



# Behaviour Policy

Date: July 2023

Review date: July 2024

Approved by the Advisory Board: July 2023

Linked with other policies:

- Safeguarding and Child Protection
- Anti-Bullying
- Bullying and Harassment
- Cyberbullying
- Exclusion
- Attendance
- Special Educational Needs
- Rewards
- Safe touch, physical intervention and restraint
- Curriculum, learning and assessment
- Whistleblowing
- Supporting children with medical needs
- Off sites and visits policy
- ICT and internet acceptable use policy

Signed:

## Version Control

<b>July 2022</b>	<b>New policy</b>		
<b>September 22</b>	<b>V1</b>		'peer' [abuse] amended to 'child'
<b>February 2023</b>	<b>V2</b>	<b>P9</b>	Child on Adult Abuse paragraph added
<b>July 2023</b>		<b>P7</b>	Repeated word 'school' removed
		<b>P9</b>	2 <sup>nd</sup> paragraph added clarifying use of the terms 'victim' and 'perpetrator'

## Introduction and Rationale

All Saints School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same.

All staff recognise that children communicate their needs via their behaviour. Every adult in our school is encouraged to look beyond behaviour and to be curious about children's needs. We recognise that children need support to keep emotionally regulated and cope in everyday social situations and in more challenging interactions.

There is a common understanding of the importance of interpreting, rather than reacting to behaviours. Key questions are: *What has happened to this child? What feeling is the child exhibiting? What is the meaning of the behaviour of this child? What does this child need from me at the moment... and in the future?*

At All Saints School, we expect a high standard of behaviour at all times. The main philosophy of the school encompasses the following characteristics:

To have **CONSIDERATION** for all, irrespective of their ethnic or national origin, culture, religion, gender, disability or sexuality.

To show **COURTESY** to all staff, parents and fellow students.

To have **COURAGE** to say and do what they know is right, not to be led by others in any wrongdoing or bad behaviour and to speak up against bullying.

To take **CARE** and show **RESPECT** for their own property and also for the property of the school, staff and other students.

To have **CONFIDENCE** in their own ability and to leave All Saints School ready to face the challenges that await them in their future lives and careers.

### At All Saints School, we aim to:

- Provide a safe, comfortable and caring environment where optimum learning takes place
- Provide clear guidance for students, staff and parents of expected levels of behaviour
- Use a consistent and calm approach
- Ensure all adults take responsibility for managing behaviour and follow-up incidents personally
- Ensure all adults use consistent language to promote positive behaviour
- Use restorative approaches.

### Purpose of the Behaviour Policy

To provide simple, practical procedures for staff and children that:

- Underpin our ethos/belief that all children are inherently good but can make 'poor' choices
- Encourage children to recognise that they can and should make 'good' choices
- Recognise individual behavioural norms and respond appropriately
- Promote self-esteem and self-regulation
- Teach and model appropriate behaviour through positive intervention.

**All staff must:**

- Take time to speak with students during the day
- Always pick up on children who are failing to meet expectations; and
- Always redirect children by referring to Kind Words, Kind Actions, Listening Ears and Respectful Actions.

**The Headteacher and Senior Leadership Team must:**

- Be a visible presence around the school
- Regularly celebrate staff and children whose efforts go above and beyond expectations
- Encourage the use of positive praise, house points, phone calls/postcards/certificates/awards
- Ensure staff training needs are identified and met
- Use behaviour records to target and assess interventions
- Support staff in managing children with more complex or distressed/challenging behaviours.

**Successful behaviour management will be when staff:**

- Deliberately and persistently catch children doing the right thing and praise them in front of others
- Know their classes well and develop positive relationships with all children
- Relentlessly work to build mutual respect
- Remain calm and regulate their emotion appropriately
- Demonstrate unconditional care and compassion
- Are responsible for identifying their own training / needs for support.

