

Appendix to Behaviour policy Years 7-13 Inclusive September 2019

Office use

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| Associated documents: | | | |
| Behaviour Principles Statement February 2019 | | | |
| Links to: | | | |
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Retford Oaks Academy Behaviour Policy

All sanctions applied at the discretion of the Head of Academy

Aims:

The Academy is committed to high standards and to creating an environment based on respect for everyone involved in Academy life, and respect for the Academy environment. Everybody has the right to achieve their full potential and everyone has the responsibility to enable this to take place. Each individual must learn to take control of their behaviour and must accept personal responsibility for it. Nobody should suffer in any respect from the behaviour of another student.

Disruptive behaviour in the classroom:

Rationale

- Behaviour which interrupts learning needs to be dealt with quickly and efficiently to enable learning to continue.
- **The person who must ultimately resolve an issue with bad behaviour in the classroom is the class teacher. The class teacher may need support to do this.**
- **All paid staff in the Academy should take responsibility to uphold the Behaviour Policy**
- The policy must be consistently applied in order for it to be effective.

Preparing for good behaviour:

- Ensure you are at the classroom in advance of the lesson starting.
- Greet the students at the door, dealing with minor issues of uniform, settling students, taking charge of a seating plan.
- Have an established routine for the start of the lesson so that students know what is expected of them when they enter the room.
- Ensure you consistently follow Academy policies related to jewellery, make up, mobile phones, iPod, not allowing students to listen to music in any form unless directly linked to the learning objectives.
- Plan a lesson appropriate to ability, which is engaging and which fully occupies the time – students involved in working and learning are less likely to misbehave.

Dealing with behaviour that disrupts learning:

- **Level 0:** This is the level at which the majority of behaviour is good and therefore minor disruptive behaviour can be dealt with swiftly and efficiently without interrupting the lesson. At this level a quick verbal reprimand may be given, a minor change to the seating plan may be made. For example, if a student answers a question without putting their hand up and this can be remedied by a quick reprimand, it is not necessary to move to a level 1 sanction. Provided learning can proceed there is no need to move to a level 1 incident.
- **Level 1:** If the quick reprimand in whatever form does not work, the student will move to **level 1**. Professional judgement must be used about when it is appropriate to move to this level of response. At this level the student is given a verbal warning regarding what it is about their behaviour which makes it inappropriate. **At this level the incident is dealt with by the class teacher and any appropriate punishment is dealt with by the class teacher.**
- **Level 2:** If the **Level 1 verbal warning** does not elicit the desired response, then the **second level** is to ask the student to leave the room. At this point the member of staff must go with the student as soon as is possible to explain the problem with the behaviour and to enable the student to come back into the class. The student should not be left outside of the room for any lengthy period of time either before you speak to them or after you have spoken to them. (NB. Again professional judgement must be used – the aim here is to resolve the situation. This may involve issuing a punishment such as a detention. This stage does not negate the responsibility for setting an appropriate punishment which aims to resolve the situation). **At this level the incident is dealt with at Curriculum Leader level or in conjunction with the curriculum leader and appropriate punishments are set. The incident and the resolution must be logged on G4S.**
- **Level 3:** If **Level 1 and Level 2** warnings do not resolve the problems and there is a further disruption to learning, the student is given a 'Red Card' which they then take to the 'Referral Room'. The name of the student is then sent by email to the Referral Room (separate email address of 'referral' set up to enable this to happen).
- The CLASS TEACHER must complete the entry on G4S to state why the student was sent there. This form is then finally completed by the class teacher after the restorative justice meeting has taken place (see below). This final entry details how the matter was resolved and enables a fresh start after the incident.
- The student remains in the Referral Room for the rest of that lesson and fills in a Restorative Justice form. If time remains there will be basic literacy and numeracy tasks to do. At the end of the lesson the student goes to their next lesson.
- On the Red Card the **classroom teacher will have indicated** whether they will meet the student in the Referral Room at the next appropriate break or the next lunchtime. This will constitute a 20-minute detention (the class teacher may not need to be there for the full 20 minutes as a member of staff will be manning the Referral Room). At the detention, the class teacher can use the Restorative Justice Form as a basis for addressing and resolving the issue. The member of staff also in the room will be able to offer support to this process if necessary.

