



# **CARE, SUPPORT, GUIDANCE AND BEHAVIOUR POLICY INCLUDING EXCLUSION ARRANGEMENTS**



Issue Date: September 2024  
Review Date: September 2025

## A consistent approach to behaviour management- aims of the policy

This policy sets out our approach to promote positive behaviour in the academy. The procedures and guidance in this document provide a consistent approach across the academy and enables pupils, parents and staff to understand our approaches to the management of behaviour in the academy. It is also recognised that for some pupils, variance on these procedures will be made to meet specific social, emotional, learning or other needs which require a personalised approach. Our policy is based on a restorative approach, positive reinforcement and the teaching of good behaviour.

## Behaviour curriculum

We recognise our pupils need to be taught to understand what behaviour is expected. We take proactive steps to ensure our pupils have repeated practices to support their success to follow academy systems and social norms. By taking a consistent approach we introduce and embed, age appropriate, key habits and routines, for example 'pupils are expected to line up quietly'. Additionally, consistent and clear language is used when acknowledging positive behaviour and addressing misbehaviour. Adjustments may be made to routines for pupils with additional needs, where appropriate and reasonable to ensure all pupils can meet behavioural expectations.

## A Relational Approach

All pupils will benefit from a relational approach to behaviour. We recognise some pupils struggle to know what appropriate behaviour for their age is and need behaviour support rather than behaviour management. By ensuring we build positive relationships with all our pupils we seek to establish an environment where all the academy community feel safe and cared for and pupils develop trust that adults will help them pick up the pieces if things go wrong.

## The THRIVE Approach

To enable us to achieve an approach to behaviour support based on relational, regulatory and restorative practice our academy is proud to be a Thrive Academy. Based on neuroscience and attachment theory, the **Thrive** Approach offers a dynamic, developmental, trauma sensitive approach that helps adults interpret the behaviour and meet the emotional and social needs of pupils. In addition, Thrive trained staff are available to support across the academy. Staff development and Thrive training is used to support pupils to reflect on their inappropriate behaviour through empathetic conversation, addressing pupils' negative self-referencing and helping them develop positive, coherent narratives about their lives. *See Appendix 1 (Thrive Approach)*

## Expectations of the Academy Community

### Senior Leadership Team (SLT)

To implement and monitor the Care, Support, Guidance and Behaviour policy  
 Report to the Academy Advisory Body (AAB), as appropriate, the effectiveness of the policy  
 Set high expectations through consistently modelling the academy values  
 Strive to ensure all pupils work to the best of their ability  
 Ensure the health, safety and welfare of all pupils  
 Keep records of all reported serious incidents, including all forms of child- on child(formally peer-on- peer) abuse including sexualised behaviour, bullying and racism.

<b>All Staff</b>	<p>To model the behaviours you wish to see</p> <p>To be consistent in dealing with pupils, parents and adults in general</p> <p>To encourage the aims and values of the academy and local community, among the pupils</p> <p>To meet the educational, social and behavioural needs of the pupils through an appropriate curriculum and individual support</p> <p>To encourage regular communication between home and academy</p> <p>To respect pupils and be consistent</p> <p>To set high expectations, clear boundaries and regularly agree classroom and behaviour expectations</p> <p>To use agreed rewards and, where necessary, sanctions consistently</p>
<b>Pupils</b>	<p>To respect, support and care for each other, both in the academy and the wider community</p> <p>To listen to others and respect their opinions</p> <p>To attend the academy regularly, on time, ready to learn and take part in academy activities</p> <p>To take responsibility for their own actions and behaviours</p> <p>To follow the academy rules as instructed by all members of staff throughout the academy day</p> <p>To be respectful of others, regardless of differences; for example, race, gender, religion, disability, sexualisation and age</p>
<b>Parents and Carers</b>	<p>To be aware of, and support, the academy's values and expectations</p> <p>To ensure that pupils attend regularly and on time for the academy day</p> <p>To take an active and supportive interest in their child's work and progress</p> <p>To respect, model and support the aims and values of the academy</p>

### Reward system in Delta primary academies

The primary academy behaviour policy is based on positive reinforcement. Pupil reward systems are linked to desired behaviours. These include:

<p>An act of kindness</p> <p>Showing politeness or courtesy</p> <p>Following the academy rules</p>	<p>Special or sustained effort made in work</p> <p>Displaying positive learning behaviours</p> <p>Excellent or improved work</p>	<p>Good attendance and punctuality</p> <p>Teamwork</p> <p>Community work</p>
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Specific verbal praise is the most powerful way in which pupils are given positive feedback which reinforces desired behaviours. Pupils can also earn reward points, house points or merits which are linked to rewards such as:

<p>Certificates</p> <p>Stickers / stamps</p> <p>Principal or Head of Academy awards and certificates</p>	<p>Whole class prizes</p> <p>Individual prizes</p> <p>Student of the week</p> <p>Celebration assemblies</p>	<p>Privileges</p> <p>Presenting work to another adult in academy or a senior leader</p>
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## Sanctions and consequences

In the academy we use a restorative approach to resolving and repairing conflict and tackling challenging behaviour. All consequences have a learning outcome and aim to teach children that there are always repercussions for poor choices and inappropriate behaviour. Our goal is to help the children learn to make informed and positive decisions and to choose a better way. If a child does make poor choices, whether it is deliberate or unintentional, the academy consequence system is applied to ensure we maintain a safe and positive learning environment for the academy community. Sanctions are applied as appropriate to the situation or circumstance of the behaviour (or the age/need of the pupil).

