

Behaviour Policy



Approved by: The Governing Body

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Signed:

M Greenwood

Howard Park Community School

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Behaviour Policy

Aims

This policy aims to:

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

Legislation and Statutory Requirements

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

- › [Behaviour in schools: advice for headteachers and school staff 2024](#)
- › [Searching, screening and confiscation: advice for schools 2022](#)
- › [The Equality Act 2010](#)
- › [Keeping Children Safe in Education 2023](#)
- › [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement 2023](#)
- › [Use of reasonable force in schools](#)
- › [Supporting pupils with medical conditions at school](#)
- › [Special Educational Needs and Disability \(SEND\) Code of Practice](#)
- › In addition, this policy is based on:
 - › Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils
 - › Sections 88-94 of the [Education and Inspections Act 2006](#), which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property
 - › [DfE guidance](#) explaining that maintained schools should publish their behaviour policy online

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- › Sections 88 to 94 of the [Education and Inspections Act 2006](#), which requires schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and gives schools the authority to confiscate pupils' property

- › DfE guidance explaining that maintained schools must publish their behaviour policy online

Definitions

Misbehaviour is defined as:

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

Serious Misbehaviour is defined as:

- Repeated breaches of the school rules
- Any form of bullying
- Assault, which could include inappropriate sexual behaviours.
- Vandalism
- Theft
- Fighting
- Racist, sexist, homophobic or discriminatory behaviour
- Any inappropriate form of sexualised behaviour such as:
 - Sexual comments
 - Physical behaviour such as interfering with clothes
- Any article a staff member reasonably suspect has been, or is likely to, used to commit an offence, or cause personal injury to, or damage to the property of, any person (including the pupil)

The behaviours above can be classed as serious breaches of school rules whether they take place in school, outside of school or online.

Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Types of Bullying

Definition

Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Prejudice-based and discriminatory, including: <ul style="list-style-type: none"> • Racial • Faith-based • Gendered (sexist) • Homophobic/biphobic • Transphobic • Disability-based 	Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or Indirect Verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-Bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Howard Park Community School takes a strong stance against any forms of bullying and actively promotes positive friendships and relationships between pupils. Details of our anti-bullying strategy can be found in in our anti-bullying policy.

Roles And Responsibilities

The Governing Board

The Governing Body of Howard Park is responsible for reviewing and approving the written statement of behaviour principles (Appendix 1).

The Governing Body of Howard Park will also review this behaviour policy in conjunction with the Headteacher and monitor the policy's effectiveness, holding the headteacher to account for its implementation.

The Governing Body will also monitor the policy's effectiveness and hold the Headteacher to account with regards to its implementation.

The Headteacher

The headteacher is responsible for:

- › Reviewing this behaviour policy in conjunction with the Governing Body giving due consideration to the school's statement of behaviour principles (appendix 1).
- › The headteacher will also approve this policy.
- › Ensuring that the school environment encourages positive behaviour
- › Ensuring that staff deal effectively with poor behaviour
- › Monitoring that the policy is implemented by staff consistently with all groups of pupils
- › Ensuring that all staff understand the behavioural expectations and the importance of maintaining them
- › Providing new staff with a clear induction into the school's behavioural culture to ensure they understand its rules and routines, and how best to support all pupils to participate fully
- › Offering appropriate training in behaviour management, and the impact of special educational needs and disabilities (SEND) and mental health needs on behaviour, to any staff who require it, so they can fulfil their duties set out in this policy
- › Ensuring this policy works alongside the safeguarding policy to offer pupils both sanctions and support when necessary
- › Ensuring that the data from the behaviour log is reviewed regularly, to make sure that no groups of pupils are being disproportionately impacted by this policy

Staff

Staff are responsible for:

- › Implementing the behaviour policy consistently
- › Establishing and maintaining clear boundaries of acceptable pupil behaviour
- › Communicating the school's expectations, routines, values and standards through teaching behaviour and in every interaction with pupils
- › Providing a personalised approach to the specific behavioural needs of particular pupils
- › Recording behaviour incidents promptly (through CPOMs)
- › Creating a calm and safe environment for pupils
- › Modelling expected behaviour and positive relationships
- › Considering the impact of their own behaviour on the school culture and how they can uphold school rules and expectations
- › Challenge pupils to meet the school's expectation

The senior leadership team will support staff in responding to behaviour incidents.

