



ST WINEFRIDE'S SCHOOL

*Founded 1868*

# St. Winefride's Behaviour Policy

## Mission Statement

Our aims are:

- To educate the whole child in a caring and Christian atmosphere.
- To encourage our children to reach their full potential, mentally, physically, socially, and morally.
- To emphasise kindness, care, and mutual respect.
- To promote an awareness of the need and religious beliefs of others. This will enable them to become responsible citizens and an asset in any community.

## **Statement of intent**

St. Winefride's School believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life. The school acknowledges that behaviour can sometimes be the result of educational, mental health, other needs or vulnerabilities, and will address these needs via an individualised graduated response.

The school is committed to:

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

## **Roles and responsibilities**

### **The Board of Trustees has overall responsibility for:**

The monitoring and implementation of this Behavioural Policy and of the behaviour procedures at the school. This includes the policy's effectiveness in addressing any SEMH-related drivers of poor behaviour.

Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation.

Promoting a whole-school culture where calm, dignity and structure encompass every space and activity.

Handling complaints regarding this policy, as outlined in the school's Complaints Procedures Policy.

### **The headteacher is responsible for:**

Establishing the standard of behaviour expected by pupils at the school. Determining the school rules and any disciplinary sanctions for breaking the rules. The day-to-day implementation of this policy. Publishing this policy and making it available to staff, parents and pupils at least once a year. Reporting to the trustees on the implementation of this Behavioural Policy, including its effectiveness in addressing any SEMH-related issues that could be driving disruptive behaviour.

### **The SENCO is responsible for:**

Collaborating with the trustees and headteacher as part of the SLT, to determine the strategic development of behavioural and SEMH policies and provisions in the school. Undertaking day-to-

day responsibilities for the successful operation of the behavioural and SEMH policies to support pupils with SEND. Supporting subject teachers in the further assessment of a pupil's strengths and areas for improvement and advising on the effective implementation of support.

**Teaching staff are responsible for:**

Being aware of the signs of SEMH-related behavioural difficulties. Planning and reviewing support for their pupils with SEMH-related behavioural difficulties in collaboration with parents, the SENCO and, where appropriate, the pupils themselves. Setting high expectations for every pupil and aiming to teach them the full curriculum, whatever the prior attainment. Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every pupil achieving their full potential, and that every pupil with SEMH-related behavioural difficulties will be able to study the full national curriculum. Being responsible and accountable for the progress and development of the pupils in their class. Being aware of the needs, outcomes sought, and support provided to any pupils with SEMH-related behavioural difficulties. Keeping the relevant figures of authority up-to-date with any changes in behaviour.

The relevant figures of authority include SENCO/headteacher/phase leader.

**All members of staff, volunteers and support staff are responsible for:**

Adhering to this policy and ensuring that all pupils do too. Promoting a supportive and high-quality learning environment, and for modelling high levels of behaviour. As authorised by the headteacher, issuing consequences to pupils who display poor levels of behaviour. This responsibility includes the power to discipline pupils even when they are not in school or in the charge of a member of staff.

**Pupils are responsible for:**

Their own behaviour both inside school and out in the wider community. Reporting any unacceptable behaviour to a member of staff.

**Parents are responsible for the behaviour of their child(ren) inside and outside of school.**

**Definition**

For the purpose of this policy, the school defines "serious unacceptable behaviour" as any behaviour which may cause harm to oneself or others, damage the reputation of the school within the wider community, and/or any illegal behaviour, including, but not limited to, the following:

**Discrimination** – not giving equal respect to an individual on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation

**Harassment** – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals

**Vexatious behaviour** – deliberately acting in a manner so as to cause annoyance or irritation

**Bullying** – a type of harassment which involved criticism, personal abuse or persistent actions 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

Possession of banned items

Refusing to comply with disciplinary sanctions

Theft

Swearing, racist remarks or threatening language

Fighting or aggression

For the purpose of this policy, the school defines “low level unacceptable behaviour” as any behaviour which may disrupt the education of the perpetrator and/or other pupils, including, but not limited to, the following:

Lateness

Low level disruption and talking in class

Failure to complete classwork

Rudeness

Lack of correct equipment

Refusing to complete homework, incomplete homework, or arriving at school without homework

Use of mobile phones without permission

Graffiti

“Unacceptable behaviour” may be escalated as “serious unacceptable behaviour”, depending on the severity of the behaviour.

