

# Warton Nethersole's CE Primary School

Phone: 01827 894182 Email: admin@warton.heartwoodmat.co.uk

Date Ratified by Govs: 07.10.2021

Date for Revision: Oct 2022

## Behaviour Policy

(Including Anti-Bullying, Positive Handling and Exclusions)

### Vision and Values



All of our policies are written and implemented with our Christian vision and values at the heart of all decisions made. Our vision and values have been created by the staff, governors and children with the aim of supporting and developing everyone on their personal and collective journeys at Warton Nethersole's CofE Primary School. We place high importance on our vision and our values being reflected clearly in every policy and more importantly in the application of each policy and procedure in daily school life.

We welcome children of all faiths, backgrounds and beliefs into our inclusive community. We seek inspiration from the life and teaching of Jesus Christ to help our children achieve their full potential. We uphold the distinctive Christian ethos and values of the BDMAT when making all decisions and implementing policy and practice. We aim to provide a caring and stimulating environment which promotes a love of learning whilst seeking to inspire every pupil to become a well-motivated, independent and resourceful learner.

### **Aims**

This policy aims to:

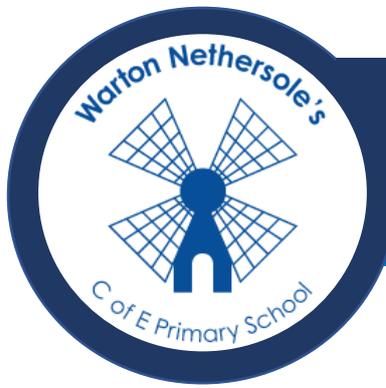
- Provide a consistent approach to behaviour management
- Define what we consider to be unacceptable behaviour, including bullying and discrimination
- Outline how pupils are expected to behave
- Summarise the roles and responsibilities of different people in the school community with regards to behaviour management
- Outline our system of rewards and sanctions

### **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

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021



# Warton Nethersole's CE Primary School

Phone: 01827 894182 Email: admin@warton.heartwoodmat.co.uk

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Date for Revision: Oct 2022

- Keeping Children Safe in Education
- Use of reasonable force in schools
- Supporting pupils with medical conditions at school

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.

## Rationale

Children need a well ordered, secure and caring environment for their social, emotional, physical and academic development and we believe that children should be allowed to make mistakes and through restorative conversations forgive, learn and grow from them. At Warton, we aim to provide that environment for our children through our Christian vision.

The purpose of having and implementing such a policy is to ensure that children are encouraged to behave in a responsible manner themselves and show consideration, courtesy and respect for those around them so that they and their fellow pupils can concentrate on their learning. These behaviours are discussed and exemplified through our Christian values and our school vision statement.

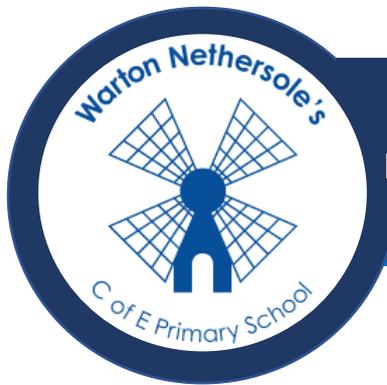
As a Church of England school we believe in the Christian value of forgiveness and the concept of 'every day is a new day'. Children in our school will not be labelled as a result of their behaviour as we believe that everyone has the capacity to change.

## The governing board

The governing board is responsible for monitoring this behaviour policy's effectiveness and holding the headteacher to account for its implementation. Members from the LAB attend school regularly and are enabled to see our behaviour policy in action in order to feedback to the rest of the board.

## The head teacher

The head teacher is responsible for reviewing and approving this behaviour policy. The head teacher 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.



## Role and Responsibilities of Parents and Carers

Home is quite properly the dominant influence in a child's life and affects the development of their attitude, performance and behaviour. We believe that all parents want their children to be able to take full advantage of all the activities and opportunities which are offered in school, therefore co-operation between parents

and staff is essential. We will do everything possible to help each pupil whilst they are at school, but it would be helpful if parents could support the staff by doing the following:

- ensure when you are on school premises that you are mindful of our rules
- promote school in a positive manner at home
- ensure your child has adequate rest and sleep. A tired pupil is often irritable and this disrupts the learning of themselves and others
- make sure that your child arrives on time for school promptly and is collected on time at 3.15pm
- keep open communication with a child's teacher and the Head Teacher about any concerns arising

## Roles and Responsibilities of Pupils

During the school day pupils will be required to behave in different ways according to the activity in which they are taking part. Pupils are expected to:

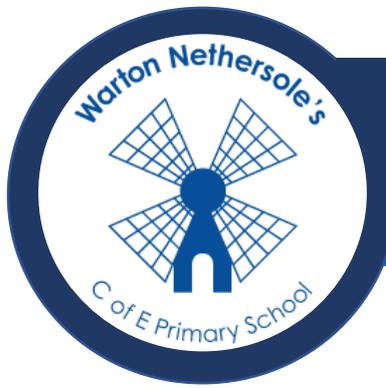
- Model our school values
- Behave in an orderly and self-controlled way
- Show respect to members of staff and each other
- In class, make it possible for all pupils to learn
- Move quietly around the school
- Treat the school buildings and school property with respect
- Wear the correct uniform at all times
- Accept sanctions when given
- Refrain from behaving in a way that brings the school into disrepute, including when outside school

## Roles and responsibilities of staff

Staff should consciously endeavour to:

- provide a safe, secure and calm environment in which the children can work
- establish a happy, nurturing atmosphere
- treat all children with consistency and fairness
- respect the individuality of children and provide opportunities to meet their needs
- encourage all children to do their best
- challenge all children to achieve their potential
- uphold the principles of fairness, respect and tolerance
- implementing the behaviour policy consistently
- modelling positive behaviour providing a personalised approach to the specific behavioural needs of particular pupils

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021



- recording behaviour incidents (see appendix 4 for a behaviour log)
- lead by example.

## Definitions

**Misbehaviour** is defined as:

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

**Serious misbehaviour** is defined as:

- Repeated breaches of the school rules
- Any form of bullying
- Sexual violence, such as rape, assault by penetration, or sexual assault (intentional sexual touching without consent)
- Sexual harassment, meaning unwanted conduct of a sexual nature, such as:
  - Sexual comments
  - Sexual jokes or taunting
  - Physical behaviour like interfering with clothes
  - Online sexual harassment such as unwanted sexual comments and messages (including on social media), sharing of nude or semi-nude images and/or videos, or sharing of unwanted explicit content
- 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)

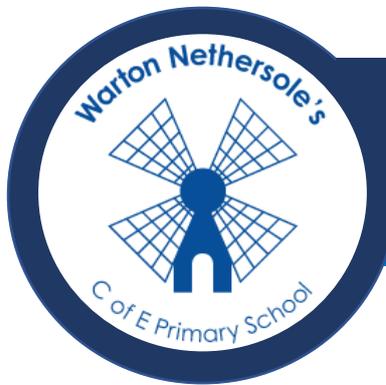
## 4. Bullying

**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

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021



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➤ 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
Prejudice-based and discriminatory, including: <ul style="list-style-type: none"><li>• Racial</li><li>• Faith-based</li><li>• Gendered (sexist)</li><li>• Homophobic/biphobic</li><li>• Transphobic</li><li>• Disability-based</li></ul>	Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
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 strategy.

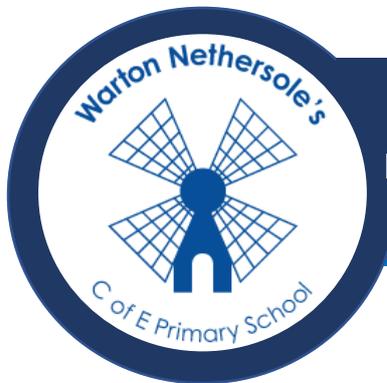
## Encouraging good behaviour

At Warton Nethersole's C.E. Primary we offer a differentiated curriculum aimed at meeting the needs of all of our pupils. The staff, and some outside providers, offer a range of extra-curricular activities. We believe that maintaining and improving social behaviour should be given equal importance with academic and sporting achievements. We are constantly evaluating our strategies to improve and encourage good behaviour. To this end we have a School Council including at least one pupil from each class who attend meetings to discuss issues. Representatives then return to their own classes to report back any decisions and collect feedback and issues for discussion at the next meeting.

## Rewards

When giving rewards to pupils we always make the reasons for the reward clear and intend that other pupils will also learn from the exercise. We know that effective praise helps the child appreciate how their achievement is helped by their own attitude. It acknowledges

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021



effort, focuses attention on relevant behaviour and fosters motivation for improvement. Rewards we give to pupils include:

- verbal praise during class lessons, and written comments in books
- public praise in class and in assemblies or on the Newsletter for special events
- certificates in Celebration Assemblies
- displaying work, and sending examples of good work to the Head Teacher for commendation
- end of term 'Golden Pupil' awards for those pupils who have shown consistently good behaviour
- house points are used to reward individual children for good behaviour, manners, work, adhering to class/school rules, correct kit/equipment, work of a high standard etc. House points are collected at the end of each week and the house with the most points announced in Friday merit assembly. All children
- belong to a 'house' – kingfisher (blue), robin (red), woodpecker (green) or goldfinch (yellow).
- the house cup is awarded each half term to the house which has accrued the most points
- each week, the Head Teacher's Gold Award is given to a pupil at the discretion of their class teacher to recognise/reward special achievement by a child.

