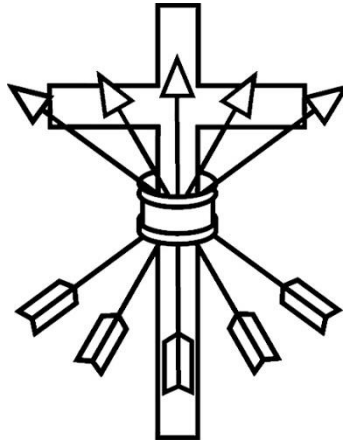


WADDESDON CHURCH OF ENGLAND SCHOOL



BEHAVIOUR POLICY

STATUS OF POLICY:	Statutory
BASED ON LA PROCEDURE DATED:	-
COMMITTEE RESPONSIBLE:	Curriculum & Student Wellbeing
GOVERNING BODY APPROVAL:	5 th May 2018
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1. Aims

This policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour
- Outline **how student are expected to behave**
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management
- Outline our system of **sanctions**

2. Legislation and statutory requirements

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

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting student with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

3. Introduction and context

We believe that the purpose of education is to enable all people to flourish individually and collectively so that they live a life of value.

Our ethos is rooted and grounded in the Christian values of love, compassion, kindness and inclusion which foster dignity and respect for all. Students tell us that they feel safe at Waddesdon School and robust systems are in place to ensure that safeguarding is exemplary. Self-confidence, self-belief and agency are nurtured through praise, encouragement, acknowledgement of success and celebration of achievement.

Our vibrant and positive culture enables our students to fulfil their potential as self-disciplined, responsible and productive citizens who are proud to claim that they are a part of the Waddesdon tradition, the 'Waddesdon Way'.

Standards and expectations are high and learning is developed through a broad range of engaging and rich educational opportunities. We are an ambitious and motivated learning community where students are encouraged to work hard and where they achieve highly.

4. Roles and responsibilities

4.1 The governing body

The governing body is responsible for reviewing and approving the behaviour policy.

The governing body will also monitor the policy's effectiveness, holding the headteacher to account for its implementation.

4.2 The headteacher

The headteacher is responsible for reviewing and approving this behaviour policy in conjunction with the governing body.

The headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure the principles are applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular student
- Recording behaviour incidents on SIMs

The senior leadership team, subject leaders and heads of year will support staff in responding to behaviour incidents.

4.4 Parents

Parents are expected to:

- Encourage a positive attitude to school and a high standard of behaviour, in accordance with school policy
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Ensure your son/daughter attends school regularly and punctually, with appropriate clothing and equipment
- Have due regard for the Home-School Agreement, particularly concerning attendance and not taking holidays during term time
- Ensure that the school is notified of any absence by telephone and that this is confirmed in writing, when your son/daughter returns
- Ensure that suitable facilities are made available at home for your son/daughter to complete homework. Also, to monitor homework by signing the homework diary every week
- Attend consultation meetings, arranged by the school, to monitor student progress, attitude and behaviour

5. Expectations

Students are expected to:

- Work to fulfil their potential
- Complete and submit homework and other assignments on time
- Be polite and co-operative at all times
- Dress smartly and in accordance with the school's requirements
- Attend school punctually and regularly
- Treat all facilities and equipment carefully and with respect
- Move about the school in an orderly and quiet manner
- Treat fellow students with care, dignity and respect
- Not partake in any form of bullying (see **Anti-bullying Policy**)
- Conduct themselves with modesty and decorum. Close bodily contact between students is unacceptable i.e. the 'daylight rule'.
- Appreciate that the laws of the land apply in school which means that drugs, weapons and alcohol are strictly forbidden.
- Not bring chewing gum into school

- While we encourage students to leave their mobile phones at home, students may bring them to school, so long as they are switched off and in their bags before they enter the school site at the start of the day and remain there unless they are needed for an emergency and they have the express permission of a member of staff
- Students may switch on and use their mobile phones after Period 5 has finished and they have left the building in which their lesson during Period 5 took place
- While we encourage students to leave smart watches at home, students may bring them to school, so long as they are only used as a watch
- If students are caught using their smart watches to read or send messages we will confiscate them in line with our mobile phone policy, which includes a two-day period of confiscation for the first offence

NB: It is the responsibility of parents and students to ensure mobile phones are properly insured. The school accepts no responsibility whatsoever for theft, loss or damage.

