

# **Wolstanton High School**

**A Shaw Education Trust Academy**



## **Behaviour Management Policy**

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## Statement of Intent

Wolstanton High School believes that, in order to facilitate teaching and learning, acceptable behaviour must be displayed in all aspects of school life.

We are committed to:

- Promoting positive behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect.
- Ensuring equality and fairness of treatment for all.
- Encouraging and rewarding good behaviour.
- Challenging and disciplining bad behaviour.
- Providing a safe environment; free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging a positive relationship with parents and carers.
- Developing relationships with our pupils which ensure early intervention.
- A shared approach which involves them in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all students can achieve.

# 1. Key Roles and Responsibilities

- 1.1. The Shaw Education Trust has overall responsibility for the implementation of the behaviour policy and procedures of Wolstanton High School.
- 1.2. The Shaw Education Trust has overall responsibility for ensuring that the behaviour policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Shaw Education Trust has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.
- 1.4. The Headteacher will be responsible for the day-to-day implementation and management of the behaviour policy and procedures Wolstanton High School.
- 1.5. Staff, including teachers, support staff and volunteers will be responsible for following the policy and for ensuring pupils do so also. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.6. Staff, including teachers, support staff and volunteers will create a supportive and high quality learning environment, teaching positive behaviour for learning and implementing the agreed policy.
- 1.7. Parents and carers are expected to take responsibility for the behaviour of their child/children inside and outside of school.
- 1.8. Parents and carers will be expected to take responsibility for promoting positive behaviour for learning and modelling acceptable behaviour in the home.
- 1.9. Pupils are responsible for their own behaviour both inside school and out in the wider community.
- 1.10. Pupils are responsible for their social and learning environment and agree to report all undesirable behaviour.

# 2. Definitions

- 2.1. Wolstanton High School defines a "serious unacceptable behaviour" as any behaviour which may cause harm to self or others, damage the reputation of the school within the wider community and/or any illegal behaviour including but not limited to:
  - Discrimination – not giving equal respect to an individual on the basis of disability, gender, race, religion, age, sexuality and marital status.
  - Harassment – behaviour which is unwanted, offensive and affects the dignity of the individual or group of individuals.
  - Bullying – a type of harassment which involved persistent actions, criticism or personal abuse which humiliate, intimidate, frighten or demean the individual.
  - Cyberbullying - the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
  - Possession of legal or illegal drugs, alcohol or tobacco.
  - Presenting at school under the influence of drugs or alcohol.
  - Possession of banned items.
  - Truancy.
  - Smoking.
  - Refusal to comply with disciplinary sanctions
  - Theft.
  - Non-cooperation.
  - Swearing.

- Fighting.
  - Any illegal behaviour.
- 2.2. Wolstanton High School defines a “unacceptable behaviour” as that which may disrupt the education of the perpetrator and/or other pupils including but not limited to:
- Lateness.
  - Low level disruption and talking in class.
  - Failure to complete classwork.
  - Rudeness.
  - Lack of correct equipment.
  - Incorrect uniform.
  - No homework.
  - Use of mobile phones without permission.
  - Graffiti
- 2.3. “Unacceptable behaviour” may be escalated as “serious unacceptable behaviour” depending on the behaviour breach.

### 3. Staff Expectations

- 3.1. Teachers and support staff will receive training on the behaviour policy as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and on-going training as part of their development.
- 3.3. Teaching and Support staff to complete version of events form to report any behaviour incidents. **(Refer to Appendix 1: Version of Events pro forma & Discriminatory Incident form)**

### 4. Pupil Expectations

#### EPIC (Refer to Appendix 2)

- 4.1. Pupils will be expected to follow the school code of conduct **(Appendix 3)** which includes:
- Conducting themselves around the school premises in a safe, sensible and respectful manner.
  - Arriving to lessons on time and fully prepared.
  - Following reasonable instructions given by the teacher.
  - Behave in a reasonable and polite manner to all staff and pupils.
  - Show respect for the opinions and beliefs of others.
  - Complete all class work as requested.
  - Hand in home work at the time requested.
  - Report unacceptable behaviour.
  - Show respect for the working environment.