- Parents are informed at the end of the day if a student has been sent to the Referral Room – by a text from the office. They are told that details of the incident will be available via Parent portal and that they can contact the Academy about it once they have read it.
The student does not arrive at the Referral Room? They get 4 periods (including breaks and dinners that span that time) in the Referral Room from the point at which they first enter/are brought to the room.
The incident happens 5 minutes before the end of the lesson? The student remains in the next lesson until the Restorative Justice form is completed. A decision is then taken by the member of staff in the room to send the student to the next lesson or to keep them for the remainder of the lesson.
The student behaves inappropriately in the Referral Room? They stay in the room until they do. If it becomes unmanageable they may be removed to Pre-Exclusion. **The student refuses to fill in the Restorative Justice form?** They stay there until it is completed appropriately.
- **The student’s level of literacy prevents them from completing the form?** The member of staff in the room assists the student to complete it.
- **The student does not turn up to the detention?** They are collected and spend 4 periods (including breaks and dinners that span that time) in the Referral Room.
- **The student does not engage in the Restorative Justice discussion with the member of staff?** They remain in the Referral Room until it is resolved.
- **A student is sent to the Referral Room more than once in a rolling 6 periods.** They automatically have to complete 4 consecutive periods (starting from the point of the second referral in the day, including breaks and dinners that span that time) in the Referral Room.
- **A student is always sent out of the same lesson?** Support is offered to the member of staff to try to prevent the same issue happening repeatedly.

Disruptive behaviour outside of the classroom:

Rationale:

Inappropriate behaviour in corridors, before school begins, at break/lunchtime, as students are leaving, anywhere on Academy premises is the responsibility of **the member of staff who encounters it**. It is not acceptable to assume that someone else will pick it up. If it is serious and the individual member of staff feels they cannot deal with it alone then it is **their responsibility** to seek help from another member of staff or to report it immediately.

Dealing with out of lesson behaviour:

- Where possible deal with the incident (i.e. through verbal warning) and where necessary set the sanction – break detention, 5 minutes cooling down with you etc.
- Depending on the incident it may be essential to involve the Head of House or a member of the Leadership Team. A sanction may then be set by one of these members of staff or may be negotiated with you.

Persistent disruptive/inappropriate behaviour inside or outside of the classroom, or serious isolated incidents:

Rationale:

In some cases the incident may require a response beyond the member of staff who encounters it because:

- a) it is a persistent refusal to follow Academy rules
- b) the student is not co-operating appropriately
- c) the incident is of a very serious nature – such as abuse of social media or a student being in possession of a *'Banned/Restricted item'* or incidents occurring outside of school grounds during the school day.

In such cases it is appropriate for the Head of House to be involved and/or a member of the Leadership team.

Dealing with persistent inappropriate behaviour, non co-operation, or a serious isolated incident:

- Such incidents should be referred initially to the Head of House. Provided it is not a serious isolated incident, the Head of House should be informed of the sanctions which have already been put in place and the student response to these.