## Sanctions

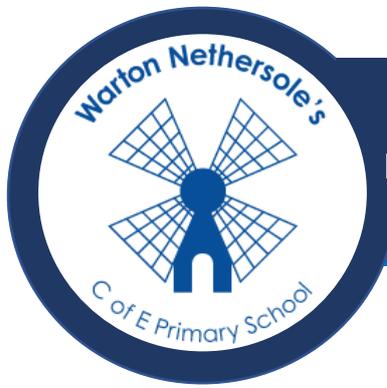
When dealing with inappropriate behaviour we are conscious to always maintain the pupil's self esteem – **it is the behaviour that is unacceptable not the pupil.**

Whenever possible we encourage sanctions to be negotiated which are appropriate to the offence. Where possible we will:

- check with the pupil that they understand why they are in trouble
- establish that the pupil knows that their behaviour was unacceptable
- explore with the pupil the effect that their behaviour has on others
- examine with the pupil strategies for avoiding the same situation
- problem solve.

The most powerful sanction for the majority of pupils is the disapproval of those whose views (adults or peers) they respect. We feel it is important to create a climate of opinion in which the sanction will have the greatest effect; therefore we do not use sarcasm or humiliation as a means of addressing pupils. We use circle time to actively encourage a greater knowledge of, and respect for, one's peers, to enhance self-esteem and to foster a caring ethos. Minor misdemeanours should be dealt with by the adult responsible at the time. We believe it de-skills and dis-empowers class teachers and midday supervisors if they make undue use of the hierarchy to impose sanctions on their behalf. Consequences should, whenever possible, be immediate and of a short duration. It is the certainty that a sanction

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021



will follow as a consequence of misbehaviour that is more important than the severity of the consequence.

Teaching Assistants who are supervising or working with a group of children will deal with minor behaviour difficulties themselves eg. by moving a pupil to work away from others if causing disruption. The Teaching Assistant must seek support from the Class Teacher or a member of the Senior Leadership Team, if increasing levels of disruptive behaviour occur. The Class Teacher always has the primary responsibility for the discipline of the pupils in their class.

### **Procedure for dealing with misbehaviour**

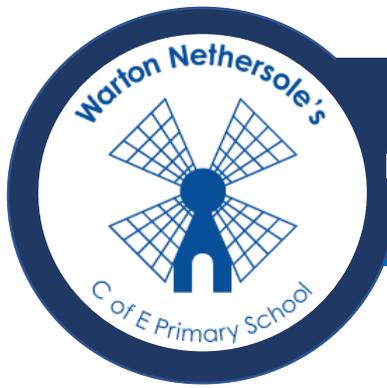
Class rules and values are agreed with pupils, displayed in the classroom and referred to regularly. The children need to understand what will happen whenever a rule is broken. Consistency is vital. Children need clear boundaries that they understand. Sanctions should be shared with pupils. If a rule is broken the teacher should follow these steps:

- make eye contact / give a nonverbal sign to the child so they know that their behaviour has been noted
- identify pupils demonstrating positive behaviours
- consider distractions for the child e.g. collect in books, support a peer
- initiate a quiet warning about their behaviour, reminding them of the rule/ value they are not demonstrating.
- if the behaviour persists – initiate a second warning – 1:1 with the child- and remind them of the consequence that will be implemented should they continue (missed playtime 2-5 minutes as appropriate). Finish with a positive and a thank you.
- If the behaviour continues, let the child know that they will now receive the consequence. Ensure that they can still return to positive behaviour- remind them that they can have a fresh start.
- persistent disruptive behaviour, or serious break/lunchtime incidents will be referred to a senior leader and may receive a 'time out' of class to reflect and consider behaviour.
- any form of bullying will be recorded on a blue form (in staffroom) and referred to the Head Teacher immediately

At Warton Nethersole's C.E. School we know that the welfare of our children is best met when staff, parents and the Governing Body work together. We recognise that the school cannot work in isolation, and that to ensure progress, everyone concerned with the pupil should work together to develop a consistent approach.

At times, some children may need an individual behaviour support programme tailored to their particular needs in agreement with the SENDCo. Arrangements will always be agreed for regular planning, monitoring, review and evaluation of any behaviour support programme.

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021



We believe that the above sanctions will be effective in dealing with most situations which occur in our school. However occasionally special 'time out' arrangements might be required to cater for children's specific needs. We would only consider using the following sanctions once other strategies have proved unsuccessful, or to deal with a very serious isolated incident:

- an internal exclusion
- a short fixed term exclusion
- a formal meeting between the pupil, parents and the school
- a permanent exclusion.