“Challenging behaviour” is defined as: Discriminative abuse Verbal abuse Bullying Persistent disobedience or destructive behaviour

Extreme behaviour – e.g. violence, running away from school, vandalism

Any behaviour that threatens safety or presents a serious danger

Any behaviour that seriously inhibits the learning of pupils

Any behaviour that requires the immediate attention of a staff member

## **Effective classroom management**

The school understands that well-managed classrooms:

Start the year with clear sets of rules and routines that are understood by all pupils.

Establish agreed rewards and positive reinforcements.

Establish sanctions for misbehaviour.

Establish clear responses for handling behavioural problems.

Encourage respect and development of positive relationships.

Make effective use of the physical space available.

Have well-planned lessons with a range of activities to keep pupils stimulated.

Subject to reasonable adjustments (e.g. those made for pupils whose SEND may affect their behaviour), pupils will be expected to follow the school Pupil Code of Conduct which requires pupils to: Conduct themselves around the school premises in a safe, sensible and respectful manner.

Arrive to lessons on time and fully prepared. Follow reasonable instructions given by staff. Behave in a reasonable and polite manner towards all staff and pupils. Show respect for the opinions and beliefs of others. Complete classwork as requested. Hand in homework at the time requested.

Report unacceptable behaviour. Show respect for the school environment.

Well-managed classrooms are paramount to preventing disruptive and challenging behaviour – the school establishes four core areas to effective classroom management which each contribute to preventing behaviour problems, these are as follows:

Classroom rules

Routines

Praise

Rewards

### **Classroom Rules**

Teachers establish classroom rules on an annual basis in conjunction with pupils which define what is acceptable behaviour and consequences if rules are not adhered to. Teachers ensure that classroom rules are always clear, comprehensive and enforceable. Attention is given to how rules are worded – teachers ensure they use positive language rather than negative, e.g. “I will act respectfully towards my peers and teachers”, rather than “do not act disrespectfully towards your peers and teachers”. Before committing to the classroom rules, teachers ensure that all pupils fully understand what they involve and what is expected of them. Teachers explain the rationale behind the rules in order to help pupils understand why rules are needed. Teachers explain clearly to pupils what will happen if they breach any of the rules so they are aware of the sanctions that may be imposed.

### **Routines**

The school understands that pupils work best when there is an established routine, and that most behavioural problems arise as a result of a lack of a consistent routine. Teachers establish classroom routines at the beginning of the academic year in conjunction with pupils and revisit these daily.

Routines may include activities such as the following:

- Standing behind chairs before the class starts and sitting down upon the teacher’s instruction
- Saying prayers at key points during the day
- Handing out exercise books and equipment at the beginning of the lesson

Once a routine has been established, the teacher models this for pupils to ensure they understand it.

Teachers explain the rationale behind the routine to help pupils understand why it is needed, as well as the sanctions that will be imposed if a pupil does not adhere to the routine.

Teachers ensure that the routine remains consistent and is practised throughout the year to create a more productive and enjoyable environment.

### **Praise**

The school recognises that praise is key to making pupils feel valued and ensuring that their work and efforts are celebrated. Whilst it is important to receive praise from teachers, the school also understands that peer praise is effective for creating a positive and fun environment, and value amongst pupils.

When giving praise, teachers ensure:

- They define the behaviour that is being rewarded.
- The praise is given immediately following the desired behaviour.
- The way in which the praise is given is varied.
- Praise is related to effort, rather than only work produced.
- Perseverance and independence are encouraged.

- Teachers ensure that praise is not given continuously without reason and only when a pupil's efforts, work or behaviour needs to be recognised.
- Praise that is given is always sincere and is never followed with immediate criticism.

### **Rewards**

The school understands that when rewards are used following certain behaviour, pupils are more likely to model the same behaviour again.