Parents and Carers

Parents are expected to:

- › Get to know the school's behaviour policy and reinforce it at home where appropriate
- › Support their child in adhering to the pupil code of conduct
- › Inform the school of any changes in circumstances that may affect their child's behaviour
- › Discuss any behavioural concerns with the class teacher promptly
- › Take part in any pastoral work following misbehaviour (for example, attending reviews of specific behaviour interventions)
- › Raise any concerns about the management of behaviour with the school directly, while continuing to work in partnership with the school
- › Take part in the life of the school and its culture

The school will endeavour to build a positive relationship with parents and carers by keeping them informed about developments in their child's behaviour and the school's policy, and working in collaboration with them to tackle behavioural issues.

Pupils

Pupils will be made aware of the following during their induction into the behaviour culture:

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

Pupils will be supported to meet the behaviour standards and will be provided with repeated induction sessions wherever appropriate.

Pupils will be supported to develop an understanding of the school's behaviour policy and wider culture.

Pupils will be asked to give feedback on their experience of the behaviour culture to support the evaluation, improvement and implementation of the behaviour policy.

Extra support and induction will be provided for pupils who are mid-phase arrivals.

School Behaviour Curriculum

School rules are kept to an essential minimum and are included in our home/school agreement. They have been developed to be meaningful to children. None are too difficult. They are all designed to develop courtesy, good manners and mutual respect. They are to protect children from injury, create an environment for all to learn, to care for equipment and to maintain a hygienic, healthy environment.

- We always follow instructions
- We are always kind and treat others with respect
- We always take care of our School

- We always try our best
- We use good manners
- We always tell the truth

These basic rules are simplified and displayed in all classrooms and corridors and regularly verbalised to all children.

Responding To Behaviour

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

They will:

- Create and maintain a stimulating environment that encourages pupils to be engaged
- Display the school rules
- Develop a positive relationship with pupils, which may include:
 - Greeting pupils in the morning
 - Establishing clear routine
 - Communicating expectations of behaviour in ways other than verbally
 - Highlighting and promoting good behaviour
 - Having a plan for dealing with low-level disruption
 - Using positive reinforcement

Safeguarding

The school recognises that changes in behaviour may be an indicator that a pupil is in need of help or protection.

We will consider whether a pupil's misbehaviour may be linked to them suffering, or being likely to suffer, significant harm.

Where this may be the case, we will follow our child protection and safeguarding policy, and consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate.

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

Rewards

It is very important that praise and reward should have great emphasis. Children will achieve more, be better motivated and behave better, when staff commend and reward their successes rather than focus on their failure. In many instances, rewarding positive behaviour is the most effective classroom management strategy to ensure good behaviour.

Praise has a reinforcing and motivational role. It helps a child believe he/she is valued. Praise can be delivered in formal and informal ways, in public or in private; it can be awarded to individuals or to groups; it can be earned for the steady maintenance of good standards as well as for particular achievements.

- Favourable comments can and should be entered on pieces of work, (see Marking Policy).
- Written School Reports should comment favourably on good work, behaviour, involvement in and general attitude to school life.
- Recognition can be given to success of differing kinds in assemblies, e.g. presentation of swimming and cycling proficiency awards etc.
- Children's work can/should be displayed as much as possible both in the classroom and corridors of the school (see Display and Presentation Policy).
- A visit to members of the senior team for commendations.
- Specific privileges can be awarded to individuals/groups of children, e.g. in the use of school facilities, (computers, library, games equipment, etc.).
- Opportunities for giving children greater responsibility in school should be fostered e.g. Playtime Buddies, Monitors, School's Council etc.
- Above all, praise and encouragement in and out of lessons should be used as much as possible.

Each Key Stage in school has it's own specific reward systems in place as detailed below.

EYFS

In EYFS pupils are given the opportunity to earn a reward through a system where they place their name in a 'chance box'. A child's name is then selected weekly and a prize is awarded. Smiley faces may be awarded for any actions, deeds or attitudes which are deemed noteworthy and may include :-

- Particularly good work/effort.
- Displaying good manners.
- Displaying a caring attitude towards others.
- Staying on task etc.

