



LAMMAS SCHOOL

BEHAVIOUR, SANCTIONS and REWARDS POLICY

This policy has due regard to the DfE guidance 'Behaviour and Discipline in Schools, January 2016' and recognises the duty of proprietors, under section 7 of the Education (Independent Schools Standards) Regulations to ensure that arrangements are made to safeguard and promote the welfare of pupils.

The policy draws on the DfE behaviour checklist 'Getting the simple things right' and takes account of the DfE guidance, 'Searching, Screening and Confiscation in School (February 2014)'.

The policy should be read in conjunction with the following school policies:

- Anti-bullying
- E-safety
- Exclusions
- Safeguarding
- Special Educational Needs

OBJECTIVES

Lammam School's Behaviour Policy centres on creating and maintaining an effective climate for learning and is applicable to all pupils throughout the age range of the school. It seeks to encourage good behaviour through the promotion of celebration and reward and to ensure that, where sanctions are necessary, these are proportionate and applied with consistency.

The policy seeks to ensure that due account is taken of any flexibility required in respect of pupils with special educational needs or disabilities and that strong support is provided where misbehaviour occurs, to enable pupils to adjust their behaviour and meet the school's high expectations.

It is available to staff, pupils and parents and can be found in the Policies section of the school website. A hard copy is available from the school office.

The school rejects the use of corporal punishment, nor does it threaten corporal punishment or use any punishment which may adversely affect a pupil's well-being.

In managing discipline, staff will be vigilant to consider, in relation to both the instigator and the victim of unacceptable behaviour, whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff will follow the schools' safeguarding policy. They will also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the school will consider whether a multi-agency assessment is necessary.

It is the school's belief that a strong partnership with parents is a key feature in achieving high standards of pupils' behaviour. This includes good communication with home about both the celebration and rewarding of good conduct and citizenship and also the administration of disciplinary sanctions. This policy makes several references to the school's liaison with parents in its approach to behaviour management.

CODE OF CONDUCT

At Lammas school we recognise the fact that we are members of a community. As such we accept that we must at all times behave in such a way as to promote a caring and safe environment in which all members can fulfil their true potential.

Respect

- We should respect ourselves and others.
- We should be courteous and show consideration for others.
- We should respect the right of everyone to work.
- We should respect property, buildings and the environment.

Responsibility

- We should accept responsibility for our actions and behaviour.
- We should help and support others.
- We are responsible for the reputation of the school.

Safety

- We should behave in such a way that ensures the safety of all members of the community.

BEHAVIOUR POLICY

1 Good behaviour in school not only provides the correct atmosphere for learning to take place, but also helps pupils to develop into well-balanced and socially aware citizens more able to take their place in society at large. All pupils at Lammas School are required to be committed to the principles of common-sense, justice and consideration of others and fully maintain the ethos of the school.

2 The school's Behaviour Policy aims to:

- Enable learning to take place in an ordered, caring and happy environment free of fear and encourage self respect and discipline;
- Promote respect and consideration for other individuals and groups of people
- Promote an enlightened and caring individual free of prejudice
- Ensure that reasonable adjustments are made when considering the requirements of pupils with special educational needs and disabilities (SEND)

3 The Code of Conduct has been written as part of a whole-school policy. Its purpose is positively to encourage good practice and customs.

4 The Behaviour Policy concentrates on reinforcing good behaviour, by staff awarding pupils merits and house points. These accumulate to obtain Merit Certificates, House points, rewards and badges, issued with suitable praise in assemblies.

In the Primary school good conduct is also celebrated and rewarded in a number of ways. This may take the form of verbal praise, identification of pupils to be Star of the Week and the presentation of smiley faces, stickers and certificates as well as house points and merit badges. Children receive individual awards at regular whole school assemblies and achievement and participation in sporting or school events is also recognised at this time.

Good conduct is also encouraged in the senior school with positive verbal comments and the presentation of house points. Children also continue to collect merit points which lead to the presentation of merit badges. Again participation in sporting and whole school events are recognised at school assemblies.

The school holds an annual Presentations Evening where trophies, prizes and certificates are awarded publicly. None of these situations are restricted to academic performance but relate to the individual ability of pupils in any aspects of school life, and the degree of encouragement that is deemed necessary to promote or recognise improvement or effort.

The policy also contains structured sanctions which can be invoked if a pupil is not adhering to the Code of Conduct. Misdemeanours will be met with a variety of strategies, a Letter of Concern to parents, after school detentions, whole class or individual pupil Report Cards, parental involvement, Code Violations and exclusion. Exclusion is regarded as the ultimate sanction, reserved for persistent disregard of the school's Code of Conduct and can be of 'fixed term' or permanent as the need may be. For more information, please refer to the exclusions policy.

Any pupil punished under the behaviour policy will be offered appropriate support from subject teacher and or tutor to encourage an improvement in behaviour and parents will be involved where appropriate.

