

# St. Richard's RC Primary School



## Behaviour Policy 2023

### Our Mission

The staff and governors have developed this Behaviour Policy so that the relationships between adults and pupils are happy, caring and purposeful and are in line with the school's mission statement, which states that we will know, love and follow Christ by looking after each other and trying our best every day.

Outstanding behaviour and discipline help to fulfil this mission. We positively encourage and expect children to live up to the high standards that we set. Simultaneously, we strive to ensure that children understand that, when we disapprove of and sanction any negative behaviour, they as individuals are still valued and loved. This policy should be read in conjunction with the school's Anti-Bullying Policy, E-Safety Policy and Child Protection and Safeguarding Policy.

### Aims

In compliance with both our Mission and [section 89 of the Education and Inspections Act 2006](#) we aim to:

- Promote self-discipline and proper regard for authority
- Encourage outstanding behaviour and respect for others
- Prevent all forms of bullying
- Ensure that outstanding behaviour contributes to outstanding progress and attainment

The purpose of this policy document is to achieve the above aims by:

- Providing clear guidelines for all the community at St. Richard's so that a consistent approach to outstanding behaviour is adopted by all staff and pupils.
- Creating a positive atmosphere and encouraging pupils and staff to be aware of the need for self-discipline, respect for others, their property and for the environment.
- Building on the good practice started in the home and to work in partnership with parents to bring out the very best in their children.

### Role of Parents and Carers

Parents are the first and the chief educators and teachers of their children and their support and co-operation in establishing their children's attitude to learning and behaviour is crucial. Parents will be kept informed and involved in any significant behaviour incidents and issues involving their child(ren). We expect parents to support our philosophy that effective teaching and learning is of prime importance and is enhanced cooperation and support between home and school.

### A Praise First Approach

At St Richard's, all staff are expected to use an approach to securing and maintaining outstanding behaviour based on positive reinforcement and a 'Praise First' approach. We endeavour to succeed in this through:

- Ready and frequent use of verbal praise and encouragement
- The awarding of house points/dojos
- Encouragement stickers, smiley faces and small rewards within the classroom
- Rewards to individuals, groups and to whole classes as appropriate (eg – Golden Time)
- The awarding of certificates
- The showing of work to/praise from other staff
- The showing of work to/praise from the headteacher
- Public acknowledgement in weekly Good News assemblies (Excellent Behaviour Award)
- Star Pupil of the Week (with a certificate and an invitation to 'Captain's Table' with HT or DHT)

### **Clearly defined and consistently applied sanctions**

All adults involved in imposing sanctions in school must be fully aware that these will only work with children who know they are loved and respected and that this will always be so, no matter what. Pupils need to know that there is a way back through forgiveness. The following hierarchy of sanctions may be utilised at St Richard's:

- Verbal Warning
- Temporary withdrawal of privileges
- Time out (should be of a very limited duration and must always be safely supervised)
- Writing a letter of apology
- Staying with the teacher for a portion of playtime or lunchtime
- The removal of part or all of 'Golden Time'
- Informing parents of unacceptable behaviour

For persistent misbehaviour, behavioural contracts and/or a Pastoral Care Plan may be drawn up, involving school staff, pupils and parents in an effort to improve a pupil's behaviour.

### **Unacceptable Behaviour and Safeguarding**

All adults in school involved in dealing with pupils' negative behaviour and/or imposing sanctions must be fully aware that poor behaviour may be a sign of unmet need and that a child may be suffering harm or have been traumatised by abuse. Where staff believe that a pupil's negative behaviour may be due to such a cause then they must consult with the DSL and the SENDCO immediately in order to secure a positive outcome.

### **Sexism and Sexual Harassment**

We take a pro-active approach to building a culture where all our pupils feel comfortable about raising concerns about sexism and sexual harassment. Our Relationships Education programme covers what healthy and respectful behaviour towards one another look like. We want everyone to feel included, respected and safe at St Richard's. We will not tolerate verbal abuse, which includes name-calling and sexist comments.

All staff at St Richard's have been trained to never try to downplay certain abusive behaviours (for example by dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys").

Sexist comments are those which discriminate based on sex, particularly against girls and women. Sexism also includes behaviour or attitudes that create stereotypes of social roles based on sex.

All staff and pupils are encouraged to call out and report this behaviour. If pupils make these comments, we will:

- Ask them to apologise to anyone the comment was directed at
- Support and educate them to improve their behaviour
- Monitor their behaviour for any recurrence using CPOMs
- Escalate the sanction to a phone call to parents if deemed necessary.

### **Positive Behaviour at Lunchtimes and Unstructured Times**

At St Richard's, we want pupils to have positive morning break and lunchtimes. With this in mind, the following rules apply in the dinner hall and while pupils are playing outside.

