



# Behaviour Policy

including the Suspension and Exclusion Policy

## Version Control

Reviewer / owner (role)	Executive lead (role)	Approving body	Meeting date when the policy was approved
Executive Principal	CEO and Executive Board	Trust Board	Email August 2024

This policy is reviewed annually. The next review is due by September 2025.

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## 1. Introduction

The Trust intends and expects that all decisions, policies and procedures will be underpinned at all times by its vision and values:

### **Our aim:**

To create centres of educational excellence that inspire all pupils to turn their potential into performance

### **To achieve this our schools will:**

Provide a broad and balanced curriculum that allows pupils to develop their talents and ambitions

Deliver the highest quality learning opportunities facilitated by excellent teachers

Inspire our pupils to become confident, motivated and respectful individuals ready to make a positive contribution to society

### **The Trust will support our schools by:**

Maximising the resources and expertise available to individual schools

Providing a platform for the sharing of excellent practice

Challenging and developing staff to turn their potential into performance

### **1.1. Aims and Scope**

This policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline **how pupils 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 **rewards and sanctions**

### **1.2 Other Linked Policies and Documents**

This behaviour policy is linked to the following policies:

- Safeguarding policy
- Anti-Bullying Policy
- Equality policy
- Online safety policy
- Drugs and substance use and misuse

## 2. Legislation and statutory requirements

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

- [Behaviour and discipline in schools 2022](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- [Behaviour and mental health in schools](#)
- [Suspension and Permanent exclusion from school Sept 2023](#)
- [Keeping Children Safe in Education 2023](#)

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

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- [DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy online

This policy complies with our funding agreement and articles of association.

This behaviour policy is explicit in its duty not to discriminate. The guidance outlined in this policy will be adjusted when students with protected characteristics are involved. In these cases, the statutory guidance including the equalities act will be taken in to account

## 3. Definitions

**Misbehaviour** is defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes. This includes lateness to school or lessons
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform

**Serious misbehaviour** is defined as:

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- Repeated breaches of the school rules
- Verbal or physical abuse, including offensive language
- Child on child abuse, any form of bullying including online bullying,
- Child on Child Sexual Violence, harassment or Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Vandalism
- Gang behaviour, including initiations, violence, coercive and threatening behaviour,
- Defiance
- Aggressive or threatening behaviour
- Theft
- Physical assault
- Fighting
- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
  - Knives or items that may be used as a weapon
  - Alcohol
  - Illegal drugs
  - Stolen items
  - Tobacco, cigarette papers or vaping materials
  - Fireworks
  - Pornographic images
  - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)
- This is not an exhaustive list, all incidents of serious breaches will be investigated and then dealt with appropriately by the Senior Leadership Team and DSL where appropriate.
- Any misbehaviour outside of the school which results in reputational damage to the school can be investigated and sanctioned at the discretion of the Principal.
- All serious breaches will be investigated and sanctions are at the discretion of the Principal

## **4. Roles and Responsibilities**

### **4.1 The Trust Board**

The Trust Board, through The Education Standards Committee, is responsible for monitoring this behaviour policy's effectiveness. It delegates that responsibility, at school level, to the Local Advisory Board (LAB) and The Trust CEO who are also tasked with holding the Principal to account for its implementation.

### **4.2 The AHT**

The AHT is responsible for reviewing and approving the implementation of the behaviour policy at school level

The Principal 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 rewards and sanctions are applied consistently.

### **4.3 Staff**

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised or differentiated approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents

Senior and middle leaders will support staff in responding to behaviour incidents.

### **4.4 Parents**

The role of parents is crucial in helping schools develop and maintain good behaviour.

Parents are expected to:

- Support their child in adhering to the pupil code of conduct/Behaviour for Learning policy/Deanery PROUD
- Support the school and take part in the life of the school and its culture.
- Support the school's behaviour policy and reinforce the policy at home as appropriate.
- Where a parent has a concern about management of behaviour, they should raise this directly with the school while continuing to work in positive partnership with them.
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the school promptly

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- Provide support and encouragement to the pupil in all aspects of learning, including providing the necessary materials/equipment for the pupil and supporting the pupil to complete homework.
- Ensure that the pupil regularly attends school and arrives on time for the start of the school day.
- Ensure that the pupil is dressed according to the school dress code.
- Attend parent/teacher consultation days/evenings.
- Encourage good behaviour and support all aspects of the School disciplinary systems.


