pupils, governors, trustees and other stakeholders on their perceptions and experiences of the school behaviour culture

The data will be analysed from a variety of perspectives including:

- At school level
- By age group
- At the level of individual members of staff
- By time of day/week/term
- By protected characteristic

The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any trends or disparities between groups of pupils are identified by this analysis, the school will review its policies to tackle it.

20.2 Monitoring this policy

This behaviour policy will be reviewed by the headteacher at least annually, or more frequently, if needed, to address findings from the regular monitoring of the behaviour data (as per section 20.1).

21 Links with other policies

This behaviour policy is linked to the following policies:

- Suspensions and Exclusions Policy
- Anti-Bullying Policy
- Educational Trips and Visits
- Safeguarding Policy
- Mobile Phone Policy
- Uniform Policy
- Use of reasonable force Policy
- Acceptable use policy
- Attendance Policy
- Complaints Policy

Appendix 1 Home School Agreement

Victoria Primary School: Home School Agreement

Victoria Primary School recognises that the successful development of its learners depends on an effective partnership between the school, learners, and parents/carers. All three parties share responsibility for the development and achievement of every learner.

We expect all members of our school communities:

- To jointly share the responsibility for securing and maintaining a positive learning environment
- To be courteous and show consideration for others
- To show respect and be respectful
- To care for their own and others' safety, property, and well-being always

As a school, I/we will:

Provide a secure, caring and clean environment for your child
Communicate effectively with parents, celebrating success and challenging problems
Provide a balanced curriculum which will meet the needs of your child
Offer support, guidance and advice as and when needed
Keep you regularly informed about your child's progress
Welcome your support, feedback and involvement in the life of the school

Signed by tutor:

Date:

As parent/carer, I/we will:

Actively assist and support the school to help my child grow, personally and socially
Be responsible for my child's health, welfare and well-being
Jointly share the responsibility for securing and maintaining a positive learning environment and show an interest in my child's development
Engage with parents' evenings, review meetings, information meetings and other relevant meetings, seeking support where necessary
Talk regularly to my child about school
Let the school know of concerns, problems or changes of circumstance which may affect their child's work or behaviour
Support the behaviour policy of the school

Signed by parent/carer:

Date:

As a learner, I will:

Be proud of my school community and value my education
Attend school every day and arrive on time every time
Ensure my mobile phone is off, away and not used when on the school site
Bring my own equipment and be ready to learn
Be courteous and show consideration for others
Show respect and be respectful
complete all my classwork and homework on time and to the best of my ability
Refuse to take part in bullying or antisocial behaviour
Respect the environment of the school and its neighbourhood

Signed by pupil:

Date:

Appendix 2 Responsibilities of Teachers & Middle Leaders

Teachers are expected to:

- Own your space. On entry stand at your door to meet and greet learners, be enthusiastic and fair. On exit stand at your door to control the exit and manage the flow of learners into the building, be pro-active and fair
- Know the names and roles of any other adult in the class
- Ensure the consequence system is displayed and that all learners know how it works
- Be clear and consistent with your rules, ensure everyone understands these
- Know the rewards system and ensure you use this when required
- Take responsibility for pro-actively managing the behaviour of learners and follow the behaviour policy consistently
- Ensure the classroom is a clean and tidy learning environment by managing student movement and activities effectively
- Use positive framing effectively to support classroom management practice
- Stay calm and not react to any form of antagonism
- Support other colleagues to pro-actively develop transformative behaviour and standards

Learners

- Know the names of your learners
- Know the needs of all of your learners, especially those who have SEND needs

Teaching

- Plan and prepare highly engaging knowledge rich lessons that are ambitious and will make the learners think
- Praise the behaviour that you want to see more of
- Teach learners classroom routines
- Have clear routines for transitions and for stopping the lesson
- Differentiate the work effectively

Communication with Parents

- Give feedback to parents about behaviour, let them know about the good days as well as the bad

Middle Leaders are expected to:

- Take ownership for securing transformative behaviour and attitudes standards in their areas, outside of their classrooms
- Understand, lead and model the vision and expected high standards for behaviour and attitudes in their area and across the school
- Place Behaviour and Attitudes at the core of their work. Every day they will ask themselves how have I contributed to improving the behaviour culture in this school?
- Ensure that securing transformative behaviour and attitudes across their area is a high priority for them as a leader
- Commit to supporting others to grow and develop as excellent leaders of behaviour
- Model the behaviours you would expect to see from your staff
- Support supply teachers to teach in disruption free classrooms
- Are expert leaders of behaviour in their own classrooms and beyond, including keeping up to date wider reading to ensure they have a secure knowledge of behaviour theory, research and evidence-based approaches.
- Provide a high-quality CPL programme that enables their teams to develop their behaviour and attitudes expertise

Communication with Parents

- Build positive relationships with the parents of pupils with behaviour difficulties.

Appendix 3 Responsibilities of Senior Leaders and Head Teachers

Head Teachers and Senior Leaders are expected to:

Policy

- Shape, lead and model the vision and expected high standards for the Behaviour and Attitudes culture in their school.
- Ensure that behaviour policy is clearly understood by all staff, parents and pupils.
- Display school rules clearly in classes and around the building. Staff and pupils should know what they are.
- Ensure all staff and learners are clear on the sanction and reward systems within the school
- Have a system in place for ensuring that children never miss out on sanctions or rewards.

Leadership

- Place Behaviour and Attitudes at the core of their work. Every day they will ask themselves how have I contributed to improving the behaviour culture in this school?
- Have a plan for the continual improvement of behaviour that is regularly evaluated
- Ensure that all staff have access to ongoing, relevant Behaviour focused CPL
- Model the behaviours you want to see from your staff.
- Reset behaviour expectations and celebrate successes at regular opportunities

Physical environment

- Be the face of their schools in the community. Every day you will ensure that you are outside the school at the start and end of the day
- Ensure that other Senior Leadership Team members are a visible presence around the school. Recognise hotspots and ensure that leaders are deployed at changeover points to alleviate any pressures
- Check that learners are moving around the school site in an orderly manner.
- Check up on behaviour outside the school.
- Check the building is clean and well-maintained.

Staff

- Know the names of all staff.
- Praise the good performance of staff.
- Ensure that staff and students are supported to behave to the highest level. Underperformance should be challenged and work to improve behaviour practice instigated and led.

Children

- Praise good behaviour.
- Celebrate successes.

Teaching

- Monitor the amount of praise, rewards and punishments given by individual staff.
- Ensure that staff praise good behaviour and work.
- Ensure that staff understand special needs of pupils. Individual pupils
- Have clear plans for pupils likely to misbehave and ensure staff are aware of them.
- Put in place suitable support for pupils with behavioural difficulties.

Communication with Parents

- Build positive relationships with all parents but specifically those parents / carers whose children are experiencing behaviour difficulties.

Appendix 4 Responsibilities of the Trust and Governance

Executive Leaders are expected to:

- Ensure all of our schools are supported and challenged to deliver on our commitment to provide disruption free learning environments
- Commit to their own continued professional learning
- Ensure all schools provide a safe, secure, inclusive and inspiring learning environment that enables the development of all staff and students
- Prioritise and support the professional development of all staff to ensure outstanding practice and provision
- Work with Head Teachers to challenge any underperformance in Behaviour and Attitudes practice. Provide relevant support to ensure that work to improve is rapidly instigated and effectively led.
- Commit to sharing excellent practice across the trust and wider education sector

Governors are expected to:

- Support, challenge and hold to account the Head of School as part of their monitoring of school provision
- Scrutinise behaviour data as one measure of the impact and quality of a school's overall provision
- Ensure that the school makes the best use of its resources to ensure a quality of education for its students
- Scrutinise provision for all students, including key, identified groups such as SEND, Pupil Premium and LACs
- Visit the school in session in order to understand, support and challenge the quality of behaviour provision
- Are committed to their own learning to enable them to discharge their role effectively.

