



Behaviour Policy and Statement of Behaviour Principles Beechwood Primary School



Written by:	Steph Kidd	Date: Sept 21
Approved by:	[Name]	Date: [Date]
Last reviewed on:	Sept 21	
Next review due by:	Sept 22	
Date last shared with parents:	Sept 21	

Contents

1. Aims	2
2. Legislation and statutory requirements	2
3. Definitions.....	3
4. Bullying	4
5. Roles and responsibilities	4
6. School Rules	5
7. Rewards and sanctions	5
8. Behaviour management.....	7
9. Pupil transition	8
10. Training	9
11. Monitoring arrangements	9
12. Links with other policies	9
13. Detentions	9
14. Exclusions	9
Appendix 1: written statement of behaviour principles	12
Appendix 2: staff training log.....	13
Appendix 3: behaviour log	14
Appendix 4: Team Teach Log.....	16
Appendix 5: Reflection.....	18
Appendix 6: letter to parents about pupil behaviour	19

'Think for yourself, care for others,'

1. Aims

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**

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 pupils with medical conditions at school](#)

- [Exclusion Guidance](#)
- [Special educational needs and disability \(SEND\) code of practice](#)
- [Planning guide for primary schools following Covid-19](#)

In addition, this policy is based on:

- Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils
- Sections 88-94 of the [Education and Inspections Act 2006](#), which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property
- [DfE guidance](#) explaining that maintained schools should publish their behaviour policy online

3. Definitions

School Staff are defined as any paid member of the school community or any person that the headteacher has temporarily put in charge of pupils such as unpaid volunteers or people accompanying pupils on a school trip.

Misbehaviour is defined as:

- Disruption in lessons, in corridors between lessons, and at playtimes and lunchtimes
- Non-completion of classwork or homework
- Poor attitude

Serious misbehaviour is defined as:

- Repeated breaches of the school rules
- Any form of bullying
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Vandalism
- Theft
- Fighting
- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Tobacco and cigarette papers
 - 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 school recognises and endorses [OFSTED's review of sexual abuse in schools and colleges \(2021\)](#). Sexual abuse, sexual harassment and online sexual abuse are not tolerated or accepted in this setting. In addition to our work in RSHE and safeguarding work, we will utilise all of the range of sanctions in this policy to address it. We will treat all allegations of this nature as both behavioural incidents and safeguarding incidents and will act accordingly.

4. Bullying

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

Bullying is, therefore:

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

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Details of our school's approach to preventing and addressing bullying are set out in our anti-bullying policy.

5. Roles and responsibilities

5.1 The Governing Board

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

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

5.2 The Headteacher

The headteacher is responsible for reviewing this behaviour policy in conjunction with the Governing Board giving due consideration to the school's statement of behaviour principles (Appendix 1). The headteacher will also approve this policy.

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 rewards and sanctions are applied consistently.

5.3 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents (see appendix 3 for a behaviour log)
- The Senior Leadership Team will support staff in responding to behaviour incidents.

5.4 Parents

Parents are expected to:

- Support their child in adhering to the pupil code of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly

6. School Rules

Whole School Rules

- *Ready*
- *Safe*
- *Respect*

Whole School Playtime Rules:

- *Ready*
- *Safe*
- *Respect*
- *Have fun!*

7. Rewards and sanctions

7.1 List of rewards and sanctions

Positive behaviour will be rewarded with:

- House Points
- Dojo Points
- Verbal praise

- Certificates
- Stickers
- Golden Box

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

- Closer supervision at playtimes which might involve walking with the adult on duty for 5 minutes
- Standing away from the situation for a set time (e.g. 5 minutes)
- Sent to work in another class/area of the school for a set time
- Loss of play time
- Warning
- Yellow Card - Persistent or severe failure to follow the whole school rules results in a yellow card. We follow this procedure: Yellow cards, once issued to a child, should be given to the headteacher (or Mrs Snell the head's absence) – this MUST happen on the day the card has been issued (parents are not notified at this stage)
- Red Card - Receiving two yellow cards in a five day period leads to a red card, which results in letter home. For severe failure to follow the school rules, a red card may be issued without a yellow card.
- For some children alternative behaviour systems may be needed. This will be set in accordance with the needs of the child.
- For some children, we will need to identify triggers for behaviour, where this is the case, Appendix 3 will be used in order for us to identify the best way to support the child.