### 5. Pupil code of conduct

Pupils are expected to:

- Aim to improve.
- Work and co-operate with all staff.
- Come correctly equipped for all lessons.
- Complete homework and hand it in on time.
- Record homework in the diary and show diary to parents.
- Attend all lessons on time.
- Talk to staff about problems and difficulties.
- Respect all people and not physically or verbally abuse them.
- Support fellow pupils by not accepting and reporting the abuse or bullying of others.
- Respect all School property and property of any other pupil.
- Attend School dressed in accordance with the School dress code.
- Adopt the ethos Deanery PROUD

**Deanery PROUD**

**Deanery PROUD**

  
The Deanery  
CE ACADEMY

**Presentation** – We take pride in our uniform and appearance, the work we produce, and the way we speak to each other.

**Respect** – We interact with each other respectfully. We take care of the school building and the equipment; we make sure there is no litter or damage to the environment. We remember the Christian value of **service** in all we do.

**Organisation** – We take pride in having the correct equipment and PE kit; we know our timetable; we take pride in being punctual and arriving to lessons ready to learn; we are neat and tidy and we work logically through tasks.

**Understanding** – We know how we become successful, independent learners; we know our target grades and we understand how to meet them. We complete homework and revision to assist our academic success. We appreciate the **wisdom** we gain from our days in school.

**Determination** – We have a go even when things get difficult, we persevere and don't just give up; we help build a community of belief and encouragement reflecting the value of **hope** for all; we learn from our mistakes and misconceptions. We always show **resilience**.

## 6. Rewards and Sanctions

The Behaviour for Learning system has been devised to further improve behaviour within the School by ensuring that good and outstanding performance is rewarded and celebrated and that any behaviour that detracts from the learning process has a consequence. The rewards and consequence system is outlined below, including a graduated response for serious misbehaviour, and persistent disruptive behaviour:

### Responding to good behaviour

When a pupil's behaviour meets or goes above and beyond the expected behaviour standard, staff will recognise it with positive recognition and reward. This provides an opportunity for all staff to reinforce the school's culture and ethos.

Positive reinforcements and rewards will be applied clearly and fairly to reinforce the routines, expectations and norms of the school's behaviour culture.

#### 6.1 Reward system



## The Deanery Reward System

### Rewards for good work, effort or conduct - examples

<b>R1</b>	<ul style="list-style-type: none"><li>• 1 point</li><li>• Good classwork, good contribution to lessons, good homework.</li></ul>
<b>R2</b>	<ul style="list-style-type: none"><li>• 2 points</li><li>• Very good work or sustained effort</li></ul>
<b>R3</b>	<ul style="list-style-type: none"><li>• 3 points</li><li>• Consistently high effort or outstanding work</li></ul>
<b>R4</b>	<ul style="list-style-type: none"><li>• 5 points + postcard home</li><li>• Exceptional work or progress.</li></ul>

Bonus points will be issued termly for those students who have 100% attendance and those with no negative behaviours.

Achievement points will accumulate and students will be given certificates and opportunities for further rewards.

### 6.2 Consequence System and Graduated Response:

## The Deanery Consequences System

### Consequences of poor behaviour or effort - examples

<b>C1</b>	<ul style="list-style-type: none"><li>• Verbal warning (not recorded)</li><li>• Intended to encourage students to work without disrupting the lesson and change and poor behaviour.</li></ul>
<b>C2</b>	<ul style="list-style-type: none"><li>• 2 negative points (lunch time detention)</li><li>• Poor behaviour continues after the warning issued (but removal not needed); lateness, lack of equipment, chewing gum, incorrect uniform.</li></ul>
<b>C3</b>	<ul style="list-style-type: none"><li>• 3 negative points (30 mins after school detention)</li><li>• Removal from lesson, continued poor behaviour, swearing in conversation (not at staff), failed L2 detention, mobile phone out in lesson.</li></ul>
<b>C4</b>	<ul style="list-style-type: none"><li>• 4 negative points (1 hour after school detention)</li><li>• Failed L3 detention, failed removal from lesson, truancy, continuous poor behaviour, defiance</li></ul>
<b>C5</b>	<ul style="list-style-type: none"><li>• 5 negative points (reflection + 1 hour after school detention)</li><li>• Serious disobedience, failed L4 detentions, two or more L3/L4 in one day, refusal to hand mobile phone in.</li></ul>

More serious incidents of poor behaviour, or poor behaviour over a sustained period, could result in a fixed term exclusion or permanent exclusion from the school.

