

Forge Valley Behaviour Policy

Policy development:

This policy has been developed by building on our own best practice and that of other educational networks. It has been developed in consultation with governors, parents, staff and students and is accessible through the Forge Valley website

Governor Committee: Full Governing Body

Ratified by governors: 16th January 2020

Due for review: February 2021

Senior leader responsible: Assistant Head Pastoral

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Policy Aims

The aims of this policy are

- to enable all pupils of whatever ability, age, sex or background to enjoy their time in the school, participate in extra curricular activities and achieve their full potential.
- to promote good behaviour
- to ensure and protect the school's reputation

School Behaviour

The school aims to develop in its pupils the ability to exercise self-discipline and procedures are designed to this end.

Expectations of behaviour at Forge Valley School are set out in the following documents:

- The Acceptable Use policy
- The School Uniform policy (Y7-11) - uniform needs to be worn correctly. School will sanction pupils who are repeat offenders
- The Homework policy
- The Anti-bullying policy
- The Smoking policy
- Home-School Agreement
- Expectations of staff and other documents relating to behaviour as created by the school from time to time.

The School Rules are kept to a minimum and pupils are expected to behave with common sense, care, consideration and courtesy and to protect each other's property. The few general procedures specified are explained to pupils and reinforced in form times and assemblies. Copies are available to parents on request. They apply to all age groups and at all times when the pupil is at school, representing the school or wearing school uniform.

Rewarding Good Behaviour

A system of rewards is the primary tool in managing behaviour and also leading to high levels of motivation. In particular, the achievements and contributions of pupils, both as individuals and groups, should be recognised and commended. This can be done using: -

- 1) Verbal praise
- 2) The awarding of positive points
- 3) Evenings of Excellence
- 3) Mention in staff briefing
- 4) Telephone call/letter home
- 5) Presentation of Achievement Certificates
- 6) Commendation to the Head of Year, SLT Link and/or Headteacher

Sanctions

Wherever possible pupils should be encouraged to behave well towards others both inside and outside the classroom and all systems should promote this. They should be shown that their achievements are

recognised and rewarded. Where such positive encouragements do not seem to work, individual staff may use the sanctions of reprimands or detentions as detailed in the school Behaviour for Learning Policy. Whole class detention should be avoided.

Children who are persistently disruptive will be closely supported by the school and this support will be regularly evaluated. We will then ensure that all parties, staff, pupils, parents, carers along with any outside agency support, work together to reduce this disruptive behaviour.

Forge Valley is committed to our school uniform policy. Uniform needs to be worn correctly as per our policy. The school will sanction pupils who are repeat offenders.

Breaches of School Discipline

Serious breaches of school discipline

It is not possible to define every situation under the title of 'serious breaches of school discipline' but the most likely ones are as follows:

- Involvement in some activity likely to bring harm to herself/himself or members of the school and community, including serious or persistent bullying
- Supplying alcohol, being in possession of alcohol or being under the influence of alcohol.
- Theft
- Racist & Homophobic behaviour
- Supplying drugs, being in possession of drugs or being under the influence of drugs.
- Sexual misbehaviour – sexual intercourse or actions that could be construed to be leading to sexual intercourse between pupils of the opposite sex or the same sex
- Possession of any weapon or instrument which could be used to hurt
- Abuse of solvents
- Physical & verbal intimidation / violence towards another pupil or a member of staff

A serious breach of school discipline is an offence which might warrant isolation, fixed term or permanent exclusion.

Persistent Disruptive Behaviour

Persistent disruptive behaviour is deemed as any behaviour which **repeatedly** disrupts the learning of the pupils or others, such as; shouting out, talking over staff, not following instructions, out of their seat, late to lesson, truancy, arguing with staff and not following agreed sanctions. This is not an exhaustive list and behaviours will be logged on the schools conduct log.

Persistent disruptive behaviour is a serious breach of school discipline and as such may result in isolation, fixed term exclusion or permanent exclusion.

Pupils who are persistently disruptive will receive support from school and we will endeavour to involve relevant external agencies (where appropriate) in this support. These agencies may be MAST; CYT; CILS team; SIP or whoever is best placed to support the pupil and their needs.

Investigation Procedure

The following procedures are for guidance and should be followed if a serious disciplinary offence is thought to have taken place. Under Article 8 of the European Convention on Human Rights pupils have a right to respect for their private life. However, they may be altered if circumstances require, for example, if specific staff are unavailable or if the matter requires expeditious action.