7.2 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. This includes the right to exclude a pupil for behaviour that has taken place off-site but may have a detrimental impact on the management of the school.

Teachers may discipline pupils for misbehaviour when the pupil is:

- taking part in any school-organised or school-related activity or
- travelling to or from school or
- wearing school uniform or
- in some other way identifiable as a pupil at the school.

Or misbehaviour at any time, whether or not the conditions above apply, that:

- could have repercussions for the orderly running of the school or
- poses a threat to another pupil or member of the public or
- could adversely affect the reputation of the school.

In all cases of misbehaviour the teacher can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of the staff member.

7.3 Malicious allegations

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

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

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

8. Behaviour management

8.1 Classroom management

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

- At the beginning of the school year, each class will discuss and agree upon a set of 5 or 6 classroom rules which are age appropriate. These rules will be displayed prominently in the classroom. Rules are positive rather than negative. E.g. “talk quietly” rather than “do not shout”.
- Class teachers will refer to these rules throughout the school year, reinforcing when children are upholding them.
- All staff will reward appropriate behaviour through the use of house points/class dojos.
- **Class teachers develop a system of rewards and sanctions appropriate to the age of the children in their class.** These are to be linked with the whole school House Points system so that totals can be collated on a weekly basis in order to reward the winning house and build a sense of community amongst the children. This system is displayed alongside the classroom rules. The use of rewards outweighs consequences. The focus is on rewarding those children who are following the classroom rules.
- **Rewards or sanctions are not removed once they have been issued. Parents will be informed of the classroom rules** for their child’s class once they have been established. We aim to involve parents in supporting our school policy. Contact will be made with parents should any pattern appear in a child’s behaviour.
- School staff will create and maintain a stimulating environment that encourages pupils to be engaged
- School staff will develop a positive relationship with pupils, which may include:
 - Greeting pupils 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

8.2 Physical restraint

In the first instance, school staff will use de-escalation techniques/strategies. Only if these strategies are unsuccessful will staff use reasonable force.

Reasonable force may be deemed appropriate if a child is:

- Causing disorder
- Hurting themselves or others

Damaging property

All staff who use reasonable force, will be appropriately trained in TEAM TEACH in order to ensure they can support the children effectively.

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 (See Appendix 4)

Guidance on the use of reasonable force can be found [here](#).

8.3 Confiscation, Searching & Screening

School staff have a right to screen and search any pupils **with consent**. They also have the right to search pupils **without consent** if they suspect that the pupil is carrying any prohibited item. 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.

School staff will liaise with the police and other agencies if pupils are found to be in possession of any illegal item, including data, images or videos on their mobile phone. We reserve the right to delete any data or files from a pupil's mobile phone if we think there is a good reason to do so.

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

8.4 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 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, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

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

9. Pupil transition

To ensure a smooth transition to the next year, pupils have transition sessions with their new teacher(s). In addition, staff members hold transition meetings.

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. Information on behaviour issues may also be shared with new settings for those pupils transferring to other schools.

10. Training

Our staff are provided with training on managing behaviour, including proper use of restraint, as part of their induction process. Our staff receive the full Team Teach training every 3 years and a refresher session at least every 18 months

Staff are also able to attend other courses as they arise and seek advice from other professionals as required. Behaviour management also forms part of continuing professional development.

A staff training log can be found in appendix 2.

11. Monitoring arrangements

This behaviour policy will be reviewed by the headteacher and Full Governing Board every annually. At each review, the policy will be approved by the headteacher.

The written statement of behaviour principles (appendix 1) will be reviewed and approved by the Full Governing Board annually.

