



# Newby and Scalby Primary School

( An Academy within Coast and Vale Learning Trust )

## School Policy

# Behaviour Policy inc. Anti-Bullying Policy

Approver: Headteacher  
Review Cycle: Annual

Revision History			
Date	Version	Short Description of Changes	Approved by:
21st Oct 2011	1.01	Rationalising use of two colours of incident slip to one Providing warnings by leadership team early in the process Removal of weekly Golden Time from school timetable	Senior Leadership Team
Mar 2013	1.01	No changes	HT
Mar 2017	1.01	No changes	HT
Sep 2018	1.02	Certain refs. to LEA removed Data Protection information included.	HT
Jan 2019	1.03	Insertion of up-to-date incident slip Removal of reference to ICT manager	SLT
Feb 2020	1.04	GDPR Section Added	SLT
Mar 2021	1.05	Review taken by NYCC legal policy updated in line with recommendations. School rules added	HT
September 2022	1.06	Insertion of up-to-date incident slip Change of language (IEP to IPM) Addition of CPOMs	SLT

## Aims

1. To encourage a healthy and positive attitude towards learning.
2. To reinforce and encourage good behaviour which has been agreed by parents, children and staff.
3. To discourage and respond effectively and consistently to inappropriate behaviour.
4. To positively affect the behaviour of our pupils by promoting self discipline and ensuring that poor behaviour by individuals doesn't adversely affect the learning of others.
5. To encourage respect throughout school, for people and property.
6. To continue to develop good liaison within school and with parents.
7. To provide a framework within which both staff and pupils can develop self esteem.
8. To reduce the necessity for confrontation between staff and pupils.
9. To address incidents of bullying, racial harassment and truancy as well as minor misbehaviour as soon as possible.
10. To enable pupils with particular behaviour problems to be identified and the most suitable action and support for any special educational needs and disabilities to be planned within an Individual Education Plan (IEP).
11. To make parents, pupils and staff aware of the policy.
12. To provide a framework which ensures that reasonable adjustments are made to the behaviour policy to reflect the special educational needs and disabilities of pupils.
13. To ensure that the School Rules are observed by all pupils with reasonable adjustments as appropriate for any special educational needs and disabilities.

## School Rules

- We say, "please" and "thank you".
- We say, "excuse me" rather than interrupting.
- We put our hands up before speaking in class.
- We work silently when asked.
- We look after our equipment.
- We hold the doors open for other people.
- We are kind and helpful to other people.
- We always try to do our best.

## Guidelines

- **Good behaviour is expected from all pupils and is the norm.**
- School rules will be established and made clear to children, staff and parents. These will be reviewed annually.
- Good behaviour will be taught and encouraged at every opportunity.
- Inappropriate behaviour will be addressed through clearly defined and agreed procedures.
- All staff will be provided with training and support, as necessary.
- A Behaviour Support Meeting will take place as necessary to provide support and to evaluate progress for pupils with SEND which has an impact on their behaviour and for pupils facing difficulties in managing their own behaviour. The SENCO will be involved in establishing and monitoring an IPM and will liaise with parents and consider their comments and views. Outside agencies will be used as appropriate.
- Exclusion from school (following Local Authority Guidelines) will be used rarely and only when pupils do not respond to the measures within an IPM or for extreme breaches of this policy.

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## **Rewards for demonstrating good behaviour**

Children who behave in accordance with the school behaviour policy are entitled to:

- Breaktimes and lunchtimes with their peers,
- Visits to places beyond the school site as part of planned lessons,
- Events provided by the Friends of Newby and Scalby School,
- Extra-curricular activities

## **Sanctions**

This list is not exhaustive and staff will need to use their professional judgement to ascertain an appropriate course of action following behaviour which breaches our behaviour policy. This should be discussed with the Assistant Headteacher or the Deputy Headteacher.

All staff must refer to reasonable adjustments to the behaviour policy and recommended sanctions within IPMs where they are established for a child.

### **Level 1**

<b><u>Inappropriate Activity</u></b>	<b><u>Sanction</u></b>
Disturbing teaching and learning (Recorded on CPOMs or on an incident slip)	Warning from the class teacher (Moved to Level 2 if repeated)
Not completing sufficient work in sessions due to poor behaviour (Recorded on CPOMs or on an incident slip) <i>(Care must be taken to ensure that the work is appropriately challenging before deciding whether or not enough has been completed)</i>	Work to be completed at break time or lunch time or sent home to be completed. (Moved to Level 2 if repeated) NB. At break/lunchtime the work should be carried out in a supervised place.
Breaches of school rules inside or outside lesson times (Recorded on CPOMs or on an incident slip)	Miss the chance to share break time or lunchtime with friends. The amount of time to be missed will be set by the child's class teacher. (Moved to Level 2 if repeated) NB. At break/lunchtime the child will sit in the admin. corridor/inclusion room
Breaches of the School's safe use of internet and VLE policy (Recorded on CPOMs or on an incident slip)	Parents will be informed by the teacher. Additional guidance will be given to the individual(s) and their class about safe use. Unsupervised access to the internet will be stopped and VLE rights will be removed for a period of time agreed with the Assistant Headteacher.