An automatic C3 may also be issued for:

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- Using a mobile phone in school without permission – this includes before school whilst on site, breaks, lunchtime and after school. If students need to contact home for any reason during the day, they can ask a member of the Pastoral Team or Student Services
- Removal from a lesson
- Inappropriate behaviour outside of lessons (Can also be C4/5/6)
- Walking away from a member of staff
- Defiance (can also be a L4)
- Swearing or offensive language (If directed at staff this is a C6)
- Abuse of the School ICT system.
- Incorrect uniform without a valid reason, repeated uniform breaches will result in the pupil being internally excluded

When a C3 is given the pupil will receive 3 negative points and a 30 minutes after school detention the following day. This will be doubled if they fail to attend.

**C4:** Second failure to attend a detention; truancy from lessons; aggressive behaviour; serial disruption of lessons or defiance. Pupils will receive a one hour after school detention. Pupils will also receive 4 negative points.

**C5:** Failure to attend or behaviour appropriately in C4 detention. Serious disobedience including refusal to hand mobile phone in. Internal suspension + 1 hour after school.

### Examples of behaviour can include (but not limited to):

Level	Consequence	Behaviour
C2	To be logged on Arbor as a level 2 15 minute lunchtime detention Not in correct uniform twice in one week.	In and around lessons Refusal to follow instructions Chewing Gum/dropping litter (should also be made to pick it up) Talking out of turn/lack of attention Running/minor messing about Lack of courtesy/unkind comments to other students/staff. Interfering with other students work or possessions. Poor behaviour in the corridor and social space Not responding appropriately to staff. Not respecting other people or property Not bring correct equipment to school Not in correct school uniform Late to lessons Not completing homework
C3	30 minute after school detention	Any of the above – repeated twice Removal from lesson due to behaviour Truancy without refusal

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		<p>Poor behaviour when removed from a lesson.</p> <p>Poor behaviour during lunchtime detention.</p> <p>Poor behaviour on a school trip</p> <p>Swearing</p> <p>Mobile technology including headphones, wires, visible or heard within the school building.</p>
C4	60 minutes after school detention	<p>Any level continuous repeated incidents.</p> <p>Poor behaviour whilst on report</p> <p>Poor behaviour in 30 minute after school detention</p> <p>Failure to attend 30 minute after school detention</p> <p>Truancy</p> <p>Failed parking</p>
C5	1 full day in reflection Logged on satchel Parents notified	<p>Child-on-Child Abuse (recorded on CPOMS)</p> <p>Damage to property</p> <p>Serious disobedience/defiance including refusing to hand mobile phone to staff</p> <p>Persistent poor behaviour whilst on report.</p> <p>Bullying – Please see anti-bullying policy.</p> <p>Vaping and/or smoking in school uniform</p> <p>2 or more C3/C4 in a day</p> <p>Poor behaviour in a 60 minute detention</p> <p>Failure to attend after 60 minute school detention</p>
C6	<p>Suspension 1-45 days</p> <ul style="list-style-type: none"> <li>• Log on SIMS</li> <li>• Contact parents</li> <li>• Letter sent home</li> <li>• Evidence to be collected and saved on SIMS</li> <li>• Reintegration meeting to take place following the suspension.</li> </ul> <p>(Please see DBAT exclusion policy)</p> <p>Once a child receives a suspension, they will be classed as at 'risk of permanent exclusion.' The head of year and/or tutor will complete a behaviour support plan (BSP)</p> <p>BSP should be reviewed 3 times and will then be moved to either an Early</p>	<p>Abusive language towards staff</p> <p>Theft</p> <p>Persistent bullying</p> <p>False allegations against a member of staff</p> <p>Being in possession or under the influence of alcohol.</p> <p>Vandalism including actual damage</p> <p>Child-on-child abuse causing actual harm.</p> <p>Persistent truancy</p> <p>Bringing the school into disrepute</p> <p>Serious disobedience/defiance</p> <p>Serious misuse of technology which contravenes student guidelines</p> <p>Serious incident of poor behaviour on a school trip.</p> <p>Distributing/sharing things on social media that brings the school into disrepute.</p> <p>Poor behaviour outside of school that brings the school into disrepute.</p> <p>Intolerant language or comments which includes racist, homophobic, transphobic or disablist.</p> <p>Exam malpractice</p>