## 5. Smoking and Drug Policy

- 5.1. In accordance with Part 1 of the Health Act 2006, Wolstanton High School is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.
- 5.2. Parents/carers, visitors and staff must not smoke on school grounds and should avoid smoking in front of pupils and/or encouraging pupils to smoke.
- 5.3. Pupils are not permitted to bring smoking materials or nicotine products to school. This includes but is not limited to cigarettes, e-cigarettes, lighters, matches or pipes unless on a recognised smoking cessation programme when rules following prescribed medication are adhered to.
- 5.4. In the interest of health and hygiene, we request that people refrain from smoking outside the school gates.
- 5.5. Pupils and staff are required to follow the school's drug and alcohol policy.

## 6. Rewarding Good Behaviour

- 6.1. The school uses a range of rewards and positive reinforcement strategies. Examples of these include:
  - Praise
  - Written comment on work/in book/in planner
  - Stickers
  - Merit points
  - Certificates
  - Mentions in Rewards Assemblies
  - Motivational rewards/prizes
  - Criteria for Reward Trips
  - Phone calls/letters/postcards home

## 7. Unacceptable Behaviour

- 7.1. Unacceptable behaviour as described in point 2 will not be tolerated at Wolstanton High School.
- 7.2. Breaking any of the rules laid out in the Wolstanton High School Code of Conduct will lead to sanctions and disciplinary action. **(Refer to Appendix 3: School Code of Conduct)**

## 8. Sanctions

- 8.1. Where aggressive and/or threatening behaviour is displayed, or illegal activity discovered, Wolstanton High School will not hesitate to contact the police if necessary.
- 8.2. Wolstanton High School will also encourage parents to contact the relevant authority for issues outside school and on-line.
- 8.3. Any pupil, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.

8.4. **Unacceptable behaviour:** At Wolstanton High School, teachers have the freedom to impose sanctions as they see fit dependent on the behaviour of the pupil.

- 8.4.1 In the first instance, the teacher will tell the pupil to stop the behaviour (C1)
- 8.4.2 If the behaviour does not stop automatically, the teacher will issue a 10-minute detention.(C2)
- 8.4.3 If the behaviour continues, the teacher will issue a detention (C3). If a C3 is issued periods 1 to 4 a detention will be at lunchtime the same day. If period 5, then the next day lunchtime. Pupils will have 20 minutes after detention to have their lunch.
- 8.4.4 Following a sanction, further misbehaviour will be considered cumulatively and may lead to a “serious unacceptable behaviour” sanction. After school detentions are retained where a pupil receives more than one detention in a day.

**8.5 Serious unacceptable behaviour:** At Wolstanton High School we take serious behaviour breaches very seriously. We will not hesitate to act in the best interest of the majority of pupils within the school.

#### 8.6 Disciplinary sanctions

Dependent on the nature of the offence and the severity of the behaviour, the school will use a range of strategies to correct student behaviour. The range of sanctions will include:

- A conversation and/or verbal warning
- Restorative Practice mediation
- C2 (10 minute) detention/conversation between the student and member of staff
- C3 lunchtime detention
- Removal from the lesson to work under supervision elsewhere for that lesson or for an extended period in inclusion (Emergency Call Out)
- Being placed on report
- Setting improvement targets
- Pastoral Support Programme
- Internal isolation with work set by subject staff
- In line with the school’s Exclusion Policy, use of external exclusion and internal exclusion.
- Governors’ Disciplinary Review Panel
- Permanent exclusion

This list is not intended to be exhaustive, but serves as illustration of sanctions used.

## 9 Items Banned from School Premises – includes, but not limited to:

9.1 Mobile phones must be switched off during the school day

9.2 Fire lighting equipment

- Matches, lighters, etc.

9.3 Drugs and Smoking equipment

- Cigarettes
- Tobacco
- Cigarette papers
- Electronic cigarettes (e-cigs)
- Alcohol
- Solvents
- Any form of illegal drugs
- Any other drugs except medicines covered by the prescribed medicines procedure.

9.4 Weapons and other dangerous implements or substances such as

- Knives
- Razors
- Catapults
- Guns (including replicas and BB guns)
- Laser pens
- Knuckle dusters and studded arm bands
- Whips or similar items
- Pepper sprays and gas canisters
- Fireworks
- Dangerous chemicals

9.5 Other items

- Liquid correction fluid
- Chewing gum
- Caffeinated energy drinks and other drinks in cans
- Offensive materials (i.e. pornographic, homophobic, racist etc.)
- Aerosols including deodorant and hair spray

## 10. Searching

10.1. Staff members may use common law to search pupils with their consent for any item.

10.2. Staff members may ask any student to turn out their pockets.

10.3. Staff members may search any student's bag or locker.

10.4. Under Part 2, Section 2 of the Education Act 2011, teachers are authorised by the Headteacher to search for any prohibited item including but not limited to tobacco and cigarette papers, as well as illegal drugs and alcohol without the consent of the pupil if they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.