All Saints School has 5 simple expectations: **‘Be Safe, Kind Words, Kind Hands, Listening Ears and Respectful Actions’** which can be applied to a variety of situations and are taught and modelled explicitly.

All of our students will have bespoke positive behaviour management plans which include rewards to reinforce positive behaviour.

**Expectations at break and lunch times:**

- During school breaks, all students are to go outside unless given permission by a member of the senior leadership team to stay inside.
- When the weather is unfavourable, then students will be expected to go to their form rooms.
- Eat lunch in form rooms in an appropriate manner

**Sanctions**

Sanction should:

- Make it clear that unacceptable behaviour affects others and is taken seriously
- Not apply to a whole group for the activities of individuals
- Be consistently applied by all staff to help to ensure that children and staff feel supported and secure.

**Sanctions need to be in proportion to the action**

It should also be made very clear that it is the behaviour that is unacceptable, and any sanction should address this, not be made personal to the child.

A sanction may include missing 5/10 minutes of break time or lunchtime to allow time for the adult to 'repair' the relationship in private (Use the script in Appendix A). The lost time and break or lunch may also be required for ensuring any lost learning is caught up. The sanction could also be a period of internal isolation, fixed term exclusion or end of placement (see End of Placement and Fixed Term Exclusion Policy).

### **Adult Strategies to Develop Excellent Behaviour**

- IDENITIFY the behaviour we expect
- Explicitly TEACH behaviour
- MODEL the behaviour we expect
- PRACTISE behaviour
- NOTICE excellent behaviour
- CREATE conditions for excellent behaviour

### **Language around Behaviour**

At All Saints School, we understand that a common and consistent use of language around behaviour is essential in creating clear boundaries to learn how to behave. Phrases such as 'kicked off' or 'being rude' are unhelpful in these instances and we should remain professional and calm at all times, especially in front of the child. Conversations should follow a script and behaviours should be discussed as the behaviours they are, and not be personal to the child.

Conversations around behaviour should be conducted, in the first instance, by the staff member taking the class/group.

All incidents are logged on CPOMS.

### **Behaviour Pathway**



- Reminder
- Warning
- Time Out or time for 'Walk and Talk'

Follow up / Reparative Conversation (See Appendix A)

*Should you feel, using your professional judgement, a senior member of staff needs to be part of the Follow-up / Reparative Conversation the following may apply:*

- Sent to / send for SLT member
- Parents / carers phoned by member of staff
- Parents / carers phoned by SLT
- Parents / carers called to school for a meeting
- Internal Exclusion
- Fixed Term Exclusion
- End of Placement



## **Extreme Behaviours**

Some children exhibit particular behaviours based on early childhood experiences and family circumstances. As a school we recognise that their behaviour is their way of communicating their emotions. We also understand that for many children they need to feel a level of safety before they exhibit extreme behaviours. We take time to build relationships with each individual child.

These children will have bespoke risk assessments to support them.

When dealing with an episode of extreme behaviour, physical intervention may be required with a child if they or another person is unsafe. It is important to have tried ALL de-escalation strategies and techniques first – Norfolk Step Up (physical intervention) training emphasises the use of de-escalation. This will only be used as last resort and by trained staff only.

## **Staff Training**

Each staff member will undertake Norfolk STEPs training. The Norfolk Steps Team provides training and consultancy to schools and services to support early intervention and manage complex or challenging behaviour. The specialist team has extensive SEN and inclusion experience. This training provides guidance and support to teachers and TAs in creating a detailed behaviour management plan for each student.

In addition to the Norfolk STEP training the school also uses The Zones of Regulation framework. The Zones of Regulation framework and curriculum (Kuypers, 2011) teaches students scaffolding skills towards developing a metacognitive pathway to build awareness of their feelings/internal state. The students learn how to use a variety of tools and strategies for regulation, self-care and overall wellness. Training in this area will be given on induction and the school's occupational therapist provides further support and guidance.