For rewards to be effective, the school recognises that they need to be:

- Immediate – immediately rewarded following good behaviour.
- Consistent – consistently rewarded to maintain the behaviour.
- Achievable – keeping rewards achievable to maintain attention and motivation.
- Fair – making sure all pupils are fairly rewarded

The school uses three different categories of rewards – these are:

- Social – praise and recognition, e.g. a positive phone call or email home.
- Physical – material rewards, e.g. tokens, stickers or certificates.
- Activity – activity-based rewards, e.g. extra play, golden time.

Teachers may implement different types rewards as they see fit with approval from the headteacher; however, as a general rule, the following rewards are used: • Tokens and stickers • House points • Star of the Week • Work displayed on the Wow Wall • Raffle tickets • Certificates • Golden time • Positions of responsibility, e.g. prefect • Class celebrations • Lucky dips 10 • Phone calls and emails home • The awarding of cups, shields, medals at the end of the school year

### **Positive relationships and approach**

Positive teacher-pupil relationships are key to combatting challenging behaviour. The school focusses heavily on forming these relationships to allow teachers to understand their pupils and create a strong foundation from which behavioural change can take place.

Teachers will enforce a number of strategies to establish positive relationships with their pupils – these may include:

- Welcoming pupils as they enter the classroom.
- Ensuring pupils understand what is expected of them.
- Creating a positive environment where every pupil feels comfortable and respected.
- Showing an interest in each pupil's interests, talents, goals, likes and dislikes, and their family.
- Engaging with pupils during lunchtime and breaktime.
- Focussing on using positive language when interacting with pupils to guide them towards positive outcomes rather than highlighting their mistakes.

Within the classroom, teachers establish clear expectations for manners and respect for pupils – this includes: • Acknowledging and giving praise when a pupil demonstrates good manners. • Encouraging pupils to treat others with respect by modelling the desired behaviour. • Informing pupils of the importance of treating others the same way they like to be treated. • Role playing various situations to demonstrate appropriate responses, so they understand how to act in a given context. • Establishing a politeness policy to help pupils understand basic manners and respect. • Teaching pupils the importance of showing respect to each other – e.g. writing thank you notes.

The school aims to create a safe and calm environment in which positive mental health and wellbeing is promoted and pupils are taught to be resilient, reducing the likelihood of SEMH-related behavioural issues.

The school aims to promote resilience as part of a whole-school approach, using the following methods:

- Culture, ethos and environment – the health and wellbeing of pupils and staff is promoted through the informal curriculum, including leadership practice, policies, values and attitudes, alongside the social and physical environment
- Teaching – the curriculum is used to develop pupils' knowledge about health and wellbeing
- Community engagement – the school proactively engages with parents, outside agencies and the wider community to promote consistent support for pupils' health and wellbeing

### **The classroom environment**

In order to prevent poor behaviour, the school understands that a well-structured environment is paramount. Teachers employ strategic seating arrangements to prevent poor behaviour and enable it to be noticed early – this includes:

- Seating those who frequently model poor behaviour closest to, and facing, the teacher.
- Seating those who frequently model poor behaviour away from each other.
- Ensuring the teacher can see pupils' faces, that pupils can see one another, and that they can see the board.
- Ensuring the teacher can move around the room so that behaviour can be monitored effectively.

Wherever possible, teachers avoid standing with their backs to pupils and ensure they have full view of the room at all times. Before starting lessons, teachers ensure they have the full attention of all pupils, then explain the task clearly so all pupils understand what they are supposed to be doing.

### **Understanding behaviour**

Where pupils frequently display negative behaviour, the school uses the antecedent–behaviour consequence (ABC) analysis to determine appropriate support – this involves:

- Antecedent (A): what happens before the behaviour occurs.
- Behaviour (B): the behaviour that occurs.
- Consequence (C): the positive or negative results of the behaviour.

Using the ABC analysis, staff are able to identify when the behaviour is likely to occur, and the support that needs to be put in place to minimise consequences and disruption.