The Consequence system ensures positive classroom behaviour is promoted and pupils have many opportunities to stop the undesired behaviour and are supported to make the right choice. Each classroom has a consequence system displayed, age appropriate, in a prominent place to enable SLT to support the teacher / support staff. At any point, in the case of extreme behaviour that shows no sign of improvement, consequences may be escalated. We approach 'every session' as a new morning or afternoon session.

## Removal from class

Following the consequence system there may be times within the academy day that a pupil is asked to leave their classroom; if their behaviour becomes challenging or unsafe and low-level adult intervention has not been successful. The pupil may be asked to work in a partner class for the rest of the session and return after a reintegration discussion. Additionally a pupil may be removed to support the regulation of their emotions, with an appropriate adult, before returning. On rare occasions, where a pupil fails to respond to repeated warnings and reminders to improve an aspect of behaviour which significantly disrupts the learning of others, or more serious misconduct without the use of warnings they can be removed from class to spend a limited time in an alternative area of the academy. The use of removal allows for the continuation of the pupil's education in a managed environment, with an appropriate adult and access to appropriate resources, allowing the pupil to regain calm in a safe space. Following the removal from class the parents will be informed, a behaviour support plan and/ or graduated response plan may be initiated clearly detailing the rationale, including length of time, should this be a necessary strategy in the future.

## Banned Items

The academy follows Government advice when confiscating items from pupils which is outlined in their document 'Screening, Searching and Confiscation', a copy of which is available from the academy on request. Within this document there is a clear, but not exhaustive, list of prohibited items not allowed on academy premises and their presence on school premises or if found on an individual pupil will lead to the highest sanctions and consequences:

In general terms – any article that the member of staff reasonably suspects has been, or is likely to be used:

- to commit an offence, or
- to cause personal injury to, or damage to property of; any person (including the pupil).

Heads of Academy and authorised staff can also search (with the permission of the pupil) for any item banned by the school rules which has been identified as an item which may be searched for.

## **Pupil support systems**

Where staff believe that children's behaviour is due to an unmet social or emotional need, they will seek advice from an appropriate senior colleague who will work with the class teacher to develop strategies to support the distressed behaviour shown by the child and a Thrive profile would be completed at that point if deemed appropriate.

Where there are persistent repetitions of disruption, class teachers will put a Behaviour Support Plan (BSP) in place which will identify clear expectations and set targets to enable the behaviour to be modified. Parents will be involved in this process and the academy will regularly review progress and impact with parents. In the event of a more serious incident e.g., assault on staff; damage to property, the leadership team will decide about appropriate action.

Where children continue to struggle to make the right behavioural choices or where a special educational need or disability has been identified, support may be sought from external agencies with a multi-disciplinary assessment carried out if necessary.

The academy will consider, in each individual case whether any reasonable adjustments need to be made to the sanction in response to any special educational need or disability.

## **Suspension and Permanent Exclusions**

Suspension or Permanent Exclusion is seen as a last resort after all other attempts to modify behaviour have failed. Suspension or Exclusion serves several purposes, including:

- To maintain high standards of behaviour in academy
- To ensure the safety and well-being of all staff and children

Under exceptional circumstances, the Head of Academy may issue a suspension or permanent exclusion. If the Head of Academy suspends or excludes a child, they will inform the parents immediately, giving reasons for the exclusion. Parents will be informed that they can appeal against the decision to the AAB. The Head of Academy will follow the LA guidelines and would inform the LA, and the AAB. After a suspension a reintegration meeting will take place with the pupil and parents, where a support plan will be agreed. We would expect to see an eradication of the problem behaviour at the point of the child returning to academy. If not, the Head of Academy will consider permanently excluding the child. Permanent exclusion is very rare and is for violence and behaviour which puts children and /or staff at risk. The clerk to AAB receives a copy of the exclusion letter and an official exclusion form is sent to the LA. The AAB will be informed annually of the number and types of suspensions/exclusions.

## **Malicious Allegations Against Staff**

If an allegation is made and is determined to be malicious, the Designated Safeguarding Lead may consider referring the matter to Children's Social Care to determine whether the child concerned needs services or may have been abused by someone else. If an allegation is shown to be deliberately invented or malicious, the Head of Academy will consider the appropriate disciplinary action against the pupil who made it.

## **Supporting Staff Wellbeing and Professional Development**

A training calendar is in place, including an induction package, to ensure all staff members are equipped to support the relational Thrive approach in the academy. Regular meetings are held to discuss behaviours and look at ways of supporting individual children and staff. Where appropriate, staff are given opportunities to reflect through supervision, coaching and mentoring.



Systems are in place to ensure staff have their voice heard through a team around the child approach.