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	<p>Help Plan or Pastoral Support Plan, If a child receives more than 15 days suspension in a whole term (Autumn, Spring, Summer) the Academy Council will be notified.</p>	
C7	<p>Permanent Exclusion</p> <ul style="list-style-type: none"> <li>• Notify the local authority, parents and the Academy Council.</li> <li>• Letter sent to parents</li> <li>• Meeting booked within 15 working days of the decision.</li> </ul>	<p>Repeated incidents/continued poor behaviour after suspension.</p> <p>Criminal Behaviour Bringing an offensive weapon to school and/or possessing it (offensive weapons are defined in the Prevention of Crime Act 1953 as 'any article made or defined for causing injury to the person; or by much use) Possessing, supplying or being under the influence of an illegal drug</p> <p>Physically attacking or injuring a member of staff</p> <p>Fight or violence against another student leading to serious harm</p> <p>Aggravated intolerant assault including sexual, homophobic, disablist, transphobic or racial assault</p> <p>Arson</p>

### 7.0 Mobile Phones and accessories:

Pupils are permitted to bring mobile phones and electrical devices to school but do so at their own risk.

Whilst pupils are in the building in the school day, from 8.20am – 3.25pm, (including detention) we operate a no mobile phone policy. All pupils are expected to turn off and put away all electrical devices and accessories. If a teacher sees or hears a device the pupil will be asked to turn it off and hand it in, to collect at the end of the day and will also be issued with a C3. If a pupil refuses to put their phone away or is rude towards the member of staff, the student will be given a C5 and removed from circulation.

Pupils are not permitted to use their mobile phone without permission whilst they are on school site. This includes before school, breaks, lunchtime, lesson change over and after school.

If a pupil decides to bring these items into school then it is the pupil's responsibility to look after them.

## **8.0 Behaviour management**

The Academies Trust implements a Behaviour for Learning policy that all staff follow. This policy compliments the TEEP model that provides structure for teaching staff with regards to lesson planning and delivery.

### **8.1 Classroom management**

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

They will:

Create and maintain a stimulating environment that encourages pupils to be engaged

Display the Behaviour for Learning Policy and TEEP cycle

Develop a positive relationship with pupils, which may include:

Greeting pupils at the start of lessons

Establishing clear routines

Highlighting and promoting good behaviour

Apply Behaviour for Learning policy consistently in dealing with low-level disruption

### **8.2 The Law on Detentions**

The 2006 Act makes it lawful for Academies to detain pupils aged under 18 without parental consent but with 24 hours' notice, at a variety of times, outside the school hours as well as other times in the school day.

The times outside normal hours when a detention without parental consent may be given are evenings (as previously), weekends and certain non-teaching days (training days).

Moreover, along with all other disciplinary penalties apart from exclusion, this sanction is now available to all School staff in lawful control or charge of pupils and not just to teachers. The exception would be if a Principal chose to limit the power of detention to certain groups of staff.

Notification can be given by:

- Email
- Letters
- Phone call home
- Text messaging

**8.3 Academic and behaviour Reports:** Pupils may be issued with a report by either their Tutor, Head of Year, a Curriculum leader or a Senior member of staff. These reports are issued for a variety of reasons that include:

- Monitoring academic progress

- Monitoring pupil engagement in learning
- Monitoring pupil punctuality to lessons
- Monitoring social time behaviours
- Monitoring pupil relations/interactions with staff and peers
- Monitoring low level behaviour in lessons

**8.4 Behaviour Support Plan:** Pupils who display repeated serious or disruptive misbehaviour may be placed on Behaviour Support Plan. This typically occurs following our Graduated Response and a Fixed Term Suspension for persistent disruptive behaviour. This is a plan of support and close monitoring of the pupil involving three reviews, with clear targets for the pupil. Parents or carers are informed of the process.