10.5. Searches will be conducted by a same sex member of staff with another same sex staff member as a witness unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff.

- 10.6. Staff members may require a pupil to remove outer clothing including hats, scarves, boots and coats.
- 10.7. Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products.

## 11. Confiscation

- 11.1. A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes “legal highs” and other potentially harmful materials which cannot immediately be identified.
- 11.2. If necessary, the police will be called for the removal of the item/items
- 11.3. Staff are also allowed to confiscate non-uniform items and mobile phones for collection by parents at the end of school

## 12. Outside School and the Wider Community

- 12.1. Wolstanton High School has developed a good reputation over the years.
- 12.2. Pupils at Wolstanton High School must agree to represent the school in a positive manner.
- 12.3. The guidance laid out in the school behaviour contract applies both inside school and out in the wider community, particularly if dressed in school uniform.
- 12.4. Complaints from members of the public about bad behaviour from pupils at Wolstanton High School is taken very seriously and will be fully investigated.

## 13. Controlled Substances

- 13.1. Wolstanton High School has a zero tolerance policy on illegal drugs.
- 13.2. Following the identification and confiscation of a controlled substance, the staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and witness/witnesses present.
- 13.3. The staff member will store the sample in a secure location.
- 13.4. The incident will be reported immediately to the police and parents who will collect it and then deal with it in line with agreed protocols.
- 13.5. Wolstanton High School will not hesitate to give the name of the pupil from whom the drugs were taken.
- 13.6. A full incident report will be completed.
- 13.7. Any further measures will be undertaken in line with the schools’ safeguarding policy.
- 13.8. Where controlled substances are found on school trips away from the school premises, parents/carers of the pupil as well as local police will be notified.

## 14. Bullying

### **Freedom from bullying (Refer to Appendix 4)**

The school recognises that, for students to feel and be safe, they need to be supported and protected from the impact of bullying including cyber-bullying and inappropriate use of social networking sites.

The school also acknowledges its duties and responsibilities under the 2006 Education and Inspections Act, The Equality Act 2010 and the Children Act 1989. These place a duty on all schools and academies to have measures to encourage good behaviour and prevent all forms of bullying amongst pupils.

The school participates in the annual Anti-Bullying Week, incorporating strategies and materials into the PSHE, RE and ICT Schemes for Learning. In respect of anti-bullying the school seeks to:

- 14.1. Actively involve and inform parents.
- 14.2. Take any concerns seriously and resolve the issue in a way that protects the child.
- 14.3. Respond in line with a range of strategies including Restorative Practice while taking appropriate disciplinary sanctions.
- 14.4. Enable students to understand the part they can play to prevent bullying, including when they find themselves as bystanders.
- 14.5. Make it easy for students to report bullying with the confidence of being listened to and incidents acted on. This includes in and out of school concerns, including cyber bullying.
- 14.6. Update policy and practice including new technologies, for instance, updating 'acceptable use' policies for computers.
- 14.7. Appropriate to student age, promote tolerance, understanding and challenge prejudice through the PSHE programme.
- 14.8. Work with the wider community such as the police and children's services where bullying is particularly serious or persistent and where a criminal offence may have been committed.

The broader element of ensuring that students are able to understand and respond to risk are covered by the school's safeguarding practices.

## 15. Malicious accusations against school staff

The school recognises that there may be occasions which are justified when a student needs to raise issues about the actions of a member of staff and has procedures for dealing with concerns.

However, where the allegation is clearly one of malicious intent or fabrication, the school will give due regard to the most appropriate disciplinary sanctions to be taken which may include temporary or permanent exclusion, as well as referral to the police if there are grounds for believing a criminal offence may have been committed.

The school will also take seriously inappropriate use of technologies including mobile and social networking sites which are targeted at members of staff.