Parents and carers will be informed of exclusions by telephone followed by a letter.

### **Behaviour in Nursery**

High standards of behaviour are encouraged right from Nursery. Consistent practice in our early years setting ensures that children are 'school ready' and know what is expected of them when they join our Reception class. Nursery rules and procedures complement the systems in place in school, but have been adapted slightly because of the age of the children.

### **Lunchtime Supervisors**

The Head Teacher has regular meetings with the lunchtime supervisors, and Top Score Academy Ltd (who run sports activities at lunchtime) to discuss any matters arising from their lunchtime duties. All lunchtime staff are aware of this behaviour policy and will implement the rules and apply them when pupils are in their charge.

We are positive with our pupils and take notice of good behaviour, kind acts and helpfulness during the lunch break, both in the dining room and around school. At the end of lunch break instances of positive behaviour will be reported to the class teacher.

If pupils are not demonstrating positive behaviour at lunch time they will be given a 'time out' for a few minutes to reflect on their behaviour and make a change. In the event of more serious misbehaviour occurring, the Senior Supervisor will deal with the incident, reporting it to the class teacher at the end of lunchtime. For serious incidents the Senior Supervisor will take the child to a member of the SLT who will deal with the incident.

### **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.

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021



The school's response will be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

Sanctions for sexual harassment and violence may include:

- Focussed intervention with our family support worker
- Missed breaktimes and lunchtimes
- Internal exclusions
- Fixed Term exclusions
- Regular meetings with parents/carers

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

Please refer to our child protection and safeguarding policy for more information.

### **Off-site behaviour**

Sanctions may be applied where a pupil has misbehaved off-site when representing the school. This means misbehaviour when the pupil is:

- Taking part in any school-organised or school-related activity (e.g. school trips)
- Travelling to or from school
- Wearing school uniform
- In any other way identifiable as a pupil of our school

Sanctions may also be applied where a pupil has misbehaved off-site at any time, whether or not the conditions above apply, if the misbehaviour:

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

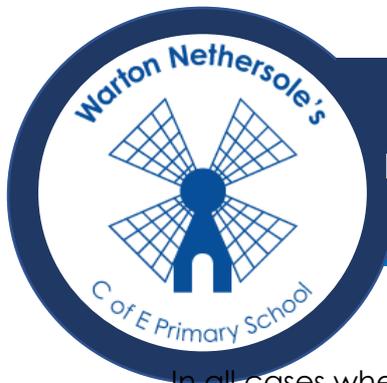
Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of the staff member (e.g. on a school-organised trip).

### **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 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 discipline the pupil in accordance with this policy.

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021



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, 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. Please refer to our child protection and safeguarding policy and allegations of abuse against staff policy for more information on responding to allegations of abuse against staff or other pupils.

## Behaviour management

### 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 their own classroom rules
- Develop a positive relationship with pupils, which includes:
  - 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

### Physical restraint (see appendix 3)

In some 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 in the bound and numbered book and reported to parents/carers

### Confiscation

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



# Warton Nethersole's CE Primary School

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Date Ratified by Govs: 07.10.2021

Date for Revision: Oct 2022

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

## 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.

## 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.

## 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.

## Training

Our staff are provided with training on managing behaviour. We endeavour to train a range of school staff in restraint and positive handling.

Behaviour management will also form part of continuing professional development and staff can access additional support for this as required.

## Monitoring arrangements

This behaviour policy will be reviewed by the headteacher and LAB 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 body annually.

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021



## Appendix 1 Statement of Behavioural Principles

### Rationale and Purpose

The LAB of Warton Nethersole's CofE Primary School have set out our statement of behavioural principles founded on the belief in the intrinsic value and potential of every child and their right to have their needs met regardless of their background. Everything within this statement is rooted in and underpinned by the school's core Christian values of Love, Trust, Thankfulness, Respect, Forgiveness and Community.

This Statement has been drawn up in accordance with section 88(2) of the Education and Inspections Act 2006 and DfE guidance (Behaviour and Discipline in Schools: Guidance for Governing Bodies). The purpose of this statement is to provide guidance for the Headteacher and staff in drawing up the Behaviour Policy at Warton so that it reflects the shared aspirations and beliefs of governors, staff and parents for the children in the school, as well as taking full account of law and guidance on behaviour matters.

### Core Principles

**Right to feel safe and respected at all times:** All pupils, staff, parents and visitors have the right to feel safe at all times whilst in school and should always treat each other with respect, using the principles of restorative justice.

**High standards of behaviour:** The governors believe that high standards of behaviour are essential for a successful school and for achieving the school's vision. It is expected that all adults – staff, volunteers and governors – will set excellent examples to the children at all times.