Some staff members at All Saints School have completed the additional Norfolk Step Up training and recognise that any restrictive physical intervention should involve the minimum force for the shortest time possible. De-escalation techniques will always be used first if possible.

Parents/carers are always informed if such an intervention has been necessary and the situation logged.

A Risk Assessment will be completed for any child who may require 'regular' physical intervention and an agreement signed by parents and school will be completed.

Staff will record all serious behaviour incidents on CPOMS and any physical intervention is also recorded on CPOMS. Exclusions may occur following extreme incidents at the discretion of the Headteacher. (See also 'Exclusion Policy')

Should a problem of "bullying" arise, it must be dealt with in accordance with our Anti-Bullying Policy.

## **Searching:**

Following the most recent DfE guidance (February 2014, updated September 2016), *Screening, Searching and Confiscation*, the Headteacher can search a student for any item.

The Headteacher or designated member of senior staff has the statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item, identified in the school behaviour policy. Prohibited items are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco, matches/lighters and cigarette papers
- Fireworks
- Pornographic images
- Any article that the senior staff reasonably suspects has been, or is likely to be used:
  - a. To commit an offence
  - b. To cause personal injury to, or damage to the property of any person, (including the student).

If any of these items are found, it may result in a period of internal isolation, fixed day exclusions or end of placement (see End of Placement and Fixed Term Exclusion Policy)

### **Confiscation:**

The senior staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline. These items will be disposed of appropriately.

### **Use of Physical Intervention**

There may be rare occasions when it is necessary to use physical intervention to ensure the safety of children or staff in school.

At All Saints School, the DfE guidance, 'Use of Reasonable Force: Advice for Headteachers, Staff and Governing Bodies' (July 2013) is used to inform practice.

"Reasonable force can be used to prevent students from hurting themselves or others.

In a school, force is used for two main purposes – to control students or to restrain them. The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances."

School has a legal duty to make reasonable adjustments for disabled children and children with Special Educational Needs (SEN).

"The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used.

Schools can use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a student behaving in a way that disrupts a school event or a school trip or visit;
- prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts of others;
- prevent a student from attacking a member of staff or another student, or to stop a fight in the playground; and

- restrain a student at risk of harming themselves through physical outbursts.

Further detailed guidance can be found in the school's Safe touch, Physical Intervention and Restraint policy.

### **Physical Attacks on Adults**

At All Saints School, we take incidents of violence toward staff very seriously. We also understand that staff are the adults in the situation and can use a 'common sense' approach to keep themselves and the child safe to manage the situation effectively. Staff can use 'reasonable measures' to protect themselves in accordance with their training on *Physical Intervention* and should call for support if needed. Only staff who have been trained in physical restraint should restrain a child unless it is an emergency situation in which any staff member might have to use physical intervention.

All staff should report incidents directly to a member of SLT and they should be recorded on CPOMS. We appreciate these incidents can cause distress for the adults involved, therefore all staff are entitled to take some time away from the classroom to recover their composure.

Whilst incidences of violence towards staff are wholly unacceptable, we must remember that we are a nurturing school that values each child under our care. It is important for us as adults to reflect on the situation and learn from our actions. Children who attack adults may do this for several reasons but as adults we need to still show compassion and care for the child. Fixed term exclusion or end of placement may only happen once we have explored several options and have created a plan around a child.

### **Next steps when behaviours are frequently extreme / at crisis level**

For students who do not respond to our Behaviour Policy on a regular basis, additional support and advice being requested from specialists, i.e. Occupational Therapist, an Individual Risk Assessment will be created to support with developing socially appropriate ways to manage the behaviours they are exhibiting. All staff will have greater awareness of the child's specific vulnerability and increased awareness of strategies to employ.