Classroom Expectations

Teachers are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

- Create and maintain a stimulating environment that encourages student to be engaged
- Develop a positive relationship with student, which may include:
 - Greeting student in the morning/at the start of lessons
 - Establishing clear routines
 - Communicating expectations of behaviour in ways other than verbally
 - Highlighting and promoting good behaviour
 - Concluding the day positively and starting the next day afresh
 - Having a plan for dealing with low-level disruption
 - Using positive reinforcement

In the classroom students will be expected to:

- Enter the classroom as directed and in an orderly way
- Sit down, remove coats, place bags on floor, have relevant books and equipment to hand
- Be silent and facing the teacher, when he/she is speaking
- Understand that no teaching or learning can take place until these conditions have been met
- Accept responsibility for their own learning
- Leave the classroom in an orderly manner, as directed by their teacher
- Meet deadlines for the submission of work
- Be silent and listen when other students or staff are speaking
- Not chew or eat in class

6. Sanctions for unacceptable behaviour

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

- Spoken rebuke
- Loss of privilege or free time (lunchtime or after-school detention)
- Placement on report
- Letter home
- Discussion between parents, student and members of staff
- Period 6 (after school homework support sessions)
- Withdrawal from normal lessons
- Reprimand from a senior member of staff
- Attendance at school during holiday time
- Temporary or permanent exclusion (see exclusions policy)

7. Invoking Sanctions

Punishment is not unduly harsh. Whenever teaching staff use sanctions, they are designed to support the child and ensure that poor behaviour is not condoned. Teaching staff may use a number of sanctions (as listed above).

Teachers formally record if homework is not handed in. Regular failure to submit homework will result in the school contacting home, and where necessary use of Period 6 to support completion of homework.

After-school detention is used for serious problems or persistent offenders. If a student is to be placed in after-school detention, parents are notified, usually by telephone. Detentions are usually held between 3.30pm and 4.30pm.

Period 6 – After school homework sessions are run on Mondays, Wednesdays and Fridays until 4.30pm.

On some occasions a 'School Report' may be used, particularly if it is necessary to monitor a student's behaviour or quality of work. This procedure involves students being briefly assessed at the end of each lesson. Parents will be asked to review the resulting document each evening.

8. Serious breaches of the school's behaviour policy

Serious breaches of the school's behaviour policy, or where allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school, can lead to exclusion. Exclusion can be for a fixed number of days (up to a maximum of 45 school days in year). Sometimes, **exclusion can be permanent**. See Exclusions Policy and Appendix 1 for further details.

Government guidance gives the following behaviour as examples of where a decision to permanently exclude might be taken:

- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Possessing, supplying or being under the influence of an illegal drug
- Possession, supplying or being under the influence of alcohol
- Carrying an offensive weapon
- Sharing of highly inappropriate, sexualized images ('sexting')

9. Complaints

Students who feel that they have not been properly treated should report their complaint to the appropriate person (form tutor, pastoral head, prefect, parent or other adult), if they are unable to resolve the complaint themselves. External agencies, e.g. the Education Welfare Service, Psychological Service, Health Service, Parent Partnership, Police, Social Services and Careers' Service can be helpful in further supporting students and parents, if this is required.

10. Off-site behaviour

Sanctions may be applied where a pupil has misbehaved off-site when representing the school, such as on a school trip or on the bus on the way to or from school.

