

# Sandown Primary School and Nursery Behaviour Management Policy



Policy Contact Person	Mr Charlie Lindsay
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## 1. Introduction

The ethos of Sandown Primary School is founded on a clear vision of the values which matter within the school and in the community surrounding it, which will lead to high achievement for our pupils. We believe that good schools are calm and orderly places in which adults and children feel safe. Without an orderly atmosphere, effective teaching and learning cannot take place. If children are permitted to behave inappropriately at school, or to absent themselves from it, they prejudice their own educational chances. Worse, they disrupt the education of children around them. Good behaviour and discipline in schools are essential to successful teaching and learning.

All members of the community should be free from discrimination of any sort and the Behaviour Management Policy has regard for the schools Equality Policy which sets out statutory obligations and duties.

Sandown Primary School Core Values are:

- **High Aspirations**
- **Pride in all we do**
- **Bringing home and school together**
- **Delivering quality education**
- **Nurturing everyone**

## 2. The role of the Governing Body

The governing body are required to make and review a written statement of general principles in determining measures to promote good behaviour and discipline amongst pupils which:

- provides an overview for the Headteacher in drawing up the school's Behaviour Management Policy so that it reflects the shared value expectations and aspirations of Governors, staff, parents/carers and pupils as enshrined in the school's vision statement.
- helps all school staff to be aware of, and understand, their responsibilities, powers and accountability in respect of managing pupil behaviour and discipline.
- instils confidence in all staff that they will have the Governor's support when adhering to the their Statement and this Behaviour Management Policy.

## 3. The role of the Senior Leadership Team

**Schools can and do make a difference.** They have the capacity to lead, support and encourage our community in developing good behaviour and in learning to play a responsible role both within school and in the wider community.

The quality of leadership provided by the Headteacher and the school's Senior Leadership Team is crucial to the school's success in promoting acceptable behaviour. It is the duty of senior staff, by example, actively to promote the conditions for pupil success in the school. This will involve determining measures, including the making of rules and the provision for enforcing them, which will ensure a proper regard for authority, respect for others, a high standard of acceptable behaviour and the general regulation of the

conduct of all.

The Headteacher is responsible for developing the school rules and codes of conduct, which influence the overall Behaviour Management Policy, but must take into account any guidance given by the Governing Body. The Governors, for their part, have a general role to monitor how the Headteacher discharges his statutory, contractual and locally agreed responsibilities.

#### **4. The role of Parents/Carers: Bringing home and school together**

Parents and carers have a vital role in fostering good behaviour. Those with children of compulsory school age have a formal duty under law to ensure that their children receive an efficient education.

Sandown provides a welcoming environment for the parents and guardians of our pupils and we seek to involve them in all discussions about pupils' progress and behaviour. We will continue to examine ways of strengthening our home-school links in order to make this liaison even more beneficial to all concerned.

Parents and carers are expected to support their children's education by signing and adhering to the school's Home School Agreement.

#### **5. The role of Teaching Staff: Quality Education**

The most important task of the school is to educate young people. The more effectively the school carries out this task the better motivated will its pupils be. An effective curriculum appropriately differentiated to stimulate and engage the pupil is a key factor in maintaining an orderly learning environment. It is also very important that teachers should have high expectations of all their pupils, in terms of both achievement and behaviour.

Managing behaviour is most effective when teachers can be constructive and positive, and when they are specific about what behaviour is expected of a pupil and what is unacceptable. Pupils are likely to behave and learn better when they feel responsible for their learning and capable of success. Pupils should be encouraged under the guidance of the teacher to set and organise learning targets for themselves; reflect on their own progress and work co-operatively with their peers. Beyond that, effective teachers pay attention to the features of teaching and classroom management, which are conducive to maintaining good discipline and enhancing learning in the classroom.

Effective classroom managers:

- Control entry to the classroom. Where teachers are present to welcome pupils into the classroom in an orderly fashion, clear expectations of courtesy and self-discipline are reinforced.
- Have clearly understood procedures regarding pupil discussion, participation in lessons, movement in class, the way in which work is handed in, and what pupils should do when tasks are completed this encourages pride in all we do.
- Set clear learning intentions for each work activity, making sure all pupils understand them before an activity begins. Have clear work requirements of pupils, monitor progress carefully and give clear instructions so that activities run

smoothly.