# Incident – Version of Events

APPENDIX 1

Student	Form	Date

**NB: To be completed by a member of staff only**

**Location of Incident:**

**Details of Incident:**

*(To be written in bullet points in chronological order)*

**Next steps by staff completing form (please ✓)**

Detention issued, or

Referred to HoS

HoH

**Type of incident (please ✓)**

Bullying\*

Physical assault

Discriminatory incident\*\*

Behaviour in class

Behaviour outside of class

Witness only

**Member of staff:**

**Date:**

**Notes:**

\* If reported as a bullying incident, please ensure this is placed on the VLE log

\*\* If reported as a discriminatory incident, a form must be completed and returned to **Hs or Headteacher**



**Summary nature of incident:**

- Derogatory name-calling, insults, racist jokes, language
- Verbal abuse and threats
- Ridicule of an individual for cultural or religious differences
- Racist comments in the course of lessons or other activities
- Refusal to co-operate with others on racial grounds
- Racist graffiti
- Provocative behaviour such as wearing racist badges or insignia
- Bringing racist material into the school or educational setting
- Inciting others to behave in a racist way
- Distributing racist material
- Physical assault which is racially motivated
- Other \_\_\_\_\_

**Please describe the event briefly if it will aid understanding:**

**To be completed by designated member of staff**

**Action taken:**

- Counselling of one and/or both parties
- Discussion with both parties
- Fixed term exclusion
- Other sanctions – eg detention, isolation
- Any other – eg apology, circle time, peer support/mentoring

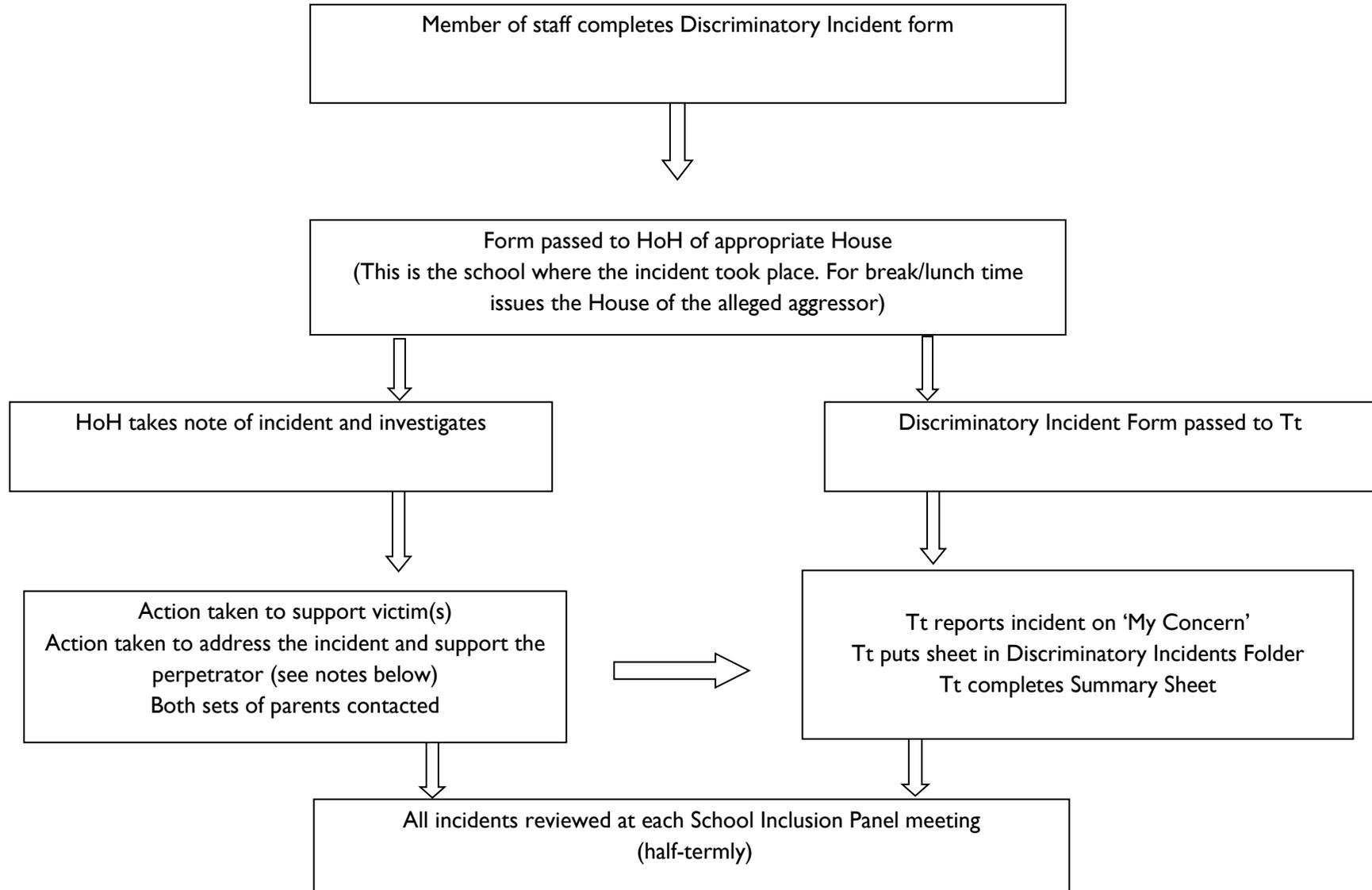
**Please give more details if needed of actions taken:**

