

# MANAGING BEHAVIOUR GOVERNORS' STATEMENT OF PRINCIPLES

## **The School Values**

Paget is an inclusive school and very proud of its reputation as such. High standards of behaviour are expected of students around the school and in classrooms. All students and staff are entitled to be part of a safe and supportive environment where everyone is valued.

Effective learning can only take place where expectations and standards of behaviour are both high and clearly communicated. This has particular relevance in the classroom and led to the introduction of the Behaviour for Learning system

## **The Purpose of this statement**

This statement gives guidance to the Head teacher in drawing up policies relating to behaviour and discipline by stating the principals which the Governing Body expects to be followed

## **Core Principles**

Paget School believes in positive behaviour management which can be promoted through:

- An established framework of general routines and well defined boundaries within the classroom, understood and adhered to fairly and consistently by staff and students, are essential to good order
- Discipline should be approached from the perspective of students understanding of their rights, but also realising that with these come responsibilities.
- Corrective discipline should not be used to cause embarrassment, undue confrontation or hostility
- Positive behaviour management seeks to direct students to take responsibility for their own behaviour
- Rewards and praise should be used when students are doing well. Rewards should exceed sanctions
- High and positive expectations should be communicated purposefully and overtly

The governing Body also expects the Head teacher to follow up any incidents which occur on the school site and any incidents outside school which fall within the Headteacher's jurisdiction

## **The Purpose of Behaviour and Discipline Policies**

Policies relating to behaviour and discipline are to fulfil the Governing Body duty of care to students and employees; promote teaching and learning and both to enhance and preserve the reputation of the school

## **The expectation of equality**

The Governing Body expects any policy or actions to be in accordance with their responsibilities under equal opportunities legislation

## **The Purpose of Sanctions**

Sanctions are in place to demonstrate that misbehaviour is not acceptable; to express the disapproval of the school community; to deter other students from similar behaviour.

## **The Head's Discretion**

The Governing Body recognises that the application of rewards and sanctions must have regard to the individual situation and the individual student. The Headteacher is expected to use his discretion in their use.

## **Monitoring and Review**

This statement will be reviewed from time to time as appropriate and in the light of changing circumstances.

The Governing Body Committee - Students' Welfare meets at the beginning of each term to monitor the application of all policies relating to student behaviour and discipline. At these meetings the governors also monitor any incidents of racism or physical intervention.

Where parents/carers ask for a hearing regarding exclusion this committee will meet to consider the exclusion.

The committee will also meet to investigate any complaints which cannot be otherwise resolved

### **Associated Policies/Documents**

The following policies/documents are available on request from the school:

Classroom Management (including Behaviour for Learning)

Anti Bullying

Child Protection

Complaints

Equal Opportunities

Physical Intervention

Rewards & Sanctions

Uniform & Dress Code

Rights, Rewards & Consequences

Home - School Agreement

# MANAGING BEHAVIOUR HEADTEACHER'S STATEMENT

## Introduction

We are an inclusive school and accept that from time to time different students experience problems in their lives which can cause them to act erratically and during this time they will need support. We are committed to giving this support but also have a duty to keep all students safe, happy and able to learn. It is also important that all staff are able to teach and promote learning without interruption or harassment.

## Equal Opportunities

We will treat all students fairly, with equality and in accordance with relevant policies.

Students will not necessarily be given the same punishment for the same offence - other factors need to be taken into account e.g. premeditation, prior offences, etc

## Core Principles

Paget School believes in positive behaviour management which can be promoted through:

- An established framework of general routines and well defined boundaries within the classroom, understood and adhered to fairly and consistently by staff and students, are essential to good order
- Discipline should be approached from the perspective of students understanding of their rights, but also realising that with these come responsibilities.
- Corrective discipline should not be used to cause embarrassment, undue confrontation or hostility
- Positive behaviour management seeks to direct students to responsibility for their own behaviour
- Rewards and praise should be used when students are doing well. Rewards should exceed negative sanctions within the context of any lesson.
- High and positive expectations should be communicated purposefully and overtly

## **Rewards**

We have a range of rewards which include:

- Trips for individuals/groups
- Vouchers
- Certificates
- Vivos for good work, behaviour, positive participation, attendance (including extra curricular activities)
- Permission to wear non uniform on a given day

## **Sanctions**

Sanctions are detailed in Behaviour for Learning information and are basically:

- C1/C2 First/second warning
- C3 Detention
- C4 Internal exclusion
- C5 External, fixed term, exclusion
- C6 Permanent exclusion in serious cases

Where incidents occur outside lessons or where there are persistent breaches of school policy the Head of Year, Senior Manager or Headteacher will consider further sanctions. These may include:

- Being placed in another class/teaching group
- Withdrawal from lesson/s
- Detention at break and lunchtime – students will be given the opportunity to use the toilet and to eat/drink
- Detention
- Exclusion
- Alternative Education

## **Detention (C3)**

A student may be legally detained on weekdays, weekends or Teacher Days. 24 hours notice is given by Paget although this is no longer a legal requirement. Paget School operates a detention on each week day. Where there are issues with the completion of coursework students are also expected to attend on Training Days. Failure to attend a detention following a warning will result in C4 internal exclusion or a fixed term exclusion.

Detentions are often given for persistent low level misbehaviour or failure to complete work in class or at home.

Parents/carers do not have to give their consent for a detention.

### **Withdrawal (C4 - Internal Exclusion)**

In order to avoid external exclusion students may be internally excluded for one or more days. They are supervised in a room with individual booths where they are expected to work in silence. Where students disrupt the learning of others they will be removed from lessons and a C4 or fixed term exclusion will be issued.

### **Exclusion (C5)**

Exclusion is a very serious sanction and one that we do not impose lightly. Exclusions are a response to a serious one-off incident and/or a series of incidents often involving repetition of the same poor behaviour. Our decision not to have a student in school is the most serious step we can take.

Following exclusion, parents/carers are expected to meet with the relevant senior/pastoral member of staff to discuss successfully re-integrating a student back into school.

For the first five days of exclusion it is essential that parents/carers ensure that the student remains at home. If they are seen in a public place then parents will be liable to a fine. Being seen in the vicinity of the school while excluded is likely to be viewed very seriously.

Exclusion may be given for:

- Actual or threatened violence; bullying
- Use or possession of illegal substances
- Failure to accept the authority of the school
- Disruptive behaviour
- Abuse to a member of staff
- Vandalism
- Racism or hate crime

### **Permanent Exclusion (C6)**

A permanent exclusion is a very serious step and the result of a particularly serious one off incident or a series of incidents.

### **Support Centre**

Those students who are at risk of exclusion or those who have been excluded are generally involved with our Support Centre. This centre attempts to support students to avoid re-offending and can provide support from a number of agencies: Youth Offending Team, Counselling, CAMHS, School Nurse, Family Support Worker, the Fire Service and others as required. Students may benefit from support with anger management in the centre. On some occasions it is beneficial for students if they attend part time only until they are in a position to cope with full attendance.

### **Alternative Education**

Where students are finding it difficult to cope with the expectations that school has it is sometimes beneficial for them to be supported through alternative education e.g. Student Referral Unit (PRU), engagement activities assessed via PRU co-ordinator. Some students may return to school following alternative education; others, usually older students, will not return to school.

### **Use of Illegal Substances**

Parents/carers will be contacted regarding any student suspected of possessing, using or being under the influence of illegal substances. The parent/carer will be asked to collect the student immediately. Possession of illegal substances generally leads to an exclusion and is generally reported to police. Passing illegal substances to other students may lead to a permanent exclusion. Selling a controlled substance will lead to permanent exclusion.

### **Restraint**

Where students pose a risk to themselves or others, or where students are causing damage they may be restrained by staff in an appropriate manner.

### **Confiscation**

Staff have the power to confiscate articles which interfere with learning or pose a health & safety concern. Legally the item may be seized, retained and disposed of.

### **Uniform**

Where students arrive at school not wearing the correct uniform they should expect to be sent home to change. This also applies to all examinations.

