



Anti-bullying policy

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Adopted on October 2024

This policy will be reviewed annually on or before October 2025



Christopher Pickering Primary School

Anti-bullying policy

At Christopher Pickering Primary School we do not discriminate against any child or adult on the grounds of race, disability, gender, age, gender reassignment, pregnancy, maternity, religion or belief, sex or sexual orientation. We embrace the individuality of all of our community members and comply fully with the Equality Act 2010.

1.1 Definition of Bullying

Bullying is:

- deliberately hurtful behaviour
- repeated, often over a period of time
- difficult for those being bullied to defend themselves
- often a secretive activity

1.2 Bullying may take on many forms:

- Physical - hitting, kicking, pushing, pinching
- Verbal - name-calling, insulting, making racist or other hurtful remarks, threatening, spreading unpleasant stories about someone
- Indirect - making gestures (a clenched fist), body language (a swagger)
- Exclusion - excluding someone from social groups in order to intimidate
- Extortion - forcing someone to hand something over (sweets, belongings)
- Hiding things
- Spoiling things - scribbling on work, destroying a game etc
- Online bullying - the use of ICT, particularly mobile phones and the internet to deliberately hurt or upset someone

1.3 These actions only constitute bullying if carried out consistently.

1.4 Encouraging other people to engage in any of these types of behaviour can also be bullying.

2 Aims and Objectives

2.1 Bullying is wrong and damages individual children. We therefore do all we can do to prevent it, by developing a school

By setting high standards of expected behaviour, the school aims to:

- promote positive relationships that safeguard and promote the welfare of pupils, creating an effective learning environment;
- maximise the quality of the learning experience for all pupils enabling everyone to learn effectively;
- enable pupils to understand the implications of their behaviour, to control their own behaviour and most importantly to take responsibility for their behaviour;
- ensure every member of the school community feels valued, respected and treated fairly;
- provide an ethos and environment within which everyone feels safe;
- foster discipline and mutual respect between pupils and their peers, and between staff and pupils;
- raise awareness amongst pupils to ensure that their behaviour does not put their peers or staff at an increased risk in respect of health and safety;
- raise awareness amongst pupils for the need to recognise and manage their emotions and reactions; and
- support pupils whose behaviour within the school's environment is challenging or who may find friendship and co-operation difficult.

3 Application of Policy

3.1 This policy applies to all members of the school community. We will apply sanctions within this policy for behaviour that takes place outside of school premises where it is reasonable to do so, for example if allegations of bullying taking place outside of school hours are reported to the school.

3.2 When deciding whether it would be reasonable to impose a sanction for poor behaviour outside of the school, staff will consider:

- 3.2.1 whether the pupil is taking part in any school-organised or school-related activity, travelling to or from the school, wearing school uniform or is in some other way identifiable as a pupil at the school at the time of the poor behaviour; and/or
- 3.2.2 the severity of the misbehaviour, whether the pupil's behaviour could have repercussions for the orderly running of the school, whether the behaviour poses a threat to another pupil or member of the public or could adversely affect the reputation of the school and/or Trust.

4 Roles and Responsibilities

All members of the school community are expected to follow this policy. Roles, responsibilities and expectations of each section of the Trust community are set out in detail below.

4.1 Board of Trustees

The Trustees will work with the central team and school's Senior Leadership Team to set the ethos and a set of core values that promote high standards of expected behaviour from pupils attending its academies. Trustees will monitor and evaluate the impact of the policy and will hold the CEO and headteacher to account for its implementation. Trustees will ensure that they and the governing body receive relevant training on exclusions, behaviour and discipline at least every 2 years.

4.2 The Chief Executive Officer

The CEO will ensure that this Behaviour Policy is applied consistently across the school and will report to the Trustees on educational outcomes, behaviour management, support strategies and early intervention for pupils requiring additional support. They will ensure that senior staff receive regular continued professional development and receive regular training on behaviour management.

4.3 Local Governing Body

Local governors in the school will review and monitor the application and implementation of this policy by receiving regular reports from the headteacher on behavioural sanctions and support put in place for pupils at Christopher Pickering. Local governors will scrutinise relevant data, review relevant exclusion decisions and act as a point of challenge for decisions taken by the headteacher.