For behaviour **outside** school, but not on school business, the Headteacher may discipline a student if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole.

11. Physical restraint

In some circumstances, staff may use reasonable force to restrain a pupil to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint 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

12. Confiscation

Any prohibited items (listed in Appendix 2) found in student' possession will be confiscated. These items will not be returned to the student.

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

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

13. Power to search

School Staff have the legal power to search a student with consent as part of their authority to discipline but where a school has reasonable grounds for suspecting that a student has a knife or other weapon they have the power to search without consent.

At all times staff will follow the guidance provided by the Department for Education (DfE) in determining what constitutes reasonable suspicion, consent searching and without consent searching and the practical aspects of carrying out such searches.

A copy of the guidance, "Searching, screening and confiscation: January 2018" can be found on the DfE website by following the link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

14. Pupil support

The school recognises its legal duty under the Equality Act 2010 to prevent student with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's special educational needs co-ordinator will 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, the school counsellor, medical practitioners and/or others, to identify or support specific needs.

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

15. Links with other policies

This behaviour policy is linked to the following policies:

- Exclusions policy
- Safeguarding policy
- Anti-bullying policy
- Praise and rewards policy

Appendix 1

Additional details surrounding permanent exclusions

Possession of a weapon

It is a criminal act for students to bring a knife or other offensive weapon into school and such behaviour would normally result in permanent exclusion, even for a first or one off offence.

Although the law does not classify carrying a pen knife with a blade of less than three inches as carrying an offensive weapon, for the purposes of this policy Governors will regard a student carrying any knife, including a pen knife with a blade of less than three inches, as carrying an offensive weapon when deciding to take a decision to permanently exclude.

Parents will need to be aware that any student excluded for carrying a knife will be expected to attend a Weapon Awareness Training prior to attending alternative educational provision.

Drugs and Alcohol

Waddesdon School takes very seriously its responsibilities to ensure the school is a safe and secure environment for all students and therefore takes a very strict line in relation to all offences relating to drugs and alcohol. Parents and students will need to be aware that the policy at Waddesdon School is that all cases involving the following will lead to permanent exclusion:

- dealing, i.e. the supply, exchange or receipt of drugs or alcohol, or
- the use of illegal drugs or consumption of alcohol, or
- possession of illegal drugs or alcohol, or
- the misuse of prescription drugs, non-prescription drugs or volatile substances

NB: Misuse includes smelling, sniffing and/or inhaling.

Volatile substances are those substances that emit a gas or vapour and include butane and propane, aerosol propellants, glues, solvents, petrol and 'poppers' e.g. amyl nitrate and can be inhaled. This includes e-cigarettes.

Drugs related incidents include illegal drugs and/or misuse of prescription, non-prescription drugs or volatile substances as outlined above. It should be noted that aerosol deodorants are not permitted in school and are covered by this rule. No drug or volatile substance should be brought onto the school premises without the school's knowledge and approval. This approval must be sought from the Headteacher or School Medical Officer (in the case of medication), and will only be given following a written request from a parent.

Students will need to be aware that volatile substance abuse (VSA), the deliberate sniffing/smelling/ inhalation of volatile substances such as lighter fuel, glue, aerosols or 'poppers' (e.g. amyl nitrate) is responsible for more deaths in young people aged 10-16 in England and Wales than illegal drugs.

Drugs and alcohol incidents will include being in possession of, consuming or making available the substances listed above to other students on site and also on the way to or from school or in other respects within the school's jurisdiction. The only exception to this will be in relation to alcohol where an exception may be made in cases where the student or students in questions is/are (a) over the age of 18 and (b) legally, reasonably and responsibly consuming alcohol on the way home from school.

The policy is intended to protect the students of the school from the dangers of an illicit drug or alcohol culture.

The school will provide and promote access to specialist advice for students with drug or alcohol problems and referral, where appropriate, to other agencies. The school, in co-operation with the WSA, will undertake to offer periodic drug and alcohol education sessions for parents.

Students, staff and parents have a duty to inform senior staff if they suspect that drugs or alcohol are present or are being used at school, or within the school's jurisdiction. Students and parents must realise that only limited confidentiality can be offered in discussions relating to the usage of substances which could be regarded as injurious to health or illegal.

Students taking, or under the influence of substances on school premises, will be given medical assistance, as appropriate. Staff have a duty to ensure the protection of other students and the fabric of the school.

Where incidents occur, or where there is a reasonable suspicion of such incidents, the parents will be informed as soon as possible.

Sharing of highly inappropriate, sexualized images ('sexting')

'Sexting' is the exchange of self-generated sexually explicit images or video clips, via social networking sites over the internet. When such material is shared with others without the consent of the subject, it causes extreme embarrassment, humiliation and distress and constitutes an extreme form of bullying. Once an image or video clip is on the internet, it can be freely copied by anybody. This could include people who have a sexual interest in children. The Child exploitation and Online Protection Agency (CEOP) report that thousands of 'self-taken' images are appearing on paedophile chat sites and forums.

Children who are 'sexting' may actually be committing criminal offences. The police advise (<http://www.westmercia.police.uk/internet-safety/sexting/>) that if a teenager were to have in their possession an indecent image of another minor, they would technically be in possession of an indecent image of a child, which is an offence under the Protection of Children Act 1978 and the Criminal Justice Act 1988. In addition, CEOP advise that "It is illegal to take, possess or share 'indecent images' of anyone under 18 even if you're the person in the picture." (http://www.thinkuknow.co.uk/14_plus/Need-advice/Sex-and-the-law/) If someone is prosecuted for these offences, they may be placed on the sex offenders' register, potentially for some considerable time, in addition to receiving other very serious sanctions as part of our criminal justice system.

We take the safety and security of our students very seriously indeed and work with parents, the Police, child support agencies and our students themselves when incidents involving our students and sexting occur. We do not tolerate the sharing of such images and video clips. All cases where students share with others highly inappropriate sexualized images or video clips of students on roll at this school, causing distress and humiliation, will be considered as grounds for permanent exclusion from school, even for a first or a 'one-off' offence.

Appendix 2

List of prohibited items

In the interests of the health and safety of students, staff, other members of the school community and visitors to the school, the school asks parents and students to ensure that any inappropriate and dangerous items, or any inappropriate and harmful substances, are not brought in to school. In the majority of cases the application of common sense will easily determine what should not be brought in to school. The list below is not exhaustive but is intended as a guide. The specified items on the list, and any item that would fall into the first 3 categories, should not be brought in to school.

Sanctions under the Behaviour Policy may be applied to any student found in possession of any banned item or any item that the school deems to be unsuitable and dangerous. The school reserves the right to exclude students in extreme cases, or when students or parents have received warnings about banned items.

1. FIRE LIGHTING EQUIPMENT

Matches, lighters, etc.

2. DRUGS and SMOKING EQUIPMENT

Cigarettes

E-cigarettes

Tobacco

Alcohol

Solvents

Any form of illegal drug

Any other drugs except medicines covered by the Prescribed Medicines Procedure

3. WEAPONS and OTHER DANGEROUS IMPLEMENTS or SUBSTANCES

Knives, including pen knives and craft knives

Razors

Catapults

Guns of any kind, including replicas and BB guns

Laser pens and LED torches

Knuckle dusters and studded arm bands, bracelets, etc.

Whips or similar items such

Pepper sprays and gas canisters

Fireworks or explosives of any kind

Dangerous chemicals (e.g. strong acids and alkalis, bleaches, hair dyes, etc)

4. Other Items

Any form of liquid based correction fluid

Chewing gum

Energy drinks

Offensive material (pornographic, racist etc.)

Any aerosol (other than essential medication)

Note: students should use non-aerosol deodorants