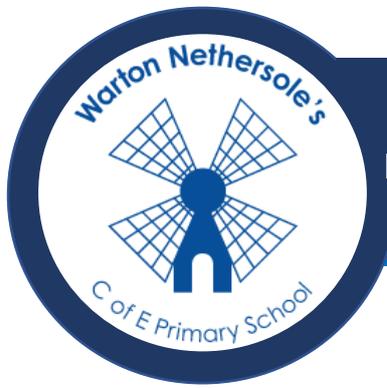
**Inclusivity and equality:** Warton is an inclusive school where all members of the school community should be free from discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010.

**Rewards and sanctions:** The Behaviour Policy must make it clear how and when rewards and sanctions, which include exclusions, will be applied.

**Working with parents and others:** The Behaviour Policy will make it clear how the school will work with all parents regarding their child's behaviour. It will also set out the criteria the school will use to determine when a multi-agency assessment will be considered for pupils who display continuous disruptive behaviour.

**The use of reasonable force or other physical contact:** The Behaviour Policy should clearly set out the circumstances where staff and others with authority may use reasonable force or other physical contact to control inappropriate behaviour, remove disruptive pupils from learning environments or prevent pupils from leaving learning environments or school premises. The Behaviour Policy must include a definition of 'reasonable force' and must explain how and under what circumstances pupils may be restrained. It must also pay due regard to pupil's mental and emotional wellbeing.

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021



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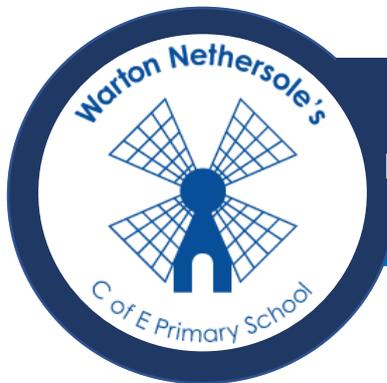
Date for Revision: Oct 2022

**Power to screen and search pupils:** The Behaviour Policy should clearly explain to staff and others with authority their powers to screen and search pupils for items that are prohibited or banned from school.

**The power to discipline beyond the school gate:** The Behaviour Policy should set out the school's response to any non-criminal bad behaviour or bullying that occurs anywhere away from the school premises and which is witnessed by a member of staff or is reported to the school.

**Pastoral care for school staff accused of misconduct:** The Behaviour Policy should set out the disciplinary action that will be taken against pupils who are found to have made malicious accusations against school staff. Governors expect the Headteacher to draw on the advice in 'Dealing with Allegations of Abuse against Teachers' and other staff guidance documents when setting out the pastoral support that school staff should expect to receive if they are accused of misusing their powers. Staff so accused should not be automatically suspended pending an investigation.

This statement of principles should be read in conjunction with other key safeguarding and wellbeing policies as listed in the Behaviour Policy.



## Appendix 2

### Inclusion Statement

We are committed to ensuring that all children, irrespective of ability, gender, ethnicity, religion, social background, language or disability are treated with equality in all aspects of the behaviour and discipline policy.

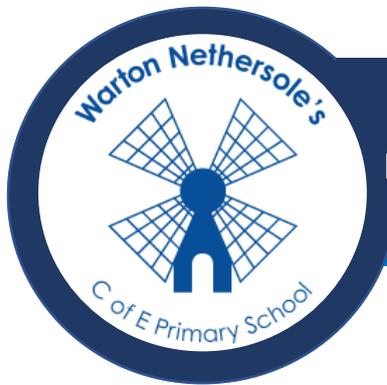
### The Role of the Head Teacher

It is the responsibility of the Head Teacher, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school, and to report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the Head Teacher to ensure the health, safety and welfare of all children in the school. The head teacher supports the staff by implementing the policy, by setting standards of behaviour, and by supporting staff in the implementation of the policy. The Head Teacher keeps records of all reported serious incidents of misbehaviour. The Head Teacher has the responsibility for giving fixed-term exclusions to individual children - for serious acts of misbehaviour - who repeatedly disobey their teacher's academic instructions - whereby allowing them to remain in school would seriously harm the education or welfare of the child or others in school For repeated, or very serious acts of anti-social behaviour, or where the child in question would seriously harm his/her education or welfare or that of others in the school the Head Teacher may permanently exclude a child. The behaviour of children outside school can be considered as grounds for exclusion.

### Fixed-term and permanent exclusions

Only the Head Teacher (or Acting Head Teacher) has the power to exclude a pupil from school. The Head Teacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The Head Teacher may also exclude a pupil permanently. It is also possible for the Head Teacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this. If the Head Teacher excludes a pupil, she/he informs the parents immediately, giving reasons for the exclusion. At the same time, the Head Teacher makes it clear that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make such an appeal. The Head Teacher informs the LAB and the chair of the local governing body about any permanent exclusion, and about fixed-term exclusions beyond five days in any one term. The governing body itself cannot either exclude a pupil or extend the exclusion period made by the Head Teacher. The governing body has a discipline committee which is made up of between three and five members. This committee considers any exclusion appeals on behalf of the governors. When an appeals panel meets to consider an exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents, and consider whether the pupil should be reinstated. If the governors' appeals panel decides that a pupil should be reinstated, the Head Teacher must comply with this ruling.