**8.5 Pastoral Support Plan:** If a pupil fails to meet their targets or show an improvement whilst on an Behaviour Support Plan, they will move to a Pastoral Support Plan, a sixteen-week plan to support the pupil to improve their behaviour. Outside agencies may also be contacted to ask for further support. In exceptional cases, pupils may be progressed to a permanent exclusion rather than a Pastoral Support Plan being set up.

### 9.0 Fixed Term Suspensions and Permanent Exclusion:

The school can use suspension and permanent exclusion in response to serious incidents or in response to persistent poor behaviour, which has not improved following sanctions and interventions.

#### 9.1 Definitions:

**Suspension** – when a pupil is removed from the school for a fixed period. This was previously referred to as a ‘fixed-term exclusion’.

**Permanent exclusion** – when a pupil is removed from the school permanently and taken off the school roll. This is sometimes referred to as an ‘exclusion’.

**Managed move** – is when a pupil is transferred to another school permanently. This should be progressed through the ‘Swindon Schools together panel’. All parties, including parents and the admission authority for the new school, should consent before a managed move occurs.

Before deciding whether to suspend or exclude a pupil, the Principal will:

- Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked
- Allow the pupil to give their version of events
- Consider whether the pupil has special educational needs (SEN)
- Consider whether the pupil is especially vulnerable/susceptible (e.g. the pupil has a social worker, or is a looked-after child (LAC))
- Consider whether the has any protected characteristics
- Consider whether all alternative solutions have been explored or are appropriate, such as off-site direction or ‘Swindon schools together panel’ (managed moves)

The Principal will consider the views of the pupil, in light of their age and understanding, before deciding to suspend or exclude, unless it would not be appropriate to do so.

The parents will also be provided with the following information, without delay:

- The reason(s) for the suspension or permanent exclusion
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- Information about the parents' right to make representations about the suspension or permanent exclusion to the governing board and, where the pupil is attending alongside parents, how they may be involved in this
- How any representations should be made
- Where there is a legal requirement for the governing board to hold a meeting to consider the reinstatement of a pupil, and that parents have a right to attend the meeting, be represented at the meeting (at their own expense) and bring a friend
- That parents have the right to request that the meetings be held remotely, and how and to whom they should make this request

The Principal will also notify parents without delay and by the end of the afternoon session on the first day their child is suspended or permanently excluded, that:

- For the first 5 school days of an exclusion (or until the start date of any alternative provision or the end of the suspension, where this is earlier), the parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. This will include specifying on which days this duty applies

**9.2 Fixed Term Suspension:** For persistent disruptive behaviour, or other serious misbehaviours, as outlined in the Definitions above, a Fixed Term Suspension may be issued. These will typically be between one and five days dependant on the seriousness of the incident and previous behaviour record. Consideration of all of the pupils extenuating circumstances are made. The school may also issue an internal exclusion (IER) where appropriate as part of the graduated response. These may be issued prior to a suspension, or as an alternative if appropriate for an individual pupil. Pupils may be suspended if they fail their IER sanction.

**9.3 Permanent Exclusion:** At the discretion of the Principal, a pupil may be permanently excluded in response to repeated or one-off serious breaches of the School's Behaviour Policy, as outlined in the Definitions above and as a last resort. When the decision is made to permanently exclude, a Trust Pre Exclusion Assessment Process is carried out to ensure that the process is rigorous. All aspects leading up to the exclusion will be investigated and the pupil is given the chance to present their viewpoint. A decision may be made by the Principal after a thorough investigation, based on the 'balance of probabilities', that a pupil is issued with a permanent exclusion.

A pupil may be permanently excluded if allowing the pupil to remain in the School would seriously harm the education or welfare of the pupil or others within the School. A permanent exclusion is also the final step on the graduated response, when a pupil has failed to respond to support or interventions and has failed their Pastoral Support Plan (if applicable).

### **9.3.1 Informing the governing board**

The Principal will, without delay, notify the governing board of:

- Any permanent exclusion, including when a suspension is followed by a decision to permanently exclude a pupil
- Any suspension or permanent exclusion which would result in the pupil being suspended or permanently excluded for a total of more than 5 school days (or more than 10 lunchtimes) in a term
- Any suspension or permanent exclusion which would result in the pupil missing a National Curriculum test or public exam
- Any suspension or permanent exclusion that has been cancelled, including the reason for the cancellation

### **9.3.2 Informing the local authority (LA)**

The Principal will notify the LA of all suspensions and permanent exclusions without delay, regardless of the length of a suspension.

