



BEHAVIOUR POLICY	
Date adopted	March 2019
Date last reviewed	November 23
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Subject lead	Lynne Williamson / Headteacher in Post
Governor/Committee (where applicable)	For Statement of Principles Full Board

## Our Vision:

**Jesus said: 'I have come that they may have life and have it to the full.'**

**Promoting *life-long learning***

**Developing *life-giving relationships***

**Exploring *life-enhancing faith***

**Inspiring *life-enriching aspiration***

## Statement of Behaviour Principles

The governors have approved the following principles to guide the headteacher in designing and implementing the school's Behaviour Policy:

- Every pupil understands they have the right to feel safe, valued and respected, and able to learn free from the disruption of others
- All pupils, staff and visitors are free from any form of discrimination
- Staff and volunteers set an excellent example to pupils at all times
- School culture promotes excellent behaviour
- Rewards and sanctions are used consistently by staff, in line with the Behaviour Policy
- The Behaviour Policy is understood by pupils and staff
- Suspensions and exclusions will only be used as a last resort, and the school follows government guidance relating to suspensions and permanent exclusions as follows:  
[Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)
- Pupils are supported to take responsibility for their actions
- The school seeks to work in partnership with families to support pupils where there are challenging behaviours
- The governing board also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.
- Advice and guidance from Department for Education related to the use of reasonable force, physical touch and confiscation of items are followed consistently by all.

- This written statement of behaviour principles is reviewed and approved by the full governing body every year.

## Behaviour Policy

### Introduction:

At Hanley St. Luke's we strive to ensure that all children are treated fairly and feel happy, safe and secure. We strive to create an atmosphere where all children feel uniquely special as members of God's family and are able to understand, recognise, uphold and promote the values of honesty, courtesy, kindness, perseverance and respect. Our work is underpinned by our vision:

*Jesus said: 'I have come that they may have life and have it to the full.'*

Promoting *life-long learning*  
 Developing *life-giving relationships*  
 Exploring *life-enhancing faith*  
 Inspiring *life-enriching aspiration*

Hanley St Luke's is proud to be an inclusive school that meets the needs of a range of children- this includes those with complex family backgrounds as well as those with a range of special needs. We understand that many children need help to manage and articulate their emotions and need additional support to meet our behaviour expectations and we strive to support them to achieve those aims. However, we also recognise that all children have a right to feel safe and secure in an atmosphere conducive to learning so this policy is designed to reflect the work we do, striving to ensure all our children can have the very best of starts in life.

We base our behaviour management on promoting our school rules and values, celebrating the positives and incentivising children to make the right choices and therefore support their behaviour. Our policy seeks to teach children that an individual's actions have consequences for themselves and for others. However, our policy is not formulaic but rather a guide to be implemented for the best outcomes for each child and the context of their actions, with the pupil's understanding and acceptance following a restorative conversation where possible.

This Policy operates in conjunction with the following policies:

- Anti- bullying
- Child Protection and Safeguarding
- Equality Statement
- SEND
- Teaching Learning & Assessment

In reviewing and implementing this policy the guidance contained in the following Department for Education (July 2022) document has been followed:

[Behaviour in Schools. Advice for Headteachers and school staff](#)

### Policy Aims:

- To create a safe and secure environment that promotes effective learning and supports safeguarding (through our Safeguarding and Child Protection Policy (see our website), which in turn is informed by Keeping Children Safe in Education 2023)
- To promote positive relationships between pupils, staff and our community.
- To encourage and support children to become well rounded, responsible, respectful, moral and caring individuals.
- To provide both challenge and support to achieve high standards.
- To support the delivery of highly effective teaching that equips children with essential knowledge and skills to promote academic achievement and an appreciation of learning within a rich and relevant curriculum.

### Our Rules

- Be Ready
- Be Responsible
- Be Safe

### Our Values

- Honesty
- Courtesy
- Kindness
- Perseverance
- Respect

### Roles and Responsibilities

#### The Head teacher will:

- Implement the behaviour policy, reinforcing the need for consistency of approach throughout the school.
- Report to governors regarding the effectiveness of the policy
- Support staff when dealing with challenging behaviour and the law
- Be a positive role model
- Ensure the health and safety and welfare of all children
- Promote positive behaviour through thoughtful encouragements and celebration assemblies
- Ensure the promotion of the Rules and Values in and around school
- Ensure appropriate use of consequences through restorative approaches
- Work closely with parents /carers of children displaying challenging behaviours