- The Head of House may decide to monitor behaviour through a Report, may interview the student, and may contact parents, depending on their professional judgement of the situation. If the matter remains unresolved, then the student will be placed on a lunch time detention. This level of response would be appropriate to minor incidents such as persistent uniform issues, missed departmental detentions, non-co-operation, failure to maintain Report, persistent disruption etc.
- Any student who gets 3 red cards in a rolling 6 week period will automatically be booked into pre-exclusion. If an incident in a classroom is of a very serious or dangerous nature I may be appropriate to move straight to a red card, without the warnings being given the next level above this (more serious behaviour, repeat behaviour) would be lunch time detention in the Pre-exclusion Room where the student would participate in the modifying behaviour work with the Pre-Exclusion Room Manager. This could then trigger referrals to the Inclusion Team, or outside agencies if appropriate.
- For more serious behavioural issues, students would be placed in the Pre-Exclusion Room for 1, 2 or 3 days (replacing a short-term exclusion, which is not always effective in modifying behaviour). Such offences would include: failure to respond appropriately to all of the above sanctions; fighting (first time); threatening behaviour (first time); verbal abuse of staff (first time but depending on severity/circumstances). The decision to place a student into the Pre-Exclusion Room must be discussed with a member of the leadership team **BEFORE** the student is placed into Pre-Exclusion. Parents must be informed – who does this needs to be agreed between the Head of House, a member of the Leadership Team and the Pre-Exclusion Room Manager.
- Exclusion would remain as an option for: repeat offences of the above; causing actual bodily harm to another student/serious assault; assault on a member of staff; verbal abuse of a member of staff (depending on severity/circumstances, particularly if unprovoked); bringing a weapon into the Academy; bringing illegal substances into the Academy; dealing in illegal substances, or anything else deemed to be at the same level of severity. Exclusion must be discussed with the Principal or a Vice Principal **BEFORE** any indication is given to the student that they may be excluded.
- Dealing with an incident of a serious nature such as abuse of social media. Evidence to be obtained (such as using screen shot etc. or temporarily confiscate the hardware) and then the media strand must be deleted from the phone, tablet, lap top or computer etc. The Police will be informed if of an illegal nature.
- Dealing with an incident of a serious nature such as possession of an item that is *Banned/Restricted*. If the Academy has reason to believe that a student may have in their possession, or on their person, an item which is Banned or Restricted, the Academy will conduct a search of a student. The Academy will conduct all searches with two members of staff present and at least 1 being a member of the Senior Leadership Group. *Refusing to cooperate with a search request will result in the Principal and Vice Principal being informed.*
- Incidents occurring outside of school grounds/time that brings the Academy's name into disrepute may be dealt with by school's staff.

**Equality Analysis:
Positive Impact +
Negative Impact –
Neutral Impact 0**

Complete part of each section, if there is a positive or negative impact expand in the box below

| Disability | Religion | Gender | Sexual Orientation | Age | Other |
|------------|----------|--------|--------------------|-----|-------|
| ○ | ○ | ○ | ○ | ○ | ○ |
| | | | | | |

BANNED/RESTRICTED ITEMS

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

Sanctions under the Academy’s Behaviour Policy may be applied to any student found in possession of any banned item or any item that the Academy deems to be unsuitable and dangerous. The school reserves the right to exclude students in the extreme cases, or when students or parents have received warnings about banned items. The following headings give a broad overview of what may be deemed as Banned or Restricted:

- Fire Lighting Equipment;
- Drugs, Smoking Equipment and E-Cigarettes and related items.
- Weapons and Other Dangerous Implements or Substances.

Retford Oaks Academy reserves the right to determine whether or not an item brought into school is in breach of the Academy’s behaviour policy and could potentially disrupt the life of the school.

Mobile Phones, MP3 players, iPods, etc.

The Academy accepts no responsibility for these items if brought into school.

Mobile Phone/Music Player Protocol: Students who wish to bring a mobile phone/music player to school must abide by the following rules: Mobile phones/electronic devices are not to be out or used except in the following situations:

- Students are given permission by staff to use them in lessons. This would only ever be for educational purposes;
- Students in the dining room/Zig Zag area at breakfast time, break or lunchtime;

Therefore, students are not permitted to have their phones/tablets/iPods etc. whilst in transition from one lesson to another, whether in the corridors or outside the building. In the event that a student is caught with a mobile phone/tablets/iPods etc. out or using it in a

restricted area/time, this may lead to the item being confiscated and handed in to the House office where it will be placed in an envelope and stored in a safe place.

The photographing or videoing of a member of staff, or of a lesson, is strictly forbidden and is likely to lead to exclusion from the Academy. For further information in relation to this, please make reference to the ICT Acceptable User documentation.

Below is the way in which incidents will be dealt with:

1st incident - The item will be confiscated and handed in to the House office for safekeeping until 3.30pm.

2nd incident - The item will be confiscated and handed in to the House office. A parent/carer will be invited in to collect the item.

3rd incident - The item will be confiscated and handed in to the House office. A parent/carer will be invited in to discuss the issue and the student will be banned from bringing the item into the Academy

· The Principal's decision on all matters of mobile phone protocol is final.

· We respectfully ask all parents not to call their child during lessons as this immediately puts the child in the wrong when answering the call. If you have to phone, please do so during break and lunch and remember that in absolute emergencies the Academy office staff are able to deliver a message quickly to your child.