## **Parents / carers**

Pupils are more secure and successful when the adults who support them work together with a common purpose. Our academy plan regular contact with families to build positive relationships. This includes welcoming parents/carers on to the premises and providing opportunities to come to the academy for a variety of formal and informal meetings and activities. Most children behave well most of the time. For this policy to be fully effective everyone who has care of our children has a responsibility to uphold good behaviour or carry out/support any solutions given. Parents will be contacted when behaviours are causing concern and will be involved with agreed behaviour plans. Parents/carers are encouraged to work closely with the academy who will provide support to parents where possible.

## **Record keeping**

All academies have rigorous systems in place, including CPOMS software, which will ensure full and accurate records are maintained and analysed. All incidents relating to behaviour problems are recorded, including monitoring progress made in relation to behaviour targets, post suspension actions, incidents requiring the use of positive handling strategies, any child-on-child abuse incidents including sexual misconduct, racist incidents, bullying and discriminatory behaviour of any kind and complaints.

## **Bullying**

Bullying can take many forms including verbal abuse, exclusion from a group, threatening behaviour and physical violence. It is characterised by persistent and repeated incidents where one person targets another. Bullies are not always older or physically bigger than their victims, but this is often the case. In the academy, no form of bullying is ever to be tolerated, whether children to children, adults to children or adults to adults. We acknowledge that bullying may happen at any time, although staff may not be aware of it. We aim to make ourselves and children more aware of bullying by addressing the issue in assemblies and through the curriculum. Children are encouraged to confide in any member of staff, parents or friends. All incidents are treated seriously, and the appropriate actions taken for both victim and perpetrator. The role of parents is important in reducing any incidents of bullying and they should watch out for signs of distress such as repeated illness, damaged clothing etc. Parents should always encourage their children to tell a member of staff. The academy has a clear child-on-child abuse policy which should be read in conjunction with this policy.

## **Racism**

In the academy our wish is to develop in every individual a sense of self-worth and respect for others. Racism is behaviour which upsets a person by making a connection with a person's ethnic group, skin colour, religious beliefs, language / dialect or cultural background or nationality in a negative way. It can take many forms including verbal abuse, threatening behaviour to the person or their property or exclusion from activities. We intend that all possible racial incidents are followed up immediately to ensure that it is obvious such behaviour is not condoned under any circumstances. It may be dealt with in several ways depending on the seriousness of the incident and the understanding of the children involved. It may take the form of a discussion to improve understanding, the child may be punished, parents brought into academy, or in very serious

incidents a child may be excluded from the academy following appropriate investigations by the Head of Academy. All racist incidents will be logged and reported to the AAB. We oppose all

forms of racism by both adults and children, in the firm belief that everyone has the right to the best possible education through equal opportunity and access in a healthy, safe, caring and stimulating environment. Children will be encouraged to respond to racism appropriately (see additional information in the child-on-child abuse policy)

### **Sexual violence and sexual abuse**

Sexual violence and sexual harassment can occur between two children of any age and sex, or it can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are never acceptable. It can take many forms as listed in the child-on-child abuse policy and KCSIE.

Sexual violence and sexual harassment will not be tolerated or dismissed as 'banter'.

All unacceptable behaviours that fall within this category will be robustly challenged and dealt with in accordance with the academy's consequence system, in very serious incidents a child may be excluded from the academy following appropriate investigations by the Head of Academy.

### **Managing pupil transition**

At the start of each academic year an induction of academy behaviour expectations and culture is delivered and repeated for all pupils at suitable points in the year. Additionally the induction is shared with all pupils who join the academy mid-year.

Prior to moving class, staff meet to discuss individual children and strategies used to de-escalate behaviours and re-engage children. Children's behaviour records are made available to the class teacher.

### **Pupil's conduct out of academy**

The academy will investigate any reported incidents of bullying outside of the academy which include bullying and cyber bullying that involve our pupils or behaviour that could adversely affect the reputation of the academy (see additional information in the child-on-child abuse policy). Depending on the outcome, academy behaviour systems may be put in place where appropriate including discussion with the parents. These will be recorded on the academy incident recording system. Members of staff are not expected to deal with incidents outside of academy that might put themselves in danger, however all staff have a duty of care. Staff will have to use their judgement about whether to involve themselves in incidents outside of academy. It may be more appropriate to call outside agencies such as the police.

### **Monitoring and Review**

The Care, Support, Guidance and Behaviour policy will be reviewed on an annual basis and behaviour issues will be monitored daily, by the Head of Academy and through discussions with staff.

This document is freely available to the academy community and will be posted on the academy website with a hard copy available at the main office.



## Positive Handling Policy

**Rationale** -This policy is based on the idea that physically restraining pupils will be as a last resort and occur rarely and only when there is no alternative in their and others' interests and safety. Physical restraint should only be used where behaviours are such that they will have a direct impact on the safety of the pupil, of others, where there is a risk of damage to property or where there is serious disruption. The academy recognises the importance of placing its policy on physical restraint within the context of its whole-academy approach to behaviour. The academy's behaviour policy sets out the steps taken to positively promote and encourage good behaviour amongst pupils; is specific about what behaviour is expected of pupils and what is unacceptable and sets out the range of progressive sanctions and steps.