4.4 Headteacher

The Headteacher, with support from the Senior Leadership Team, will ensure that staff are supported and up to date with policy changes. They will ensure that lessons are well led, effectively managed and that staff regularly and effectively self-evaluate their behaviour management strategies. The Headteacher will monitor how staff implement this policy to ensure rewards and sanctions are applied fairly and consistently. The Headteacher will act as a source of support and guidance for staff on behaviour management strategies and discipline.

4.5 Staff

All staff will:

- apply this policy fairly, proportionately, and without discrimination, taking into account SEND as well as the additional challenges that some vulnerable pupils may face;
- promote a teaching and learning ethos which encourages all pupils to attend and participate in lessons whatever their level of ability or need;
- model positive behaviour;
- record incidents of poor behaviour and any given sanctions in the pupil's behavioural log;
- provide praise, rewards and reinforce positive behaviour;
- focus on de-escalation and preventative strategies rather than being solely reactive;
- consider the welfare of the whole school community and ensure that the majority of pupils' education is not jeopardised by the disruptive behaviour of a minority of pupils;
- contribute to the development of systems which support and reinforce positive behaviour;
- recognise that there may be contributory factors which affect pupil's behaviour and respond according to individual need;
- identify pupils who are experiencing difficulties in developing or sustaining appropriate behaviour and consider designing an Individual Behaviour Plan with set targets and support strategies embedded within;

- contact parents if there is a problem with attendance, punctuality or equipment and about any concerns or problems that affect their child's work or behaviour;
- set, mark and monitor homework and provide facilities for children to do homework in the school if required;
- send parents an annual written report on their child's progress and arrange Parents' Evenings during which progress will be discussed; and
- engage with and attend all training and development sessions to continually improve behaviour management and learn from best practice.

4.6 Parents

Parents play an important role in ensuring good behaviour from their children. Parents are expected to:

- support the school in the application and enforcement of this policy;
- inform the school of any challenging behaviour exhibited at home, special education needs or changes in circumstances that may account for changes in their child's behaviour;
- ensure their child attends the school on time, appropriately dressed, fed, rested, and equipped;
- work with the school in support of their child's learning;
- attend virtual or in person meetings at the school with staff to discuss their child's behaviour;
- inform the school in writing of any medication their child needs to take (see the "Supporting children with medical needs" policy);
- support their child in homework and other opportunities for home learning; and
- attend Parents' Evenings and discussions about their child's progress, if reasonably possible
- in the case of exclusion, provide appropriate supervision for their child during the first 5 days of exclusion, ensure that their child is not present in a public place during school hours without reasonable justification and, if invited, attend a reintegration interview at the school with their child.

4.7 Pupils

The rights and responsibilities of pupils are set out at the Annex to this policy along with a list of the school rules to which all pupils must adhere. Reminders of the school rules and expected standards of behaviour are up on walls in classrooms and situated around the school. Pupils are expected to have a positive attitude and maintain high expectations for themselves.

5 Rewards

The school believes that it is important to encourage good conduct throughout the school by celebrating and rewarding good behaviour.

6 Sanctions

- 6.1 Where a pupil's conduct falls below the standard which could reasonably be expected of them the school will impose sanctions. All sanctions will be reasonable and proportionate to the circumstances of the incident and due consideration will be given to the pupil's age, any special educational needs or disability and any religious requirements.

- 6.2 The particular level of sanction will depend on the severity and regularity of the behaviour. The school uses a range of sanctions in response to incidents of poor behaviour. These sanctions include:
- verbal reprimand
 - requiring a written apology
 - confiscation of a pupil's property
 - missing break time
 - repeating unsatisfactory work
 - loss of privileges - for instance: not being able to participate in a non-uniform day or other extra-curricular school events such as sports day or school ball
 - removal from a class or groups
 - internal exclusion
 - time out during break and lunchtimes
 - regular reporting including early morning reporting; scheduled uniform and other behaviour checks; or being placed "on report" for behaviour monitoring
 - education off-site for a designated period
 - fixed or permanent exclusion
- 6.3 School staff aim to work in cooperation with parents to understand the reasons behind their child's behaviour and put in place a clear support strategy for modifying and addressing that behaviour. The school recognises the importance of effective home-school communication and will endeavour to communicate with parents regarding students' behaviour when necessary. When a sanction is imposed, parents will be informed in writing.
- 6.4 The school encourages restorative practice; pupils are encouraged to apologise to their peer group and/or to staff for rudeness or a lack of respect.
- 6.5 The school will also consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, staff will follow the school's safeguarding policy. They will also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. If staff reasonably believe this to be the case, they will consider whether a multi-agency assessment is necessary.
- 6.6 Under no circumstances will illegal or inappropriate items be tolerated in the school, and all pupils will respect and look after the school premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in exclusion, depending on the circumstances:
- verbal abuse to staff and others
 - verbal abuse to pupils
 - physical abuse to/attack on staff
 - physical abuse to/attack on pupils
 - any form of bullying (to the extent not covered above)
 - indecent behaviour
 - damage to property
 - recording or taking images of pupils or staff without their express consent
 - theft
 - serious actual or threatened violence against another pupil or a member of staff
 - sexual abuse or assault
 - carrying an offensive weapon

- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour
- malicious allegations against staff
- racist, sexist, homophobic or other forms of discriminatory behaviour
- persistent truancy/lateness
- possession of items prohibited under the school rules (see Annex)

6.7 Permanent exclusion will only be used as a sanction of last resort, in response to a serious breach, or persistent breaches, of this behaviour policy and where allowing the pupil to remain in the school would seriously harm the education or welfare of the pupil or others in the school. The school will follow the DfE statutory guidance on exclusions when taking a decision to exclude, either on a fixed-term or permanent basis.

7 Pupils with Special Educational Needs and/or Disabilities

7.1 In the context of this policy, a child is considered to have SEND if he or she:

- has difficulties in learning which are significantly greater than the majority of other pupils of the same age; or
- has a disability which prevents or limits them from accessing the curriculum; or
- has behavioural, emotional or social difficulties which impact adversely on their learning and progress.

7.2 Christopher Pickering is aware that continuous disruptive behaviour can be a result of unmet needs. If such needs are identified, the school will do all it can to ensure that the pupil receives appropriate support. The Trust is conscious of its legal duties under the Equality Act 2010 in respect of pupils with disabilities and will make reasonable adjustments to this policy to avoid any substantial disadvantage that a pupil may face as a consequence of their disability compared to their non-disabled peers. A reasonable adjustment that may be made would be to impose a more lenient sanction for a pupil whose behaviour is in consequence of their disability than would be imposed for a pupil exhibiting the same behaviour who does not have that disability.

7.3 An Individual Behaviour Plan will be used for children with SEND whose condition causes them to display challenging behaviour and advice will be sought from external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed. Please read the school's [special educational needs policy/ SEN Information Report] for more information.

8 Investigating Incidents

8.1 Initial investigations of minor infractions of the policy may be carried out by a member of staff/teacher on their own. Further investigations or initial investigations of more serious offences may be carried out by two staff together. Pupils who have witnessed the behaviour may be asked to describe to staff what they saw and the member of staff will make a note of the response. Any questions raised by staff will be open and non-leading. If the police wish to question the pupil, the school will ensure that a responsible adult is present at all times and will inform the pupil's parents of what has happened as soon as possible.

8.2 The school uses Close Circuit Television ("CCTV") within its premises. One reason why the school uses CCTV is to provide a safe and secure environment for pupils, staff and visitors. If behavioural incidents are recorded on CCTV the footage may be viewed as part of the investigation and the content considered before imposing a sanction. Please see the school's CCTV policy and privacy notices for more information.

- 8.3 When more than one pupil is involved in an incident and the interpretations of an event differ, then every effort will be made to try to find the truth. If this still remains unclear, then the staff members involved will use their professional judgement to come to a conclusion on the balance of probabilities.
- 8.4 In exceptional circumstances, pupils may receive a fixed term exclusion pending an investigation, as a neutral act, if there is a possibility that the welfare of other pupils may be compromised by that pupil remaining in the school.