#### Staff will:

- Explicitly teach, model and practice required class/ school routines (see [Protocol 9](#))
- Plan and deliver effective lessons taking account of children's starting points
- Provide a calm environment to enable all pupils to learn
- Promote the three school rules and values in and around school & key instructions e.g. 'Silence in the Hall'
- Promote positive behaviour with thoughtful encouragement and use of Recognition Boards and Over and Above nominations as appropriate
- Offer the children choices and the chance to make the right decision
- Support children with the language and vocabulary they need in order to socialise and develop interpersonal skills e.g. use of 'Remember we' rather than 'Don't forget'
- Ensure new pupils arriving are supported with understanding the behaviour systems, rules and routines
- Be a positive role model
- Follow the staff Code of Conduct
- Develop positive relationships with children to enable early intervention
- Inform parents/carers about the welfare and behaviour of their children through Dojo messaging system, face to face or by telephone
- Follow the behaviour policy consistently and report negative behaviour following the correct procedure

- Work in partnership with senior leadership to ensure all agreed strategies and actions are carried out including the use of individual Behaviour Recovery plans or Pupil Passports.

**Children will aim to:**

- Follow the school rules
- Uphold the school values
- Be responsible for own actions and their impact on others.
- Learn to work cooperatively
- Engage in restorative conversations and be willing to be reflective to change behaviours
- Accept their individual actions have consequences for themselves and for others
- Accept that all children are treated with equity according to their needs

**The Governing Body will:**

- Approve the Statement of Behaviour Principles to guide the design and review of the Behaviour Policy
- Carry out its statutory duty relating to exclusions and disciplinary issues
- Review the effectiveness of the policy with the Head Teacher

**Communication and parental partnerships:**

Effective communication and positive parental partnerships are crucial in maintaining high standards of behaviour and consistency. If a child has behaviour which is causing a concern in school, steps will be taken to inform parents. The class teacher will have the initial responsibility for this as part of their leadership of behaviour in their classrooms. Teachers will be responsible for reporting any early warning signs for behaviour and safety to members of the Senior Leadership team so strategies can be put in place to support the pupils and where appropriate, more formal steps can be taken.

The behaviour policy is reviewed annually and where amendments have been made, it is shared with parents. It is published on the school website. Senior leadership, with the support of the wider team will strive to support and encourage parents to share the same aims of the school in promoting good behaviour. Where appropriate parents will be signposted to additional support where this is needed.

**Use of Rewards and Consequences:**

We believe that children must be taught that their personal actions have consequences which may be either positive or negative. Our motivational reward scheme ([see Protocol 1](#)) ensures children learn that positive actions generate positive consequences for themselves and also create a happy, safe and successful school community. The best reward a child can receive is the intrinsic pride and satisfaction from their own efforts and good choices made enhanced by the thoughtful encouragement from those who teach them. Children need explicit teaching of how to be successful in making those good choices and in following the school rules and expectations ([see protocols](#)). We do not assume that all children have had the same experiences or cultural expectations before arriving at our school. Therefore some children will need more teaching, support, clarification and redirection than others. To support this process our graduated consequences ([see Protocol 2](#)) are designed to encourage positive progress and deter future negative incidents. Staff aim to have restorative conversations with pupils so that, where possible, pupils accept their actions should result in a consequence which is proportionate and fair and that reasonable adjustments have been made where necessary for pupils with additional or special educational needs ( see below).

Where misbehaviour gives staff cause to suspect that a pupil is suffering, or is likely to suffer, harm as set out in Keeping Children Safe in Education 2023, staff will follow the school Safeguarding and Child Protection Policy and speak to the Designated Safeguarding Lead.

### **Reasonable Adjustments:**

As an inclusive school, all pupils, staff and visitors should be free from any form of discrimination. The school recognises its legal duty under the Equality Act 2010 to prevent pupils with protected characteristics from being at a disadvantage. Consequently our approach may be adjusted to cater for the needs of the pupil, with preventative measures put in place where needed. A multi-agency assessment will be considered for pupils who display continuous disruptive behaviour.

Staff will take into account any contributing factors that are identified e.g. bereavement, abuse, neglect, mental health need, bullying, SEND, criminal exploitation, significant challenges at home. Mitigating circumstances will always be considered in order that consequences are fair and proportionate. However, we always hold to the aspiration that all children can be supported to uphold our rules and values.