Directors are expected to:

- Support, challenge and hold to account the CEO as part of their monitoring of Trust provision, including behaviour and attitudes, for all students
- Scrutinise behaviour data as one measure of the impact and quality of the Trust's work
- Ensure that the Trust makes the best use of its resources to ensure a quality of education for its students
- Scrutinise provision for all students, including key, identified groups such as SEND, Pupil Premium and LACs
- Are committed to their own learning to enable them to discharge their role effective

'BEING SCHOLARLY'

BEHAVIOUR CURRICULUM



"We are what we repeatedly do.
Excellence, then, is not an act, but a habit."

Will Durant, Philosopher (1926)

VISION

&

VALUES

Victoria Primary School is an international learning community. We are a transformational school. We develop confident, caring and courageous people who engage actively, ethically and purposefully with the community and the wider world around us. We foster curious, resilient learners who support one another, enjoy life and achieve the best they can. Our values of respect, honesty, responsibility and thoughtfulness towards themselves, others and the wider world are lived with integrity.

Our culture of excellence ensures the highest quality of teaching, learning and support in a healthy, vibrant and progressive ethos where children and adults successfully learn together. Our scholars achieve this through our "Work Hard" and "Be Kind" values:

WORK HARD

Don't give up

Know more, remember more

Strategise

Collaborate

Be a leader

Question

BE KIND

Be safe

Be respectful

Be thoughtful

Be responsible

Be honest

Self regulate



BEING SCHOLARLY



Our 'Being Scholarly' Behaviour Curriculum is introduced explicitly during the initial week of the Autumn term, running alongside our National Curriculum subjects. It is imperative for children to grasp the curriculum's content to enable them to both retain the information and apply it effectively. At the start of each half term and during weekly assemblies and class assemblies the 'Be Scholarly' curriculum is revisited with children to consistently reinforce the curriculum throughout the academic year.

As Tom Bennett describes in 'Running The Room', the process for teaching behaviour explicitly is as follows -


1. **Identify the routines you want to see.**
2. **Communicate in detail your expectations.**
3. **Practise the routines until everyone can do them.**
4. **Reinforce, maintain and patrol the routines constantly.**

It is essential that all staff know the details of this curriculum, teach it explicitly to pupils and continuously maintain the high standards we set. By doing so we support each other to create a culture where pupils feel safe and are able to learn in an optimised environment and where teachers are free to teach unimpeded.

	Autumn I	Autumn II	Spring I	Spring II	Summer I	Summer II
All Year Groups From Nursery to Y6	Explicit teaching of the full 'Be Scholarly' curriculum content	Ongoing revision of content	Longer recap of 'Be Scholarly' curriculum	Ongoing revision of content	Longer recap of 'Be Scholarly' curriculum	Ongoing revision of content

Adaptations

While this curriculum is designed to cater to all children, its implementation may vary across different year groups based on the ages of the pupils and could be adapted according to individual students' SEND needs. For instance, students on the autistic spectrum might experience discomfort in maintaining eye contact with adults. Therefore, it is essential to exercise sensitivity throughout the teaching of our behaviour curriculum.

<h2 style="margin: 0;">WORK HARD</h2> 	<ul style="list-style-type: none"> Don't give up Know more, remember more Strategise Collaborate Be a leader Question
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In Class

Know we have class routines to make sure that we all **collaborate** in creating an atmosphere where **everyone is a learner**, every lesson, every day. Routines means that no learning time is wasted with unnecessary reminders.

Know the order that you always line up in so that we do this in a **responsible** way and quickly.

Know who you stand in front of and who is behind you so that we line up calmly and quietly, **being thoughtful** and ready for the next instruction.

Know that you should line up without leaning against the walls while moving around school because we are **respectful** to ourselves and the school.

Know the routine for entering the classroom so we can all quickly be ready to learn.

Know where you sit in class during lessons (including 'carpet places') so that you can **know more and remember more.**

Know the routine for handing out and collecting exercise books in the classroom, demonstrating how you can **be responsible.**

Know where to hang up your coat in the classroom/cloakroom and to make sure it is **safely** on a peg and is not on the floor.

Know that you should **self regulate** and go to the toilet at playtime or lunchtime or if you are ill during lessons.

Know that water bottles are kept by the sink and rehydration happens at an appropriate time so that your learning isn't interrupted.

Listening

Know we use Fantastic Listening in class.