9 Search, seizure and confiscation

- 9.1 If an investigation or an allegation leads to reasonable suspicion and the search of a pupil's belongings is deemed appropriate, a search may be carried out. Staff will follow the latest DfE guidance on searching, screening and confiscation when conducting a search.
- 9.2 Staff may confiscate or seize items in the possession of pupils that are illegal or banned by the school rules and may confiscate, retain or dispose of a pupil's property as a disciplinary sanction so long as it is reasonable in the circumstances. Confiscation of a pupil's property will be proportionate and aimed at maintaining an environment conducive to learning and one which safeguards the rights of other pupils to be educated. Where appropriate a member of staff may retain or dispose of a pupil's property as a punishment and are protected from liability for damage to, or loss of, any confiscated items.
- 9.3 A teacher or someone who has lawful control of the child can search a pupil **with their consent** to look for any item banned by the school rules. Pupils must be first asked to empty pockets and bags themselves. If the pupil refuses to give permission, the school may impose a sanction for failing to follow a reasonable instruction.
- 9.4 The headteacher and other members of staff authorised by them have the power to search a pupil **without the pupil's consent** if they suspect they are in possession of 'prohibited items'. Prohibited items that can be searched for without consent include:
- knives or weapons
 - alcohol
 - illegal drugs
 - "legal highs"
 - stolen items
 - e-cigarettes, tobacco and cigarette papers
 - fireworks
 - pornographic images or
 - articles that have been or could be used to commit an offence or cause harm
- 9.5 Any search without consent must be conducted by a member of staff of the same sex as the pupil in the presence of another member of staff. A member of staff can only carry out a search of a pupil of the opposite sex and/or without a witness present, where the member of staff reasonably believes that there is a risk that serious harm will be caused to a person if they do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.
- 9.6 Staff should keep a record of any searches conducted on pupils and inform parents that a search has been carried out as soon as reasonably practicable.

- 9.7 Staff may seize an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this.

10 Use of reasonable force

- 10.1 Christopher Pickering strives to provide a safe learning environment for all pupils. All members of staff (and anyone whom the Headteacher has given the responsibility to be in charge or in control of the pupils) are lawfully permitted to use reasonable force to prevent pupils committing an offence, injuring themselves or others, damaging property, and to maintain good order and discipline in the classroom.
- 10.2 This power extends to times when staff are lawfully in charge of pupils but are off the school premises i.e. on a school trip. There is no definition of when it is reasonable to use force and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.
- 10.3 Sometimes, pupils may get anxious or agitated and strategies used to help pupils calm down such as using communication skills, distraction techniques and removing triggers may not yield results. On rare occasions staff may have to use physical interventions to ensure the pupil's own safety, the safety of other pupils and staff, or to ensure that property is not seriously damaged.
- 10.4 All incidents where pupils need to be held to help them to calm down will be recorded, any Individual Behaviour Plans reviewed and parents will be informed as a matter of course.

11 Bullying

- 11.1 Christopher Pickering will take all reasonable measures to ensure the safety and wellbeing of all pupils and staff and this includes protection from 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. This can include emotional, physical, racial, sexual, verbal (direct or indirect) and cyber-bullying.
- 11.2 The trust wants to make sure that all pupils feel safe in the school and are accepted into the Trust community. The Trust's ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of this behaviour policy and will not be tolerated.
- 11.3 Bullying can be verbal or physical, by person or by electronic, on-line or written means and can be directed at both staff and pupils. The school practices a preventative strategy to reduce the chances of bullying, and the anti-bullying policy is instilled in the school's curriculum, through the active development of pupils' social, emotional and behavioural skills, assemblies and is embedded in daily school life. It is made very clear to pupils what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.
- 11.4 If an allegation of bullying does come up, the school will:
- take it seriously
 - investigate as quickly as possible to establish the facts
 - record and report the incident; depending on how serious the case is, it may be reported to the Headteacher
 - provide support and reassurance to the victim
 - make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is

important that children who have harmed another, either physically or emotionally, redress their actions, and staff will make sure that they understand what they have done and the impact of their actions

- discuss the matter with both parties, bring them together and insist on the perpetrator seeing the other person's point of view; sometimes the no blame approach is used, sometimes negotiation and sometimes sanctions
- ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used
- consider whether exclusion is appropriate in light of the circumstances.

- 11.5 The school believes pupils should be able to enjoy using social media in a safe environment but recognises that there are inherent threats in using social media which could harm the welfare of pupils and staff at its academies. Where a member of staff has reasonable grounds to suspect that a pupil is using social media in an inappropriate way, which could cause harm to another person in the Trust community, the member of staff should report this to a member of the school's Senior Leadership Team. Following any such report an investigation will follow during which an authorised member of staff may ask that the pupil gives them access to their social media account. In the event that the pupil refuses to cooperate and will not give access to an authorised member of staff during an investigation this could lead to an adverse decision taken against the pupil.