- Handle inappropriate behaviour quickly and calmly so that the pace of a lesson is not lost and further disruption is minimised. They are proactive rather than reactive and quick to employ intervention skills before escalation occurs.
- Bring lessons to a clear conclusion. The best lessons allow time to consolidate learning, reminding pupils of what they have achieved and how this will link into the next lesson. Time is given for reflective feedback in order to move learning forward.
- Control exit from the classroom, using clear routines for a calm departure, whether to another lesson, the dining room or the playground.

At Sandown the Teaching Assistants have a key role to support the teacher and the school in effective classroom management. For the majority of the time their work is classroom based and under the direction of the teacher, but there are numerous periods on the educational and pastoral timetable when the more experienced TA is required to take charge of and even be responsible for a group or class.

## **6. The role of the Midday Meal Supervisor**

During break time and lunch time periods Midday Meal Supervisors will be responsible for pupil and student groups in a variety of areas and activities. These members of staff will be required to make decisions regarding pupil behaviour in accordance with this policy.

There will always be a member of the Senior Management Team available for support, but in the first instance Teaching Assistants and Midday Meal Supervisors will respond to and handle these incidents.

## **7. The role of Pupils**

Pupils and students are already accustomed to playing their part in shaping the school's expectations for acceptable behaviour; school council is integral to this. Our School behaviour system is clearly displayed on the SMSC board on every classroom.

Many teachers/pupils re-affirm their expectations for acceptable behaviour by discussing and writing up their class rules. The allocation of classroom responsibilities to pupils allows them to demonstrate and model acceptable behaviour even from a very young age.

Pupil involvement in leading whole school role modelling activities is rewarded and publicly acknowledged through different initiatives.

## **8. Managing Behaviour**

Sandown School believe that sanctions should be applied in ways that are:

- a) Proportionate.
- b) Positive not demeaning or intimidatory.
- c) Behaviour focused.
- d) Respectful of the dignity of the individual pupil.
- e) Age appropriate.
- f) Appropriated to the level of development of the individual pupil.

### **8.1. Rewards**

Whilst it is important to make clear that unacceptable behaviour is not tolerated and will be dealt with, it is equally necessary, if not more important to reward good behaviour.

At Sandown our priority in encouraging acceptable and appropriate behaviour is positive reinforcement. We work on the positive assumption that it is possible to change behaviour given the right encouragement. It is important to recognise that positively reinforcing a desired behaviour will tend to increase the occurrence of that behaviour in the future.

The following examples are typical of the wide range of strategies, techniques and rewards used by staff at Sandown to positively reinforce appropriate behaviour:-

- Smile when you are pleased with a pupil's effort
- Acknowledge & state precisely what it is you are pleased about
- A particularly good piece of written work can be rewarded with a Mention in the log book and a sticker
- Send pupil to Headteacher for praise and sticker
- Extra time on a favourite activity
- Written comment in Home/School Contact Book or Homework Diary
- Prominent displays of pupil work
- Achieving the pot of gold
- Oscar Winner
- Superstars
- Top Scorers
- Class dojos
- Entry in Log Book

- Special mention in Funky Friday assembly
- Opportunity to represent the school
- Elevated to ambassador status
- Mention in Pupil's Annual Report

Recognition need not be confined to achievements in school. Community service may be rewarded, and general attitude and demeanour may be recognised. Pupils should understand that appropriate behaviour has a positive consequence.

## **8.2. Sanctions**

The majority of our pupils will understand that all behaviour has a consequence. Effective sanctions result in a decrease in the frequency of unacceptable behaviour.

When a sanction is necessary, the following general principles should be observed:

- It is the behaviour we dislike not the pupil.
- Teachers should avoid sanctioning whole groups for the activities of individuals.
- Individuals should not be made scapegoats for the activity of a class or group.
- Sanctions which are humiliating or degrading must not be used.
- Sanctions should be in proportion to the offence.
- Sanctions should be appropriate to the age and need of the individual.

Whatever sanction is employed, pupils should be left in no doubt as to why they are being sanctioned and how, through improvements in behaviour, they can avoid a recurrence.

At Sandown School we use the school behaviour system for rewards and sanctions. Sanctions include:

- A child's name being placed on the rain cloud as a warning.
- A child's name being placed on the thunder cloud and referral to SLT member.
- Verbal warning and logged on SIMS.
- Playground workshop.
- Fixed term exclusion.
- Permanent exclusion.

All playground workshop and exclusions are logged on SIMS.