### **Special Educational Needs:**

- Pupils who have been identified as having a Special Educational Need with associated behaviour challenges will be given appropriate support and targets to encourage, promote and model appropriate classroom behaviour designed, discussed and shared with the pupil and parents (a Pupil Passport and Behaviour Recovery Plan etc). A graduated approach will be used, along with the Assess, Plan, Do, Review cycle.
- The SENDCO will ensure that Pupil Passports and individual Behaviour Recovery plans for all children, including those with an Educational Health and Care Plan (EHCP), are reviewed by teachers with parental and pupil involvement and any outside agencies are fully involved as necessary. Where there are concerns, early contact with the LA about behavioural issues would be appropriate and an emergency review of the plan may be needed. See SENDO Information Report for further information.

### **Inclusion Team:**

The school has appointed key members of staff to form the Inclusion Team, who are skilled at supporting children with particular social, emotional and mental health needs, which may impact on their ability to regulate their emotions and meet the school behaviour expectations. Currently the Inclusion Team consists of the following:

School Counsellor- Mrs Haynes

Higher level Teaching Assistants- Miss Jennings & Miss Johns

Safeguarding Officer- Ms Cartwright-Davies

SENDCO- Mrs Noonan

They are also supported by the Senior Leadership Team.

Members of the inclusion team work closely with class teachers to discuss strategies to support pupils and to enable them to be successful in school, especially where they need support to regulate their emotions or raise their self-esteem. See [Protocol 7](#) for details of specific roles and responsibilities.

### **Removal From Class:**

To prevent unacceptable disruption to the learning of others or to maintain a safe environment, a child may be directed to move to another appropriate learning space for part of a lesson or for longer where necessary, in line with Protocol 2. Where this is the case, every effort will be made to ensure that the child's learning continues and parents are informed of the need for a removal.

### **Suspensions and Permanent Exclusions:**

In exceptional circumstances, where a child's behaviour is not responding to the additional support offered and escalated consequences and all appropriate advice has been sought from relevant professionals, then a suspension may be enforced. However, a single incident of such severity that the health and safety of pupils or staff is at risk, may also generate an immediate suspension. In exceptional circumstances where multiple suspensions have been issued or a single act of behaviour is of the severest nature then a permanent exclusion would be considered by the head teacher seeking advice from the Local Authority Inclusion team. However, where a child is at risk of permanent

exclusion, the school will work with all stakeholders to seek to minimise this risk by considering various strategies if not already in place such as Early Help, internal alternative provision, external alternative provision, or managed moves etc.

### **Playtime and Lunchtime Arrangements:**

Our supervision staff are a much valued part of our school team and are made up of those who work specifically as playtime/lunchtime support staff and those who also have other roles in school. The school has achieved the Better Lunchtime Quality Mark which ensures that all aspects of our provision offer the best experiences for our children from the food they eat, the dining experience in the school dining room and also out on the playgrounds. The lunch staff work in partnership with the teaching staff and ensure that good behaviour is celebrated with thoughtful encouragement and fed back to the teacher for inclusion in the classroom praise and reward protocol as appropriate. Low level behaviour is dealt with in line with Stage 1 of the Behaviour Protocols with the key strategies being redirection/ clarification and cool down time. More serious or repeated behaviours are reported to the class teacher at the end of the session using communication slips to avoid interruption to learning time. Any Stage 4 behaviours are reported to a member of the Senior Leadership Team immediately.

### **Record Keeping and Data Analysis:**

We use the CPOMS electronic system to record safeguarding concerns and for behaviour incidents which meets the threshold of concern ([see Protocol 2](#)).

### **Bullying (See separate anti-bullying policy):**

Anti-bullying messages are reinforced through our overall Christian ethos and throughout the curriculum as specific topics. Our rule 'Be Responsible' is widely promoted, taught and reinforced. Any issues of bullying are dealt with in accordance with our anti-bullying policy [Click here](#)

### **Harmful Sexual Behaviour, Sexual abuse and Child on Child Abuse:**

The school prohibits all forms of sexual abuse and discrimination, including sexual harassment, child on child abuse, gender-based bullying and sexual violence. The school's procedures for handling such abuse are clearly detailed in the school Safeguarding and Child Protection policy and further information is available in Part 5 of KCSIE 2023. Where any incidents of this nature are identified these should always be reported to the Head teacher or Deputy head in accordance with the [Protocol 6](#) and recorded on our CPOMS system. Parents of both alleged perpetrator and victim would be informed and depending on age, context and circumstance, relevant agencies would be contacted to access support e.g. our in house counsellor, the NSPCC or Savana for support or where relevant social services and the police. It may also be necessary to put in place protective measures following a thorough risk assessment to ensure the safety of all pupils.