### **On/Off Site**

The school has the power to punish students for actions which occur off site including those:

- taking place in the vicinity of the school or going to/from school
- when wearing school uniform
- when identifiable as a student at Paget School

Or if their behaviour:

- Could have repercussions for the running of the school
- Poses a threat to another student/member of the public
- Could adversely affect the reputation of the school

### **Malicious Allegations**

Disciplinary action may be taken against students where they have made malicious allegations against school staff

# APPENDIX 1

## PROCEDURES FOR INTERVIEWING STUDENTS

### **Following a Serious Incident (in or out of school)**

School staff will interview students regarding any incidents (either inside or outside school) deemed to be serious. These incidents may involve illegal substances, bullying and threatened or actual violence. The interviews will be conducted by senior or pastoral staff, often in pairs. Written records will usually be made of the interviews and may be used in evidence should exclusion be necessary. During this process students identified as having evidence to give or those who may have been involved in the incident/s will usually be removed from lessons and standard breaks (mid morning and lunch time) to prevent collusion with others.

### **Telling Parents/Carers**

Schools do not have to inform parents/carers or seek consent before an interview takes place. There is no legal requirement to make or keep a written record of the interview. Parents will be informed where relevant but will not be given a copy of any written records.

### **After the interview**

Information may be passed to the police where an offence may have been committed. This may include stolen and/or illegal items (e.g. fireworks, alcohol, cigarettes, and drugs), actual or threatened violence, and serious bullying or hate crime.

# APPENDIX 2

## SCREENING AND SEARCHING STUDENTS

**This document has been produced in the light of recent Department for Education guidance (January 2012)**

### **Searching with Consent**

School staff can search students with their verbal consent for any item banned by the school or which inhibits learning. This includes the student's bag, locker and pockets. Students who refuse to turn out their bag or pockets will be punished.

### **Searching without Consent**

School staff can search without consent for prohibited items e.g. knives (or weapons), alcohol, drugs, tobacco, pornography, fireworks and stolen items. The power to search without consent enables the removal of items of outer clothing and searching of pockets.

The search should be carried out by a member of staff of the **same sex with a witness also of the same sex**. The search will be carried out by a member of the pastoral team or a senior member of staff. Eligible staff can search students if they have reasonable grounds for suspecting a student is in possession of a prohibited item e.g. other students have been heard talking about it or students have been noticed behaving in a suspicious way.

### **During the search**

Students may be asked to remove outdoor items of clothing e.g. hats, shoes, coats, gloves, etc

### **After the search**

The following action may be taken with any items found "providing it is reasonable in the circumstances":

- Confiscate
- Retain
- Destroy

Some items may be passed to the police: stolen and/or illegal items (e.g. fireworks, alcohol, cigarettes, and drugs)

### **Telling Parents/Carers**

Schools do not have to inform parents/carers or seek consent before a search takes place. There is no legal requirement to make or keep a record of a search. However, a record will be kept of this and parents will be informed where potentially harmful substances are found.

#### **Note**

If a member of staff has confiscated an electronic item, they can examine any files on it if they have good reason to do so.

### **Associated Policies/Documents**

The following policies/documents are available on request from the school:

Classroom Management (including Behaviour for Learning)  
Anti Bullying  
Child Protection  
Complaints  
Equal Opportunities  
Physical Intervention  
Rewards & Sanctions  
Uniform & Dress Code  
Rights, Rewards & Consequences  
Home - School Agreement

## **INTERVIEWING STUDENTS**

### **Following a Serious Incident (in or out of school)**

School staff will interview students regarding any incidents (either inside or outside school) deemed to be serious. These incidents may involve illegal substances, bullying and threatened or actual violence. The interviews will be conducted by senior or pastoral staff, often in pairs. Written records will usually be made of the interviews and may be used in evidence should exclusion be necessary. During this process students identified as having evidence to give or those who may have been involved in the incident/s will usually be removed from lessons and standard breaks (mid morning and lunch time) to prevent collusion with others.

### **Telling Parents/Carers**

Schools do not have to inform parents/carers or seek consent before an interview takes place. There is no legal requirement to make or keep a written record of the interview. Parents will be informed where relevant but will not be given a copy of any written records.

### **After the interview**

Information may be passed to the police where an offence may have been committed. This may include stolen and/or illegal items (e.g. fireworks, alcohol, cigarettes, and drugs), actual or threatened violence, and serious bullying or hate crime.