- It is imperative that serious disciplinary matters are investigated thoroughly. It is also important that serious disciplinary matters are investigated at a measured pace and that no premature judgements are made concerning the matter.
- Once an investigation for a serious offence begins it may be necessary for the pupil/s concerned to be supervised by a member of staff or isolated from other pupils.
- Any investigation should be conducted away from gaze and in as much privacy as possible within a working school.
- When a pupil is interviewed she/he should be made aware of the matter being investigated at the start of the interview. It should also be made clear at the start of the interview that pupils are expected to tell the truth and that if facts need to be clarified they can expect to be interviewed again.
- Careful notes should be kept during all interviews.
- Individual written statements should be made and they must be dated and signed by the pupil concerned. Pupils should not write statements, but the investigating officer should write what the pupil has verbally said. After the statement has been written, pupils may be asked to clarify particular issues in their statements but no undue pressure should be placed upon pupils writing statements.
- In their conversations with the parents, the SLT/Head of Year should warn parents if exclusion is a possibility and make it clear to parents that the matter is being investigated.
- It may be necessary to search the belongings of the Pupil.

Searching and Confiscation

We will always aim to seek consent from a pupil prior to searching their possessions. However, Headteachers and authorised staff have the statutory power to search a pupil without their consent if staff suspect the pupil to be holding 'prohibited' items.

Prohibited items are:

- Knives & Weapons
- Alcohol
- Illegal Drugs
- Stolen Items
- Smoking paraphernalia
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects, or is likely to be used:
 - I. To commit an offence; cause injury to, damage property of, any person
 - II. Any item banned by the school rules

Pupils will only be searched when on school property.

Confiscation

Staff can seize any prohibited item found as a result of a search. Staff can also confiscate any item they consider harmful or detrimental to school discipline. Section 91 of the Education and Inspections Act 2006 enables staff to retain or dispose of a pupil's property as a disciplinary penalty where reasonable to do so.

The use of Reasonable Force

The use of force is not taken lightly and is used to restrain or control a pupil in certain situations. In some situations, reasonable force may be used to stop pupils from hurting themselves or others, from damaging property, or from causing disorder.

The decision to physically intervene is down to the staff concerned and will depend on the individual circumstances that they are presented with. Where possible all reasonable adjustments will be made to resolve a situation prior to intervening physically.

Parents will be informed about any incident involving the use of reasonable force.

School Sanctions

In classrooms pupils follow a 3-stage warning system for inappropriate behaviour.

- **Stage 1** – Clear verbal warning issued to pupils with corrective behaviour – W1 noted in pupil planner with a brief reason
- **Stage 2** - Pupil name clearly written on the board with corrective behaviour. Instruction stated this must include 'you must now modify your behaviour. If you do not you will be removed from the classroom and isolated until 3:50pm' – W2 noted in pupil planner with a brief reason
- **Stage 3** – Pupil removed from the lesson. Instruction must include 'you are to stand outside without moving or disrupting the learning of other pupils. **An alert must then be sent using Bromcom and the behaviour incident must be logged.** At this stage on-call will arrive and pupils will be isolated until 3:50pm.

Stage 3 Whole School Detention

A Stage 3 Detention will take place for 60 minutes after school supervised by SLT, Heads of Year and Teaching Staff. Pupils will be expected to complete appropriate work at this time. Pupils who do not attend this detention will be reallocated to the following day. Pupils who do not attend a rescheduled detention or do not successfully complete a detention will be placed in Internal Isolation from 8:50 – 3:50 the following day.

Stage 3 Detentions will also be issued for the following inappropriate behaviours

- Truancing
- Smoking
- Bullying
- Rudeness to staff
- 3 instances of lack of equipment in a half term
- 3 instances of lack of correct uniform in a half term
- 1 instance of lateness in a week
- Damage to school property
- Other behaviour which causes risk to their health and safety and/or education and that of others
- Persistent refusal to follow instructions

Internal Isolation

Pupils may be placed in Internal Isolation for not completing a rescheduled Stage 3 Detention, failing a detention, receiving 3 Stage 3 detentions in 1 day and any other serious behaviour which causes risk to their health and safety and/or education and that of others

Pupils placed in Internal Isolation will be expected to follow the rules of isolation. Where a pupil fails they will be excluded for the rest of the day and are expected to complete the isolation the following day.

Exclusion process for Headteachers

At Forge Valley School we always follow DfE guidance in relation to exclusion and ensure that early Intervention is in place. This guidance stipulates the following:

- You must establish a behaviour policy and should have processes for identifying and supporting pupils' additional needs. (At a maintained school or PRU, the Headteacher must determine the behaviour policy in accordance with principles set out by the governing board. An academy trust must have a behaviour policy but it is up to the academy trust to decide who is responsible for drawing up the policy.)