When conducting the ABC analysis, staff will ask themselves the following questions to ensure the analysis is effective:

- What appears to be the underlying cause of the pupil's behaviour?
- Where and when does the pupil display this behaviour?
- What are the triggers of the behaviour?
- What acceptable behaviour can the pupil use to ensure their needs are met?
- What strategies can be implemented for behaviour change?
- How can the pupil's progress be monitored?

A Behaviour Contract is developed for each pupil displaying challenging behaviour once the ABC analysis is complete – this outlines the expectations of the pupil and the support required. Necessary staff members will be familiar with the pupil’s Behaviour Contract to ensure staff are equipped to deal with instances of negative behaviour. Pupils and their parents are involved in the development of the Behaviour Contract, and this is reviewed on a fortnightly basis by the parent, pupil and their teacher – the contract will be reviewed sooner if it is not effective.

### **De-escalation strategies**

Where negative behaviour is present, staff members will implement de-escalation strategies to diffuse the situation – this includes the following:

- Appearing calm and using a modulated, low tone of voice
- Using simple, direct language
- Avoiding being defensive, e.g. if comments or insults are directed at the staff member
- Providing adequate personal space and not blocking a pupil’s escape route
- Showing open, accepting body language, e.g. not standing with their arms crossed
- Reassuring the pupil and creating an outcome goal
- Identifying any points of agreement to build a rapport
- Offering the pupil a face-saving route out of confrontation, e.g. that if they stop the behaviour then the consequences will be lessened
- Rephrasing requests made up of negative words with positive phrases, e.g. “if you don’t return to your seat, I won’t help you with your work” becomes “if you return to your seat, I can help you with your work”

### **Managing behaviour**

Instances of poor behaviour are taken seriously and dealt with immediately. Where de-escalation strategies are not effective, the school adopts a four-stage process for handling challenging incidents. A record will be kept of all reported incidents to help identify pupils whose behaviour may indicate potential mental health problems.

After an initial incident of negative behaviour, the following sanctions are implemented:

- The pupil is sent to the headteacher immediately, or in their absence, one of the deputies.
- The headteacher investigates the incident and decides whether or not it constitutes as challenging behaviour.
- If the headteacher deems the behaviour to be challenging, they will record the incident in the Behaviour Log, as well as on the pupil’s Behaviour Contract if they have one. The behaviour will also be recorded on the pupil’s permanent record.
- The pupil will be moved to isolation – the headteacher will determine the length of the period spent in isolation as well as any detention time.
- The headteacher will inform the pupil’s parents and invite them to discuss the incident.
- Parents will be made aware that a repeat offence will result in the pupil being monitored with a monitored with a Behaviour Contract – if they do not already have one.
- If a pupil already has an existing Behaviour Contract, this will be reviewed.



Following a second incident of challenging behaviour, the following sanctions are implemented:

- A Behaviour Contract will be developed for the pupil for a set period of time as determined by the headteacher.
- If the pupil demonstrates any unacceptable behaviour during this time, their teacher, or member of staff present for poor behaviour that occurs outside of the classroom, will record comments in their Behaviour Contract.
- The pupil will present their Behaviour Contract to their teacher at the end of each lesson for a comment – the class teacher will also review the contract at the end of each day.
- At the end of the specified period, the pupil will present their Behaviour Contract to the headteacher for a comment and a review.
- If the headteacher is not satisfied with the pupil's behaviour during the specified period, the Behaviour Contract duration may be extended.
- Parents will be informed that the pupil has a Behaviour Contract and that any further instances of challenging behaviour may result in exclusion.

Following a third incident of challenging behaviour, the following sanctions are implemented:

- The headteacher will consider whether the pupil should be excluded (for a fixed term) in line with the school's Exclusion Policy and determine the length of the exclusion.
- Although challenging behaviour does not necessarily mean a pupil has SEND, an assessment will be carried out at this stage to determine whether there are any undiagnosed learning or communication difficulties, or mental health issues that may be contributing to the pupil's behaviour.
- Where a pupil is identified as having SEMH difficulties, SEND support will be put in place, funding for this will have to be negotiated between the school and the parents.
- SEND support, which outlines a specific programme of graduated adjustments, interventions and support relevant to the pupil's needs, will consist of the following three stages:  
Stage 1: Universal support – the adjustments, interventions and support accessible to all pupils that is delivered at a whole-school level.  
Stage 2: Selected support – the support and interventions delivered using the school's resources, led by the SENCO.  
Stage 3: Targeted support – the support and interventions for pupils who have more complex and enduring SEMH needs.
- Where the decision to implement an individualised graduated response has been unsuccessful, the school will consider whether to request an EHC needs assessment, in line with the school's SEND Policy. This could lead to the creation of an EHC plan.
- Where SEND is not identified, but the headteacher determines that support is still required for the pupil, an Individual Behavioural Plan will be created to outline the necessary provisions in place.

Following a fourth incident of challenging behaviour, the following sanctions are implemented:

- The headteacher will enforce a fixed-term exclusion in line with the school's Exclusion Policy.
- When the pupil returns to the school, the headteacher, pupil and parents will agree, in writing, a strategy for identifying instances of challenging behaviour and how to avoid them.
- When returning to the school, the pupil will have an individual behavioural plan in place.

- Parents will be made aware, in writing, that a further incident could result in permanent exclusion

Where a pupil is identified as having SEMH difficulties, but a request for an EHC needs assessment is rejected, or has been approved but the implementation of an EHC plan fails to address the pupil's behaviour, further sanctions, such as exclusion, could be considered.

For consequences to be lawful, the school will ensure that:

- The decision to issue a consequence to a pupil, is made by a paid member of school staff, or a member of staff authorised to do so by the headteacher.
- The decision to issue a consequence to a pupil, is made on the school premises or whilst the pupil is under the charge of a member of staff, such as during an educational trip/visit.
- The decision to issue a consequence to a pupil is reasonable and will not discriminate on any grounds – as per the Equality Act 2010.

The school will ensure that all punishments are reasonable in all circumstances, and will consider the pupil's age, religious requirements, SEMH needs and any SEND.

## **Detention**

The school will make it clear to parents and pupils that they are able to use detention as a sanction, during school hours.

- All teachers at the school can impose detention on a pupil, unless the headteacher decides to withdraw this power from any teacher.
- Parental consent is not required for detentions and, therefore, the school is able to issue detention as a sanction without first notifying the parents of the pupil.
- When issuing detentions, members of staff will ensure that they do so reasonably within the given circumstances, and that they consider any additional needs of the pupil. If the detention is during lunchtime, 30 minutes will be allocated to allow the pupil time to eat, drink and use the toilet.

## **Behaviour off school premises**

- Pupils at the school must agree to represent the school in a positive manner.
  - The guidance laid out in the Pupil Code of Conduct applies both inside school and out in the wider community, particularly if the pupil is dressed in school uniform.
  - Staff can issue consequences to pupils for misbehaviour outside of the school premises.
  - Staff may discipline pupils for misbehaviour off the school premises when the pupil is:
    - Wearing school uniform.
    - Travelling to or from school.
    - Taking part in any school-related activity.
- In any way identifiable as being a pupil at the school.

Staff may also discipline pupils for misbehaviour off the school premises that, irrespective of the above:

- Could negatively affect the reputation of the school.
- Could pose a threat to another pupil, a member of staff at the school, or a member of the public.

Any bullying witnessed outside of the school premises and reported to a member of staff, will be dealt with in accordance with the school's Anti-Bullying Policy. The school will impose the same behaviour sanctions for bullying incidents and non-criminal misbehaviour which is witnessed

outside of the school premises, as would be imposed for the same behaviour conducted on school premises. In all cases of misbehaviour outside of the school premises, staff will only impose any behaviour sanctions once the pupil has returned to the school premises or when under the supervision of a member of staff. Complaints from members of the public about misbehaviour by pupils at the school are taken very seriously and will be dealt with in accordance with the Complaints Procedure Policy.

### **Monitoring and review**

This policy will be reviewed by the headteacher and staff on an annual basis, who will make any necessary changes and communicate these to all members of staff.

This policy will be made available for ISI inspections and review by the chief inspector, upon request.

The next scheduled review date for this policy is September 2023.