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021



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Date for Revision: Oct 2022

## Monitoring

The Head Teacher monitors the effectiveness of this policy on a regular basis. She/he also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements. Class teachers keep a log of children who have been sent out of class for inappropriate behaviour. The Head Teacher records incidents where a child is sent to him/her on account of bad behaviour in the behaviour Log which is kept in the Head's office. The Head Teacher keeps a record of any pupil who is excluded for a fixed term, or who is permanently excluded. It is the responsibility of the governing body to monitor the rate of exclusions, and to ensure that the school policy is administered fairly and consistently.

## Review

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.



## Appendix 3

### PHYSICAL INTERVENTION

#### Aim:

The main aim of the physical intervention statement, is to establish a school community with means of supporting children whose behaviour requires some form of physical intervention (in conjunction with the school's behaviour policy).

As far as is possible, only staff who have received training in positive handling should physically intervene and they should be sought for all cases where physical intervention is required.

It is recognised that there may be occasions when an individual child's behaviour has deteriorated to the point where he/she is not only a danger to him/herself but also to others. Even though all aspects of the school's behaviour policy may have been strictly adhered to and carried out, there could be times when the situation has become untenable. On these infrequent occasions, it may be necessary to remove the child to a place of safety in order for the situation to be calmed and resolved.

#### Responsibilities of staff dealing with physically disruptive children:

In all cases where it is necessary for adults to remove children from a potentially dangerous situation by physical means, it must be remembered that the child concerned is still owed a duty of care and that the least physical intervention is still the most desirable course of action. The adults concerned in the physical act of removing a child to a place of safety, also owe themselves a duty of care to ensure that they too are not placed in a position of harm by their actions.

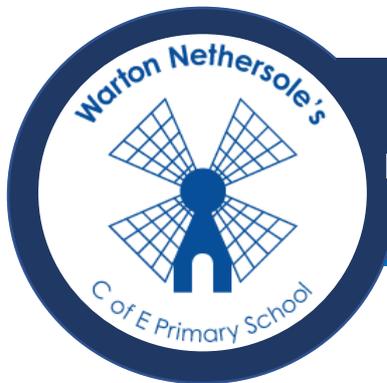
#### Positive handling procedures:

Depending on the age of the child and the degree of physical intervention which is deemed necessary, the type of contact between staff member and child will vary. In the event of a situation deteriorating to the extent that physical intervention is required, the member of staff involved initially should normally seek the assistance of another member of staff. It is also important that staff members should have a witness that no excessive physical intervention techniques have been employed and that due consideration is given to the safety of pupils and staff during the duration of the incident. Staff who have a physical problem or disability should automatically seek help from another member of staff. This also applies to female members of staff at any stage during pregnancy. Staff members should also take care when using physical intervention by ensuring that their hands are free from any implements which may cause injury to the pupil or staff member during an incident where physical intervention has been deemed necessary, where possible

#### Recording of incidents when physical intervention has been used:

After an incident which has necessitated the use of physical intervention, a record must be made as soon as practicable in the bound and numbered book.

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021

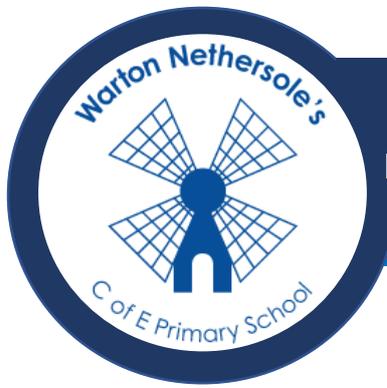


## Appendix 4

### Critical Incident Record

Details of pupil on whom force was used – name, class and any SEND disability or other vulnerability
Date, time and location of incident
Names of staff involved (directly or as witnesses)
Details of other pupils involved (directly or as witnesses) including whether any of the pupils involved were vulnerable for SEN, disability, medical or social reasons
Description of incident by the staff involved, including any attempts to de-escalate and warnings given
Reason for using force and description of force used
Any injury suffered by staff or pupils and any first aid and /or medical attention required
Reasons for making a record of the incident
Follow up, including post incident support and any disciplinary action against pupils

Head Teacher Signature: *[Signature]* LAB Chair Signature: *L. A. Bucby* Date: 07.10.2021