- This means that we -
- Face forwards, hands together
- Always sit up straight
- Never interrupt
- Track the speaker



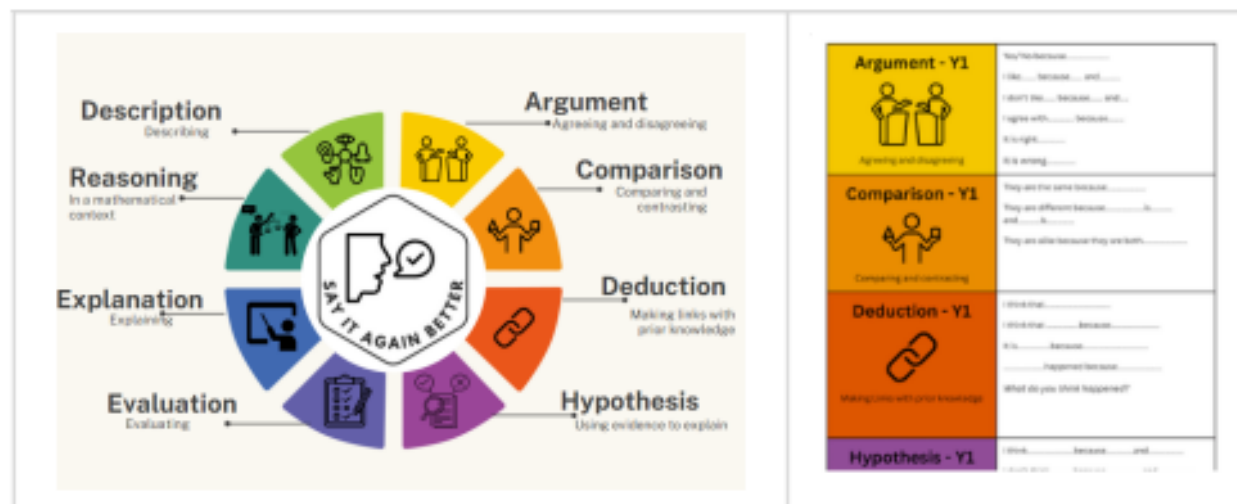
Know that we all use Levels of Listening to ensure everybody is able to learn without distractions.

This means that we -

Levels of communication	 Listening level	 Responding level
Level 1- Instructional	I am listening to follow instructions	I am responding to given instructions
Level 2- Focussed	I am listening to understand	I am demonstrating my understanding in my learning.
Level 3- Collaboration	I am listening to relate to others	I am responding thoughtfully.
Level 4- Growing	I am listening to <u>strategise</u>	I am responding to challenge myself further

Speaking

Know that we use 'Say It Again Better' sentence stems to make sure i improve my speaking when I can.



Know that we use SHAPE your answer to help us to speak clearly in class

This means that we -

- **Sentences** - we know that we must answer in full sentences when appropriate
- **Hand away from mouth** - we know that we must keep their hands away from their mouths while speaking
- **Articulate** - we know we they must pronounce words clearly
- **Project** - we know that we must speak with a voice which is loud enough for everyone in class to hear
- **Eye Contact** - We know that it is **respectful** to look at the person you are speaking to



Learning

Know that, if we are using mini-whiteboards, we show our answers using the '3-2-1 Chin It' system where the board is placed under the chin.

Know some work in class will be challenging and but we perservere and **we don't give up.**

Know Knowledge Organisers contain the knowledge and we need to remember so we **know more and remember more.**

Know we need to revisit knowledge to make sure it goes into our long-term memory.

Know that it is important to **strategise** and that there are a number of learning strategies we can use to solve problems such as 'working systematically' or 'trial and error'.

Completing Work In Books

Know how to set out learning in books according to the Victoria Primary School Presentation Policy (see separate document).

Know that each piece of learning needs a date and title.

Know that you must use 'one square, one digit' when working in maths books.

Know how to underline titles using a ruler and the 'piano' rule.

Know how to correct mistakes by drawing a straight line through your work.