**Aims & Objectives** - Pupils are entitled to a safe and secure environment in which the highest value is placed on learning how to behave appropriately towards others. Staff are also entitled to a safe and secure environment and have a right to personal support and guidance about what is expected of them in a difficult situation. All staff may physically restrain pupils to protect the pupils or themselves without having received formal training according to LA documentation. However, the academy will seek external training for some staff and update that training as required. All staff within the academy have been fully trained by the external provider React.

**Implementation** - The academy has a duty of care to all its pupils. Staff will therefore be required to act in a manner which safeguards and promotes the welfare of their pupils, and to do everything reasonable that is within their power to protect the child from harm, from harming others or from causing serious damage to property. In exceptional circumstances the carrying out of this responsibility may involve the use of reasonable force in accordance with the academy's policy to physically control or restrain a pupil whose behaviour lies well beyond the usual boundaries of self-control. Physical restraint should at no time be used as a threat, a punishment to the pupil, or to force compliance with staff instructions when there is no risk of injury or serious harm to property.

Physical restraint will only be used in the following circumstances:

- The child is attempting to harm himself/herself or his/her actions may result in harm.
- There is a risk of physical injury to a member of staff or a member of the public.
- Damage to property is being caused.
- It is the judgement of the member of staff that there is a serious risk of any of the above happening unless immediate action is taken.

Restraint will therefore only be used as a last resort after all other agreed avenues to defuse and deescalate the situation have been pursued or where staff feel that immediate action is required. Once a member of staff has decided to intervene physically to prevent injury occurring to any person, or serious damage to property, then he/she should:

- Give clear instruction warning the pupil that unless he/she conforms then physical restraint will be applied.
- Calmly explain to the pupil that staff are unable to allow him/her to damage or hurt others, once they have calmed down and no longer posing a threat then the restraint will cease.
- Summon help from another member of staff, to assist and, where possible, one other to act as a witness.
- Other staff may need to swap in as needed.
- Use only the minimum force necessary to prevent injury or damage and apply for the minimum amount of time.
- Gradually relax the restraint as soon as it is judged safe to do so, to allow the child to regain self-control.
- Reassure the pupil, as they regain self-control.
- Both pupil and the adult should be given time to recover, acknowledging that emotional distress takes longer to subside than physical symptoms. Immediately following an incident, staff involved will be given the opportunity to take time out

## **Roles and Responsibilities**

### **The role of the class teacher is to:**

- Act in a manner which safeguards and promotes the welfare of their pupils, and to do everything reasonable that is within their power to protect the child from harm, from harming others or from causing serious damage to property
- Log incidents on CPOMs using the agreed proforma.

### **The role of the Head of Academy is to:**

- Ensure that reports of incidents are logged on CPOMs and parents informed as appropriate. (If other professionals are involved with the child e.g., social worker, these will be informed also.)
- Ensure Positive Handling training is kept up to date.
- Arrange for reports monitoring and evaluating the use of restraint to be prepared on a regular basis for the AAB.
- Monitor the use of restraint, including consideration of:
  - The attempts at defusing situations
  - Correct post-restraint procedures have been carried out
  - The need for individual behaviour plans/positive handling plans
  - The need for training for staff

### **The role of the AAB is to:**

- Ensure that the policy is administered fairly and consistently
- Review this policy every two years

## **Monitoring and Review**

The Head of Academy will:



- Monitor the effectiveness of this policy on a regular basis
- Report to the AAB on the effectiveness of the policy
- If necessary, make recommendations for further improvements

### **Recording/ reporting incidents**

All serious incidents, which result in a physical intervention taking place, will be recorded on CPOMS, using the agreed pro forma. Following a physical intervention taking place, the parents/carers of the pupil involved will be informed by telephone.

### **Post-Incident support**

It is essential that following a physical intervention that both the pupil and member[s] of staff involved are provided with support. Immediately after the incident, both parties will be given time to calm down, as it is not possible to debrief effectively until adrenalin levels subside. The incident will be discussed and the opportunity to review how this could [if possible] have been handled differently will be considered. This will enable staff to develop their skills and knowledge and enable work to be carried out with the pupil about developing strategies that will support them in finding more appropriate ways of managing their behaviour. A further meeting will be facilitated, if necessary, between the member[s] of staff and the pupil to enable them to rebuild relationships.

### **Complaints**

Following Delta Academies Trust complaints procedures- should a complaint arise following an intervention this will be activated and the procedures followed. However, if concerns arise when the investigation of the incident is taking place regarding misconduct by a member of staff, then the safeguarding policy and procedures will be followed.

This policy follows the non-statutory guidance published by the DFE entitled 'The use of reasonable force' July 2013

## Appendix 1-The Thrive Approach



### What is Thrive?

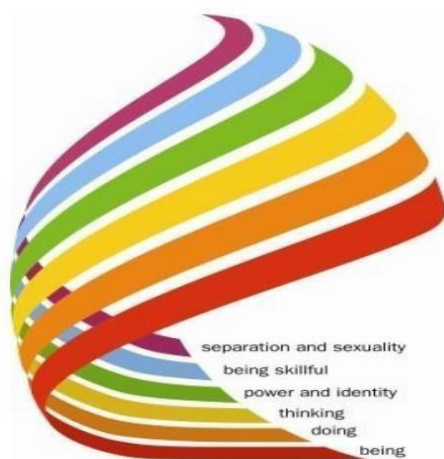
It is a systematic approach to the early identification of emotional developmental needs in children so that differentiated provision can be put into place quickly by the adults working closely with the child.

The Thrive Approach helps adults prepare children and young people for life's emotional ups and downs. The Thrive approach can be used with all ages of children from birth to 17 years.

### Who leads this intervention and how can I find out how well it is working?

A whole school assessment screener is completed by each class teacher in the Autumn term, and this is used to inform the class personal, social and health education (PSHE) lessons. If a child is identified as needing additional support, following consent from the child's parent/carer, an individual action plan is then generated. This details strategies and activities to support your child's development, both at school and, if relevant, at home.

### The Thrive Developmental Strands



help children and young people to:

- ❖ Feel good about themselves
- ❖ Become more resilient and resourceful
- ❖ Form trusting, rewarding relationships
- ❖ Be creative
- ❖ Be thoughtful and self-aware
- ❖ Be compassionate and empathetic
- ❖ Be able to overcome difficulties and setbacks.

### How often would my child receive this support and how long does it run for?

Thrive intervention is based on a 10/12 weeks assess, plan, do, review cycle, regardless of the length of term and focuses on the developmental needs highlighted in the assessment. This also depends on the individual needs of a child. Thrive strategies are incorporated into your child's everyday learning. Additional 1:1 or small group sessions are also run weekly, the frequency and duration dependent on needs.

### How can we help?

With the support of Thrive, we work with parents to

## Appendix 2 – Willoughby Road Primary Academy Behaviour Policy

This policy sets out the expectations for behaviour at Willoughby Road Primary Academy. The Academy Advisory Board, staff and pupils seek to create an environment which encourages and reinforces good behaviour and the fostering of positive attitudes. It also sets out the consequences for those who do not behave appropriately. Although this is a necessary element of any academy's approach, our emphasis is firmly on positive encouragement and promoting good relationships. This policy includes the Anti-Bullying Policy and makes reference to the E-Safety Policy and Positive Handling Policy.

This policy should also be read in conjunction with the following other policies as stated:

- E-safety policy
- Anti-Bullying Policy
- Health & Safety Policy, Risk Assessments
- Safer Recruitment Policy
- Complaints Policy
- Codes of Conduct
- Equality and Diversity Policy
- Staff Induction Policy
- Whistleblowing Policy
- Safeguarding Policy
- Positive Handling Policy

This document sets out our approach to improving the engagement of children and their progression to ensure improved Learning and Teaching, in turn leading to the raising of standards. Learning and Teaching, Behaviour for Learning and Assessment for Learning are all encompassed under this framework. This policy will be reviewed and evaluated to ensure it remains effective in ensuring improved learning and teaching. The essential prerequisite for the success of this policy is a consistent commitment from all staff to operate within the agreed framework. Consistency is the key to the behaviour strategies being successful and this will be monitored on a regular basis by the Senior Leadership Team.

The 2012 Teaching Standards set out the following expectations which will be monitored regularly.

### **A teacher must:**

#### **Set high expectations which inspire, motivate and challenge pupils**

- Establish a safe and stimulating environment for pupils, rooted in mutual respect
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

#### **Manage behaviour effectively to ensure a good and safe learning environment**

- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.



- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

### **There is one approach to behaviour management across the academy at all times!**

All classes and teachers use the traffic light system called 'Good to be Green'.

#### **Daily Management –Traffic Lights**

The expectation is that all children start the day on green and that this 'green behaviour' will be reinforced throughout the day through praise. 'e.g: this table are demonstrating the green standard of behaviour, they are all sitting how we expect...' Each session, the traffic lights are reset and pupils start on green and the minimum expectation is that they finish the lesson on green. Pupils should be moved onto the wall temporarily for take up time and it should be made clear to the pupil at this point what they need to do to be put back on green, "To be green you need to ....." They are still on track to maintain their Evergreen Reward at this point.

Amber is used as a warning to those children who don't display green behaviour, for example: talking when it is not appropriate. Pupils should be moved to amber temporarily and it should be made clear to the pupil at this point what they need to do to be put back on green, "To be green you need to ....."

If a child loses their green status more than once in a half term, they lose their invite to the Evergreen Reward event.

Red should be used when children choose not to show green behaviour, where children have been persistently in Amber and failed to get back into green or where the behaviour has escalated. Pupil's names should be moved back to green as soon as they display green behaviour.

#### **Weekly Management**

All children will start a week in 'Evergreen'. At the end of each day a teacher will reference who has stayed in the traffic light 'green' for the day and those children will maintain their invitation to the Evergreen event at the end of the half term. If a child has moved onto 'Red', the child will

record in their behaviour passport. If a child is removed from 'green' on 5 occasions or more in a half term, they lose their invite to the Evergreen event.

For some pupils, who require a bespoke approach as they learn to manage their behaviour, a personalised behaviour passport may be used alongside daily and weekly rewards.

#### **Half termly Management**

At the end of each half term there will be a celebration event as a reward for all of the children who have stayed in Evergreen for the entire half term.



## **The Inclusion Team**

Miss A Blades-Baker - Head of Academy & Designated Safeguarding Leader

Mrs B Solley - Assistant Principal & Deputy Safeguarding Lead, SENDCO & Key Stage 2 Lead

Mrs C Stafford – Assistant Principal, Deputy Safeguarding Lead & Key Stage One, Early Years Lead

Mrs J Westwood – Designated Safeguarding Lead

## **Roles and Responsibilities**

It is the responsibility of all staff to enforce the behaviour policy.

All adults have a duty of care to the children in our academy and cannot abdicate responsibility for any child or behaviour observed that is not of a green standard. It is the responsibility of all staff to ensure that high expectations are enforced at all times of the day and in all contexts.

Staff should liaise with a member of the Inclusion Team (Mrs Solley for Key Stage 2 and Mrs Clifford for Key Stage 1 in the first instance) to discuss concerns regarding behaviour and involve parent/carer/external agencies if necessary. The Inclusion Team will offer support for behaviour across the academy, including preventative measures. All inclusion team staff are trained to use de-escalation strategies.

## **Language**

All adults are insistent, consistent, and persistent in their adherence to and reinforcement of the behaviour policy. Consistency in the language used will ensure that expectations are clear.

Examples of language used by adults:

- You need to .....
- Well done, that is the green standard of sitting/walking/listening etc.
- To be in green you need to.....
- In our Academy we.....
- Can you show me the Willoughby Way?
- Well done, that is excellent Willoughby Walking

## **Reporting Arrangements**

All behaviour should be dealt with in the first instance by the adult witnessing or present.

When a child gets onto Red, this must be reported on CPOMS with the details of what happened and the consequence. Serious incidents should also be recorded on CPOMS by the member of staff, senior leaders will then add information and additional actions as appropriate. Any incidents

from C1 will be logged. Any information around unacceptable behaviours will be recorded for information on CPOMS including any support/PSP involvement.

## **Rewards – Green Points**

Children can earn 'Green Points' for exceptional behaviour, exceptional work, attendance and any other aspects decided upon by the staff member in charge of the children at that particular time. Pupils can spend their points in the 'Willoughby Exchange'.

- ❖ All staff in the academy may give 1 green point at a time
- ❖ SLT members may award up to a maximum of 2 green points at a time
- ❖ Assistant Principals may award up to 3 green points at a time
- ❖ The HoA can award up to 5 green points at a time

## **Additional Rewards**

There are lots of other positive reinforcement measures the academy uses, including texting parents with a 'Willoughby Well Done', weekly stars of the week winners in Friday Celebration Assemblies, stickers and newsletter 'Special Mentions'.

## **Sanctions and Consequences**

Sanctions are applied to ensure that we maintain a safe and positive learning environment for all children. Sanctions are applied as appropriate to the particular situation or circumstance of the behaviour. Each classroom has a set of traffic lights displayed in a prominent place. All pupils start each session on green.

- If a child shows 'red' behaviour they will be advised that they are not showing a green behaviour – classroom/behaviour management strategies will be used to address the behaviour.
- Appendix 3 is a written guide as to how 'Good to be Green' is used and the types of behaviour which may constitute each behaviour type. This is not an exhaustive list.
- If a child threatens, hurts, bullies or acts inappropriately towards another child, staff will record the incident in line with the guidance for recording behaviour and/or in-line with the Anti-Bullying Policy.
- At the discretion of a member of the Inclusion team or member of SLT, all or some of the stages detailed above may be bypassed, if the behaviour is sufficiently serious.
- Where there is persistent poor behaviour parents will be contacted to discuss next steps. Where parents are not supportive of sanctions detailed by the academy, parents will be invited into the academy for a formal meeting to discuss how to proceed.
- If poor behaviour continues decisions will be made by the class teacher, SLT and behaviour support worker regarding next steps. If a seclusion or exclusion is deemed necessary, this will be done in consultation with all stakeholders.

## **Inappropriate Conduct Beyond The School Gates**

This policy applies to all children registered and visiting the school. It relates to all incidents that occur on the premises or during academic times (trips/visits). In line with section 89 of the Education & Inspection Act 2006, it also applies to poor behaviour not on the premises. This could include incidents on the way to and from school or all forms of bullying, which impact on the life of the school; welfare of the child/ren or the emotional wellbeing of children. Teachers have the powers to discipline pupil's misbehaviour outside the school premises 'to such an extent as is reasonable'.

Parents/carers are encouraged to report criminal behaviour, anti-social behaviour and serious bullying incidents that occur anywhere off the Academy premises, which pose a threat to a member of the public or a student, to the Police as soon as possible.

If a member of the public, Academy staff, parent/carer or student reports criminal behaviour, anti-social behaviour or a serious bullying incident to an Academy member of staff, the Principal or Vice Principal must be informed. In the vast majority of cases, they will involve the Academy's Police Liaison Officer/PSO or Local Police, who will then follow agreed police and Academy procedures. (See Police/SSP section). In addition, if the Principal/Vice Principal considers that the misbehaviour is linked to a child suffering or being likely to suffer significant harm, the Academy's safeguarding policy will be followed.

For health and safety reasons, very high standards of behaviour are expected on Academy residential and day trips. The Academy will use the same behaviour sanctions that are applied to incidents of misbehaviour that occur on the Academy site.



Where poor behaviour occurs when a student is travelling to and from the Academy, the Academy reserves the right to issue a sanction, or a fixed term or permanent exclusion, particularly in relation to violent conduct e.g. a physical assault or bullying incidents.

### **Pupils Absconding**

As an academy it is our priority to keep pupils safe. All gates and fencing are checked daily by site staff. Registers are taken at the beginning of the morning and afternoon sessions. If a pupil is absent who is expected to be in the classroom the following actions will take place.

1. A member of staff will check the toilets
2. If the pupil is not in the toilets the Head of Academy or other appropriate SLT member must be informed.
3. A search of the academy grounds will take place.
4. If this is unsuccessful both parents and the police will be contacted and informed. If a pupil makes the choice to abscond from the academy building but remains on the site staff will follow the pupil to ensure their safety and intervene using physical intervention if the child is putting themselves or others in danger. Parents will be notified at this point but police will not.

Where pupils abscond from the academy site staff will not take part in an active pursuit as this may pose a greater risk to the pupil and staff member. However, they will follow at a safe distance, parents will be notified and the police if after 10 minutes the child can not be found or is a risk of getting hurt.

### **Fixed Period Exclusions and Permanent Exclusions**

Exclusion is seen as a last resort after all other attempts to modify behaviour have failed. Exclusion serves several purposes, including:

- To maintain high standards of behaviour in the academy
- To ensure the safety and well-being of all staff and children.

Under exceptional circumstances, the Head of Academy may issue a fixed period exclusion or permanent exclusion. If the Head of Academy (or person acting in this capacity) excludes a child, they will inform the parents immediately, giving reasons for the exclusion. Parents will be

informed that they can appeal against the decision to the governing body. The Head of Academy will follow the LA guidelines and would inform the LA, and the AAB.

After a fixed-period exclusion, a reintegration meeting will take place with the pupil and parents, where a support plan will be agreed to address the reason for the exclusion and put additional provision in place to support the child. We would expect to see an eradication of the problem behaviour at the point of the child returning to the academy. If not, the Head of Academy may in the future consider permanently excluding the child.

Permanent exclusion is very rare and is for violence and behaviour which puts children and or staff at risk. The clerk to governors receives a copy of the exclusion letter and an official exclusion form is sent to the LA in-line with statutory guidance. The academy will follow the exclusion arrangements set out by the Department for Education (September 2017).

### Disciplinary action against pupils who are found to have made a malicious allegation against a member of staff

If an allegation is determined to be malicious, the Child Protection Co-ordinator/Designated Safeguarding Lead may consider referring the matter to Children's Social Care to determine whether the child concerned is in need of services, or may have been abused by someone else. If an allegation is shown to be deliberately invented or malicious, the Head of Academy will consider the appropriate disciplinary action against the pupil who made it.

### Physical Intervention

At Willoughby Road Primary Academy we view physical intervention or restraint of pupils as a last resort to maintaining a safe environment. If pupils are behaving disruptively or anti-socially, every effort will be made to manage behaviour positively to prevent a deterioration of the situation and to restore a safe, secure environment.

Section 93 of the Education and Inspection Act 2006 and guidance issued by the DfE enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil);
  - causing personal injury to, or damage to the property of, any person (including themselves); or
  - prejudicing the maintenance of good order and discipline of that school or among any pupils receiving education at the school, whether during teaching sessions or otherwise.
- Restrictive physical intervention may also be appropriate where, although none of the above have yet happened, they are judged as highly likely to be about to happen.

### Restorative Practice

At Willoughby Road Primary Academy, all staff, within their duty of care, work WITH people. Wherever possible, fair processes and responses to challenging behaviour should involve building relationships and repairing harm. It is our aim that our community follows this Restorative Practices framework.


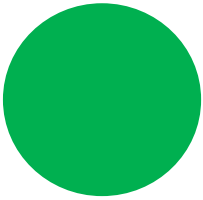
To respond to challenging behaviour	To help those harmed by others actions
What happened?	What did you think when you realised what had happened?
What were you thinking about at the time?	What have your thoughts been since?
Who has been affected by what you did?	How has this affected you and others
What do you think you need to do to make things right?	What has been the hardest thing for you?
	What do you think needs to happen to make things right?

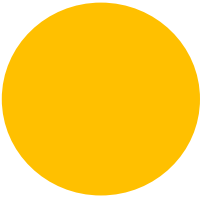
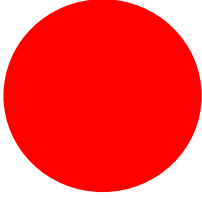
### Searching Pupils

Senior staff at the school are able to search pupils with consent for any prohibited item or items.



### Appendix 3: Good to be Green at Willoughby Road Primary Academy

Good to Be Green	
 <p style="color: #e6b800; font-weight: bold;">We are the Willoughby Role Models</p>	<p>Pupils who demonstrate exceptionally high standards of behaviour and attitudes to learning are rewarded with 'Emerald badges of Excellence'.</p> <p>These pupils maintain the highest of standards at Willoughby Road and support other pupils in making 'green' choices.</p>
 <p style="color: #00b050; font-weight: bold;">We try our best every day. We behave in the Willoughby Way!</p>	<p>Pupil reward points – pupils are awarded reward points which we call 'Green Points' for good behaviour. These points are linked with following the academy rules, good attendance and punctuality and displaying positive learning behaviours.</p> <p>Pupils' points are recorded electronically and the points gained can be swapped for prizes at the 'Willoughby Exchange'</p>
	<p>Celebration Assembly – Pupils are chosen from every class each week as our 'Stars of the Week' and receive certificates. Parents are invited to join us in assembly.</p> <p>Our Lunchtime supervisors also choose one child each per week as our Lunchtime Stars of The Week and these are also presented in our Celebration Assembly. These children then eat on first sitting on Monday lunchtimes with the Head of Academy at the special table.</p>
	<p>Other rewards include positive verbal feedback, stickers, certificates, mystery reward cards and 'Willoughby Well Done' phone calls and/or messages to parents.</p>
	<p>All pupils in school have a behaviour passport to track their 'Green' behaviour. This approach is adapted and individualised to meet the needs of pupils at different points of their behaviour development journey. For some pupils, who require additional support in regulating their behaviour, this may include daily and weekly rewards to celebrate their successes.</p>
	<p>Pupils who remain on green, are invited to participate in the 'Evergreen' Reward at the end of the half term. This reward is chosen by pupil vote. For some pupils, a personalised reward may be given on a daily or weekly basis. This is personalised to the needs of the child.</p>

 <p>Disturbing, Disrupting or Distracting</p>	<p>Adults will give a non-verbal warning and then a verbal warning before the move to amber. This means that pupils have the opportunity, with support, to correct their behaviour and make 'green' choices.</p>
 <p>We know that our choices have consequences</p>	<p>Pupils who continue to display behaviour which isn't in line with the academy's expectations will be moved from amber to red. Pupils continue to be supported to make a change to their behaviour through reminders, prompts and suggestions from adults.</p> <p><b>C1</b> -Remind the pupil it is their choice to break the academy rules and the rule they are breaking. Children will now owe back 5 minutes of their time at break time. Offer them solutions on how they can alter their behaviour. Explain failure to correct their behaviour will result in the being asked to work in their paired class</p> <p><b>C2</b> - At this point the pupil will owe back 15 minutes of time at break time. Offer them solutions on how they can alter their behaviour. Explain failure to correct their behaviour will result in them being asked to work in their paired class .</p> <p><b>C3</b> - At this point a child will be instructed to leave the classroom and go to partner class for the rest of the session. Pupils going to a partner class should take work with them and it should be completed quietly in the partner classroom and not disrupt the learning of this class. Any child refusing to leave the classroom would result in C4 and a member of staff from the inclusion team may be called for to support the child to walk to their paired class. Any continuation of behaviour whilst in paired class would result in a consequence.</p> <p>C3 unacceptable behaviours include; walking out of class, refusing to follow a reasonable instruction, swearing, threatening behaviour, foul and abusive language/body gestures.</p> <p><b>C4</b> - Detention Issued (45 minutes): undertaken over a lunchtime period and supervised by SLT and Parents/Carers informed. 6 detentions over a half term period parents are invited in to discuss with a view to monitoring behaviour and developing interventions where appropriate.</p> <p>*SLT lunch detentions are not to be issued for incomplete work etc, only C3 behaviour should be supervised by SLT. Children will be expected to undertake 'reflection' at this point.</p> <p>Attempted assault without injury, breakage or damage or when physical intervention has had to be used: At this point it would also result in a period of seclusion in house with a member of inclusion team staff and removal of break times and lunchtimes if deemed appropriate.</p>

	<p>Parents/Carers informed and requested to come into the academy to discuss behaviour and possible strategies with the inclusion team. Activation of behaviour plan/external agency involvement.</p>
	<p><b>C5</b> - C5 Behaviour may result in a Fixed Period Exclusion from the academy.</p> <p>This may include: Physical assault, damage to property, proven allegation of bullying, bringing prohibited items into school eg knife.</p> <p>Parents to attend meeting with a member of the inclusion team and a member of SLT. Activation of behaviour plan/external agency involvement.</p> <p>Sanctions range from a period of internal seclusion to a possible 5 day fixed term. If C5 behaviour is persistent and/or severe then the school will follow the exclusion arrangements if necessary.</p>
	<p>Other consequences for 'Red' behaviour may include one or more of the following:</p> <ul style="list-style-type: none"> <li>• Complete learning in another classroom</li> <li>• Complete learning in the Head of Academy's Office</li> <li>• Break time or lunch time used for reflection</li> <li>• Report card to monitor behaviour over a set period</li> <li>• Letter home to parents</li> <li>• Phone call with parents</li> <li>• Meeting between parents and Senior Leader</li> <li>• Meeting with external agencies</li> <li>• Lessons in seclusion from the class with the pupil earning back the right to return to class.</li> <li>• Isolation or exclusion at lunchtimes</li> <li>• Behaviour Contract</li> <li>• Behaviour Management Plan</li> <li>• Seclusion at partner academy</li> <li>• Agreed timetable variation</li> <li>• Fixed Term exclusion</li> <li>• Managed move to another academy (temporary or permanent)</li> <li>• Permanent Exclusion</li> </ul>