



COLMERS SCHOOL
& SIXTH FORM COLLEGE

SCHOOL POLICIES

Whole School Policy:

Behaviour for Learning

Written By:

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E Safety Guidance
Ref. CCTV Statement within Data Protection Policy
Special Education Needs
Home-School Agreement
Mobile phone and devices policy
Quality Assurance Statement
Child Protection Policy and Procedures Uniform
and Equipment

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Statement of intent

Colmers School & Sixth Form College believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life.

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 bad behaviour.
- Providing a safe environment, free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging positive relationships with parents/carers.
- Developing positive relationships with our students to enable early intervention.
- A shared approach which involves students 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. Our Values and Beliefs

- 1.1. Our Mission Statement on ***Belonging Together*** expresses the school's fundamental beliefs that underpin Colmers' Behaviour for Learning policy.
- 1.2. *'Our unfaltering humanity must be evident every day. No one has the right to expect less than the complete fulfilment of each student's potential. When a student expects a less exciting future for themselves or others, we must swiftly, patiently and unswervingly unite around that young person to challenge that self-defeating mind-set and rekindle their childhood promise and their faith and belief in the power of a close community. Anything less is to disadvantage a child and burden him or her with a lifetime of disappointment and dreams of what could have been.'*
- 1.3. As a teaching body we believe that students are works of art in the making, and as such will not necessarily arrive at school with the skills, understanding and knowledge that are needed to demonstrate the behaviours expected of the work place: growing up and becoming the best he or she can be is often a challenging process for the individual and those around them at school and at home.
- 1.4. The school also believes that no child chooses to behave in a manner that undermines or threatens other students and teachers. Students' behaviour is a conscious or unconscious response to their own levels of confidence, self-esteem, maturation and engagement. Responding to these causes will guarantee positive behaviour among students.
- 1.5. As a teaching body we are confident that we are able to create a learning environment that maximises the potential of every student to choose positive behaviour because they understand and value the importance of a secure, cohesive and happy school community.
- 1.6. This policy is rooted in the goal to ensure that the behaviours our students exhibit are those that promote learning.
- 1.7. This is achieved through four basic strategies:

The curriculum: We must ensure that learning meets the needs, interests and aspirations of all students. Good behaviour is secured through great teaching where learning is differentiated, relevant and therefore engaging.

Relationships: We must nurture the way that students interact with each other and with teachers. This includes when, why and how we reward and sanction behaviour choices.

Classroom Leadership: We have a collective responsibility to support one another as teachers to enhance group management skills by developing a positive ethos, based on sound relationships that deliver professional standards.

Connectivity: We must connect each student's development to those that can help – learning tutors, mentors, guidance, parents and external agencies.

2. Legal framework

2.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Education Act 1996
- The Education Act 2002
- The Equality Act 2010
- The Education and Inspections Act 2006
- The Health Act 2006
- The School Information (England) Regulations 2008

2.2. This policy also has regard to DfE guidance, including, but not limited to, the following:

- DfE 'Screening, searching and confiscation', 2013
- DfE 'Use of reasonable force', 2013
- DfE 'Behaviour and discipline in schools', 2016

3. Roles and responsibilities

- 3.1. The governing body has overall responsibility for the implementation of this Behavioural Policy and of the behaviour procedures at the school.
- 3.2. The governing body has overall responsibility for ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 3.3. The governing body is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.
- 3.4. The headteacher is responsible for establishing the standard of behaviour expected by students at the school.
- 3.5. The headteacher is responsible for determining the school rules and any disciplinary sanctions for breaking the rules.
- 3.6. The headteacher is responsible for the day-to-day implementation of this policy.
- 3.7. The headteacher is responsible for publishing this policy and making it available to staff, parents/carers and students at least once a year.
- 3.8. All members of staff, volunteers and support staff are responsible for adhering to this policy and ensuring that all students do too.
- 3.9. All members of staff, volunteers and support staff are responsible for promoting a supportive and high quality learning environment, and for modelling high levels of behaviour.
- 3.10. Members of staff, as authorised by the headteacher, are responsible for punishing students who display poor levels of behaviour. This responsibility includes the power to discipline students even when they are not in school or in the charge of a member of staff.
- 3.11. Students are responsible for their own behaviour both inside school and out in the wider community.
- 3.12. Students are responsible for reporting any unacceptable behaviour to a member of staff.
- 3.13. Parents/carers are responsible for the behaviour of their child(ren) inside and outside of school.