Teachers should adopt a range of strategies when responding to individual instances of misbehaviour. The precise response is likely to be influenced by a number of factors. These will include:

- the school's Behaviour Management Policy .
- code of conduct.
- the nature (and relative seriousness) of the disturbance.
- the number of pupils involved and their previous behaviour history .

Teachers should be able to feel that their work in the class takes place within the framework of the school's overall Behaviour Management Policy. It may be helpful therefore if, as part of the school policy, they are able to discuss teaching strategies together.

At Sandown the current procedure for dealing with incidents of indiscipline, according to severity, is as follows:

- dealt with in class by class teacher and/or TA.
- dealt with in class / on playground by teacher and/or TA.
- dealt with in class / on playground by teacher and mentor / colleague.
- as above, plus written record of incident.
- class teacher informed.
- pupil sent to SLT.
- pupil referred to a Deputy Headteacher.
- pupil sent or taken or referred to the Headteacher.
- meeting arranged with parent and member of staff.

A reprimand in front of other pupils may be an appropriate response in some circumstances but in others a discrete word with the pupil concerned may be more effective. Interventions need to be carefully judged by the teacher, doing no more than is needed to secure the desired change in the pupil's behaviour; over-reactions may provoke unnecessary escalation of an already difficult situation and seriously limit the teacher's subsequent room for manoeuvre. Responses taken should be determined in light of the individual case. Where other members of staff need to be informed, then incidents are recorded on SIMS behaviour log.

## **9. Dealing with repetitive incidents of unacceptable behaviour**

Dealing with the more repetitive incidents of unacceptable behaviour will involve one, some or all of the following:

- Noting behaviour that is showing cause for concern on SIMS behaviour log.
- Initial contact with the home.
- Keeping a more detailed/dated written record of one particular pupil's activities on SIMs log.
- Headteacher, Deputy Headteacher and Assistant Headteacher informed.
- Discussing data recorded and identifying the problem(s) and the priority area of concern and action.
- Organising some form of behaviour management, intervention or strategy.
- Adaptation of playground workshop to incorporate roll on, roll off.
- Reviewing progress.
- Dealing with external support agencies – Education Support, Behaviour & Attendance Service (ESBAS), Flexible Learning Educational Support Service (FLESS), Child and Adolescent Mental Health Services (CAMHS). It is important to ensure that all documentation or evidence pertinent to any pupil review meeting involving external agencies is gathered together and collated.

Dealing with incidents of unacceptable behaviour, particularly those involving the health

and safety of pupils and staff may, on rare occasions, result in a fixed period or permanent exclusion from Sandown.

The school Governors strongly believe that exclusions, particularly those that are permanent must be used only as a very last resort. The school Governors expect the Headteacher to inform the police if there is any evidence of a criminal act associated with an incident involving unacceptable behaviour.

## **10. Positive Physical Interventions**

Physical intervention, including the use of reasonable force or restraint, is not encouraged within the culture of positive approaches to behaviour management at Sandown Primary School.

However, it is accepted that there may be pupils whose behaviour management needs require some form of physical intervention on a frequent basis or that there may be particular incidents of pupil behaviour that also necessitate a physical intervention.

### **10.1. Principles:**

For the purpose of this policy and its implementation the following underpinning principles apply:

- The use of physical interventions should, wherever possible, be avoided.
- There are occasions when a physical intervention is a reasonable and appropriate course of action.
- The level of compliance from a pupil determines whether or not an interaction is an intervention or a method of physical control.
- When a physical intervention is necessary, it must be used in a way that maintains the safety and respects the dignity of all concerned.
- Positive Handling uses the minimum degree of force necessary for the shortest period of time to prevent a pupil harming himself, herself, others or property.
- The scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled, and the nature of the harm they might cause and logged.
- Physical intervention usage should be in keeping with current DfE and Local Authority guidance.

### **10.2. Key Definitions:**

#### **1 Physical Contact**

Situations in which proper physical contact occurs between staff and pupils, eg: in the care of pupils with learning disabilities; in games/PE; to comfort pupils; a guiding hand or touch to support and encourage a pupil to move in a desired direction.

#### **2 Physical Guidance**

This may be used to divert a pupil from a destructive or disruptive action, for example guiding or leading a pupil by the hand, arm or shoulder with little or no force.

#### **3 Positive Physical Intervention**

This will involve the use of reasonable force when there is an immediate risk to



pupils, staff or property. It is important that the use of 'reasonable force' should be seen as a last resort.

## **11. Use of reasonable force**

Sandown School does not have a 'no contact' policy. There is a real risk that such a 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.