	<p>Be <u>safe</u></p> <p>Be <u>respectful</u></p> <p>Be <u>thoughtful</u></p> <p>Be <u>responsible</u></p> <p>Be <u>honest</u></p> <p>Self <u>regulate</u></p>
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Around School

Know that we are all leaders, setting a good example to others.

Know that we walk around school using Fantastic Walking to keep everyone safe in school and to make sure we are respectful so the learning of other children is not disrupted as people move around school.

Know that when we move around school, we walk on the left of the corridor so that we don't bump into people walking the other way.

Know that Fantastic Walking means :-

- Facing **forwards**
- Walking at a **steady pace**.
- In a **straight line**.
- With **hands by your sides**.
- **Without talking**.



Being respectful and honest

Know that it is important to have good manners to show respect and be thoughtful so that people act politely back to you. Being polite is good for your mental health and gives you a boost of serotonin when people respond politely.

Know that it is respectful to give eye contact to the person you are talking or listening to.

Know that it is important to show gratitude to others by thanking people for what they have done for you.

Know that it is important to be honest with adults and classmates. Telling the truth is always the better option even if we have made a mistake because we can learn from our mistakes.

Playtime

Know that you must walk from your classroom to the playground using 'Fantastic Walking'.

Know that you must play safely without hurting anyone.

Know that we do not 'play fight' because we may hurt someone by accident.

Know that you must be kind, by including people in your games and sharing equipment.

Know that someone who is kind behaves in a gentle, caring, and helpful way towards other people. This is thoughtful, respectful and responsible.

Know that you do not kick the bark by the playground equipment as this creates a messy playground.

Know that you should self regulate when playing together at playtime- this includes regulating your voice.

Know that, when called, you must line up in your lining up order quickly so that you are ready to learn.

Lunchtime

Know that you should always try to use a knife and fork correctly (this is explicitly taught in EYFS and KS1)

Know that you should finish what you are eating before leaving your seat.

Know how to be respectful and use good manners during lunchtime, particularly when receiving food from the school kitchen and talking to midday supervisors.

Know that 'good manners' means saying 'please' when you ask for something and 'thank you' when you receive it so that you are being thoughtful.

Know that we use 'We WALKS' at Victoria to make sure the dinner hall is calm, polite and safe.

Know that 'We Walks' means:

We **walk** carefully - we don't run

We **are** polite to everyone - we are not rude

We **line** up calmly - we do not push

We **keep** our tables clean - we do not make a mess

We **speak** quietly - we do not shout



Preventing Bullying

The school council have developed a separate leaflet to ensure that pupils know what bullying is and what we should do about it if it does happen.

Know that bullying is:



<p>Know bullying is...</p> <p>Several</p> <p>Times</p> <p>On</p> <p>Purpose</p>	<p>Know you should...</p> <p>Start</p> <p>Telling</p> <p>Other</p> <p>People</p>
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Know that bullying is unacceptable and that it will be dealt with seriously by all adults at Victoria

Attendance and Punctuality

Know that you must attend school every day so that you can **build your knowledge** each day.

Know that you must arrive at school on time every day so that you are ready to learn and **strategise** in the right way.

Know that attending school on time every day is important so that you don't miss important learning and so that you can develop positive relationships with your peers.