NB: Mobile Phones are banned from all examinations

SCREENING, SEARCHING AND CONFISCATION

Please refer to the DfE guidance 'Screening, Searching and Confiscation. Advice for head teachers, staff and governing bodies'. 2018

Retford Oaks Academy bans any item to be brought into the Academy if the intention is that the item will be sold or passed on to other students which, in the Principal's opinion, will cause disruption to the Academy or be detrimental to Academy practice.

SCREENING, SEARCHING AND CONFISCATION

To be completed by the lead member of staff conducting the search.

| Name | Tutor Group | Date | Reason for Search | Item(s) confiscated if applicable | Members of staff conducting search (min2) |
|------|-------------|------|-------------------|-----------------------------------|---|
| | | | | | |

CONFISCATION

Academy staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

- Staff should hand the confiscated item to the House Office as soon as possible and complete the necessary information to identify the item, the date it was confiscated,

the name of the student and the member of staff's name. Staff must not give the confiscated item to another student to hand in and must not leave the item in an unsecure area at any time.

- Any item which staff consider to be dangerous or criminal i.e. drugs must be brought to the attention of a senior member of staff immediately.
- Items confiscated by the Academy can be collected by parent/carers except where the Academy has chosen to dispose of the confiscated items, eg cigarettes, alcohol.
- The Academy's general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.
- The Principal will use their discretion to confiscate, retain and/or destroy any item found as a result.
- Where alcohol has been confiscated the Academy will retain or dispose of it. This means that the Academy can dispose of alcohol as they think appropriate (or return it to a parent/carer but this should not include returning it to the student).
- Where the Academy finds controlled drugs, these must be delivered to the police as soon as possible but may be disposed of if the Principal thinks there is a good reason to do so.
- Where the Academy finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs'. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.
- Where they find stolen items, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the Principal thinks that there is a good reason to do so.

- Where a member of staff finds tobacco or cigarette papers they may retain or dispose of them. As with alcohol, this means that the Academy can dispose of tobacco or cigarette papers as they think appropriate but this should not include returning them to the student.
- Fireworks found as a result of a search may be retained or disposed of but should not be returned to the student.
- If a member of staff finds a pornographic image, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police or to retain the image whilst the Academy carries out its own investigation.
- Where an item that has been (or could be) used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of.
- Where a member of staff finds any item which is banned under the Academy rules they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.
- Any weapons or items which are evidence of a serious offence must be passed to the police as soon as possible or retained whilst the Academy carries out its own investigation.

BANNED ITEMS LIST

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

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

1. Fire Lighting Equipment

- Matches, Lighters etc.

2. Drugs AND Smoking Equipment

- Cigarettes
- E-Cigarettes /Associated items
- Tobacco
- Cigarette papers
- Alcohol
- Solvents
- Any form of illegal drug
- Any other drugs except medicines covered by the Prescribed Medicines Procedures

3. Weapons and Other Dangerous Implements or Substances

- Knives, including pen knives and craft knives

- Razors
- Catapults
- Guns of any kind, including replicas and BB guns
- Laser pens and LED torches
- Knuckle dusters and studded arm bands, bracelets, etc
- Whips or similar items such as long chains
- Pepper sprays and gas canisters (e.g. CS gas)
- Fireworks or explosives of any kind
- Dangerous chemicals (e.g. strong acids and alkalis, bleaches, hair dyes, etc)

4. Other Items

- Any form of liquid based correction fluid

Note: students may use correction tape and correction tape devices

- Chewing Gum
- Energy drinks
- Offensive material (pornographic, homophobic, racist etc)
- Any aerosol (other than essential medication)

Note: students should use non-aerosol deodorants

- Cameras

Note: the school reserves the right to confiscate cameras or mobile phones and to delete any unauthorised pictures or video recordings of students or staff

Physical Intervention and Restraint

Staff can legally use reasonable force to control or restrain students in specific circumstances:

- Prevention of a criminal offence
- Causing damage to property
- Causing harm to themselves or others
- If restraint is necessary, the Academy will make every effort to ensure this will be carried out by a key member of staff, trained in the appropriate methods of physical restraint. Parents will be informed of any significant incident where a member of staff has had to use reasonable force with a student.