12. Links with other policies

This behaviour policy is linked to the following policies:

- Exclusions policy
- Safeguarding policy
- Equality Policy
- Anti Bullying Policy

13. Detentions

- In line with government guidance, we reserve the right to issue detentions to pupils who do not comply with our rules and we expect parents to support us in the application of this policy. We always aim to give 24 hours' notice of detention via email/text message/letter. The length of detention is dependent on the incident and the pupil's overall conduct in school. At present, the governing body do not wish to use the right to issue detentions

14. Exclusions

In some instances we may consider it necessary to exclude pupils. This decision can be made by the Headteacher of the school and parents can expect to be informed in writing of the decision to exclude. The length of the exclusion will depend on factors leading up to the incident and is at the headteacher's discretion with governor agreement. A child is excluded when his or her behaviour puts other children at risk, or is a serious repeated breach of school rules or could adversely affect the reputation of the school. Occasionally, it may be appropriate for a child to be excluded at lunchtimes because his or her behaviour is unacceptable. Exclusions are always a last resort and a difficult process. In order to assist a young child (primary age) to understand the link between their behaviour and the exclusion we ask parents to support their child and the school by coming immediately. This also helps to keep everyone safe. In situations relating to exclusion, the welfare and educational entitlement of the majority of children who may be adversely affected by the behaviour of the child to be excluded would be the prime consideration.

Exclusion will never come “out of the blue”. Only in very exceptional circumstances, e.g. when the safety of others is compromised, would this happen. Parents will be warned before the event that further inappropriate behaviour on the part of the child will result in exclusion.

The reasons to exclude are listed below;

- Abuse against sexual orientation or gender identity
- Abuse relating to disability
- Bullying
- Damage
- Drug or alcohol related
- Inappropriate use of social media or online technology
- Persistent disruptive behaviour
- Physical assault on a pupil
- Physical assault on an adult
- Racist abuse
- Sexual misconduct
- Theft
- Verbal abuse or threatening behaviour an adult
- Verbal abuse or threatening behaviour to a pupil
- Wilful and repeated transgression of protective measures in place to protect public health

There are 2 types of exclusion:

- **Fixed Term Exclusion.** These can be for part of a school day (including lunchtime exclusions) or for whole school days. Schools can issue up to 45 days of fixed term exclusions in a year but must provide education from day 6 of a fixed term exclusion (*it is advised from the first day of absence*). Fixed term exclusions do not have to be for a continuous period.
- **Permanent Exclusion.** In the most serious cases, it may be necessary to permanently exclude a child from this school. The decision to permanently exclude is never taken lightly and has to be ratified by the governing body.

Exclusions – Lewis Carroll SEMH Resource Base Classroom

Consequences for Inappropriate behaviour in Lewis Carroll class

In Lewis Carroll Resource Base Provision we understand that children may make inappropriate behaviour choices at times of crisis. All staff are trained to ensure that they can meet the children’s needs and keep everyone safe.

At the time of transition to Lewis Carroll Resource Base Provision class, it was agreed by various professionals that:

- the child is cognitively and/or physically able to benefit from at least aspects of a mainstream curriculum
- the severity and frequency of the incidents could be managed in a Resource Base sited in a mainstream school

However, there may be times when a child’s behaviour is considered to be unacceptable.

At Beechwood Primary, we do not accept:

- Planned attacks on a member of staff or pupil
- Serious damage to school property or personal belonging
- Causing serious injury to another pupil or staff member
- Using weapons to cause serious injury

The consequence for this action could be:

- Seclusion from their peers
- A reduced timetable in Lewis Carroll class (with parental responsibility to arrange alternative transport if the times are not at the time of arranged transport with escort and driver)
- Exclusion at home

The actions are at the Head teacher's discretion in discussion with Mrs Snell (Deputy Head teacher) & Mrs Forshaw (Resource Base teacher).