4. Definitions

- 4.1. 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 disability, gender, race, religion, age, sexuality and/or marital status
 - 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 involves 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
 - Truancy
 - Refusing to comply with disciplinary sanctions
 - Theft
 - Swearing, racist remarks or threatening language
 - Fighting or aggression
- 4.2. 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 students, 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
 - Disruption on public transport
 - Use of mobile phones without permission
 - Graffiti
- 4.3. “Unacceptable behaviour” may be escalated as “serious unacceptable behaviour” depending on the behaviour breach.

5. Training of staff

- 5.1. The school recognises that early intervention can prevent bad behaviour. As such, teachers will receive training in identifying problems before they escalate; this can be behavioural problems in the classroom or during breaks/lunchtime.
- 5.2. Teachers and associate staff will receive training on this policy as part of their new starter induction.
- 5.3. Teachers and associate staff will receive regular and ongoing training as part of their development.

6. Student expectations

- 6.1. Students will be expected to follow the school Code of Conduct which requires students to:

- Conduct yourself around the school premises in a safe, sensible and respectful manner.
- Arrive to lessons on time and fully prepared.
- Follow reasonable instructions given by every member of staff.
- Behave in a reasonable and polite manner towards all staff and students.
- Show respect for the opinions and beliefs of others.
- Complete classwork as requested to a strong standard □ Hand in homework at the time requested to a strong standard □ Report unacceptable behaviour.
- Never be a bystander.
- Show respect for the school environment.

7. Smoking and drug policy

- 7.1. In accordance with part 1 of the Health Act 2006, our school is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.
- 7.2. Parents/carers, visitors and staff are instructed not to smoke on school grounds and should avoid smoking in front of students and/or encouraging students to smoke.
- 7.3. Students 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.
- 7.4. In the interest of health and hygiene, the school requests that people refrain from smoking outside the school gates.
- 7.5. Students and staff are required to follow the school's Drug and Alcohol Policy.

8. Rewarding good behaviour

- 8.1. The school recognises that students should be rewarded for their display of good behaviour.
- 8.2. The school will use the following rewards for displaying good behaviour:
 - Certificates
 - Postcards home
 - Headteacher awards
 - Verbal praise
 - Prizes
 - Stickers/house points
 - End of term whole-class rewards

9. Punishing poor behaviour

- 9.1. Teachers are able to discipline students whose behaviour falls below the established Code of Conduct at the school.
- 9.2. If a student misbehaves, breaks a school rule, or fails to follow instructions issued by a member of staff, the teacher is able to punish the student for their poor behaviour.

- 9.3. In order for the punishment to be lawful, the school will ensure that:
- The decision to punish a student is made by a paid member of school staff, or a member of staff authorised to do so by the headteacher.
 - The decision to punish a student is made on the school premises or whilst the student is under the charge of a member of staff, such as during an educational trip/visit.
 - The decision to punish a student is reasonable and will not discriminate on any grounds, such as disability, race, special educational needs – as per the Equality Act 2010 in respect of safeguarding students with special educational needs, and any other equality rights.
- 9.4. The school will ensure that all punishments are reasonable in all circumstances, and will take into account the student's age, religious requirements and any special educational needs or disabilities.
- 9.5. The headteacher may delegate the power to punish poor behaviour to volunteers, such as parents/carers who assist during an educational visit/trip.
- 9.6. The headteacher may limit the power to punish poor behaviour from individual members of staff.

10. Behaviour off school premises

- 10.1. Teachers are able to punish students for misbehaviour outside of the school premises.
- 10.2. Teachers may discipline students for misbehaviour off the school premises when the student is:
- Wearing school uniform.
 - Travelling to or from school.
 - Taking part in any school-related activity.
 - In any way identifiable as being a student at the school.
- 10.3. Teachers may also discipline students 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 student, a member of staff at the school, or a member of the public.
 - Could disrupt the orderly running of the school.
- 10.4. 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.
- 10.5. The school will impose the same behaviour sanctions for bullying incidents and noncriminal bad behaviour which is witnessed outside of the school premises, as would be imposed for the same behaviour conducted on school premises.
- 10.6. In all cases of misbehaviour outside of the school premises, teachers will only impose any behaviour sanctions once the student has returned to the school premises or when under the supervision of a member of staff.

11. Behaviour and sanctions

11.1. At Colmers School & Sixth Form College there is no corporal punishment.

11.2. Where students display aggressive and/or threatening behaviour, or illegal activity discovered, the school will not hesitate to contact the police.