Things to consider:

- Does the school behaviour policy clearly set out behaviour expectations and sanctions and reflect the requirements of the Equality Act 2010?
- Are governors/staff (including sixth form staff in school sixth forms) clear about their roles and when to escalate issues/involve parents?
- Is the behaviour policy understood by pupils and parents?
- Are sanctions monitored to identify any inconsistency or potential discrimination (e.g. Special Educational Needs and Disability (SEND) or ethnicity)?
- Are systems in place to identify pupils showing persistent poor behaviour and if there are any underlying causes?

Fixed Term Exclusion

Exclusion is the most serious sanction we can use with pupils and therefore is to be used with restraint and following a full consideration of all circumstances. Wherever possible the school would look to devise strategies for behaviour modification that maintain pupils within school. However, there are clearly occasions when, in order to maintain high levels of discipline and behaviour, the integrity of the teaching and learning process, and in some cases, the safety of others, the most appropriate sanction is fixed term exclusion.

Whilst every incident will be dealt with individually, there are certain types of behaviour that would normally lead to a period of exclusion. These are:

- violent conduct
- extreme threatening or aggressive behaviour
- sexual misconduct
- swearing at staff
- deliberate vandalism
- Persistent refusal to follow instructions

With these types of behaviour, the normal question is reversed and becomes 'Are there any circumstances, which would mitigate against exclusion here?' If not, then exclusion will follow. This may be for a fixed term or in extreme cases a permanent exclusion may be deemed necessary.

Permanent Exclusion

Permanent exclusion is a last resort and is only considered in cases where the safety and well-being of staff or other pupils is put at serious risk (Department of Education statutory guidance September 2017).

Pupils may be permanently excluded as a result of persistent disruptive behaviour and a significant one-off breach of the behaviour policy. In all cases staff knowledge of individual pupils, their previous behaviour and any special circumstances will be taken into consideration.

Forge Valley School will endeavour to consider all reasonable adjustments before considering a permanent exclusion. The school will evaluate the impact of all reasonable adjustments compared to their desired effect.

Involving Parents

Parents should always be kept informed of their daughter's/son's behaviour. The school believes that in working together it can achieve the best for its pupils, this includes behaviour. Forge Valley School will endeavour to contact via text, email or phone regarding pupils receiving a Stage 3 Detention or isolation.

Parents will always be informed by telephone and letter if their child is given a fixed term exclusion. A meeting will be arranged between the school, the child and the parents following a period of exclusion.

When permanent exclusion becomes likely, parents will always be informed. Regular meetings will be held to find out what more can be done to support the child and the family.

A telephone conversation or interview with parents can be very positive and constructive and can promote a change in the pupil's attitude.

Other Sanctions

Other sanctions for inappropriate behaviour may include:

- Prevention from attending trips/visits
- Loss of privileges e.g. early dismissal at the end of term, lunch passes and school events

These sanctions will be dealt with on a case-by-case basis, taking into account the behaviour incident, pupil background and any other circumstances.

Relationships

While acknowledging that it is quite normal for there to be friendships between pupils, the school does not believe that it is in the interest of boys or girls for such friendships to be overbearing. These guidelines are in place to ensure that the behaviour of pupils with regards to their relationships with one another are appropriate and discrete.

The underlying principle in respect of pupils' relationships with one another is one of trust. However, these guidelines define the way in which pupils are expected to conduct themselves.

Sexual relationships are discussed in PSHE lessons.

School Trips and Visits

When on a school day trip, evening visit, fieldwork or residential opportunity, the behaviour we expect from our pupils will be explained to them and to their parents. The pupils' health and safety must be of priority and the reputation of the school must also be considered. On any excursion outside of school, pupils of whatever age –

- must be polite and well-mannered to all
- must not smoke
- must not enter into a relationship of a sexual or intimate nature
- must not be on their own during their "free" time
- must do as advised by their teacher

- must not use or have in their possession alcohol/drugs/or any other illegal substances.

Depending on the severity of the offence pupils will be:

- reprimanded
- spoken to on their return with their parents present
- not allowed to participate in further opportunities outside of school

And, in cases of serious breaches on residential visits:

- sexual misbehaviour
- use of alcohol/drugs/illegal substances
- misbehaviour, refusal to obey a teacher which endangers their well-being
- possession of weapons or instruments which could be used to hurt

They will be sent home, if it is the opinion of the lead teacher after discussion by telephone with the Headteacher or the named SLT member, parents will be informed immediately and advised to meet their daughter/son at the airport/railway station.