#### **Dining Hall Rules:**

- We line up calmly
- We walk carefully
- We speak quietly
- We keep our table clean
- We are polite to everyone
- We use good table manners

### Outdoor Play Rules:

- We keep our hands and feet to ourselves
- We ask an adult before we leave the playground
- We stand still when the whistle blows or bell rings
- We walk sensibly and in line onto and off the playground

### Safe Handling Techniques

Other than in an emergency, only staff trained in positive and safe handling techniques (e.g.- Team Teach) should physically intervene to safely remove or restrain a pupil. These incidents will be very rare. These incidents would have to involve one or more of the following:

- A pupil acting in a way which endangers themselves
- A pupil acting in a way which endangers others (staff or pupils)
- A pupil acting in a way which significantly disrupts the education of other pupils

Trained staff must never work alone when a child needs to be restrained or removed. Any such incident must be reported to the headteacher so that it can be officially recorded.

### Suspensions and Exclusions

In a very limited number of cases, it may be necessary to exclude a child from St Richard's on either a fixed-term basis (a suspension) or on a permanent basis. Whilst it is our intention to avoid this, it is also acknowledged that this approach must still be considered as an ultimate sanction. Suspensions and exclusion can only be made by the headteacher or a person acting in the absence of the headteacher (e.g. – Deputy Headteacher).

### For what reasons might a child be suspended or excluded?

At St Richard's exclusions will only be considered:

- where there has been a serious breach of the school's behaviour policy (including bullying)
- when allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or pupils/staff/others in the school.

At St Richard's exclusion is not considered suitable for minor breaches of school rules such as:

- failure to complete homework
- lateness or truancy
- breaches of school uniform rules
- poor academic performance

### The suspension and exclusion process

Before deciding whether to temporarily suspend or permanently exclude a pupil, the headteacher will:

- make sure that an appropriate investigation has been carried out
- consider all the evidence available, taking into account the school's behaviour and equal opportunities policies, and, if applicable, any equalities legislation.
- talk to the pupil(s) to hear his/her version of events if practical/possible.
- check whether the incident may have been provoked, for example by bullying or by racial or sexual harassment
- if necessary, consult others but not anyone who may later have a role in reviewing the headteacher's decision, such as a member of the governors' discipline committee.

A child can only be suspended or excluded after the headteacher has taken the steps above, and is satisfied that the pupil did what he or she was accused of. A pupil may be suspended for one or more fixed periods, but these must not exceed 45 days in any one school year. Suspension for an indefinite period of time (sometimes called an informal exclusion) is unlawful. At St Richard's, the length of the fixed term suspension will be for the shortest time necessary. Research suggests that suspensions of more than a day or two can make it difficult for a child to reintegrate into school.

### **Special educational needs and exclusion**

The Governing Body of St Richard's has a legal duty to do its best to make sure that the necessary educational provision is made for any pupil who has special educational needs. The Governing Body of St Richard's will try everything possible to keep a pupil with special educational needs in school.

At St Richard's we achieve this by:

- seeking the advice of the local authority and other professional advice and support
- asking the local authority to carry out a statutory assessment of the child's special educational needs
- arranging an early annual review if the pupil has an Education Health and Care Plan (EHCP).

### **Lunchtime suspension**

Lunchtime suspension is deemed to be the equivalent of half a school day. Any suspension for an indefinite period (including lunchtimes) is unlawful. If a child at St Richard's is to have lunchtime suspension, the headteacher will send a letter home confirming this, and stating the number of lunchtimes the child is being suspended at lunchtime for. If applicable, this letter will mention arrangements for your child to receive free school meals.

### **Other Suspensions**

Whenever the headteacher suspends a pupil, parents will be notified by letter within one school day. In most cases of suspension, parents/carers will already have been contacted by school and should be expecting such a letter. It will contain the following specific information:

- the exact length of the suspension
- the reason(s) for the suspension
- the date and time that the child should return to school
- an explanation that parents/carers have the right to see/have a copy of their child's school record upon written request, and the right to state their case in writing to the Chairperson of the governing body.
- the school days on which parents/carers must make sure that the child is not present in a public place during school hours
- the arrangements made by the school for the child to continue his or her education during the first five school days of a suspension
- that parents/carers will be invited to attend a reintegration interview along with their child.

The school will notify the governing body of any fixed term suspensions on a termly basis. In addition, the school will inform the local authority each term of any suspension which, in total, add up to five school days in any one term. In all cases of fixed term suspension or permanent exclusion the school will abide by the DfE's most recent guidance.

We will review this policy as guidance from the diocese, local authority or Department for Education is updated. At every review, it will be approved by a committee of the governing body.

### **Links with other policies**

This policy links to the following policies and procedures:

Child Protection and Safeguarding Policy

Health and Safety Policy

Anti-Bullying Policy

**This policy will be recommended for adoption by the Governing Body's Safeguarding, Health & Safety and Premises Subcommittee on 11<sup>th</sup> October 2023**