### **Additional Related Information:**

#### **Mobile phones:**

Children are not permitted to use a mobile phone in school. Where a child in UKS2 brings a mobile phone to school for safety it must be handed to the class teacher for the day. Staff are not responsible for the safety of such items.

#### **Use of Reasonable Force and Physical touch:**

In order to maintain the safety and welfare of our pupils and staff, it may sometimes be necessary to use reasonable force, as permitted by law. Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, from causing disorder or committing a criminal offence. It is only used when all possible options have been exhausted, by staff in line with this policy; taking into account children with SEND and the bespoke needs of vulnerable pupils. Staff involved must complete a record of the incident and upload to CPOMS ([Protocol 6](#))

The school aims to have at least one member of staff trained in the use of reasonable force and where a child's risk assessment indicates that this may be required, members of this team will be deployed. However, all adults in school have the power to physically intervene to control or restrain a pupil, if in their professional judgement this is required to prevent pupils from hurting themselves or others, from damaging property or causing disorder. This is in line with government guidance which can be found by clicking [here](#). This also sets out the rules around physical touch as follows:

### **Physical Touch:**

Government guidance is that schools DO NOT adopt a no touch policy as 'there is a real risk that such policy might place a member of staff in breach of their duty of care towards a pupil, or prevent them taking action needed to prevent a pupil causing harm' Department of Education "Use of Reasonable force- Advice for head teachers, staff and governing bodies" (July 2013).

Also the document states:

*It is not illegal to touch a pupil. There are occasions when physical contact, other than reasonable force, with a pupil is proper and necessary.*

*Examples of where touching a pupil might be proper or necessary:*

- *holding the hand of the child at the front/back of the line when going to assembly or when walking together around the school*
- *when comforting a distressed pupil*
- *when a pupil is being congratulated or praised*
- *to demonstrate how to use a musical instrument*
- *to demonstrate exercises or techniques during PE lessons or sports coaching*
- *to give first aid.*

At Hanley St Luke's School we follow this guidance along with the OFSTED document October 2021 Positive environments where children can flourish for the protection, safety and wellbeing of both pupils and staff.

### **Confiscation of Inappropriate Items:**

To comply with the law Hanley St Luke's follows this DFE guidance: ***Searching, screening and confiscation Advice for schools July 2022***

The law allows school staff to confiscate, retain or dispose of pupils' property as a punishment, provided it is reasonable in the circumstances

The most common use of this is where a child is distracted from their learning by fiddling with an item belonging to them which staff will usually remove and return to the child at the end of the day but this may vary depending on the age of the child.

However, in the exceptional circumstance that a child brings prohibited items to school, staff have a statutory power to search and to confiscate such items. Staff are able to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. All searches will be safe, proportionate and appropriate, taking into account the guidance from Keeping Children Safe in Education 2023, and will be overseen by the Headteacher and/or the DSL where possible.

Prohibited items listed in law are as follows:

- knives and weapons

- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been or is likely to be used to commit an offense or to cause personal injury to, or damage to property of; any person (including the pupil)
- any item banned by the school rules which has been identified by the school as an item that may be searched for.

**Banned items include:**

- Electronic devices (unless by prior permission)
- e-cigarettes
- vapes
- aerosols
- energy drinks
- lighters
- legal highs/psychoactive substances

**Malicious Allegations:**

At Hanley St Luke’s Primary school allegations of abuse will be taken seriously and acted upon in a fair and consistent way as set out in our Child Protection and Safeguarding Policy [Click here](#). Where allegations have been proven to be malicious, the Headteacher, in consultation with the governing body will enforce appropriate sanctions as appropriate to the context.

**Behaviour Outside of School Premises:**

School have the power to sanction pupils for misbehaviour outside of the school premises to such an extent as is reasonable. In response to non-criminal poor behaviour and bullying which occurs off the school premises or online and which is witnessed by a staff member or reported to the school, the Head teacher will consider whether sanctions are appropriate, in line with our [Protocol 2](#).

Conduct outside the school premises, including online conduct, that schools might sanction pupils for include misbehaviour:

- when taking part in any school-organised or school-related activity;
- when travelling to or from school;
- when wearing school uniform;
- when in some other way identifiable as a pupil at the school;
- that could have repercussions for the orderly running of the school;
- that poses a threat to another pupil; or
- that could adversely affect the reputation of the school.