### **Child on Child Abuse**

Below is a list of what counts as a problematic and unacceptable behaviour. Child on child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- consensual and non-consensual sharing of nudes and semi-nude images and or videos (also known as sexting or youth produced sexual imagery)



- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

### **Child on Adult Abuse**

If a child is regularly channelling their negative behaviour towards a particular member of the staff team we will support that member of the staff and the child by where possible ensuring they have time away from each other to begin the restorative process.

### **The principle of a zero-tolerance approach**

At All Saints School, zero-tolerance means that any response to an incident will be proportionate, considered, supportive and decided on a case-by-case basis in line with the sanctions within this behaviour policy. We will consider the age and developmental stage of the alleged perpetrator(s), the nature and frequency of the alleged incident(s) and how to balance the sanction alongside education and safeguarding support (if necessary, these should take place at the same time).

Use of the terms 'victim' and 'perpetrator' are used in this document for purposes of clarity. However, this terms will be used sensitively and discretely in the event of an incident so as not to cause undue distress to either parties or parents/carers.

At All Saints School, we will not tolerate child on child abuse but we will not demonise any child. We will support and listen to all of the children involved. The alleged perpetrator(s) will be offered support so that they can change their behaviour. The response to each incident should be proportionate. For example, we might address a 'lower-level' incident such as a sexist comment through education, our curriculum and the way our school promotes respect. The use of exclusion from school will only in the most severe cases, for example if the police recommend we exclude a child after an incident of sexual assault. If this happens and we still wish to keep the child in school, we will need mitigations in place to protect other children, such as keeping that child in isolation. We will balance the importance of safeguarding other children with the need to support, educate and protect the alleged perpetrator(s). We will gently but firmly condemn the behaviour, not the child. The DSL will have a plan in place to help the alleged perpetrator(s) modify their behaviour – this may involve counselling

We will keep victims at a reasonable distance from the alleged perpetrator(s) while on the school premises (including during any before or after school-based activities). We will listen and take the wishes of the victim(s) into account and that their wishes will inform our response, but the DSL will make the final decision. Some victims might prefer that the alleged perpetrator(s) move class, whereas others may prefer that they stay in their class but just not sitting next to them. For example, if a victim is afraid of how the friends of the alleged perpetrator(s) might react if their friend was removed from class, the victim might prefer to not be put in this situation.

### **The process for responding to reported incidents**

This section is to be read in conjunction with our safeguarding policy.

If staff are dealing with an allegation of child-on-child abuse, they should follow the school's safeguarding policy.

A risk-assessment will be carried out by the DSL (or a deputy) and will take the lead, supported by other agencies as required. This will be

- Decided on a case-by-case basis
- Underpinned by the principle of a zero-tolerance approach (see above) to sexual violence and sexual harassment, meaning it's never acceptable and it won't be tolerated.

By carrying out the risk assessment, this will inform whether we need to:

- Manage the incident internally
- Refer to early help
- Refer to children's social care
- Report to the police.

### **Reporting Behaviours**

'Lower-level' incidents are far more frequent than severe incidents, and can underpin the problematic 'normalised' culture. Children should call out and report anything that makes them uncomfortable, no matter how 'small' they think it is. We will always take their safety and wellbeing seriously, listen to them, act on their concerns and not tolerate or accept abuse.

Reporting incidents benefits everyone, including:

- The victim(s): by stopping the problem and getting the help and support they need
- Other people: by preventing it happening to someone else
- The alleged perpetrator(s): catching problematic behaviour early can help them avoid criminal offences later in life

Calling out behaviour as it happens will help all children understand what is and is not acceptable. If the incident is very 'low level' – for example, a child making a comment that staff have reason to believe they don't fully understand – it may be appropriate to explain why it wasn't acceptable and ask the child to apologise to the victim on the spot.

If a child displays any of the above behaviours, All Saints School will get parents / cares involved immediately. We will let parents / carers know what their child has said or done, and that we would like them to talk about it as a family. This will help:

- Get the parents / cares on board in condemning the behaviour
- Start an important conversation between the child and their parents / carer about acceptable and unacceptable sexual behaviour
- Work towards a solution together.