By taking steps to ensure that staff, pupils and parents are clear about when force might be used, the school will reduce the likelihood of complaints being made when force has been used properly.

### **11.1 What is reasonable force?**

- The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.
- Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.
- 'Reasonable in the circumstances' means using no more force than is needed.
- As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.
- Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.
- School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

### **11.2 Who can use reasonable force?**

- All members of school staff have a legal power to use reasonable force.
- This power applies to any member of staff at the school. It can also apply to people whom the Headteacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on a school organised visit.

### **11.3 When can reasonable force be used?**

- Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.
- In a school, force may be used to control pupils or to restrain them.
- The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.
- Force cannot be used as a punishment. It is always unlawful to use force as a punishment.

Examples of situations that might call for a judgement regarding the use of a positive

physical intervention are as follows: -

- a pupil attacks a member of staff, or another pupil
- pupils are fighting, causing risk of injury to themselves or others
- a pupil is committing, or on the verge of committing, deliberate damage to property resulting in personal injury
- a pupil is causing, or at risk of causing, injury or damage by accident, by rough play, or by misuse of dangerous materials or objects
- a pupil tries to leave the school other than at an authorized time; the police will be informed and a decision to monitor from a distance will be made
- a pupil persistently refuses to follow an instruction to leave a classroom
- a pupil is behaving in a way that seriously disrupts a lesson; or
- a pupil is behaving in a way that seriously disrupts a school sporting event or school visit.

## **12. Power to search pupils without consent**

In addition to the general power to use reasonable force described above, Headteachers and authorised staff can use such force as is reasonable given the circumstances to conduct a search for the following “prohibited items”:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property. Force cannot be used to search for items banned under the school rules

## **13. Reasonable Measures of Physical intervention**

If physical intervention seems absolutely necessary, staff should follow the guidelines below in order to reduce their own vulnerability to complaint and to ensure the protection of themselves and pupils.

- Staff should have reasonable grounds for believing that a positive physical intervention is necessary.
- Physical intervention should only be used after other less intrusive methods have been attempted or considered such as telling the

pupil to stop misbehaving.

- If possible call for urgent assistance, at least to gain the presence of a credible adult witness.
- Physical interventions should be acts of care and control, not punishment. Only reasonable force should be used. The duration of such intervention should be the minimum necessary.
- Physical interventions should take account of a young person's:
  - age
  - gender
  - level of physical, emotional and intellectual development
  - special needs
  - social context
- The member of staff involved should advise the pupil calmly and repeatedly that he/she could stop the need for the physical intervention by applying self-control.
- The young pupil should be released from the physical intervention as soon as it is safely possible.
- Release must always be carried out in a planned, controlled way.
- Staff should avoid any actions that could be viewed as sexual. If a member of staff feels that a necessary physical intervention may be viewed by a pupil as involving sexual contact, the member of staff should describe what he/she intends to do and why, giving the young person an opportunity to avoid it. If the intervention remains necessary, while carrying it out, the staff member should repeat why it is necessary, stressing that it is within the pupil's power to remove the need for intervention.
- If a physical intervention is required for an extended period because the child cannot be released safely a senior member of staff must monitor the situation closely with a view to safeguarding the young person and the staff concerned.
- As far as possible actions should be calculated to reduce the need for physical intervention or, when physical intervention is used, to reduce the length of time for which it is necessary.
- Acceptable forms of physical intervention may include:
  - Any holding tactic in which a young child is restrained without injury until the young child calms down.
  - Physical contact with a young person designed to control the young person's movements which pose a danger (e.g. holding by the arms against the side of the body). Standing by the side of the young person is likely to minimise the risk to adult and young person.
  - The holding of a young person's arms or legs to prevent/restrict striking/kicking.
  - Physically holding a pupil to prevent them from exposing themselves to possible danger by leaving the premises.

- The use of sufficient physical force – without causing injury - to remove a weapon/dangerous object from a young person’s grasp (if foreseeable this requires specialised training).
- Where behaviour is recorded on SIMS that demonstrates a pupil may need physical intervention a Risk Assessment should be put in place. This way the potential hazards have been systematically considered. In such cases it is also important that broader primary and secondary preventive strategies are recorded before reactive strategies including positive handling are considered. Such a plan should detail specific strategies and techniques to be used, and, if appropriate, techniques not to be used. Such strategies or approaches should be discussed with parents/guardians and relevant professionals, made clear in writing, and reviewed regularly.