11.3. Any student, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.

11.4. Teachers must exercise their professional judgment when imposing a sanction on a student giving consideration to the behaviour, age and background information available on a student:

- Level 1 choices should lead to Level 1 consequences (see table below)
- Level 2 choices should lead to Level 2 consequences (see table below) □
Level 3 choices should lead to Level 3 consequences (see table below)

	Choices (examples)	Consequences
Level 1	<ul style="list-style-type: none"> • Low level disruption • Distracting others • Chewing gum • Failure to bring equipment/books • Failure to wear uniform correctly • Dropping litter • Failing to follow instructions • Lack of effort or concentration • Lack of homework • Lateness to lesson • Rudeness to another pupil • Answering back • Taking food out of the canteen • Boisterous play/play fighting • Misuse of electronic devices 	Consider making contact with parent/ carer in addition to one or more of the following: <ul style="list-style-type: none"> • Verbal warnings • A break time, lunchtime or after school detention • Confiscation • On report
Level 2	<ul style="list-style-type: none"> • Repeated disruption • Ignoring teacher's warnings • Persistent failure to follow instructions • Use of inappropriate language • Misuse of ICT • Argumentative behaviour 	With or without their line manager, each teacher <i>must</i> make contact with parent/ carer in addition to one or more of the following: <ul style="list-style-type: none"> • Removal from the classroom • Departmental or senior staff detention • Isolation for part or all of the day • On report

Level 3	<ul style="list-style-type: none"> • Verbal threats, bullying and name calling • Inappropriate language directed at the teacher • Sexist, racist and homophobic language • Fighting or physical violence • Deliberate damage to others' property 	<p>Contact with parent/ carer by a senior member of staff <i>must</i> take place in addition to one or more of the following:</p> <ul style="list-style-type: none"> • On report • Isolation • Exclusion for up to five days • Permanent placement in another school
	<ul style="list-style-type: none"> <input type="checkbox"/> Refusal to follow reasonable instructions <input type="checkbox"/> Theft of others' belongings <input type="checkbox"/> Use of prohibited substances— <input type="checkbox"/> E.g. cigarettes, alcohol or drugs <input type="checkbox"/> Possession of a dangerous article or weapon. E.g. knife or BB gun 	<ul style="list-style-type: none"> <input type="checkbox"/> Permanent Exclusion

- Levels 1, 2 and 3 levels and choices will be clearly displayed in every classroom and all students reminded of their meaning and application annually.

- 11.5. Teachers will use their judgement when issuing sanctions, taking into account whether they believe the student's behaviour was intentional, especially if it is the first time the student has displayed this behaviour.
- 11.6. At all times, teachers will discuss the behaviour with the student to ensure the student understands why it is inappropriate and to prevent any reoccurring behaviour.
- 11.7. Any member of staff who witnesses a display of serious unacceptable behaviour must report this through the Serious Incident Recording Form.
- 11.8. The school will keep a record of all reported incidents.
- 11.9. The school does not take serious unacceptable behaviour lightly, and will not hesitate to act in the best interest of the students within the school.
- 11.10. Following an allegation of serious unacceptable behaviour, the student may be placed in isolation whilst an investigation by an appropriate member of staff takes place.
- 11.11. If, following an investigation, the allegation is found to be true, the headteacher or senior member of teaching staff will issue the appropriate disciplinary action (based on 11.4 above).
- 11.12. Any decision made to issue a fixed-term exclusion will only be done so by the headteacher.
- 11.13. All bullying incidents will be dealt with in accordance with the procedures outlined in the school's Anti-bullying Policy.

- 11.14. Any allegations made against a member of staff's behaviour and misconduct will be dealt with in accordance with the school's Allegations Against Staff Policy.
- 11.15. The school will consider whether the behaviour displayed by the student gives reason to suspect that the student is suffering, or is likely to suffer, significant harm. In these instances, the procedures outlined in the school's Child Protection and Safeguarding Policy will be followed.
- 11.16. The school will also consider whether the displayed behaviour is an indicator that the student's educational, or other, needs are not being met. In this instance, the school will consider whether a multi-agency assessment of the student's behaviour would be beneficial.

12. Detentions

- 12.1. The school will make it clear to parents/carers and students that they are able to use detention as a sanction, both during and outside of school hours.
- 12.2. All teachers at the school are able to impose detention on a student, unless the headteacher decides to withdraw this power from any teacher.
- 12.3. The headteacher may decide to delegate the power to impose detention to volunteers, such as parents/carers who assist during educational visit/trips.
- 12.4. The following indicate the times during which detention can be issued outside of school hours:
- Any school day where the student is not authorised to be absent
 - Up to a period of 60 minutes beyond the end of the normal school day
 - Any non-teaching day, e.g. INSET days
- 12.5. Parental consent is not required for detentions and therefore, the school is able to issue detention as a sanction without first notifying the parents/carers of the student.
- 12.6. When issuing detentions, members of staff will ensure that they do so reasonably within the given circumstances, and that they take into account any additional needs of the student.
- 12.7. If the detention is during lunchtime, a reasonable amount of time will be allocated to allow the student time to eat, drink and use the toilet.
- 12.8. When issuing detentions which are set to be outside of school hours, the member of staff doing so will consider:
- Whether the detention is likely to put the student at risk.
 - Whether the student has identified caring responsibilities which would make the detention unreasonable.
 - Whether the parents/carers ought to be informed of the detention, e.g. it may not be necessary to do so if the detention is for a very short period after school and the student is able to return home safely.
 - Whether suitable transport arrangements are in place between the parents/carers and the student.