This can just be a quick phone call, but it's important that it happens immediately and every time staff have concerns about their child's behaviour.

## **School Uniform**

School uniform must be worn correctly at all times (see uniform lists for Juniors and Seniors). In some circumstances, students may need uniform adjustments due to sensory issues. These adjustments will be documented on the student's positive behaviour plan and agreed by a member of the SLT.

## **Beyond the School**

Whilst this behaviour policy refers mainly to the behaviours of students within school premises, the school reserve the right to discipline beyond the school gate.

Our policy covers any inappropriate behaviour when children are:

- taking part in any school organised or school related activity
- travelling to or from school
- wearing school uniform
- in some way identifiable as a student from our school
- poses a threat to another student or member of the public
- could adversely affect the reputation of the school.

In the incidences above, the Headteacher may notify the Police of any actions taken against a student. If the behaviour is criminal or causes threat to a member of the public, the police will usually be informed.

## **Out of School Behaviour**

The school is committed to ensuring our students act as positive ambassadors for us.

Taking the above into account, we expect the following:

- Good behaviour to and from school, on educational visits or during learning opportunities in other schools
- Positive behaviour which does not threaten the health, safety or welfare of our students, staff, volunteers or members of the public
- Reassurance to members of the public about school care and control over students in order to protect the reputation of the school
- Protection for individual staff and students from harmful conduct by students of the school when not on the school site.

The same behaviour expectations for students on the school premises apply to off-site behaviour.

There may be occasions when adaptations may need to be applied e.g. swimming pool, science or technology lessons, but the same principles of promoting good behaviour through the policy will always apply.

## **Expectations of behaviour in transport provided by Norfolk County Council**

All students to sign and adhere to the behaviour as laid out in the taxi code of conduct (see Appendix B).

## **Review**

This policy will be reviewed in line with the school's policy review programme. The Headteacher is responsible for reporting to the advisors about the quality of its implementation and its impact. In the light of this, policy amendments may be made.

## Appendix A

Stepped Boundaries - Gentle Approach, use child's name, child level, deliver message	
REMINDER	<p>I noticed you chose to ..... (noticed behaviour)            This is a REMINDER that we need to be using (Kind Hands, Kind Words, Listening Ears, Respectful actions)            You now have the chance to make a better choice            Example - 'I notice that you're running. You are breaking our school rule of respectful actions'. Please walk.</p>
WARNING	<p>I noticed you chose to ..... (noticed behaviour) This is the second time I have spoken to you.            If you choose to continue you will leave me no choice but to ask you to, (work at another table/work in another classroom / go to the quiet area etc ..... ) (learner's name),            Do you remember when ..... (model of previous good behaviour, remind when they've done it before)? That is the behaviour I expect from you. Think carefully. I know that you can make good choices Thank you for listening / I'm glad we had this conversation Example - 'I have noticed you are not ready to do your work. You have now chosen to catch up with your work at playtime. Do you remember that yesterday you started your work straight away and got it finished? That is what I need to see today.'</p>
TIME OUT	<p>I noticed you chose to ..... (noticed behaviour)            You need to.....(Go to quiet area / Go to sit with other class / Go to another table etc)            Playground: You need to .....(Stand by other staff member/ me / Sit on the picnic bench/ stand by the wall etc)            I will speak to you in two minutes            Example - 'I have noticed you chose to use unkind words. You are breaking the school rule of using kind words' You have now chosen to go and sit in the quiet area. I will come and speak to you in two minutes.'            *DO NOT describe child's behaviour to other adults in front of the child*</p>
FOLLOW UP – REPAIR & RESTORE	<p>What happened? (Neutral, dispassionate language.) What were you feeling at the time?            What have you felt since?            How did this make people feel?            Who has been affected? What should we do to put things right? How can we do things differently?</p>
<p>*Remember it's not the severity of the sanction, it's the certainty that this follow up will take place that is important.</p>	