Cyberbullying can include the following:

- Threatening, intimidating or upsetting text messages
- Threatening or embarrassing pictures and video clips sent via mobile phone cameras
- Silent or abusive phone calls or using the victims phone to harass others, to make them think the victim is responsible
- Threatening or bullying emails, possibly sent using a pseudonym or someone else's name
- Menacing or upsetting responses to someone in a chat room
- Unpleasant messages sent via instant messaging
- Unpleasant or defamatory information posted to blogs, personal websites and social networking sites e.g. facebook

Cyberbullying against pupils or staff is not tolerated under any circumstances. Incidents of cyberbullying are dealt with quickly and effectively wherever they occur in line with the Anti-bullying policy.

12 Complaints

If parents have any concerns or complaints over the application or implementation of this policy, they should raise their concerns with a staff member or the Headteacher in accordance with the Trust's complaints policy. If the concern relates to an exclusion, the statutory procedure set out in the exclusions guidance will be followed.

Annex - Rights and Responsibilities of Pupils and School Rules

Rights	Responsibilities
To feel safe both in and out of the classroom	Have regard for your own safety and that of others and care for school equipment/ resources/ environment
To learn, free from the disruption of others	Be prepared to engage in class and be involved with learning
Be valued and have good work recognised and rewarded	Accept and learn from any sanctions that you receive
To receive help and support where requested	Follow staff instructions and seek help when needed
To be listened to and respected	Respect yourself, other people and their belongings
To be treated fairly	Be self-disciplined and follow the school rules set out below
To be treated as an individual	Inform a member of staff when this policy has been breached by yourself or another pupil

School Rules:

Our children have a right to learn, feel safe and be the best we can be, and so our Golden Rules are:

- **We act responsibly and respect each other's rights**
- **We are kind, helpful and polite to everyone**
- **We follow instructions the first time**
- **We keep our hands and feet to ourselves**
- **We walk quietly and sensibly around the school building**
- **We dress smartly and look after equipment and belongings**

Appendix 1

Behaviour Checklist for Teachers

- Carpet places and lining up order.
- Pupil and sensitive information sheets inside cupboard door. Staff aware.
- Golden rules displayed, in pupils' words / pictures.
- Behaviour charts and traffic lights displayed and referred to.
- Behaviour Logs used and followed up if three entries in a half term.
- Parallel praise – praise good behaviour rather than highlighting negative behaviour.
- Visual timetable.
- Reward system in place, which children and staff use consistently.
- Planning available, resources prepared, TAs planned for.
- 'Attention Grabber' used consistently for children's behaviour.
- Smooth transitions – group by group between tables, carpet, lining up – use of Show me 1, 2, 3

Appendix 2

Christopher Pickering Behaviour Descriptors Grid

This grid is aimed at helping all members of our school understand the behaviours expected of pupils. Our expectations are discussed with pupils regularly through assemblies, circle time, and displays around the school.

The good behaviour we expect at Christopher Pickering Primary School	Rewards/Recognition
<p>We have a right to learn, feel safe and be the best we can be, and so our Golden Rules are:</p> <ul style="list-style-type: none"> • We act responsibly and respect each other's rights • We are kind, helpful and polite to everyone • We follow instructions the first time • We keep our hands and feet to ourselves • We walk quietly and sensibly around the school building • We dress smartly and look after equipment and belongings • We follow the catch it, bin it, kill it rule • We wash our hands frequently to keep ourselves and others safe 	<p>Good behaviour and work is predominantly recognised with Dojo Points.</p>
<p>Children are expected to:</p> <ul style="list-style-type: none"> • Be polite, respectful and helpful to everyone • Be co-operative in lessons and keen to learn • Listen quietly and know when it is the right time to contribute • Sit sensibly • Be considerate, caring and compassionate towards others • Be honest, trustworthy and carry out responsibilities reliably • Show good sportsmanship • Be responsible, proactive and prepared to 'have a go' • Demonstrate excellent behaviour because it's the 'right thing to do' • Use their initiative in appropriate ways • Work hard to manage conflict • Try to remain calm and patient even when things are difficult • Give a quick positive response to adults' instructions. 	<p>✓ Each evening, one pupil from each class will take home a letter or small certificate recognizing good work or good behaviour – Dojo Star of the Day</p> <p>✓ All children will work towards receiving Dojo points for good work/behaviour. Each week the highest earners of Dojo points in each class will have a treat decided by each phase at the end of the week and will also take home a certificate.</p> <p>✓ A weekly Gold Book assembly in which 'star' pupils (one from each class) receive a certificate stating the reason for the presentation.</p> <p>✓ A weekly 'Golden Table' lunchtime where selected pupils join a teacher for lunch to celebrate their good manners and good behaviour.</p> <p>✓ Individuals are mentioned in assembly (bravery, special accomplishment, honesty etc.) – in special circumstances parents are informed.</p> <p>✓ All children are in an allocated house and children's Dojo points are counted towards their total House Dojos each half term. Children are encouraged to work towards a House end of Half term reward. Houses are based on the theme of famous people from Hull. Wilberforce (Blue) Morley (Red) Sullivan (Yellow) Johnson (Green).</p>