- Has there been contact with parent(s)/carer(s) of victim? Yes  No
- Has there been contact with parent(s)/carer(s) of perpetrator? Yes  No
- Further help required from SEU/QLS? Yes  No
- Has this incident been reported to any other agency? Yes  No

**Please name agency:**

Signed: \_\_\_\_\_ Designation: \_\_\_\_\_

## Reporting Discriminatory Incidents



As stated in our Equal Opportunities policy:

“Equality of opportunity at Wolstanton High School is about providing equality and excellence, in order to promote the highest possible standards of achievement for all *irrespective of their gender, colour, ethnic origin, sexual orientation, socio-economic background, family circumstances, disability or religious beliefs*”.

***The School will not tolerate any words or actions which display prejudice against individuals or groups due to any of the above.***

Perpetrators need to be supported as if, for example, this kind of language is what they regularly hear at home they need to know why it is unacceptable in school and society generally and what the consequences of such will be. It is most important that all incidents are reported and dealt with promptly and consistently.

Please refer to the following guidelines:

an incident involving the use of discriminatory language or behaviour (first occasion)

- expectation that pupil apologises to victim
- contact home to discuss the incident
- Restorative Practice mediation
- detention issued
- follow-up meeting (2-3 weeks)

an incident involving the use of discriminatory language or behaviour (subsequent occasion)

- a more severe reprimand
- interview with parents
- internal or fixed term exclusion
- Restorative practice mediation
- on report
- follow-up meeting (2-3 weeks)

an incident involving incitement to racial hatred would result in a much more serious consequence and should be referred immediately to a member of the Senior Leadership Team.

Our school ethos is built around the words Excel, Persevere, Inspire and Challenge: School should be exciting and invigorating, a voyage of discovery building up knowledge, skills and self-confidence. The time spent at high school represents the longest period of time spent in one place during a child's education, we hope Wolstantonians become heroes of their own destiny during this epic adventure.

## **EXCEL**

In our school we don't settle for second best, we do everything possible to achieve excellence. This includes working as a team because we believe that we are better together, encouraging each other to continuously improve. We understand that positivity encourages us to be better people; dynamic and determined. We show tolerance and compassion to everyone we meet, through both our language and our actions. We build people up instead of knocking them down, we admit our mistakes and we believe in fresh starts and second chances.

## **PERSEVERE**

We understand that everything which is worth having requires time and effort to achieve. We don't just give up when things get difficult, we keep on trying until we succeed. In our school our skills, our relationships, our future; these all need planning, preparation, practice and sometimes patience. We work hard every day and take pride in our personal appearance and the facilities around us. We care about punctuality and attendance, above all else we believe in ourselves.

## **INSPIRE**

The world is full of opportunities and we believe that everyone has the potential to achieve amazing things. We aim high in everything we do. We are creative and expressive, we get involved and we take initiative, daring to be independent. We learn from inspirational people and in return try to inspire others in our daily lives. For future generations we will continue to build on the great history that our school has within the community.

## **CHALLENGE**

We want to become lifelong learners who are equipped to face the future challenges of 21<sup>st</sup> century life. We know that sometimes being challenged can be uncomfortable but we also know that it helps us to grow and to develop as people. We dare to try, in our lessons and in life. We encourage each other to 'try something different' and will never waste an opportunity because of fear or apathy. We challenge injustice, we challenge mediocrity, we challenge inequality and we challenge ourselves.