Behaviour outside of school

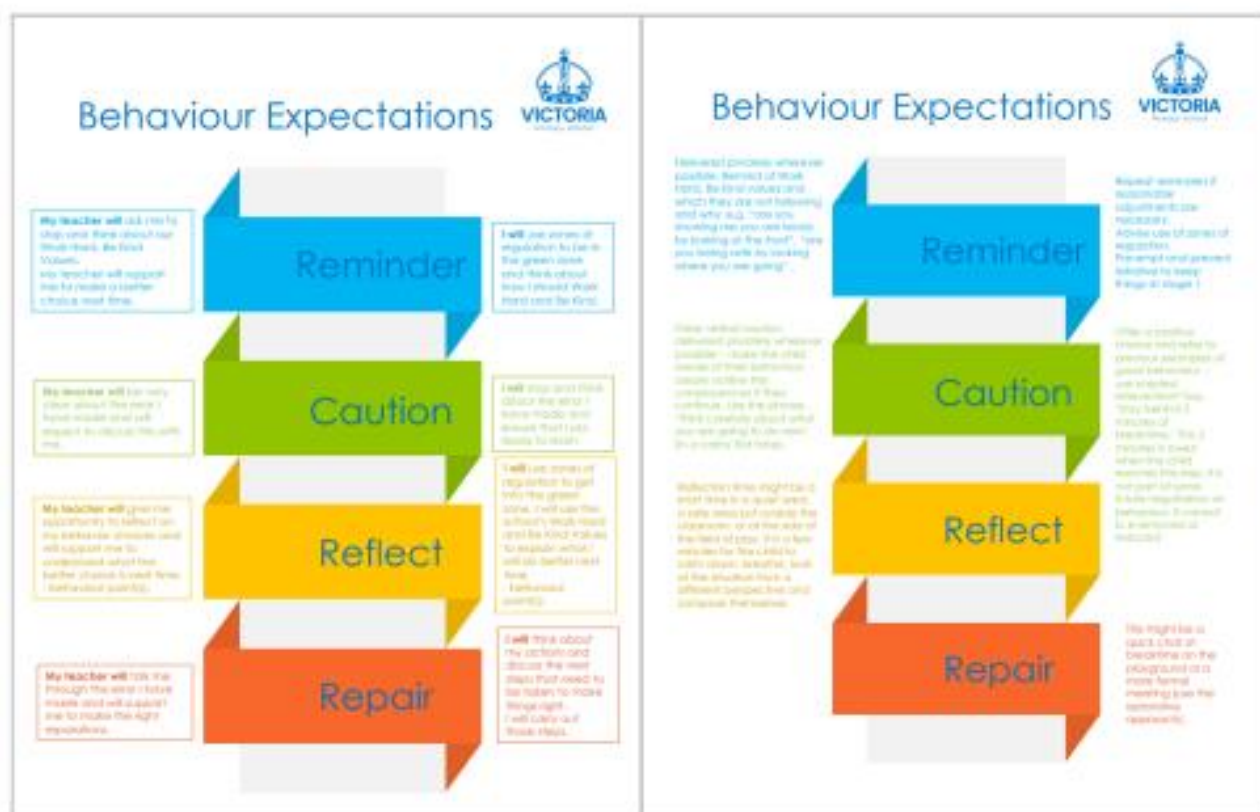
Know that when you are wearing your school uniform you are representing the school community and must always behave responsibly and respectfully.

Know that you should **be thoughtful** of other people arriving and leaving school.

Know that **being respectful and thoughtful** means thinking about other people's needs, wishes and feelings.

Know that examples of **being respectful** on the way home include walking not running, giving people plenty of space and using a quiet voice (not shouting).

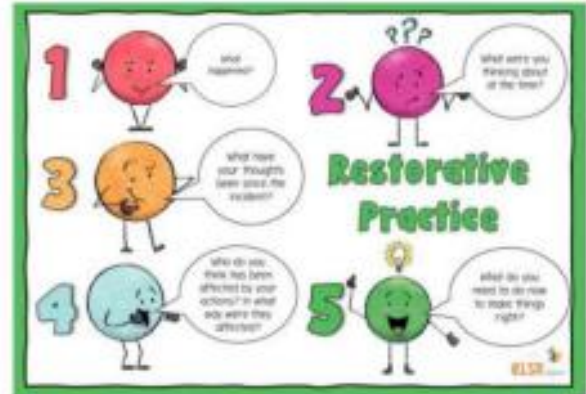
Ways in which adults will help you when you have made an error with your behaviour:



Restorative conversations:



1. Agree on ground rules
2. Actively listen to both sides of the story and repeat each side back.
3. Reflect on each person's feelings (I think you're feeling cross/unhappy/hurt/etc.)
4. Ask each person to reflect on how the other person feels.
5. Ask each person 'What can you do about this?'
6. Make a solution/agreement together- it must be something that all sides can live with.



The ZONES of Regulation

Blue Zone	Green Zone	Yellow Zone	Red Zone
Sad	Happy	Worried	overjoyed/Elated
Bored	Focused	Frustrated	Panicked
Tired	Calm	Silly	Angry
Sick	Proud	Excited	Terrified