Should a pupil be found to have made a malicious allegation against a member of staff, the school will consider this as a serious matter. It is likely to be a breach of the behaviour policy and consideration will be given to the application of appropriate sanctions which could include temporary or permanent exclusion. The DSL will also consider whether the malicious allegation is a safeguarding concern in relation to the pupil who made the allegation.

5 It is recognised that some aspects of behaviour need special attention in the form of whole-school policies. In such cases it is not merely a matter of rules and sanctions, but one of cross-curricular initiatives. Examples are: attendance, punctuality, bullying, racism, sexism, sexual harassment, homophobia and gender stereotyping. Please refer to the relevant policies for further information.

6 By its very nature, the learning and maturing process will dictate that pupils will at some time make mistakes irrespective of what learning programmes are being followed. The school's effectiveness will therefore not be judged on what problems arise, but rather on how it deals with them.

Special Educational Needs and Disabilities (SEND)

In accordance with the Equality Act 2010, in considering the requirements of pupils with SEND, the school will make reasonable adjustments in its approach to imposing sanctions, ensuring that these are proportionate to the capabilities of such pupils in relation to adhering to the Code of Conduct. Training is given to staff, where possible by external agencies, to give greater insight into the difficulties encountered by such pupils, and to suggest appropriate methods of moderating their behaviour if necessary: normal sanctions may not be appropriate or effective.

Staff are aware that pupils with SEND require particular care and vigilance with regard to any possible safeguarding concerns and in ensuring that they are shown respect by all members of the school community. The safeguarding policy makes particular reference to the safeguarding needs of pupils with SEND and staff who have any concerns should report them to the school's designated safeguarding lead.

Staff are aware that any disciplinary measures which are implemented must not breach any other legislation, (for example in respect of disability, special educational needs, race, religion and other equalities and human rights) and must be reasonable in all the circumstances.

UNACCEPTABLE BEHAVIOUR

The following, though not comprehensive, provides examples of behaviours which are unacceptable:-

- Smoking or possession of tobacco products.
- Substance abuse, possession and/or consumption of alcohol.
- Physical or verbal assault.
- Bullying.
- Racist behaviour.
- Sexual abuse and harassment.
- Homophobic attitudes
- Swearing or using language in an inappropriate manner.
- Bringing and/or using offensive weapons in school.
- Inappropriate use of the internet
- Possession and use inappropriate materials
- Truancy
- Chewing gum at any time.
- Failure to comply with school uniform policy.
- Use of mobile phones in school time.
- Malicious accusations made against members of staff.
- Any other type of misdemeanour deemed unacceptable by the Head teacher.

Prohibited objects

The following articles are prohibited on the school grounds and offsite trips and activities:-

- Alcohol
- Knives/ Weapons
- Controlled drugs
- Stolen property
- Pornography
- Tobacco
- Fireworks
- Energy drink/stimulant drinks

DISCIPLINARY PROCEDURES

The school seeks to ensure that consequences are proportionate and reasonable taking into account age, ability and understanding. Failure to comply with the Behaviour Policy could lead to:

Verbal Reprimand - for minor offences where the teacher will reprimand the pupil accordingly. This may be by catching up with work, a discussion with the form teacher or missing break.

Contacting Parents by letter or phone – Informing parents that a problem has arisen, the type of problem and how it has been dealt with, including any further potential action.

Detentions – Up to an hour in length dependent upon the nature of the offense.

After School Detention – Half an hour to an hour dependent upon the nature of the offence. Parents **do not legally** have to be informed prior to the event but we will endeavour to maintain parental notice prior to the detention

Removal from class – The pupil may be excluded from class for a short period of time as a “cooling off” period but will be supervised by another member of staff. The incident will be recorded.

Form Tutor Report (whole class or individual) – Issued by the form tutor to monitor behaviour to identify any pattern. Form to be signed on a daily basis by the tutor and weekly by the parent.

Head Teacher Report (whole class or individual) – For more serious offences following the same procedure as the Form Tutor Report but reporting to the Head teacher.

Contracts of Behaviour – An agreement between school, pupil and parents to ensure that further poor behaviour is not repeated.

Code Violation – For very serious cases

Temporary internal exclusion – see exclusion policy

Temporary exclusion from school – see exclusion policy

Permanent exclusion from school – see exclusion policy

Any misdemeanour will be logged in pupil files.

In addition to any disciplinary sanctions, as noted above, the school will work, as appropriate with both pupils and parents to support the pupil in learning strategies and self-discipline to correct behaviour which does not reach the school’s expected high standards.

Working with external agencies

When the school’s assessment of disciplinary circumstances indicates that it could be beneficial, particularly in the case of on-going disruptive behaviour, the school will

consider liaison with appropriate external agencies, including child psychology and counselling services, in order to provide specialist support. Such initiatives will be first discussed and agreed with parents and any costs or fees arising will be borne by the parents.