Appendix 3 Unacceptable Behaviour

<ul style="list-style-type: none"> • Taking away/impeding other children's rights • Goading or provoking others and deliberately getting other children into trouble • Teasing/winding other children up • Spoiling work • Being disrespectful • Not managing temper appropriately • Disrupting lessons and preventing other children from learning • Using swear words, racist language or calling other children names which upset them • Taking others' belongings • Refusing to follow instructions after positive encouragement and a 'final warning' • Calling out • Chasing people when they don't like it • Hurting others • Negative peer pressure • Bringing the school into disrepute • Spitting (Covid19 Risk Assessment)
<p>Sanctions</p> <p>It must be clear why the sanction is being applied and what changes in behaviour are required to avoid future punishment. It is important that the child understands fully that it is the behaviour that is unacceptable rather than the child as a person.</p> <ul style="list-style-type: none"> √ obviating the need for adults and pupils to enter a dialogue √ reducing wasted lesson time √ reducing time when the teacher's attention is diverted from the task of teaching √ involving parents early so that they can assist the response √ in the initial stages, giving pupils a fresh start every day √ making children increasingly responsible for their own actions √ protecting those who want to work from disruptive influences
<p>In one half day:</p> <p>We use a 'traffic light' system where every pupil begins in the green circle. The aim for each pupil is to remain in that circle by following the class rules and behaving well. Each pupil receives positive reinforcement and recognition of their good behaviour by knowing that they are in the green circle.</p> <p>First unacceptable behaviour / work:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Final Warning <input type="checkbox"/> Pupil given the reason <input type="checkbox"/> No dialogue is entered into.

Second unacceptable behaviour / work:

- ☐ Pupil's name is pupil's name written in the amber circle)
- ☐ Pupil is given the reason
- ☐ No dialogue is entered into
- ☐ Five minutes loss of playtime with the teacher in the classroom.

Third unacceptable behaviour/ work:

- ☐ Pupil's name is written in the red circle
- ☐ Pupil is given the reason
- ☐ No dialogue entered into
- ☐ Pupil spends playtime in 'Time Out' in the POD.
- ☐ Pupil's name is entered into the class teacher's Behaviour Log
- ☐ Pupils complete reflection sheet.

Fourth unacceptable behaviour / work:

- ☐ If the behaviour continues during that day, the pupil is removed to the Phase Leader or agreed phase teacher and stays for no more than the remaining half of the day. Parents will be informed. If this happens twice, in one-half term, the school may use this as a trigger for an Individual Behaviour Plan.

The child is always given the opportunity to retrieve the situation by behaving well and, after discussion with the teacher, the child's name may be moved back into the preceding circle, e.g. from amber to green thereby reinforcing the positive change in behaviour. However, when a red circle has been reached the child must carry out their Time Out for this either the existing day (if incident happens before playtime) or the next day's playtime if the incident happens within the second session of the morning or the afternoon. **The child will always start the next day, however, on the green circle.**

If the child has been in the Time Out Area three times within one-half term, parents receive a phone call to discuss the problem with class teacher, in order to arrive at a mutually satisfactory solution. Parents will be invited into school for a meeting with the phase leader after the child has been in Time Out on 6 occasions.

In certain circumstances, such as serious misbehaviour or dangerous conduct, the teacher may use their discretion in missing out intermediate steps from the above process.

The child will then be sent to the time out room where a member of the senior team will supervise their work. The child will then return to class.

When individual pupils continually abuse the above system, or in certain circumstances, discussed with the parent, the following monitoring procedures are put into place:

The teacher discusses with the parents (and possibly the Special Education Needs Co-ordinator or other senior member of staff) the reasons for unacceptable work or circumstances of bad behaviour. These staff will discuss whether levels of differentiation and / or expectations are appropriate and if so, decide action as follows:

a) Informal Monitoring 1

- ☐ Certain targets for behaviour and rewards are agreed – Phase leader involved.
- ☐ Responsibilities Chart given to child.