The notification will include:

- The reason(s) for the suspension or permanent exclusion
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent

For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the headteacher will also, without delay, inform the pupil's 'home authority' of the exclusion and the reason(s) for it.

The headteacher must notify the LA without delay of any cancelled exclusions, including the reason the exclusion was cancelled.

### **9.3.3 Informing the pupil's social worker and/or virtual school head (VSH)**

If a:

- Pupil with a social worker is at risk of suspension or permanent exclusion, the Principal will inform the social worker as early as possible
- Pupil who is a looked-after child (LAC) is at risk of suspension or exclusion, the Principal will inform the VSH as early as possible

This is in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the Principal decides to suspend or permanently exclude a pupil with a social worker/a pupil who is looked after, they will inform the pupil's social worker/the VSH, as appropriate, without delay, that:

- They have decided to suspend or permanently exclude the pupil
- The reason(s) for the decision
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent



- The suspension or permanent exclusion affects the pupil's ability to sit a National Curriculum test or public exam (where relevant)
- They have decided to cancel a suspension or permanent exclusion, and why (where relevant)

The social worker/VSH will be invited to any meeting of the governing board about the suspension or permanent exclusion. This is so they can provide advice on how the pupil's background and/or circumstances that may have influenced the circumstances of their suspension or permanent exclusion. The social worker should also help ensure safeguarding needs and risks and the pupil's welfare are taken into account.

### **9.3.4 Providing education during the first 5 days of a suspension or permanent exclusion**

During the first 5 days of a suspension, if the pupil is not attending alternative (AP) provision, the school will take steps to ensure that achievable and accessible work is set and marked for the pupil. Online pathways such as EPRAISE, SENECA, Sparks Maths may be used for this. If the pupil has a special educational need or disability, the school will make sure that reasonable adjustments are made to the provision where necessary.

If the pupil is looked after or if they have a social worker, the school will work with the LA to arrange AP from the first day following the suspension or permanent exclusion. Where this isn't possible, the school will take reasonable steps to set and mark work for the pupil, including the use of online pathways.

In person meetings remain the default, however, parents/carers can request that a meeting be held via the use of remote access (carried out by electronic means e.g. Teams, live video link).

PEX panels are heard by governors within 15 academy days.

### **All exclusions are at the discretion of the Principal (or staff acting with the direction of the Principal)**

At any stage during this graduated response, the school may recommend a Managed Move or direct that a pupil is educated at an alternative provision for a period of time. At all points, the school will work with families to provide the most appropriate form of support. However, where required the school has the power to enforce certain behaviour interventions.

- All sanctions and support put in place are informed by the contextual information, contributing factors and 'protected characteristics' of a pupil. This is implemented on a bespoke package driven by the needs of the individual pupil.
- All exclusions are at the discretion of the Principal

## 10. Other categories of serious behaviour

### **10.1 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/public transport or making their way to or from school or have been identified as being a pupil at the school.

Any misbehaviour outside of the school which results in reputational damage to the school can be investigated and sanctioned at the discretion of the Principal.

### **10.2 Malicious allegations**

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

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

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

### **10.3 Reasonable force**

In some extreme 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

The School's procedures follow the guidelines within the document – Use of Reasonable Force – Advice for Head teachers, Staff and Governing Bodies, July 2013.

### **10.4 Confiscation**

Any prohibited items (listed in section 3) found in pupils' possession will be confiscated. These items will not be returned to pupils.

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

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 Principal and/or the Designated Safeguard Lead to try and 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 from causing disorder. The school may contact parents to come in and support with the search or in situations where there is a risk to peoples safety the police may be called.

### **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 if pastoral support, an early help intervention or a referral to children's social care is appropriate

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

### **10.5 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.

### **10.6 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 Principal and/or Designated Safeguarding Lead or Deputy Designated Safeguarding lead 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.

### **10.7 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

### **10.8 Malicious allegations**

Where a pupil makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school will consider whether to discipline the pupil in accordance with this policy.

Where a pupil makes an allegation of sexual violence or sexual harassment against another pupil and that allegation is shown to have been deliberately invented or malicious, the school will consider whether to discipline the pupil in accordance with this policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the local authority designated officer (LADO), where relevant) will consider whether the pupil who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.