**Staff induction, development and support:**

All new staff will be inducted clearly into the school’s behaviour culture to ensure they understand its rules and routines and how best to support all pupils to participate in creating the culture of the school. Staff will be provided with bespoke training, where necessary, on the needs of pupils at the school to enable behaviour to be managed consistently.



The SLT will consider any appropriate training which is required for staff to meet their duties and functions in accordance with this policy, including on understanding matters which may affect a pupil’s behaviour, e.g. SEND and mental health needs.

Members of staff who have, or are aspiring to have, responsibilities for leading behaviour or supporting pupil wellbeing will be supported to undertake any relevant training or qualifications.

The SLT and the Headteacher will review staff training needs annually, and in response to any serious or persistent behaviour issues disrupting the running of the school.

### **Protocol 1: Encouragement and Reward**

Our Encouragement and rewards system is linked to pupils upholding our ethos, values and rules as follows:

**British Values:**

Mutual Respect and Tolerance, Democracy, Rule of Law, Individual Liberty,

These key Bible verses tie the British Values to our Christian ethos, our school values and rules:

*Love your neighbour as yourself.* (Mark 12:30-31)

*Live as people who are free, not using your freedom as a cover-up for evil, but living as servants of God.* (1 Peter 2:16)

*Let every person be subject to the governing authorities.* (Romans 13:1)

*We have freedom now, because Christ made us free. So stand strong in that freedom.* (Galations 5:1)

**Our School Values:**

Honesty, Courtesy, Kindness, Perseverance and Respect

**Our Rules:**

- Be Ready
- Be Responsible
- Be Safe

**Our Reward system:**

	Advice regarding use
<ul style="list-style-type: none"> <li>• Verbal acknowledgment and thoughtful encouragement</li> <li>• Stickers and stamps to support at teacher discretion</li> </ul>	Main and most powerful form of reward used day to day. Must be genuine and meaningful.
<ul style="list-style-type: none"> <li>• Sharing success with member of SLT</li> </ul>	To offer additional encouragement and celebration at teacher discretion
<ul style="list-style-type: none"> <li>• Recognition board</li> </ul>	All classes to display board and aim for each child to be on there at least once each day. Teachers have discretion to tailor use of board but will be consistent across year groups e.g. multiple entries

<ul style="list-style-type: none"> <li>Over and above box</li> </ul>	For additional recognition for effort, achievement or demonstration of values, child's name placed into box and a raffle drawn at end of week for a class prize- Automatic entry on Recognition board when nominated.
<ul style="list-style-type: none"> <li>Praise Pads/ Certificates</li> </ul>	Used sparingly in class to show genuine recognition of effort approx. guideline:1 minimum per week per class
<ul style="list-style-type: none"> <li>Star of Week</li> </ul>	Designed to reward individual progress, effort, achievement and upholding of values with certificate and prize
<ul style="list-style-type: none"> <li>Hot Chocolate Friday</li> </ul>	For consistently upholding School values and ethos. Hot chocolate with head teacher. 1 nomination per class each week
<ul style="list-style-type: none"> <li>Special reading opportunities</li> </ul>	To reward any good behaviour at discretion of teacher

### Protocol 2: Consequences

Stage	Person	Possible Consequences Communication & Recording
<p>Stage 1: Low level incidents e.g.:</p> <ul style="list-style-type: none"> <li>shouting out</li> <li>chatting</li> <li>wasting time</li> <li>not responding to reasonable request</li> <li>rocking on chair</li> <li>making noises</li> </ul>	Class teacher TA	Class teachers will use a range of strategies to meet the needs of particular phases, cohorts or individual pupils before moving to stage 2 e.g. <ul style="list-style-type: none"> <li>positive redirection</li> <li>reminder of expectations</li> <li>visual thinking/warning cards</li> <li>verbal warnings</li> <li>praise for modified behaviour</li> <li>cool down / mindfulness activities</li> </ul>
<p>Stage 2: Repetition of stage 1 behaviour/s Or immediately if</p> <ul style="list-style-type: none"> <li>discourteous</li> <li>slip up swearing</li> <li>name calling</li> <li>pushing</li> <li>Minor prodding, poking, hairpulling etc</li> <li>disrupting a lesson</li> <li>high levels of unnecessary movement</li> <li>knowingly using internet searches for off task content (e.g. game site)</li> </ul>	Lead adult in lesson	Direction to stay behind to speak to staff member leading session for restorative conversation (see <a href="#">protocol 8</a> for example scripts) during play/next appropriate point
<p><b>Stage 3</b> Continuation of stage 1 or 2 behaviours Or immediately if child not compliant to previous sanctions to above behaviours plus</p> <ul style="list-style-type: none"> <li>Throwing objects in anger/ frustration etc. e.g. books, pens</li> <li>Serious swearing without target</li> </ul>	Lead adult in lesson	<ul style="list-style-type: none"> <li>Time out in another class for short period e.g. 5 minutes</li> <li>Class teacher restorative conversation during break time (see <a href="#">protocol 8</a> for example scripts)</li> <li>Contact with parent via Dojo message or end of day if known to collect. NB. Check Dojo has been read by the following day and if not send a text via office.</li> <li>Discuss with Key Stage lead re any further support or class based behaviour diary * see examples in Appendix</li> </ul>