#### **14. Unreasonable Measures of Physical Intervention**

- The following are examples of actions that would be deemed as unreasonable or unsafe and must not be used:-
- Any hold that restricts a pupil’s breathing, eg where a pupil’s arms are held tightly across their chest or a seated restraint with the young person’s chest pushed forward towards their knees;
- Exerting excessive pressure on any part of a pupil’s body;
- Exerting excessive pressure against body joints, eg. forcing a pupil’s arm up his/her back;
- Sitting on a pupil;
- Lifting a pupil off the floor in order to intimidate.

Schools do not require parental consent to use force on a student.

The following are prohibited as forms of control:

- Corporal punishment; corporal punishment may be defined as any act or threat of an act, such as hitting, kicking, slapping, punching, poking, prodding, biting, throwing an object, rough handling etc which causes or threatens harm;
- Restriction of liberty (e.g. locking a pupil up);
- Intimate physical searches;
- Restraint techniques deemed to be unacceptable as documented in DFE guidance.

#### **15. Recording & Reporting Incidents of Positive Handling**

After an incident of positive handling, staff need a debrief to address any residual feeling and anxieties that may be present. This is also an opportunity to review any Risk Assessment and reflect on practice. Parents will be informed of the physical handling as soon as possible.

The use of positive handling should always be fully recorded and reported. As a school, we consider it good practice to ensure the following information is documented.

- 1) Name of person subject to physical intervention.
- 2) The staff involved and their specific role within the intervention.
- 3) The reason physical interventions were used, including reference to the specific risk behavior and a description of other non-physical interventions that may have been used.
- 4) The type of physical intervention used (including level of restriction and the positions in which the person was held).
- 5) The date, time and duration of the intervention.
- 6) Any injuries that arose as a direct consequence of the physical invention.

## **16. Staff Authorised to Use Physical Intervention**

At Sandown Primary School all teachers, tutors and staff employed by the school who have control, charge, or are acting in a supervisory capacity of pupils as authorized by the Headteacher have the statutory power to use physical interventions as outlined in this policy. Such authorisation is not given to volunteers, students or parents/carers. Support Services and external agencies will have their own policies for care and control of pupils. When working within school the Headteacher has overall responsibility for ensuring that such colleagues are aware of the school's Behaviour Management Policy.

## **17. Staff Training & Development**

It is the responsibility of the school's Continuing Professional Development (CPD) Co-ordinator to arrange for staff to receive suitable training in positive behaviour management and support. No member of staff will be expected to undertake the use of positive physical intervention without appropriate awareness raising and/or training related to the school's Behaviour Management Policy. Arrangements will be made clear as part of the induction of staff and training will be provided as part of on-going staff development.

Particular students who, for instance because of particular emotional or behavioural difficulties or ASD related difficulties, may require positive physical interventions related to a Behaviour Management Plan. The strategies to be used should be clearly specified and made known to relevant staff. Such staff may require specialized training in positive handling.

## **18. Staff Pastoral Support**

The Headteacher will draw on advice in the school's policy for 'Dealing with Allegations of Abuse against Teachers and other Staff', when setting out the pastoral support that school staff should expect to receive if they are accused of misusing their powers. Staff so accused should not be automatically suspended pending an investigation. Disciplinary action may be taken against pupils who are found to have made malicious accusations against staff.

## **19. Key References**

- Use of Reasonable Force: Advice for Headteachers, staff and governing bodies – DfE July 2014.
- Behaviour and Discipline in Schools: Guidance for governing bodies – DfE 2012.
- Governing Body Statement of Behaviour Principles - Sandown Primary School Governing Body June 2016.
- Guidance on the Use of Restrictive Physical Interventions for Staff Working with Children & Adults who Display Extreme Behaviour in Association with Learning Disability and/or Autistic Spectrum Disorder – DfE July 2002.
- Guidance on the Use of Restrictive Physical Interventions for Pupils with Severe Behavioural Difficulties – DfE September 2003.
- Risk Assessment Proforma for assessing and managing foreseeable risks for children who present challenging behaviours.  
<https://czone.eastsussex.gov.uk/schoolmanagement/healthsafety/riskassessment/pages/main.aspx>

## **20. Additional information/documentation**

Other related policies and guidelines include:

- Staff Handbook Guidelines on Behaviour Management.
- Child Protection Policy.
- Intimate Care Policy.
- School Anti-Bullying Policy.
- School Code of Conduct for Employees.
- School Code of Conduct for Visitors.
- School Policy on Jewellery.
- School Policy on Uniform.