The school will also consider the pastoral needs of staff and pupils accused of misconduct.

### **11 Child on Child abuse and 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.

Staff are aware that children can abuse other children and this is generally referred to as Child on Child abuse.

Any form of bullying is unacceptable and will be investigated.

Bullying is, therefore:

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

Bullying can include, but is not limited to:

- Physical: hitting, kicking, pushing people around, spitting, or taking, damaging or hiding possessions
- Verbal: name-calling, taunting, teasing, insulting, making threats or demanding money
- Exclusionary behaviour: intimidating, isolating or excluding a person from a group
- General unkindness: spreading rumours or writing unkind notes, mobile phone texts or emails
- Low level disruptive behaviour: wearing "banter" and "horseplay" over a prolonged period of time
  
- Cyberbullying: bullying that takes place using technology. This may include bullying through the use of mobile electronic devices, social media or gaming sites
- Racist and Religious Bullying: A range of hurtful behaviour, both physical and psychological, that makes a person feel unwelcome, marginalised, excluded, powerless or worthless because of their colour, ethnicity, culture, faith community, national origin or national status
- Sexist and Transphobic Bullying: includes any behaviour, whether physical or non-physical, where sexuality is used as a weapon by boys or girls
- Homophobic Bullying: targets someone because of their sexual orientation (or perceived sexual orientation)
- Disablist Bullying: targets a young person based on their disability, special needs or health needs. This can include manipulative bullying where a perpetrator forces the victim to act in a certain way or exploiting a certain aspect of the victim's disability.
- Child on child Sexual bullying: sexual insults, sexual language/gestures, name calling, unwanted physical contact, sexual violence or harassment.

Details of the school's approach within The Park Academies Trust to preventing and addressing bullying are set out in our anti-bullying policy.

### **12 Recognising the impact of SEND on behaviour**

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 balance their legal duties when making decisions about enforcing the behaviour policy. The legal duties include:

Taking reasonable steps to avoid causing any substantial disadvantage to a disabled pupil 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 misbehaviour, 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.

### **13. Supporting pupils following a sanction**

Following a sanction, the school will consider strategies to help pupils to understand how to improve their behaviour and meet the expectations of the school.

This includes measures such as:

- Reintegration meeting (following a Fixed Term Suspension)
- Report – following the Graduated Response level
- Increased contact with pastoral team (daily check ins)
- Adapted curriculum (where appropriate)
- Referral to outreach/support

### **14. Pupil support**

The school recognises its legal duty under the Equality Act 2010 to prevent pupils 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 and pastoral team will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met. Therefore, staff should refer to the pupil's pen portrait, IBPs or PSPs before deploying consequences to ensure that it is appropriate.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners, mental health support workers 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.

This behaviour policy is explicit in its duty not to discriminate. The guidance outlined in this policy will be adjusted when students with protected characteristics are involved. In these cases, the statutory guidance including the equalities act will be taken in to account

### **15. 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.

### **16. Pupil Transition**

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year, this includes transition from KS2 to KS3.

Information on behaviour issues may also be shared with new settings for those pupils transferring to other schools. This may include a Managed Move through the 'Swindon Schools Together Panel'.

### **17. Training**

Our staff are provided with training on appropriate behaviour management. Staff are aware of the support structure in place, including Heads of Year, Heads of Department and Senior Management.

Behaviour management will also form part of continuing professional development.

### **18. Monitoring arrangements**

This behaviour policy will be reviewed by the Principal and Local Advisory Board bi-annually. At each review, the policy will be approved by the Principal.

### **19. Trust Board written statement of Behaviour Principles - [Click here for link to Behaviour Principles Written Statement](#)**

- Every pupil understands they have the right to feel safe, valued and respected, and to be able to learn free from the disruption of others
- All pupils, staff and visitors are free from any form of discrimination
- Staff and volunteers set an excellent example to pupils at all times
- Rewards, sanctions and reasonable force are used consistently by staff, in line with the Behaviour Policy



## Behaviour Policy

- The Behaviour Policy is understood by pupils and staff
- The Behaviour policy incorporating exclusions) explains that exclusions will only be used as a last resort, and outlines the processes involved in suspensions and exclusions
- 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