## Appendix B - 10 Principles of Verbal De-escalation

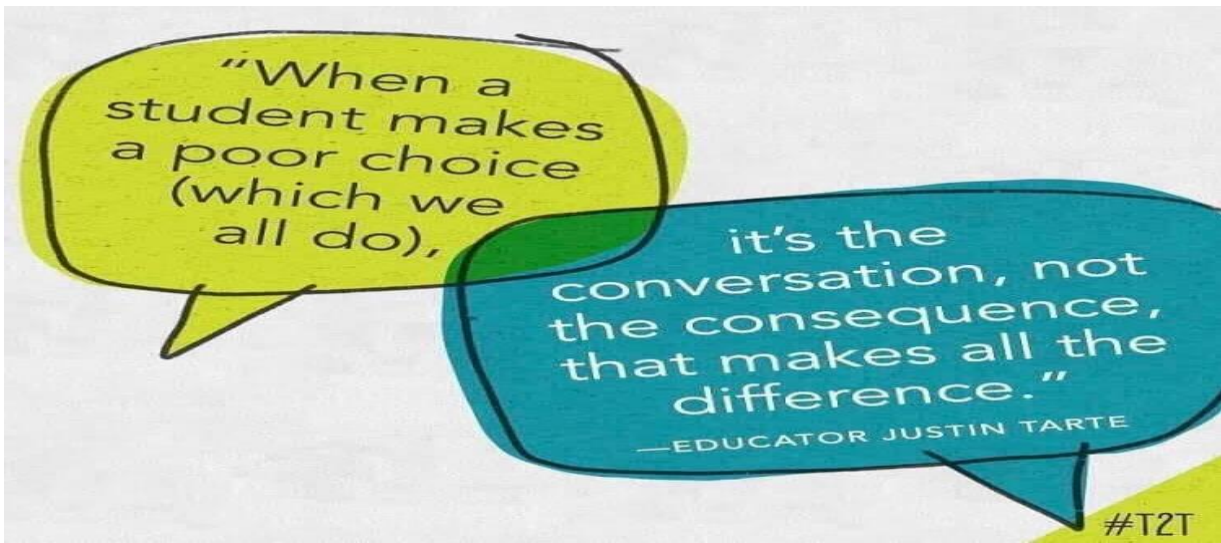
**We cannot control what happens in the world.  
We can control how we respond to it.**

When the child is displaying aggressive/irrational behaviour they feel extremely vulnerable and unsafe. You need re-assure the child that you are on their side and want to help.

1. Respect the personal space of the individual; do not get uncomfortably close. Do not be provocative or respond in anger, be in control and measured.
2. Establish verbal contact calmly with the individual.
3. Be concise and speak in short, easy to understand sentences or phrases. Repeat yourself often.
4. Listen closely to what the person is saying.
5. Identify the individual's **wants** and **feelings** and try to accommodate reasonable requests. Let the child know that you can see they are: angry, upset and you understand why. Tell them you want to help them when they are ready.
6. Agree or agree to disagree with the person's concerns, while avoiding negative statements.
7. Set clear limits with expected outcomes, but do not make demands or order specific behaviour.
8. Offer choices and optimism.
9. Afterwards, review the event and look for areas of improvement

It is important to remember that this event is traumatic for all involved and everybody needs support to feel safe again.

## Appendix C – Conversation not Consequence





# Taxi Code of Conduct Contract

- I will comply at all times with the driver's instructions
- I will sit in my seat at all times with my seat belt on
- I will not distract the driver or touch any buttons
- I will speak politely to all students and adults
- I will always be respectful and kind to all students and adults
- I will only eat or drink in the taxi with permission from the driver
- I understand I can only be taken to my home address at the end of the day
- I will not take photos or videos in the taxi

Signed \_\_\_\_\_

Name (block capitals) \_\_\_\_\_

Date \_\_\_\_\_