		<ul style="list-style-type: none"> <li>Record on CPOMS if repeated behaviours from Stage 3</li> <li>Where Stage 3 actions continue and impact on learning of others then removal to another learning space to maximum of one lesson which may be stand alone or together with missed play depending on circumstance – parents must be informed</li> <li>Record on CPOMS if a Removal has occurred</li> </ul>
<p><b>Stage 4</b>  <b>Stage 3 level repeated without clear improvement in meantime e.g. twice in one week</b></p> <p><b>Or immediate if</b></p> <ul style="list-style-type: none"> <li>fighting/hurting another child with intent</li> <li>swearing with clear target</li> <li>knowingly searching for inappropriate content on internet ( not reportable content)</li> <li>spitting at someone with intent (reasonable adjustment for age)</li> <li>Intentional spoiling of others’ work or property</li> </ul>	<p>Lead adult in lesson  Key stage lead/  Member of wider SLT</p>	<ul style="list-style-type: none"> <li>Child sent to key stage leader</li> <li>SLT restorative conversation during break/lunch. Child to make up lost learning/cool down/mindfulness activities, depending on pupil need, during SLT monitored break or lunch period reflection.</li> <li>Removal<sup>1</sup> for longer period to alternative learning space up to 0.5 day-parents must be informed</li> <li>Consider behaviour diary signed by SLT (<a href="#">See protocol 10</a>)</li> <li>SLT to contact parent at end of day to discuss face to face/phone or Dojo as appropriate</li> <li>Child to apologise verbally/and or in writing as age appropriate</li> <li>Head or Deputy to be informed</li> <li>Record on CPOMS</li> </ul>
<p><b>Stage 5</b>  Continuation of stage 4 behaviours  Or immediately if</p> <ul style="list-style-type: none"> <li>Physical assault (clear intent to harm)</li> <li>Self- harm</li> <li>Engaging in actions that could harm others</li> <li>Bullying in all forms</li> <li>Threatening- high probability of someone being hurt</li> <li>Leaving without permission</li> <li><b>Intentional destruction or disruption of environment or property</b></li> <li>Knowingly searching for reportable content on internet</li> <li>Using any discriminatory language of a protective characteristic e.g. race, sexual orientation or religious belief</li> <li>Any display of harmful sexual behaviour</li> <li><b>Refusal to be directed to class removal which then necessitates class evacuation</b></li> </ul>	<p><b>Lead adult in lesson</b>  <b>HT DH AH</b>  <b>Or wider SLT</b></p>	<ul style="list-style-type: none"> <li>Child sent to Head teacher/Deputy/ Assistant head</li> <li>Speak to child and deal with initial incident with restorative conversation</li> <li>Sanction appropriate to the incident- which may include working outside SLT office, loss of playtime/lunchtime or privileges, or combination</li> <li>Discuss with class teacher/SENDCO support plan/ behaviour plan/ risk assessment/ tailored curriculum</li> <li>Record on CPOMS</li> <li>Contact with parent on day either face to face or via telephone</li> <li>Head teacher to consider removal<sup>1</sup> to alternative learning space in school for 1 day or longer if required</li> <li><b>Consider in -house alternative provision</b></li> <li>Consider suspension if appropriate</li> <li>Report to relevant agency as necessary e.g. police or ChAD and consider any relevant support agencies including alternative provision</li> </ul>

		<ul style="list-style-type: none"> <li>• Consider permanent exclusion as very last resort.</li> </ul> <p>*Professional judgement is always used taking into account specific needs of pupil where there are clear additional needs</p> <p>** Internal suspension is pupil working separately from other pupils in room with adult or outside SLT office for agreed period</p>
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<sup>1</sup>When a child is removed they will be continue with their learning from class. Where this is not possible they will be provided with alternative work which will be deemed meaningful to the pupil e.g. reading comprehension at the child's level.