All reported or observed incidents, however minor, will be recorded. This is to ensure that parents/carers and children can be given full information about any sanctions applied to a child and to prevent a build-up of minor misbehaviour by a child taking place in different parts of school without it being identified.

**All CPOMs/incident slips should be passed to the inclusion manager each day.**

## Level 2

Repeated breaches of the school behaviour policy may result in the Assistant Headteacher or Deputy Headteacher removing rewards (see above) or establishing an IPM that includes alternative strategies, support and resources to help the child to comply with the school's behaviour policy.

It is at this stage that parents/carers will normally be informed because Stage 1 sanctions have not been successful and working in partnership is likely to address the issues more effectively than school staff working in isolation.

## Level 3

In the very small number of cases where improvements are not observed within three months of an IPM being established the Headteacher may consider the use of an Exclusion from school (using Local Authority Guidelines). Parents will be involved in this process.

## Level 4

Exclusion will be seriously considered and may be used by the Headteacher for any of the following:

- Violence towards or swearing at pupils, staff or other adults within the school grounds.
- Bringing weapons, illegal drugs, cigarettes, offensive material, fireworks or any other items in to school.
- Other circumstances deemed serious enough by the Headteacher to warrant this level of sanction.

## **Dealing with incidents outside school hours**

Where a matter of anti-social behaviour or internet abuse outside school hours is brought to the attention of the Headteacher, parents may be contacted to inform them of the reported incident so that they can address it. This is to prevent issues that arise outside school having a detrimental influence on school life. School does reserve the right, as permitted by law, to sanction pupils in appropriate circumstances for behaviour which occurs outside school hours.

**The Headteacher will inform the appropriate authorities of any breaches of criminal law that have occurred at any time.**

## **GDPR**

The School will adhere to the Data Protection Principles and other legislative requirements set out in the Data Protection Act 2018, General Data Protection Regulation, and related information governance legislation.

The recording of incidents involving children who do not follow the school rules.

How the system works.

In lesson Time:

- All staff will have "Incident slips" available at all times and access to CPOMs.
- If a member of staff sees, or is told of, an incident that is disrupting learning s/he will complete an incident slip/CPOMs
- A log of incidents will be maintained (not publicly displayed) to ensure that when three incident slips have been logged for a pupil within a 5-day period the misbehaviour is treated as Level 2.

Outside lesson time:

- If a member of staff sees, or is told of, an incident that breaches school rules they will complete an incident slip which will be passed to the class teacher.
- A list of pupils with SEN and their IPM will be referred to in order that sanctions can fit in with the child's IPM as necessary.



## Newby and Scalby Primary School

# Incident Sheet

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Completed By** \_\_\_\_\_

**Name of child**

**More details (if necessary):**

**Details of incident:**

- Negative behaviour**
- Verbal and aggressive incidents against peers**
- Verbal and aggressive incidents against staff**
- Friendship issues**
- Homophobic incident**
- Racist incident**

**Did you witness the incident? Yes/No**

**ACTION TAKEN (tick all that apply):**

- Reported to inclusion**
- Reported to assistant head**
- Informed class teacher.**

**Agreed sanction:**

## ANTI-BULLYING POLICY

This school's agreed definition of bullying is:

Bullying is repeated behaviour, consciously done, which makes others feel threatened or uncomfortable. There are different forms of bullying and we must be careful not to mix it with other unacceptable behaviour which might happen.

Bullying can be caused by physical acts of 'violence', criticism, taunting or through emotional pressure. It might occur openly or in a covert manner. Bullying may be face-to-face or using communication devices.

### **Bullying will not be tolerated at Newby and Scalby Primary School.**

All children will be encouraged to tell an adult if they are the target of bullying.

Staff will log all incidents between children as stated in the Behaviour Policy in order that patterns of behaviour can be tracked and bullying prevented.

When following reports of bullying the following procedure should be undertaken:

1. Document all incidents which might or do constitute bullying and consult the Assistant Headteacher, the Deputy Headteacher or the Headteacher.
2. The Assistant Headteacher, the Deputy Headteacher or the Headteacher will talk to the children where possible with another adult from school present. The children involved might be brought together to talk about the problem positively. (All conversations to be confidentially documented.)
3. The Assistant Headteacher, the Deputy Headteacher or the Headteacher will inform all parents/carers of children involved immediately. The parents will be offered the opportunity to discuss the issue with a senior member of staff.

NB 'PSHE time' will be used in classrooms to enable children to voice their fears in a secure environment.

#### Sanctions that may be applied following consultation with parents

1. The bully to be supported to explain actions to the victim and negotiate a means of avoiding future incidents.
2. Time out/exclusion from enjoyable activities.
3. Withdrawal of privileges.
4. Fixed term exclusion – will be carried out when the health and safety of children and/or adults are put at risk.
5. Permanent exclusion. (Only in extreme cases and following Local Authority guidance.)

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