Supervision of Breaks

In order to ensure that incidents of poor behaviour do not occur outside the classroom but on school premises staff are deployed appropriately from 8.30 am – 8.45 am and at breaks and lunch times. Staff are required to actively patrol their area of responsibility in order to prevent or deal with poor behaviour should it occur, paying particular attention to times and places where unacceptable behaviour or bullying may be most likely to occur. A full timetable of staff supervision duties is available on request

Pupil Search

School staff can ask a pupil to empty their pockets and/or their bag or locker for any item banned under the school rules.

Staff have a statutory power to search pupils and their possessions without consent, where they suspect a pupil has a prohibited item. The items that can be searched for under this power are knives/weapons, alcohol, illegal drugs or “legal high” drugs (i.e. mephedrone, legal speed/ecstasy) and stolen items.

Searches can be carried out without consent if there are reasonable grounds for suspecting that a pupil may have in his/her possession a prohibited item. Reasonable force can be used in this situation

Staff can seize any banned or prohibited item and dispose of it if necessary found on a pupil which they consider to be harmful or detrimental to school discipline.

If a pupil refuses to be searched the school can refuse to allow the pupil onto the school grounds or keep the pupil on the school grounds, in which case parents/carers will be telephoned to collect the pupil. This will then be treated as an unauthorised absence.

Who can carry out the search and how is it done?

When a search is required a staff member will instruct the pupil concerned to turn out his/her pockets/bag/locker. If the pupil refuses then the school reserves the right to punish the child in line with the school’s Discipline Policy, which would be to give that child an after school detention. No pupil will be asked to remove any items of clothing that is touching the skin (including shirts, skirts, trouser, tights)

The search would be carried out by a member of staff of the same sex as the pupil and in the presence of another same sex staff member (Unless pupils are on a school trip where this is not possible)

The school is not required by law to inform parents before a search takes place or to seek permission/consent for the search. The school will however aim to inform parents so as to keep them fully aware of the situation which has developed. The Head Teacher will inform parents when substances such as alcohol, illegal drugs or other potentially harmful substances are found, though there is no legal requirement to do so. The police will also be informed.

Any complaints about searching are to be dealt with through the normal school complaints procedures.

If prohibited items are found then the following will occur:-

- With regard to the DfE guidance, 'Searching, Screening and Confiscation in School (February 2014)', staff can confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where it is reasonable to do so.
- Action taken by the school in relation to confiscated possessions will usually be according to one of the following options
 - returning items after a given period (eg items banned from school, such as mobile phones)
 - destroying items (eg pornography, tobacco, alcohol)
 - handing items to the police (eg banned substances, knives and weapons, stolen items)
- If alcohol is found then staff will confiscate it and dispose of it and parents will be contacted to inform them of what has been found.
- If controlled drugs are found then staff must deliver the drugs to the police as soon as is possible and parents will be contacted to inform them of what has been found.
- If stolen items are found then they may be retained or disposed of if returning them to their owner is not practicable. The police may also be notified. Parents will be contacted to inform them of what has been found.
- If weapons or items which are seen to be evidence of an offence are found then they will be passed to the police, parents will be contacted to inform them of what has been found
- All of the above if found on a pupil will also result in a fixed term suspension of a minimum of 1 full week

Behaviour outside of school

Teachers have a statutory power to discipline pupils misbehaving outside of the school premises when travelling to and from school, taking part in any school-organised or school-related activity, when travelling to or from school, wearing the school uniform or when they are identifiable as being a member of the school.

Section 89 (5) of the Education and Inspection Act 2006 gives head teachers a specific statutory power to regulate pupils' behaviour in these circumstances " to such an extent as is reasonable." This includes the power to impose detention outside school hours and to confiscate property. Heads have to power to discipline pupils at any time for misbehaviour, whether or not the conditions above apply, that could have repercussions for the orderly running of the school, pose a threat to another pupil or member of the public or could adversely affect the reputation of the school.

Staff members have the power to use reasonable force where necessary to maintain safety and behaviour of pupils. Reasonable force will only be used when there is a real risk of injury, damage to property or disorder. For example a teacher can use reasonable force to separate two pupils found fighting or if a pupil refuses to leave a room when instructed to do so, the pupil can then, with the use of reasonable force be physically removed. The school will notify parents of such incidents where reasonable force has been applied on the same day or as soon as is reasonably practicable. For further details, please refer to the separate policy on physical restraint.

A written record of all serious disciplinary incidents and the action taken by the school is kept by the Head Teacher.

Training and Monitoring

The school aims to achieve consistency in its management of behaviour through a range of measures. These include;

- Staff training, support and development
- Training on the school's approach to behaviour management as part of the induction of new staff
- Regular discussion in staff meetings of behaviour policy, issues and incidents
- Collating and monitoring of less serious offences by tutors and class teachers
- Monitoring of the record of serious disciplinary offences by the school's leadership
- Monitoring by the leadership of consistency by staff in the awarding of rewards and sanctions

Reviewed:

CG Sept 2015

CMS September 2016

Next Review date: September 2017