## School Code of Conduct

### *i. General*

- a) Before the school can begin to achieve its aims, it has to establish a business-like and purposeful atmosphere and so there must be rules and regulations, courtesy and respect. A high standard of behaviour is expected at all times.
- b) School rules are based upon the simple principle of “consideration for others and respect for self”; they are designed for the protection of the pupils. A copy of the rules is displayed in each form room and is also issued to all new parents.

### *ii. Attendance and Punctuality*

- a) All pupils are expected to attend school regularly and arrive on time for the start of each session and lesson.
- b) Parents’ co-operation is essential to ensure good attendance and punctuality.
- c) A letter or a telephone call to the Attendance Officer is required when a pupil is absent through illness or other reason.
- d) No holidays will be sanctioned during term time.

### *iii. Respect for People and Property*

- a) Pupils and staff should show mutual respect for each other.
- b) Good manners are essential and necessary.
- c) The school buildings, books and equipment belong to the community and should be treated with care and respect, as should the property of staff and other pupils.
- d) Any pupil causing wilful damage to property will be responsible for the cost of repair or replacement.
- e) All personal property should be clearly marked.
- f) Everyone should take special pride in keeping our school clean. Litter should be placed in the litterbins or waste paper baskets provided.
- g) Mobile phones should be switched off on entry to the school, then kept in pupils’ bags and not used anywhere on the school site.

### *iv. Movement in and around School*

- a) For ease of movement, pupils should walk on the left-hand side of the corridor and stairs. No running is allowed. The Entrance Hall is out of bounds except for pupils meeting parents or going to see the Headteacher. The Main Door is for staff and visitors only.
- b) While waiting outside a classroom, pupils should line up in a quiet and orderly fashion.
- c) Pupils should arrive at lessons with all necessary equipment and books, which will normally require them to have a school bag.
- d) A pupil must not leave the school grounds without permission. If permission is given by the Headteacher, Deputy Head or Assistant Head, the pupil must sign out at Reception before leaving and back in on returning to school.

**v. *Items banned***

- a) Drugs, alcohol, solvents and stimulants put lives at risk and on no account may they be brought into school. Pupils under the influence, possessing or dealing will be excluded from school.
- b) The possession and use of knives and other offensive weapons will be severely punished.
- c) Cigarettes endanger health and have no place in school or on the way to/from school.

**vi. *Safety***

- a) The Terrace is the main route into the school for motor vehicles and is dangerous so, it is OUT OF BOUNDS to pupils.
- b) Bicycles should not be brought onto school premises without possession of a cycle permit (application forms available from Director of Business & Finance).

**vii. *Lunch Time and Toilets***

- a) All pupils will remain on site at lunchtime.
- b) All food bought from the café must not be eaten in the corridors.
- c) Pupils are expected to use the toilets in their free time. Pupils should not expect to use the toilet in lesson time. Should a toilet visit be necessary in lesson time, pupils should get the permission of the teacher and a pass before leaving the lesson.

**viii. *Pupils access to the School Premises outside Lesson Time***

- a) Before and after school, at morning break and dinnertime, pupils have use of the hard surface and grass areas around school.

**ix. *Personal Appearance***

- a) Pupils are expected to wear school uniform in a smart, tidy fashion. Other items, such as jeans, cult or fashion garments must not be worn.
- b) In the interest of safety the rule is that jewellery must not be worn, although a single set of studs or small rings in each ear is permissible. No alternative body piercings are allowed. Eye make-up and lipstick should only be worn discreetly – pale colours only. Coloured nail varnish is not allowed.
- c) Training shoes are not to be worn except in the sports area.

**x. *Disciplinary Procedures***

- a) For breaches of School Rules, a pupil may be set extra work, detained during break or lunch time for ten minutes, put in detention or placed on daily report.
- b) For serious or continuous breaches of School Rules pupils may be isolated in school, excluded from school for a fixed number of days or excluded permanently. Parents are always informed.
- c) In all these matters, parents' support and co-operation is expected.

**xi. *Insurance***

- a) The school cannot accept responsibility for the loss of personal property, as insurance cover is not available. Parents should consider taking cover under their own insurance policies.

# Referral of Bullying Incident