- ❑ Parents are involved and sign the Responsibilities Chart daily.
- ❑ Teachers meet regularly to discuss progress.
- ❑ If successful, school gives agreed reward, monitoring is discontinued after an agreed period of good behaviour.

b) Formal monitoring

- ❑ This is used when (a) is ineffective- Head involved.
- ❑ Individually tailored targets to be monitored at each session.
- ❑ Child to report to Head at the end of each day.
- ❑ Head to maintain contact with parents. Parents involved in longer term rewards.
- ❑ If successful, school and parents give agreed reward.
- ❑ An Individual Behaviour Plan is considered.

c) Isolation

- ❑ This is usually to be used when the above strategies are ineffective or in severe cases of unacceptable behaviour, but may be used for severe breaches of the school rules.

d) Involvement with external agencies 2

- ❑ This is used when all the above measure have broken down.
- ❑ Advice may be sought from one or a number of agencies.

e) Temporary Exclusion

- ❑ This is used when the above procedures have been ineffective, a pupil is continuing to breach the Good Behaviour expectations, when a pupil has been violent **or** when it is considered the pupil and / or parents need a breathing space, a period of reflection **or** to benefit the other pupils when their education is being disrupted.
- ❑ Children at risk of exclusion will have a Pastoral Support Plan (PSP) put in place.

f) Permanent Exclusion

- ❑ For serious assault, repeated serious theft, repeated / serious bullying, vandalism / attempted vandalism.
- ❑ When relationships have broken down to the extent that the pupil repeatedly and on a number of occasions refuses to do as asked by staff.
- ❑ When the education of others is constantly disrupted.
- ❑ When it is felt that the presence of the pupil on the premises poses a threat to themselves or to others.
- ❑ When it is felt that the presence of the pupil on the premises causes other pupils to feel intimidated.
- ❑ For deliberate assaults on members of staff.
- ❑ For sexual assaults.

- Only the Headteacher has the power to exclude a pupil
- All exclusions are communicated in writing to the parent / carer, the LEA, relevant external agencies and the Chair of Governors
- The written communication explains:
 - The reasons for excluding the pupil

- The length of the exclusion
- The parents' rights to make representations to the LEA / Governing Body about the exclusion.

We do all in our power to retain pupils and deal in positive ways with the misbehaviour that is causing concern.

Work is always set for the pupil and followed up on his/her return.

A back to school meeting is held with the Deputy Head on the first day following an exclusion.

1 These steps are linked to a reward system, usually agreed between parents and school.

2 Other agencies include S.E.N.S.S., Educational Psychological Service, various medical centres, Child and Family Unit, White House Unit, Special Schools/ Units etc.

Serious or Persistent Misbehaviour:

When pupils are long term, low-key disruptives, who display serious unacceptable behaviour or disaffected behaviour then the behaviour is monitored.

These records of misbehaviour will

- ◆ allow us to show external agencies of our need for intervention
- ◆ assist us in identifying triggers or patterns of misbehaviour in order to assist the pupil to improve
- ◆ focus on the specific type of behaviour displayed
- ◆ build a database which external agencies can use to assist the pupil
- ◆ allow us to monitor the effectiveness of strategies employed.

In cases of serious misconduct the following strategies are used, in conjunction with strategies from a) to f) on page 13-14.

Bullying (usually not isolated assaults or acts of retaliation)

The Headteacher is informed and the school invokes its Anti Bullying policy.

Theft

The Headteacher is informed who in turn informs the parents. In serious cases the pupil is excluded for a fixed period. The school reserves the right to involve the Police.

Other serious misconduct (i.e. vandalism, serious untruths)

As above. The school reserves the right to involve the Police. The school may seek to recover the cost of deliberate acts of vandalism / damage.

Deliberate assaults on staff / serious or persistent assaults on pupils

As above. The pupil is excluded for a fixed period unless there are exceptional circumstances (such as the pupil not being mature enough to understand the consequences of their own actions).

Permanent exclusion will be considered; especially if there have been previous incidents.

The Chair of Governors is informed (and, if appropriate, the Health and Safety Executive and the Local Education Authority).

Note:

It is important to record that the vast majority of pupils at Christopher Pickering Primary School are well behaved, polite, considerate and caring children.