When awarding the name, the member of staff should reinforce the good behaviour e.g. 'You can have been awarded a chance card for waiting so patiently'.

KS1 Reward System – Rainbow Chart

As well as the rewards listed above the school has designed and adopted a consistent approach for rewarding and encouraging good behaviour, effort and manners based on the

child's name moving up and down a chart. Movement on the chart may be awarded for any actions, deeds or attitudes which are deemed noteworthy and may include :-

- Particularly good work/effort.
- Displaying good manners.
- Displaying a caring attitude towards others.
- Staying on task etc.

When moving the child's name, the member of staff should reinforce the good behaviour e.g. 'I am moving your name for waiting so patiently'.

All children come in to school and start on the rainbow. They can then move up the chart through any of the positive behaviour listed above. The top of the chart culminates in a gold star which receives a letter sent home to parents.

A class treasure pot is also used to reward the whole class for good behaviour and work effort. This can only be filled up and not taken away from. When the pot is filled the whole class earns a reward.

KS2 Reward System – 'Stamps'

As well as the rewards listed above the school has designed and adopted a consistent approach for rewarding and encouraging good behaviour, effort and manners based on the collection of stamps. Stamps may be awarded for any actions, deeds or attitudes which are deemed noteworthy and may include :-

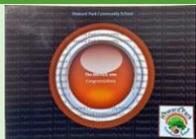
- Particularly good work/effort.
- Displaying good manners.
- Displaying a caring attitude towards others.
- Staying on task etc.

When awarding the Stamp, the member of staff should reinforce the good behaviour e.g. 'You can have been awarded a stamp for waiting so patiently'.

Once awarded, a Stamp can never be deducted

Stamps are intended to help staff focus on positive rather than negative behaviour e.g. if a child is continuing to stay on task when a partner is trying to distract him, staff may choose to reward the child on task rather than apply a sanction to the child who is not.

The reward system is graded as follows:-

Pints Collected	Reward Card
200	 Bronze

400		Silver
600		Gold
800		Diamond
1000		Sapphire
1200		Ruby
1400		Emerald
1600		Yellow Diamond
1800		Red Diamond
2000		Jadite
3000		Howardeite

A 'stamp' can be awarded by any staff member to any child at any time. All staff should carry their 'Stamper' at all times to reward and reinforce positive behaviour as it occurs. This reinforces our philosophy that **the care of all our children is the responsibility of all adults in school.**

In UKS2 the points that pupils collect can be used in the Howard Park shop. Children are encouraged to think about financial management and record their points in the back of their reward book.

Well-Done Assembly

A weekly 'Well-Done' assembly is dedicated for the praise and recognition of children who have made particularly noteworthy progress for attainment, achievement or attitude. Parents

are personally invited to attend and witness the presentation of certificates. The names of children who are awarded a certificate will be added to the weekly newsletter and posted on the school Facebook page along with their pictures being displayed on class doors.

Responding to misbehaviour

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

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

De-escalation techniques, including the use of pre-arranged scripts and phrases, can be used to help prevent further behaviour issues arising.

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

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

In the use of sanctions, pupils learn from experience to expect fair and consistently applied consequences which differentiate between serious and minor offences. Sanctions are applied consistently by all staff, but with the provision for flexibility to take account of individual circumstances.

Note

- If team teach restraint physical intervention of any kind is required, then a note must be made in the serious incident book (located in the office).
- Any other incident deemed 'serious' or resulting in injury should be recorded on CPOMS.

We have an agreed system of sanctions to register disapproval of unacceptable behaviour.

Responses range from polite reminders to permanent exclusion, and are intended to:

- Provide clarity and consistency of suitable responses.
- Minimise disruption to others especially teaching and learning time.
- Provide every opportunity for children to correct their own behaviour, make sensible choices and prevent further sanctions being applied.
- Allow early involvement of parents, line managers, SENCO and support agencies.
- Do everything reasonably possible to avoid exclusion from school.

When sanctions are applied, children should be helped to understand why what they have done is not acceptable. Express your displeasure with the **action** and never the **child** i.e 'That was a silly thing to do because...' and not 'You are a silly boy'.

Sanctions Procedures – KS1

If unacceptable behaviour occurs:

All staff use normal strategies:

e.g. *Polite but firm requests, Consider repositioning, separating etc.*

In KS1 an even greater emphasis is placed on rewarding positive behaviour as a means to reducing examples of negative behaviour. Behaviour charts exist in our KS1 classes. In Y2, children can move both up and down a chart that is clearly displayed at all times for pupils to see. In Y1, children only see their name move up the chart for positive reasons. Where negative behaviours occur, appropriate consequences will be used such as:

- Missing part or whole of breaktimes/lunchtimes.
- Conversation with parents/carers.
- Time for the child to reflect on their actions.

Where negative behaviour persists and is causing regular disruption to the learning environment, please refer to step 4 in the KS2 procedures

Sanctions Procedures – KS2

If unacceptable behaviour occurs:

All staff use normal strategies:

e.g. *Polite but firm requests, Consider repositioning, separating etc.*

Step 1: Give a verbal warning and instruction for desired behaviour:

Staff provide clear instructions e.g. *I am going to give you an instruction, you must follow this instruction. . .*

Children should be fully aware of what this means and the possible consequences of continuing with the behaviour.

FROM NOW ON NO MORE WARNINGS. TAKE ACTION

Step 2: No Card (low level behaviour)

- Take their green card out on the Good to be Green chart.
- Highlight what is not acceptable

Step 3: Warning Card (repeated low-level behaviour)

- Turn card to Amber on Good to be Green chart.

- Time sitting alone at playtime to reflect on their behaviour (inside the classroom).

Step 3: Red Consequence Card

If a child reaches this step as a result of a significant incident, the behaviour must be recorded on CPOMS. A behaviour resulting in a child being physically hurt automatically progresses to this stage. The SLT should be copied into the CPOMS entry.

- Turn card to red on Good to be Green chart.
- Lunchtime session working alone with a member of SLT.
- Removal of a rewards / playtime/lunchtime.
- Child completes behaviour reflection chart.
- Red card letter is sent home with the child, to be returned to the Headteacher.
- The red card incident is recorded on CPOMS.

Step 4 Child Leaves the classroom (Time out)

- Child escorted to Deputy or Head.
- Up to a day working alone without causing disturbance.
- Record on CPOMS.
- Parents informed child has been removed from class

For regular inappropriate behaviour:

- Discussion with AHT & SENCO / Deputy / Head: consider School support of the Code of Practice.
- Begin monitoring to identify areas of concern / possible causes/ appropriate targets.
- Parents informed by letter/phonecall/meeting that behaviour is a cause for concern.
- Parents discuss concerns agree targets/support.
- Consider alternative strategies, e.g inform other agencies.
- Referral to multi agencies i.e. Behaviour Support/Ed Psych etc.

Step 5 (Head /SLT/SENCO) Pastoral Support Programme (On Report)

- Teacher identifies specific targets for behaviour.
- Meeting with member of SLT, class teacher and parents/child to agree the way forward.
- Clear rewards/consequences identified for success/failure (including possible exclusion).
- Daily feedback to child and parents (x 5).
- Reviewed by a member of SLT on a weekly basis.
- Clear time scale identified for a review of the PSP.

- Involvement of any necessary agencies, i.e. Behaviour Support, Educational Psychologist etc.
- Completed report books to be uploaded to CPOMS.

Additional points to consider:

- Consider Education Health Care Plan (EHCP).
- Consider Team Around The Family (TAF).

*If targets are achieved remove from PSP. If PSP failed, move to **Step 6**.*

Step 6 (Headteacher) Behaviour Contract

A last step before exclusion

- Clear specific rules which the child **must** uphold in order to remain in school.
- Further sanctions an immediate consequence of breaking the contract.
- Reviewed daily by the Headteacher (potentially more than once throughout the day).
- Parents, Chair of Governors, Behaviour Support (if involved) informed.

*If behaviour improves return to PSP If not move to **Step 7**.*

Step 7 (Headteacher) Internal Exclusion (up to 5 days)

- Child has no contact with own class or classmates.
- No access to playground, extra-curricular or enrichment activity.
- Parents, Chair of Governors, Behaviour Support (if involved) informed by letter.
- LA informed of likelihood of external exclusion.