Fixed Term Exclusions Exclusion

Exclusion decisions are made in line with Local Authority guidance and DfE: 'Exclusion from maintained schools and Academies and student referral units in England'.

All incidents will be investigated thoroughly, using the published school procedure, before a decision is made to exclude. All students and staff involved, including witnesses, will be asked to write an account of the incident. They will be questioned to clarify any missing or conflicting details. Students may be isolated during the investigation. Parents/ carers will be contacted, by the person completing the investigation, at the earliest opportunity.

When all the facts have been established the Academy Director who will make the decision whether to exclude. Various factors will be considered when making the decision to exclude and these include:

- The severity of the incident
- Whether the student has shown similar behaviour previously
- Whether the student has special educational needs or is a Looked After Child

Parents/carers will be contacted to inform them of the decision and the formal letter will then be sent with the student, where possible, and another copy in the post. Work will be sent with the student or a form of E-learning will be used.

If Fixed term exclusions are usually kept to between one to Four days, with five days being used for a very serious incident or persistent poor behaviour. In line with DCSF guidance: 'During these initial five school days of exclusion, parents must ensure that their children are not present in a public place during school hours without reasonable justification'.

If fixed term exclusion is necessary for more than five days, the Academy, in conjunction with the Local Authority, will arrange full-time education, either on or off-site.

Every effort will be made to avoid excluding students and all strategies will be used to manage behaviour. The Academy will work hard to accommodate students who have behavioural difficulties or students on the Special Educational Needs or Disability register, but there may sometimes be a need to do so. 'Looked-after' children, on the LA register, will be provided with full-time education after one day, in line with recent legislation, the LA will be informed along with their social worker.

Parents/carers will be expected to attend the re-integration meeting, following fixed term exclusion. This is an important opportunity to agree a way forward. A Student Support Plan may be put in place. The student may be put on report or other agencies may be brought in to help modify the student's behaviour. A Support Plan may also be put in place.

If requested by parents the Academy board may consider any representations made by parents to fixed term exclusion, but it cannot direct reinstatement.

Permanent Exclusions If a student is excluded for more than 45 days in one school year, they will be permanently excluded. Fixed term exclusion can be extended or changed into a permanent exclusion by the Academy Director if the circumstances warrant it. A permanent exclusion is an extremely serious sanction, and a step taken by the Academy only as an absolute last resort, in most cases, permanent exclusions will only be used after various alternative strategies have been tried to improve behaviour but have been unsuccessful.

There are however, some situations in which permanent exclusion on the first offence is the only option. These include:

- Serious, actual or threatened violence against student or staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson

It may be necessary to involve the police if the offence warrants it. All permanent exclusions will be reviewed by the Academy board. The Academy Principal can withdraw an exclusion that has not yet been reviewed by the Academy board.

Reviewing an exclusion

Parents/ carers have the right to make representations about the decision to exclude, to the Academy board. If they wish to do so, they should write to the Clerk to the Discipline

Committee at the school address. In this case, a meeting of the Discipline Committee will be convened where the parent can present their objections to the Academy Director and the Discipline Committee.

The governing body will meet in all cases of permanent exclusion, as well as any fixed term exclusion that would lead to a student being excluded for more than 15 days of a school term or missing a public exam.

The parents will be invited to the meeting and are entitled to bring a friend or legal representative with them. Students concerned are encouraged to attend and take part in the process. Parents will be notified of the outcome of the review meeting in writing. The outcome will be either to:

- uphold the exclusion
- reinstate the student

Following the meeting, parents have the right to ask an independent review panel to review the decision of the Academy board not to reinstate a permanently excluded student. Details of this process will be given to parents following the exclusion meeting.

During an Exclusion

For the first five days of any type of exclusion, the Academy will set work that the student should complete under parental supervision. From the sixth day onwards, the Academy will arrange alternative provision for education. If the exclusion is permanent, the LA will arrange for this provision having assessed the needs of the child.

Conclusion

Our overriding aim is to work with parents/ carers and other agencies to find ways of modifying students' behaviour, so that the whole school community can be safe and successful. Our priority is that the climate in the classroom and around the Academy is calm and positive so that young people can learn effectively