Appendix 1: written statement of behaviour principles

Every pupil understands they have the right to feel safe, valued and respected, and 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 and sanctions will be used in line with the behaviour policy

Reasonable force may be used, when deemed proportionate and necessary, in line with Team Teach guidelines.

The behaviour policy is understood by pupils and staff

The exclusions policy explains that exclusions will only be used as a last resort, and outlines the processes involved in permanent and fixed-term 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

The governing body also emphasises that violence or threatening behaviour will not be tolerated in any circumstances

The school has a risk assessment for violent or threatening behaviour.

This written statement of behaviour principles is reviewed and approved by the Full Governing Board annually.

Appendix 2: staff training log

[illegible]

Appendix 3: behaviour log



Beechwood Primary School

RECORD OF BEHAVIOUR

Name of pupil _____ Date _____
Place/s of incident _____
Reporting staff _____
Other staff involved _____
Start time _____ End time _____
Day of the week _____ Activity _____

How did the incident begin?

Start of a new activity ☐ Activity perceived as too difficult ☐ Another students actions ☐
Transition ☐ A Feeling ☐ Other _____

What behaviors were observed?

Non compliance Swearing Seeking to impact on other Sexulised behaviour
Sexulised language Running around in a disruptive manner Climbing
Throwing objects Damaging property Threats of self harm
Abusive/threatening language Kicking walls/furniture Spitting Hitting
Pinching Scratching Biting Kicking New behaviour Other
Allegations against others Crying Urinating

What techniques were used to de-escalate the situation?

Removed attention Distraction Use of safe space/chill out room
Followed behaviour management plan Other
Was the use of physical intervention YES NO

Post incident support

Quiet time given Praised for appropriate ~~behaviour~~ Returned to normal routine

Reflection completed supported by

Post incident support

Quiet time given Praised for appropriate ~~behaviour~~ Returned to normal routine

Reflection completed supported by

Post incident support

Quiet time given Praised for appropriate ~~behaviour~~ Returned to normal routine

Reflection completed supported by

[illegible]

Appendix 4: Team Teach Log



Beechwood Primary School RECORD OF PHYSICAL INTERVENTION

Why was physical intervention deemed reasonable and necessary? Please explain all your reasons

The pupil was at immediate risk of injury The pupil was placing another pupil at risk of injury

The pupil was placing staff at risk of injury Property was being damaged

Behaviour was significantly impacting the learning of others

.....

.....

.....

.....

.....

.....

.....

.....

Description of physical intervention used

TT = Team Teach. Please tick all that apply

Technique used	Time applied for	Staff involved and position
TT single elbow		
TT figure of 4		
TT double elbow		
Location of support		
Supported child on 3 chairs/beanbags		
Supported on the floor (Child dropped to floor)		
Supported on the floor (Child taken to floor)		
Supported whilst walking/changing location		
Location moved to:		

Post incident support

Quiet time given Praised for appropriate behaviour Returned to normal routine

Reflection completed supported by

.....

.....

.....

.....

.....

.....

.....

.....

Parent/guardians informed

By telephone

Via Seesaw

Has evidence of communication been recorded onto CPOMS

Injuries

Staff

Pupil

Other

Damage to property

Conversation with parents

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Appendix 5: Reflection

Reflection

Reasons for my behaviour		Consequences of my behaviour
<p>How were you feeling?</p>	<p>What choice did you make?</p>	<p>How are you feeling now?</p>
<p>What were you thinking?</p>		<p>How did your behaviour hurt others?</p>
<p>What did you want?</p>		<p>How did your behaviour hurt you?</p>

Red Card Letter to parents about pupil behaviour – template

Red Card Letter

Dear,

I am writing to inform you that has received a red card today.

Description of why child has received the red card.

I am sure that you will want to work with us, reinforcing with the need to behave well in school, and to not hurt or upset other children.

It would be helpful if you could contact school to make a telephone appointment to speak to me as I would like to speak to you further about this incident.

Many Thanks

Mrs Kidd
Headteacher