# Warton Nethersole's CE Primary School

Phone: 01827 894182 Email: admin@warton.heartwoodmat.co.uk

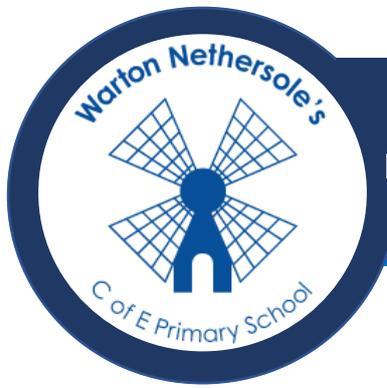
Date Ratified by Govs: 07.10.2021

Date for Revision: Oct 2022

Any information about incident shared with staff not involved in it and external agencies	
When and how those with parental responsibility were informed about the incident and any views they have expressed.	
Has any complaint been lodged? (Details should not be recorded here)	
Report compiled by	
Name and role	
Date	
Report countersigned by	
Name and role	
Date	

Please note: The names of pupils should be removed before the completed form is sent to parents and the names of members of staff should only be included with their consent.

Head Teacher Signature: <i>[Signature]</i>	LAB Chair Signature: <i>[Signature]</i>	Date: 07.10.2021
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## Appendix 5

### Anti-Bullying Policy

Bullying takes many forms and can include:

- physical assault
- teasing
- making threats
- name calling
- indirect (exclusion from groups, rumour spreading etc)
- cyberbullying - bullying via mobile phone or online (eg email, social networks and instant messenger)

Bullying may target specific groups based on gender, race, religion, disability or may be homophobic or transphobic. Where bullying targets specific groups, the issue will be logged and recorded and appropriate staff informed. The underlying issues will be addressed through whole school and class based activities as appropriate.

#### Aims

The aim of our anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available in our school. This policy seeks to ensure that all members of the school community have a consistent understanding of the nature of bullying and the procedures in place in dealing with it.

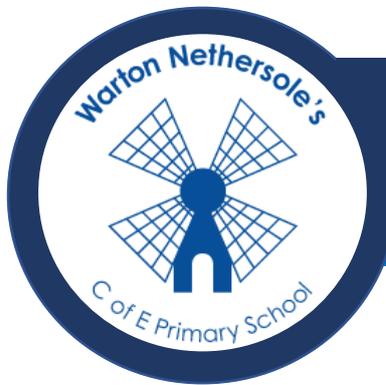
#### Principles

1. All instances of children reporting that they are 'unhappy' will be taken seriously and investigated whether or not the evidence supports the designation 'bullying'.
2. The process of dealing with bullying will be evidence based starting, of course, with the evidence that a child feels that they have been bullied.
3. The first aim of the process is to address the unhappiness of the victim through listening, understanding and reassurance, and then to put in place measures to restore their faith that our school will be a safe and enjoyable place for them to come to school.
4. The second aim is to make the perpetrator (be it an individual or a group) fully aware of what they have done, the evidence that supports this and the impact that it has had (intentional or not), and crucially, the need to stop or change their behaviour.

#### Statutory duty of schools

Head teachers have a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils and to bring these procedures to the

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021



attention of staff, parents and pupils. This document sets out those procedures and is to be used in conjunction with the school's Behaviour Management Policy.

## Implementation

The following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- A clear account of the incident will be recorded on CPOMs and discussed with the head teacher
- The head teacher will interview all concerned and will record the incident
- Class teachers will be kept informed and monitor those concerned
- Parents will be kept informed
- Punitive measures will be used as appropriate and in consultation with all parties concerned

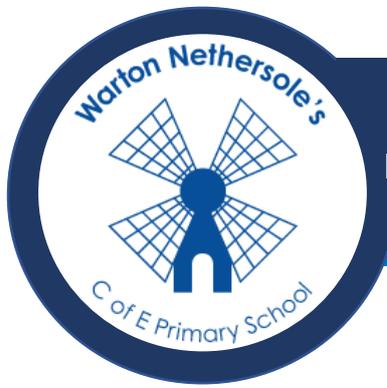
## What will the school do to support a victim of bullying?

- Listen, take seriously, ask for and record specific examples, and incidents with as much detail as possible.
- Explain clearly that this will be investigated and ask if there is anyone they feel could be talked to as witnesses.
- If the issue is a manifestly 'serious incident' that happened in school that day, parents of the victim will be contacted.
- The evidence should ideally be collected within 24 hours of the initial report, though this is not always possible if key staff or witnesses are absent. An outline of what the school is going to do should be communicated to the victim. Depending on the circumstances, this might be communicated to the victim plus their parents/carer.
- Whichever staff member is dealing with the bullying will gauge whether the victim feels reassured and 'safe for the future' by the actions taken. If not, the decisions made and the actions taken will need to be re-assessed. The staff member dealing with it should seek a second, independent opinion.
- It is crucial that whoever is dealing with the issue checks with the victim (often this works well if their friends are also asked) over the coming days and weeks, whether or not they are happy and that the issue has been sorted out for them.
- All records will be added to CPOMs as soon as possible after the incident is reported using the 'Bullying' tag. Class teacher, as well as the SLT, will be sent the record on CPOMs.