*If behaviour improves return to class on a Behaviour Contract or PSP. If not move to **Step 8**.*

Step 8 (Headteacher) Fixed Short Term Exclusion (up to 5 days per term)

- Parents, Chair Governors, LA informed by letter.
- Parents may make representations to Pupil Discipline Committee.
- Upon return to school, child stays on Contract for a minimum of 2 weeks.

If behaviour improves remove from Contract to PSP. If not move to Step 9.

Step 9 (Headteacher) Fixed Long Term Exclusion (up to 45 days per year).

- Parents, Chair of Governors, LA informed.
- Headteacher, SLT and Governor representation (if available) to meet with parents (parents/child or representative may attend/make representations).
- LA Officer must be invited to attend but may not reinstate.

- Upon return to school or if reinstated child stays on Contract or PSP for a minimum of 10 weeks.

*If behaviour improves remove from PSP. If not move to **Step 10**.*

Step 10 (Pupil Discipline Committee) Permanent Exclusion

- Parents, Chair Of Governors, LA informed.
- Discipline Committee (formed from the Governing Body) meet and consider all representations and reports (parents/child may attend).
- Discipline Committee either reinstate or uphold exclusion.
- Parents notified of right to appeal.
- If appeal successful, or reinstated child stays on Contract or PSP for the maximum 20 weeks.
- If appeal unsuccessful, remove child from school roll.

Serious incidents need to be treated on an individual basis and the circumstances investigated.

In exceptional circumstances permanent exclusion may be considered for a first or 'one off' offence. These may include:

- Serious actual or threatened violence against another pupil or a member of staff;
- Sexual abuse or assault;
- Supplying an illegal drug;
- Carrying an offensive weapon;
- Serious deliberate damage to school property.

Reasonable Force

Reasonable force covers a range of interventions that involve physical contact with pupils. All members of staff have a duty to use reasonable force, in the following circumstances, to prevent a pupil from:

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

Incidents of reasonable force must:

- Always be used as a last resort
- Be applied using the minimum amount of force and for the minimum amount of time possible

- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents/carers

When considering using reasonable force, staff should, in considering the risks, carefully recognise any specific vulnerabilities of the pupil, including SEND, mental health needs or medical conditions.

Fixed Term and Permanent Exclusions

Only the Headteacher (or the Deputy Headteacher acting on behalf of the headteacher) has the power to exclude a pupil from school. The headteacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The headteacher may also exclude a pupil permanently. It is also possible for the headteacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the Headteacher excludes a pupil, s/he informs the parents immediately, giving reasons for the exclusion. At the same time, the headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make any such appeal. The headteacher informs the LA and the governing body about any permanent exclusion, and about all fixed-term exclusions. The governing body itself cannot either exclude a pupil or extend the exclusion period made by the headteacher. The Governing Body has a discipline committee which has three members. This committee considers any exclusion appeals on behalf of the governors. When an appeals panel meets to consider an exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents and the LA, and consider whether the pupil should be reinstated. If the governors' appeals panel decides that a pupil should be reinstated, the headteacher must comply with this ruling.

For more information please see our exclusions policy.

Searching and Confiscation

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

Confiscation

Any prohibited items found in a pupil's possession as a result of a search will be confiscated. These items will not be returned to the pupil.

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

Searching

Searches will only be carried out by a member of staff who has been authorised to do so by the headteacher, or by the headteacher themselves.

Subject to the exception below, the authorised member of staff carrying out the search will be of the same sex as the pupil, and there will be another member of staff present as a witness to the search.

An authorised member of staff of a different sex to the pupil can carry out a search without another member of staff as a witness if:

- The authorised member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; **and**
- In the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is the same sex as the pupil; **or**
- It is not reasonably practicable for the search to be carried out in the presence of another member of staff

When an authorised member of staff conducts a search without a witness, they should immediately report this to another member of staff, and make sure a written record of the search is kept.

If the authorised member of staff considers a search to be necessary, but not required urgently, they will seek the advice of the headteacher, designated safeguarding lead (or deputy) or pastoral member of staff who may have more information about the pupil. During this time the pupil will be supervised and kept away from other pupils.

A search can be carried out if the authorised member of staff has reasonable grounds for suspecting that the pupil is in possession of a prohibited item or any item identified in the school rules for which a search can be made, or if the pupil has agreed.

An appropriate location for the search will be found. Where possible, this will be away from other pupils. The search will only take place on the school premises or where the member of staff has lawful control or charge of the pupil, for example on a school trip.

Before carrying out a search the authorised member of staff will:

- Assess whether there is an urgent need for a search
- Assess whether not doing the search would put other pupils or staff at risk
- Consider whether the search would pose a safeguarding risk to the pupil
- Explain to the pupil why they are being searched
- Explain to the pupil what a search entails – e.g. “I will ask you to turn out your pockets and remove your scarf”
- Explain how and where the search will be carried out
- Give the pupil the opportunity to ask questions
- Seek the pupil's co-operation

If the pupil refuses to agree to a search, the member of staff can give an appropriate behaviour sanction.

If they still refuse to co-operate, the member of staff will contact the select appropriate senior leader to try to determine why the pupil is refusing to comply.

The authorised member of staff will then decide whether to use reasonable force to search the pupil. This decision will be made on a case-by-case basis, taking into consideration whether conducting the search will prevent the pupil harming themselves or others, damaging property or causing disorder.

The authorised member of staff can use reasonable force to search for any prohibited items identified in section 3, but not to search for items that are only identified in the school rules.

The authorised member of staff may use a metal detector to assist with the search.

An authorised member of staff may search a pupil's outer clothing, pockets, possessions, desk or locker.

'Outer clothing' includes:

- Any item of clothing that isn't worn wholly next to the skin or immediately over underwear (e.g. a jumper or jacket being worn over a t-shirt)
- Hats, scarves, gloves, shoes or boots

Searching pupils' possessions

Possessions means any items that the pupil has or appears to have control of, including:

- Desks
- Bags

A pupil's possessions can be searched for any item if the pupil agrees to the search. If the pupil does not agree to the search, staff can still carry out a search for prohibited items and items identified in the school rules.

An authorised member of staff can search a pupil's possessions when the pupil and another member of staff are present.

If there is a serious risk of harm if the search is not conducted immediately, or it is not reasonably practicable to summon another member of staff, the search can be carried out by a single authorised member of staff.

Informing the designated safeguarding lead (DSL)

The staff member who carried out the search should inform the DSL without delay:

- Of any incidents where the member of staff had reasonable grounds to suspect a pupil was in possession of a prohibited item as listed in section 3
- If they believe that a search has revealed a safeguarding risk

All searches for prohibited items (listed in section 3), including incidents where no items were found, will be recorded in the school's safeguarding system.

Informing parents/carers

Parents/carers will always be informed of any search for a prohibited item (listed in section 3). A member of staff will tell the parents/carers as soon as is reasonably practicable:

- What happened
- What was found, if anything
- What has been confiscated, if anything
- What action the school has taken, including any sanctions that have been applied to their child

Support after a search

Irrespective of whether any items are found as the result of any search, the school will consider whether the pupil may be suffering or likely to suffer harm and whether any specific support is needed (due to the reasons for the search, the search itself, or the outcome of the search).

If this is the case, staff will follow the school's safeguarding policy and speak to the designated safeguarding lead (DSL). The DSL will consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate.

Off-Site Behaviour

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

Taking part in any school-organised or school-related activity (e.g. school trips)

- Travelling to or from school
- Wearing school uniform
- In any other way identifiable as a pupil of our school

Sanctions may also be applied where a pupil has misbehaved off-site, at any time, whether or not the conditions above apply, if the misbehaviour:

- Could have repercussions for the orderly running of the school
- Poses a threat to another pupil
- Could adversely affect the reputation of the school

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

Online Misbehaviour

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

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

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

Suspected Criminal Behaviour

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

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

If a decision is made to report the matter to the police, the Headteacher will make the report.

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

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

Zero-Tolerance Approach To Sexual Harassment And Sexual Violence

The school will ensure that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored.

Pupils are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be.

The school's response will be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

The school has procedures in place to respond to any allegations or concerns regarding a child's safety or wellbeing. These include clear processes for:

Responding to a report

Carrying out risk assessments, where appropriate, to help determine whether to:

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

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

Malicious Allegations

Where a pupil makes an accusation against a member of staff and that accusation is shown to have been malicious, the headteacher will discipline the pupil in accordance with this policy.

Please refer to our safeguarding policy for dealing with allegations of abuse against staff for more information on responding to allegations of abuse.

The headteacher will also consider the pastoral needs of staff accused of misconduct.

Responding To Misbehaviour From Pupils With SEND

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

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

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

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

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

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

Anticipating and removing triggers of misbehavior are key. This may include:

- Short, planned breaks for a pupil with SEND who finds it difficult to sit still for long
- Adjusting seating plans to allow a pupil with visual or hearing impairment to sit in sight of the teacher
- Adjusting uniform requirements for a pupil with sensory issues or who has severe eczema
- Training for staff in understanding conditions such as autism
- Use of separation spaces (sensory zones or nurture rooms) where pupils can regulate their emotions during a moment of sensory overload

Adapting sanctions for pupils with SEND

When considering a behavioural sanction for a pupil with SEND, the school will consider whether:

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

If the answer to any of these is 'yes', it may be unlawful for the school to sanction the pupil for the behaviour.

The school will then assess whether it is appropriate to use a sanction and if so, whether any reasonable adjustments need to be made to the sanction.

Considering whether a pupil displaying challenging behaviour may have unidentified SEND

The school's special educational needs co-ordinator (SENCO) may evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents/carers to create the plan and review it on a regular basis.

Pupils with an EHC

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

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

Recording and Reporting

It is important records of serious incidents of inappropriate behaviour are recorded using the School online recording keeping system, CPOMS. The following items must be recorded by the member of staff (teaching or support) dealing with each incident.

- When a child moves to a red card.
- Any incident where a child physically hurts another.
- Any incident that could be interpreted as racist or homophobic.

Additional Information

Mobile Phones

Mobile phones can only be brought to school in exceptional circumstances and only with the prior permission of the headteacher.

Parents who insist that children require a mobile phone during school hours i.e. for the journey to and from school must express these reasons in their request to the headteacher in writing. Such requests will be considered on an individual basis. If permission is granted mobile phones must be handed in to the class teacher upon arrival and collected at the end of the school day. They should never be left in trays or coats or used during school hours.

Reasons: During school hours contact is possible through the school's land lines. Having a mobile phone presents the potential for theft and cyber bullying. It can also create a situation where some pupils may feel socially isolated because they do not own a mobile phone.

Please refer to the schools' mobile phone policy for further information.

Personal Property

The school cannot accept responsibility for the loss or damage to clothing or personal property. Toys, games and sports equipment must not be brought to school (except on special occasions when the teacher gives permission). Any money brought into school should be handed in as soon as possible and never left in trays, bags or coats.

Reasons: Suitable toys, games and sports equipment are provided for the playground and indoor play. Unsuitable equipment may present a risk to children and present the potential for theft.

Links With Other Policies

- › This behaviour policy is linked to the following policies:
 - Exclusions policy
 - Safeguarding policy
 - Anti-Bullying policy

Review Arrangements

The Governing Body reviews this policy every three years. They may, however, review the policy earlier than this if the government, or the LA, introduces new regulations, or receives recommendations on how the policy might be improved.

Appendix 1 – Written Statement of Behaviour Principles

These principles guide our behaviour policy and procedures at Howard Park. These principles are applicable to all members of our school community; children, parents/carers and staff.

- › Every pupil understands they have the right to feel safe, valued and respected, and learn free from the disruption of others
- › Howard Park is an inclusive school. Everyone should be free from discrimination, harassment, victimisation of any sort. Equality is when everyone gets what they need to achieve
- › Bullying or harassment of any description is unacceptable even if it occurs outside normal school hours.
- › Staff and volunteers always set an excellent example to pupils
- › Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy
- › The behaviour policy is understood by pupils and staff
- › Pupils are helped to take responsibility for their actions
- › Families are involved in behaviour incidents to foster good relationships between the school and pupils' home life
- › Children should be supported to build self-discipline, empathy and emotional resilience through the development of strong self-regulation systems