NB. It is not relevant whether these transport arrangements are inconvenient to the parents/carers, however some compassion ought to be applied discretionally.

13. Remove Rooms

- 13.1. The school may decide to move students to a separate room away from other students for a limited period – these are known as remove rooms.
- 13.2. The school will ensure that student's health and safety is not compromised during their time in the remove room, and that any additional requirements, such as special educational needs, are met.
- 13.3. The amount of time that a student spends in the remove room is up to the school to decide. This could be for more than one school day but no more than five days (unless subject to a review and consideration of an extension by the Headteacher).
- 13.4. The school will ensure that the student is not kept in isolation any longer than necessary.
- 13.5. The staff member in charge and supervising the student will decide what the student may and may not do during their time spent in isolation.
- 13.6. The headteacher will request that the student's class teacher(s) sets them appropriate work to complete from the second day of isolation.
- 13.7. Students are permitted to eat during the allocated times of the school day and may use the toilet as required.

14. Items that students are banned from possessing on the school premises

- 14.1. Fire lighting equipment:
 - Matches, lighters, etc.
- 14.2. 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
- 14.3. Weapons and other dangerous implements or substances:
 - 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

14.4. Other items:

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

15. Confiscation of inappropriate items

15.1. All members of staff are able to use their power to search without consent for any of the items mentioned in section 14 of this policy.

15.2. 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 any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.

15.3. Staff members may instruct a student to remove outer clothing, including hats, scarves, boots and coats.

15.4. A student's possessions will only be searched in the presence of the student and another member of staff, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.

15.5. A staff member carrying out a search can confiscate anything upon which they have reasonable grounds to suspect is a prohibited item.

15.6. The school is not liable for any damage to, or loss of, any confiscated item.

15.7. The police will be contacted if any weapons, knives, illegal substances and extreme or child pornography are discovered by a member of staff.

15.8. For all other items, it is at the discretion of the member of staff to decide if, and when, an item will be returned to a student.

15.9. Parents/carers will be informed of any confiscated item and may be required to collect the item (unless the item relates to alcohol, illegal drugs or tobacco), from the school office.

15.10. The headteacher will always be notified when any item is confiscated.

16. Use of reasonable force

- 16.1. Members of staff are able to use reasonable force to prevent students from committing an offence, injuring themselves or others, or damaging property.
- 16.2. Members of staff are also able to use reasonable force in order to maintain good order and discipline in the classroom.
- 16.3. The headteacher and other authorised members of staff are able to use reasonable force when conducting a search without consent for certain prohibited items, including the following:
- Knives
 - Weapons
 - Illegal drugs
 - Stolen items
 - Tobacco and cigarette papers
 - Fireworks
 - Pornographic images
 - Any articles that have been used, or could be used, to commit an offence or harm
- 16.4. Though members of staff are able to search for all of the items listed in section 13 of this policy, reasonable force will only be used, if necessary, to search for the items listed above.

17. Controlled substances

- 17.1. Colmers School & Sixth Form College has a zero tolerance policy on illegal drugs and legal highs / lethal highs.
- 17.2. 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 any witness/witnesses present.
- 17.3. The staff member will store the sample in a school safe.
- 17.4. The incident will be reported to the police immediately. The police will then collect the item and deal with it in line with their agreed protocols.
- 17.5. The school will not hesitate to name the student from whom the drugs were taken to the police, and a full incident report will be completed.
- 17.6. Any further measures will be undertaken in line with the school's Child Protection and Safeguarding Policy.
- 17.7. Where controlled substances are found on school trips away from the school premises, the parents/carers/guardians of the student, as well as local police, will be notified.

18. Outside school and the wider community

- 18.1. Students at the school must agree to represent the school in a positive manner.
- 18.2. The guidance laid out in the Code of Conduct applies both inside school and out in the wider community, particularly if the student is dressed in school uniform.
- 18.3. Complaints from members of the public about bad behaviour by students at the school are taken very seriously and will be dealt with in accordance with the Complaints Procedure Policy.

19. Monitoring and review

- 19.1. This policy will be reviewed by the headteacher and governing body on an annual basis, who will make any necessary changes and communicate this to all members of staff.
- 19.2. This policy will be made available for inspection and review by the chief inspector, upon request.