## What the school will do to those accused of bullying?

- Explain clearly what the issue/allegation is, listen and record their response. Ask them who might be talked to as witnesses.
- If the issue is manifestly a 'serious incident' that happened in school that day, parents/carers of the perpetrator will usually be contacted.

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021



# Warton Nethersole's CE Primary School

Phone: 01827 894182 Email: admin@warton.heartwoodmat.co.uk

Date Ratified by Govs: 07.10.2021

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- The school will clarify the facts surrounding the incident/s and take appropriate action, ideally within 24 hrs.
- Where an incident of bullying is viewed to have taken place, the school will seek to ensure the perpetrator understands absolutely clearly what they have done and its consequences so as to prevent re-occurrence.
- Consequences may, or may not, be part of the process but a face to face acknowledgement/apology by the perpetrator to the victim, in virtually all circumstance will be expected.
- The severity of the incident, in the light of the last bullet point, will determine the use, or not, and level of sanctions. These can range from withdrawal from favoured activities or other privileges, loss of playtimes, exclusion from school during lunchtimes, exclusion from school. The headteacher will ensure that appropriate action is taken and decide whether parents are contacted on a case by case basis.
- Throughout this process it is important that everyone remembers that the person who is bullying is still a child themselves and that as a Church School, the ultimate aim is reconciliation and forgiveness and that 'sanctions' are used to modify the perpetrator's behaviour not to 'satisfy' the victim.

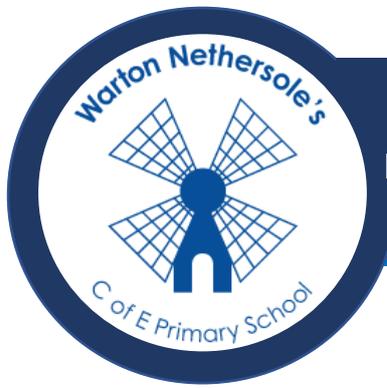
## **Whole School Action In order to minimise the chance of, identify and deal effectively with all incidents of bullying at Warton the following have been put in place:**

- All staff watch for early signs of distress in pupils
- All staff follow the 'listen, believe, reassure' protocol
- Weekly whole staff meetings report any established or on-going cases of or concerns about bullying, so that all staff can be vigilant and are aware of the need to report immediately [and to whom] any incidents.
- The Childline telephone number is clearly displayed in school.
- Parents are encouraged to contact their child's class teacher in the first instance if they have any concerns over their child's welfare, and then to talk to the headteacher or deputy (even informally) if they feel that the issue and their concern, has not been addressed.
- The school has an anti-bullying week every November to raise awareness of the effect of bullying

The following disciplinary steps can be taken in the case of bullying:

- official warnings to cease offending
- time out from lunchtime or break time
- exclusion from certain areas of school premises
- fixed-term exclusion
- permanent exclusion

Head Teacher Signature:  LAB Chair Signature:  Date: 07.10.2021



## Cyber Bullying

At school we have a very strong filtering system on the computers our children use. No phones or other electronic equipment are allowed in school. If phones or other equipment are brought to school children will be expected to deposit these with their class teacher for the duration of the school day.

However, if your child has access to a smart phone, a tablet or a computer they can have access to the internet and social media sites outside of school.

What children do at home is the responsibility of parents and we will continue to share advice and information on how to oversee technology use at home, but there are sometimes knock on effects that do impact on what happens in school, not least because children can arrive in school unhappy or anxious. Staff will always help with these issues, so please do not hesitate to let them know if out of school incidents are occurring.

Cyberbullying can include, but is not limited to:

- Threats and intimidation
- Harassment or stalking
- Vilification / defamation e.g. posting upsetting or defamatory remarks about an individual online, or name-calling using a mobile device
- Ostracising / peer rejection / exclusion
- Publicly posting, sending or forwarding personal or private information or images
- Manipulation (This is an often under-considered form of bullying, but unfortunately there have been many cases of manipulative cyberbullying. Examples include putting pressure on someone to reveal personal information or to arrange a physical meeting)

Within the curriculum, the school will raise the awareness of the nature of bullying through inclusion in the teaching of PSHE, through Circle Time, in collective worship and through other subject areas, as appropriate, in an attempt to raise awareness of the issues related with bullying and eradicate such behaviour.

## Monitoring, evaluation and review

The school will regularly review this policy alongside the Behaviour Policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school by all members of staff.