All removals will comply with the Children and Families Act 2014 and Equality Act 2010. If a child is LAC or open to CIN or CP, then the social worker will be informed by a member of the Safeguarding Team. Where a child is LAC, the Designated Teacher for Looked After Children will also be informed.

### Protocol 3

#### Movement Around School

A consistent use of language and positive direction used by all staff reinforces our expectations as follows:

- 'Calm corridors'
- 'Wonderful Walking'
- 'Single file... one behind the other'
- 'Quiet voices'
- 'Silence in the hall'( when in use)
- Silence or singing
- 'Remember we..... thank you'

Children move as a class or group around school in single file, walking and using quiet voices unless instructed to be silent (exams in progress etc or when moving through the hall\*).

When moving through the hall this should be in silence when in use, due to the layout of the building. The exception is when entering and exiting worship/assembly where children may choose to join in with the song playing. At all other times indoor voices are required.

When entering the hall, children are led in by an adult and remain standing until invited to sit as a class.

Children walk out of school to their playground (in single file when being led as a class).

\*NB (a common sense application of the silence rule is applied to allow for children needing to speak to an adult/ seek help/ responding to greeting etc).

## Protocol 4

### Transitioning from Playgrounds to Entering School

- Pupils are given a visual alert that they have 2 minutes until end of play or 5 mins to end of lunch during which time they tidy up.
- Adults and any appointed children endeavour to ensure those children for whom ending play may be a trigger are informed 1:1 via quiet word.
- After the required time a bell/ tambourine is shaken to indicate it is time to file inside.
- Assigned adults lead them into class or ask them to start walking into school in single file.
- Classes are brought into dining room from playground by staff alerting children to begin walking towards ramp and then on to the dining room

**One long whistle blow is used to alert everyone there is a safety issue and everyone should stop and turn to face the direction of whistle blower.**

## Protocol 5

### Courteous Dining Room Behaviours

- Children wash/ sanitise hands before eating.
- Children sit at their assigned table until invited to go to the hatch.
- Children on table with sandwiches wait until first child back from hatch before eating.
- When everyone has finished eating children wait to be invited to clear and be dismissed.
- Adults in charge will wait until approximately two tables are ready and will escort first groups of children out of the dining room.
- Subsequent tables wait to be dismissed.
- Younger children may be accompanied by Y5/6 helpers or school staff as required.

## Protocol 6

### Use of Reasonable Force

This form is to be completed by the person involved in the incident and uploaded to CPOMS as soon as is reasonably practical after the incident.

<b>Name of Pupil</b>	
Is child on SEN register?	
Date of incident	
Time	
Where in school happened	
Summary of behaviour that led to decision to use reasonable force	
Steps taken before reasonable force used	
Degree of force used e.g. Seated low level restriction 1 adult Standing medium level 2 adults Standing high level 2 adults	
Adults involved	
Any injuries sustained by pupil as a result of the reasonable force used.	
Any injuries sustained by staff member as a result of the reasonable force used.	
Time and date parents informed.	
Name of person who informed parent	
Name of person completing his form and uploading to CPOMS and alerting head teacher/ deputy on CPOMS and verbally.	
Head teacher or deputy will mark as read the CPOMS incident to which this form is attached to indicate this form has been read.	
Any subsequent action by head teacher or deputy will be recorded as a linked action to the CPOMS incident.	

## **Protocol 7**

### **Specific Roles for Inclusion Team and Office to support Behaviour and Attendance**

#### **First Call Inclusion Team consists of:**

Safeguarding Officer  
Sendco  
Nurture support staff Lead  
School Counsellor  
Behaviour support staff lead

They are also supported by Head teacher and Deputy Head Teacher

#### **The Inclusion team will work together to:**

- Identify pupils requiring additional support for interventions such as playtime activities or nurture sessions / in-house alternative provision and set these up and run them to ensure successful playtimes at break and lunch
- Support meet and greets of identified children either directly or ensuring other appropriate staff are available
- Liaise with SENDco where further support may be required
- Assist in de-escalation of pupils who are dysregulated by providing time outs and support
- Supporting the use of reasonable force where a pupil is putting themselves or others at risk of harm or refusing to comply with an instruction e.g. to leave a room, causing serious disruption to the education or wellbeing of others when all other options to de-escalate the situation have been explored

In addition:

#### **The Safeguarding Officer will**

- Liaise with office staff to ensure new starters have supported induction and support sign up process
- Liaise with the admin staff responsible for inputting attendance to make phone calls to parents for non-attendance and offer support
- Work with the Educational Welfare Officer weekly to identify further support for pupils where attendance is a concern
- Identify and deliver where appropriate or signpost to any further support packages or interventions that pupils or their families causing concern may require to support inclusion, safety and wellbeing
- Sign up new starters and coordinate any support needed for smooth transition

#### **The Nurture Lead will**

- Liaise with class teachers to identify pupils who will benefit from nurture sessions
- Plan and deliver nurture session and liaise with parents re progress.
- Provide additional advice and support to staff for identified children

#### **The School Counsellor will:**

- Offer tailored interventions and counselling sessions when referred by class teachers or member of inclusion team with support of parents.

#### **Admin and Finance Staff**

- Log attendance and chase absence daily, logging on CPOMS any concerns and liaising with Safeguarding Officer with any early concerns
- Ensure all new starters have been provided with key information and an appointment made with Head or Deputy before starting and class teacher, support staff, EAL lead, SENDco and Safeguarding Officer (as appropriate) are also informed.

- Telephone parents to attend school to support with a child's behaviour where advised to do so by Head Teacher, Deputy or in their absence, the Assistant Head.

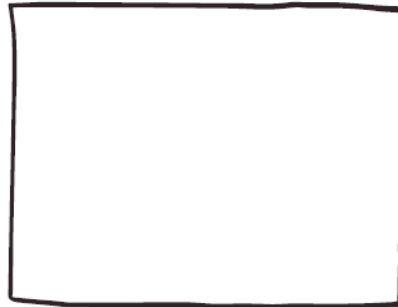
**Protocol 8**  
**Examples of restorative conversation scripts for staff to use with children**

- Can you tell me what happened?
- What were you thinking/feeling at the time?
- How have you been thinking/feeling since it happened?
- Who do you think has been affected by your actions? How were they affected?
- How do you think they felt?
- What could you do now to make things right?
- How can we prevent this from happening again?
- What can I do to help you?

The above conversation prompts can be supported by asking the pupils to write or draw or the teacher supporting that process. Templates like the examples below may be used to scaffold this if required.

# Reflect and Reset

What happened?



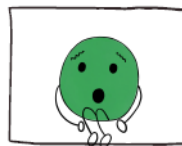
How were you feeling?



Angry



Confused



Scared

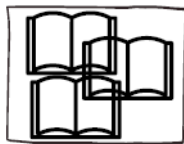


Annoyed

What was the impact of your choice?



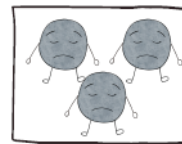
I stopped myself from learning



I stopped others from learning



I feel sad

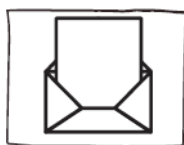


I have made others feel sad

What can you do to make it right?



Say Sorry



Write a sorry letter



Complete my work



I have an idea



### Protocol 9

#### Examples of conversation scripts for staff to use with children to teach and re-establish routines

A routine is something that we do automatically and all the time.

Routines help to keep us safe and happy.

When talking to our partner we should \_\_\_\_\_

The best way to be safe in school is \_\_\_\_\_

I can be responsible by \_\_\_\_\_

It is respectful / not respectful to \_\_\_\_\_

If I need help I can \_\_\_\_\_

When moving around school we need to \_\_\_\_\_

If I have finished my work I should \_\_\_\_\_

If my teacher needs my attention they will \_\_\_\_\_

If my teacher is talking I should \_\_\_\_\_

One thing I should not do in class is \_\_\_\_\_

I would use a quiet voice if I was \_\_\_\_\_

I would use a loud voice if I was \_\_\_\_\_

I can look after the classroom / school/ equipment by \_\_\_\_\_

The most important rule in this class/ school is \_\_\_\_\_

### Protocol 10a

#### Example Behaviour Diary/ Communication Book for KS1



**Hanley St Luke's C of E Aided Primary School**

*Learning, Laughing, Loving at Family St Luke's*

Day	Morning Session 1	Break	Morning Session 2	Lunch	Afternoon	Afternoon Break
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

SLT Signature:

**Protocol 10b**  
**Example Behaviour Diary/ Communication Book for KS2**



Day	Morning Session 1	Break	Morning Session 2	Lunch	Afternoon	Home Comments
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

SLT Signature: