



## Behaviour for Learning Policy

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THE BAY  
LEARNING TRUST

## Document Control

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## **Commitment, Creativity and Community**

### **1. Compliance**

1.1. This discipline and behaviour policy has been prepared with regard to the following statutory provisions and guidance:-

- 1.1.1. Education (Independent School Standards) Regulations 2014
- 1.1.2. Education and Inspection Act 2006
- 1.1.3. Equality Act 2010
- 1.1.4. School Information (England) Regulations 2008
- 1.1.5. Children and Families Act 2014
- 1.1.6. School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- 1.1.7. School Discipline (Pupil Exclusions and Reviews) (England) Amendment and Transactional Provision) Regulations 2023
- 1.1.8. The Schools Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012
- 1.1.9. Department for Education's advice "Behaviour in Schools" September 2022
- 1.1.10. Department for Education's advice "Preventing and Tackling Bullying" July 2017
- 1.1.11. Department for Education's guidance "Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement" September 2023
- 1.1.12. Department for Education's guidance "Searching, screening and confiscation at school" July 2022
- 1.1.13. Department for Education's guidance "Use of reasonable force in schools" July 2013
- 1.1.14. Department for Education's guidance 'Alternative Provision' January 2013
- 1.1.15. Department for Education's guidance 'Keeping Children Safe in Education' as amended
- 1.1.16. Department for Education's guidance 'Mobile phones in schools'.

## 2. About this policy

- 2.1. At Central Lancaster High School positive behaviour is actively promoted. The school recognises that good behaviour is essential to creating an effective teaching and learning environment in which all pupils can progress
- 2.2. The school also believes that it is important to academic learning and pupils should be taught to take responsibility for their own actions and have a sense of understanding and respect for others - both in the school and the world outside - so that they may contribute responsibly and constructively to society
- 2.3. The school recognises that, sometimes, negative behaviours can be displayed as a result of a Special Educational Needs (SEN). In such cases, the SEN policy will be applied, and reasonable adjustments made to the application of this policy
- 2.4. The school also recognises that at times pupils misbehave and in cases where a pupil is persistently disruptive sanctions and further action may be required
- 2.5. This policy should be read alongside the school's SEN policy
- 2.6. The purpose of this policy is to set out:
  - 2.6.1 the standard of behaviour expected of pupils;
  - 2.6.2 the consequences which staff can issue if behaviour falls below expected standards; and
  - 2.6.3 how the school will deal with online and offline poor behaviour off the premises.
- 2.7 This policy will be published on the school's website and can be made available in hard copy upon request.

## 3. School rules

### 3C Commitment

- 3.1 Pupils have excellent attendance and are supported by parents to meet the expected 97% attendance target
- 3.2 Pupils are punctual to school and all lessons.  
Pupils access school from the pupil entrance from 08:40 for commencement of the school day at 08:50. Pupils can access the dining room for free breakfast club from 08:15 via school reception
- 3.3 Pupils wear their uniform with pride, following the expectations of the Uniform and Appearance Policy <https://lancasterhigh.lancs.sch.uk/our-school/policies-and-reports>
- 3.4 Pupils bring their school bag to school daily and are equipped with their school planner and stationery
- 3.5 Pupils follow their timetable (held in their planner) and arrive punctually to all lessons
- 3.6 Pupils do not leave the classroom without permission from the teacher

- 3.7 Pupils do not leave school site without permission from their Head of Year or a senior leader in agreement with their parents/carer
- 3.8 Pupils complete their homework activities independently and submit to their teacher on given deadlines
- 3.9 Pupils follow the instructions of members of staff in school
- 3.10 Pupils are expected to work hard and with focus in all lessons.

### **3C Creativity**

- 3.11 Pupils engage with all activities within their lessons and challenge themselves to achieve highly
- 3.12 Pupils learn from their mistakes
- 3.13 Pupils explore new subjects and topics with an open mind
- 3.14 Pupils listen to the answers and opinions of other pupils
- 3.15 Pupils engage well with DEAR activities
- 3.16 Pupils participate in extra-curricular activities to support their learning beyond the classroom.

### **3C Community**

- 3.17 Pupils behave appropriately when transferring between all lessons and during unstructured times
- 3.18 Pupils are kind and respectful towards one another and all staff members, respecting the protected characteristics of all in our community
- 3.19 Pupils demonstrate sensible behaviour in corridors and around the school site
- 3.20 Pupils report, through the 3R system, any concerns they have about the behaviour of adults or children towards them or others
- 3.21 Pupils do not chew chewing gum
- 3.22 Pupils represent the school when wearing the school uniform, they are considerate of those within our wider community and represent the school appropriately on their way to and from school.

#### **4 Aims of Central Lancaster High School**

- 4.1 Pupils should develop a sense of respect and tolerance towards each other, the school's employees and the wider community
- 4.2 The school should offer a safe, happy and positive environment
- 4.3 Positive approaches towards rewarding and openly recognising good behaviour should be always encouraged
- 4.4 Pupils should develop a sense of self-discipline through understanding the consequences of their own actions
- 4.5 Pupils should be actively supported in developing the appropriate social skills and strategies to be more able to deal with difficulties and conflict
- 4.6 Pupils will be taught what good behaviour looks like which will be demonstrated and modelled in the first instance by the school's staff
- 4.7 The school will address all forms of bullying (including cyberbullying, prejudice-based and discriminatory bullying) while educating all in its prevention.

#### **5 Roles and responsibilities**

- 5.1 The Local Governing Body have the overall responsibility for the effective operation of this policy and for ensuring compliance with any statutory framework
- 5.2 The Local Governing Body have delegated the day-to-day responsibility of the implementation of this policy to the Acting Headteacher. They are both responsible for:
  - 5.2.1 maintaining good understanding of behavioural expectations;
  - 5.2.2 directing which members of staff can issue detentions;
  - 5.2.3 ensuring that all new staff are inducted into the school's behaviour and that training is offered to all staff so they can meet their duties and functions within this behaviour policy;
  - 5.2.4 ensuring that all new pupils have a clear understanding of behaviour expectations; and
  - 5.2.5 anticipating that those pupils with Special Education Needs (SEN) may need extra support in place to help them meet the behavioural standards.
- 5.3 The Acting Headteacher also holds the power to suspend or permanently exclude a pupil on disciplinary grounds
- 5.4 Senior leadership at the school will;
  - 5.4.1 ensure that they visibly display high levels of good behaviour;
  - 5.4.2 ensure that all staff understand the behavioural expectations and the importance of maintaining them; and

- 5.4.3 assist the Acting Headteacher with the induction of new staff into the school's behaviour culture.
- 5.5 All members of staff have a role to play in developing a calm, positive, structured and safe environment at the school. All staff shall ensure that;
  - 5.5.1 clear boundaries of acceptable pupil behaviour are established;
  - 5.5.2 they teach and model good behaviour and positive relationships;
  - 5.5.3 they respond to incidents of misbehaviour predictably, promptly, assertively and in line with this policy;
  - 5.5.4 they challenge pupils to meet the expectations of this behaviour policy; and
  - 5.5.5 they consider the impact of their own behaviour on the school culture and how they can uphold the school rules and expectations.
- 5.6 All pupils at the school deserve to learn in a safe and calm environment. To uphold this standard pupils must;
  - 5.6.1 follow the school rules;
  - 5.6.2 follow the behaviour expectations as set out within this policy; and
  - 5.6.3 encourage and support a culture of good behaviour at the school among their peers.
- 5.7 The school recognises that good behaviour must be supported at home. As such, it is expected that parents;
  - 5.7.1 get to know this behaviour policy;
  - 5.7.2 support and reinforce the policy at home; and
  - 5.7.3 engage with the school when behaviour expectations are missed.

## **6 School procedures and strategies**

- 6.1 All teachers implement the key non-negotiables for learning within their classrooms;
  - 6.1.1 Staff must meet and greet pupils at the door welcoming them into the room
  - 6.1.2 Pupils must enter the classroom in silence, remove their coats, go straight to their own seat and place all relevant equipment on their desk for the teacher to check
  - 6.1.3 There must be a seating plan; no pupil should be sat with their back to the front of the room
  - 6.1.4 There must be a silent 'Do Now' activity for pupils on entry. This could be on the board or on a sheet handed out at the door. Pupils must complete the Do Now activity and the teacher must complete and save the register. Teachers must

email oncall@ immediately if pupils are missing from their lesson and this is not explained with a red triangle on the register

- 6.1.5 Noise levels should be identified by the teacher, on the noise level board, and adhered to by pupils
- 6.1.6 The end of lessons and dismissal must be ordered and controlled by the teacher
- 6.1.7 Staff must record no/incomplete homework in ClassCharts as a P3 homework penalty.
- 6.2 Positive behaviour will be rewarded through rewards including ClassCharts positive points, certificates, communicating praise to parents via phone call or written correspondence, positions of responsibility (e.g. Pupil Leadership roles) and prizes. There are appropriate reward systems in place in each class. These are made explicit through the display of a Praise Board in every classroom
- 6.3 Positive reinforcement and praise are highly effective methods of creating positive behaviour and positive relationships. The school's employees follow the positive behaviour management strategies:
  - 6.3.1 Pupils can receive praise points for demonstrating any of the school's values. There is no restriction on the number of times a pupil can be praised for demonstrating any of the school's values and all praise points are worth one point
  - 6.3.2 The teacher should share explicitly what the praise point is awarded for and write their name on the praise board displayed at the front of the classroom. The praise point should be recorded on ClassCharts. Staff should look to achieve a 5:1 ratio between praise points and sanction points
  - 6.3.3 Pupils who display any of the values outside of the classroom should be told why they are receiving a praise point and staff should enter this on ClassCharts. Praise points will be accumulated and celebrated in a number of ways including:
    - Slides each week in form time / year group assemblies
    - Small tangible rewards for all these pupils
    - Praise postcards sent home to parents/carers for pupils who achieve the highest amount of praise points in their year group each week. Pupils receive a free breaktime canteen snack
    - Termly celebration assembly of pupils who have the most praise points. Pupils receive a certificate and free breaktime canteen snack
    - Pupil names and pictures displayed on Praise powerpoints in the school
    - Pupils celebrated in the weekly newsletter to all parents
    - Access to enrichment activities
    - Free tickets to end of term reward trips and events.
- 6.4 All school employees are encouraged to always provide opportunities for pupils to be listened to so that any worries or difficulties can be talked through and be dealt with more easily. The school believes that the curriculum should be planned to include all pupils in order to maximise their opportunities to experience success and enhance their self-esteem



- 6.5 When there are difficulties with individual behaviour the penalties will be applied: see section 10 of this policy
- 6.6 The school will consider whether poor behaviour is as a result of a pupil suffering, or likely to suffer, significant harm. In these circumstances the appropriate safeguarding lead will be notified and the appropriate procedures followed as set out in the school's Safeguarding Policy
- 6.7 The school will also work to identify if any poor behaviour is due to any unmet educational or other needs. If these needs are identified the appropriate safeguarding/educational lead will be notified and the appropriate procedures followed
- 6.8 All incidents of misbehaviour are recorded via ClassCharts or Cpoms as appropriate.

## **7 Assemblies**

- 7.1 There are weekly assemblies during which individual pupils, and classes, receive updates on positive behaviour and achievements which are also celebrated in our termly Achievement Assemblies.

## **8 Information to pupils**

- 8.1 All pupils will be made aware of the school's rules and expectations. We will do this through material around the school, throughout classroom work and assemblies
- 8.2 A copy of this policy will be accessible on our website and other means within the school to allow pupils to independently consider our approach to behaviour and to allow them the opportunity to take responsibility for their conduct with school.

## **9 How pupils can raise issues**

- 9.1 Pupils at Central Lancaster High School are encouraged to use our 3R system for reporting any concerns that they have for themselves or others

Report	Pupils report any concerns about behaviour, feelings or safety through a number of methods (see 8.2)
Respond	The appropriate member of staff will respond to the concern with clear actions and communication with pupil and their families
Review	Following a report, the appropriate member of staff will check in and review the outcome of the report and subsequent actions with the child and their family.

- 9.2 Pupils can report concerns through the following routes at Central Lancaster High School:

- Face to face to any member of staff, we encourage this communication via the child's House Tutor
- Through the Care Code (QR code around school, in planners and on the website)

- Via the antibullying@ email address (antibullying@lancasterhigh.lancs.sch.uk)
- Via the antibullying text line **07930 995 456**
- Through a paper report placed in the anti-bullying box in reception.

## 10 SEN pupils

- 10.1 The school believes that all pupils should have the support to achieve high standards of behaviour inside and out of the classroom. However, the school also recognises that some members of the community with SEN or disabilities may have barriers in place to achieve these standards
- 10.2 The school aims to support the behaviour of pupils with SEN by;
- 10.2.1 making reasonable adjustments where possible to accommodate their needs;
  - 10.2.2 co-operating with the Local Authority and other authorities where the pupil has an Education, Health and Care plan (EHCP);
  - 10.2.3 remitting short, planned breaks for pupils whose SEN means they find it difficult to sit still for a long period of time; and,
  - 10.2.4 training staff in potential triggers for medical conditions so they can recognise triggers which might cause bad behaviour.
- 10.3 However, where it is apparent a pupil with SEN is struggling at the school even when accommodations are in place the school will work with multi agencies to provide education for those who the school might not be the best option. This includes supporting a move to an alternative educational provider
- 10.4 It is not unlawful to suspend or exclude a child with special educational needs or a disability. However, the Acting Headteacher will consult with the SENCo before taking any decision to consider whether the breach of the behaviour policy that would ordinarily warrant exclusion is a manifestation of the pupils SEN. In the event that it is, the Acting Headteacher may still believe that suspension or exclusion is warranted as it is a proportionate means of achieving a legitimate aim.

## 11 Sanctions

- 11.1 When a pupil's behaviour justifies the application of a sanction one will be issued in order to deter future repeats of bad behaviour, these are called penalties at Central Lancaster High School
- 11.2 When necessary and reasonable to do so, the school will adopt the one or more of the following penalties which is proportionate in all of the circumstances. All penalties carry the value of -1 negative point on ClassCharts:

P1	P1 Missing equipment P1 Low level disruption P1 Failure to follow instructions	-1 negative point
P2	P2 Low level disruption P2 Failure to follow instructions P2 Missing equipment & low level disruption	-1 negative point

	P2 Missing equipment & failure to follow disruption	
P3	P3 Exit from lesson P3 Chewing gum P3 Late to lesson/form P3 Uniform P3 No PE kit P3 Late to school P3 homework issue	30 minute after school detention 15 minute lunch time detention 15 minute lunch time detention 15 minute lunch time detention 15 minute lunch time detention 15 minute lunch time detention 15 minute lunch detention
P4	P4 Inappropriate behaviour or failure to follow instructions outside the classroom	15 minute lunch time detention
P5	P5 Truancy P5 Failure of lunchtime detention P5 Failed to attend lunchtime detention	30 minute after school detention 30 minute after school detention 30 minute after school detention
P6	P6 Failure of 30 min after school detention P6 Failure to attend 30 min after school detention	60 minute after school detention 60 minute after school detention
P7	P7 Two exits  P7 Refusal / failure of Exit  P7 Serious incident  P7 3 x trancies  P7 Failure of 60 min after school detention  P7 Failure to attend 60 minute after school detention	Impact until 15:20 (already have 2 x 30 min after schools for the Exit sanction)  Impact until 15:20 (already have 1 x 30 min after school for the Exit) Impact plus 60 minute detention  Impact plus reflection work (already have 3 x 30 minute after schools) Impact with work out plus 60 minute missed detention is re-arranged at point of Impact Impact with work out plus 60 minute missed detention is re-arranged at point of Impact
P8	Step out Suspension	Issued for serious incidents or persistent behaviours in school

11.3 The Acting Headteacher may consider permanent exclusion for serious or persistent breaches of the behaviour policy. Suspensions and permanent exclusions are dealt with in more detail below

11.4 The penalty system's principal role is to support learning by dealing with low level disruptive behaviour i.e. behaviour that undermines the pupils own learning or that of others. Penalties are not a replacement for good classroom management techniques and will not compensate for poor teaching and unstructured lessons

11.5 The penalty system works in conjunction with a progressive system of structured intervention designed to address underlying causes of poor behaviour wherever possible

11.6 The classroom penalty system is for low level disruption- if a situation is more challenging, on call should be requested via oncall@ and a pupil may be removed without P1-2 sanctions

11.7 At the end of a sanction, where appropriate, the pupil will receive further guidance about what they did wrong, the impact of their actions and how they can do better in the future. They will also be offered further support if appropriate which may include;

11.7.1 the school engaging with parents

- 11.7.2 a change of teaching set or class;
- 11.7.3 consideration by the Special Education Needs Coordinator (SENCO), with colleagues, of possible interventions within the school;
- 11.7.4 allocation of a key worker such as a Head of Year, Pupil Support Officer or Behaviour Menor;
- 11.7.5 referral to a specific support service, such as the Education Welfare Service, Children's Services, Child and Adolescent Mental Health Service, or school's Family Support Service; and
- 11.7.6 additional pastoral support.

## **12 Detention**

- 12.1 Detention is a well-established sanction for managing poor behaviour. We have set out below the various detentions which may be issued at the school
- 12.2 For lunchtime detentions, staff will allow reasonable time for the pupil to eat, drink and use the toilet, lunchtime detentions commence at 13:00 and run for 15 minutes until 13:15 Tuesday – Friday. A bell sounds at 12:55 to alert pupils to detentions commencing at 13:00
- 12.3 After school detentions run 15:20-16:20 for 30 minute or 60 minute sessions. Two 30 minute detentions can be set on one afternoon. These detentions run Tuesday-Friday. Pupils are seated by staff members on duty and have access to Bedrock and Sparx platforms in which pupils work on at noise level 0. Pupils who do not follow such instruction will be issued warnings (as per P1-2 the classroom), and if a pupil reaches P3 they will be asked to leave the detention room. The detention will then be upscaled due to failure. Where Year 11 pupils are in after school detention but revision sessions are taking place after school, the Head of Year may collect pupils to attend mandatory revision for the length of their after school detention. Pupils who follow instruction and complete lines and their work successfully will be dismissed 5 minutes early.
- 12.4 The school do not need parental or pupil consent to issue a detention which runs after the school session has concluded. The convenience as to whether a pupil can be picked up or taken home at the conclusion of the set detention is not a reason for the detention to not to go ahead. Detentions are set via ClassCharts for parents and pupils to check
- 12.5 The school will listen to representations from parents and/or pupils, and will consider the following:
  - 12.5.1 whether the detention is likely to put the pupil at increased risk;
  - 12.5.2 whether the pupil has known caring responsibilities;
  - 12.5.3 whether the detention timing conflicts with a medical appointment;

12.5.4 whether suitable travel arrangements can reasonably be made by the parent for the pupil. It does not matter if making these arrangements is inconvenient for the parent

12.6 A failure to attend detention will result in an escalation of sanction and will be classed as a breach of this behaviour policy.

### **13 Removal from the classroom**

13.1 The school uses removal from the classroom as a key behaviour management tool as action short of suspension for moderate and/or persistent breaches of this behaviour policy

13.2 Removal is, however, a serious sanction and can be used when behaviour is so disruptive as to warrant immediate removal. It is used to;

13.2.1 maintain the safety of all pupils and to restore order and calm following an unreasonably high level of disruption;

13.2.2 enable disruptive pupils to be taken to a place where education can be continued in a managed environment; and

13.2.3 allow the pupil to regain calm in a safe space away from any triggering issues.

13.3 Pupils will be set appropriate tasks outside of the normal timetable to allow them time to decompress in a reduced sensory environment. This allows them the chance to consider the consequence of their actions, the impact on others and to adjust their behaviour once returned to normal timetable

13.4 Parents should be informed on the same day if their child has been removed from the classroom and placed into Impact

13.5 Central Lancaster High School operates an Impact space for formal removals. This is managed by Senior Leaders, Behaviour Mentors and Heads of Year. P6/7 sanctions are used for the following but not exhaustive reasons:

- A pupil fails to attend a P5 detention
- Pupils who present repeated low-level negative behaviour
- The actions of the pupil were serious enough to escalate the sanctions immediately to a P7
- A pupil acts in clear defiance of the school rules
- Inappropriate behaviour towards a member of staff
- Inappropriate behaviour towards other pupils
- Inappropriate behaviour outside of the school community
- Misuse of social media.

13.6 Pupils will work as directed by the member of staff in Impact at noise level 0. Pupils in Impact will not mix with the normal school population for the time they are in internal removal but will have the opportunity to order free breakfast, a school lunch and go to the toilet at the appropriate time. Internal removal at P7 sanction level begins at 08.50 and finishes at 16.20 for a P7

13.7 While in the room there will be opportunities to focus on repairing relationships and preparing pupils to return to lessons. Restorative and developmental work will enable pupils to identify and exhibit the skills needed to function effectively on their

return to the school population. Pupils will complete work which supports the core and humanities curriculum via our Sharepoint resources

- 13.8 On occasions it may be necessary to impose multiple days of internal removal to avoid formal P8 suspensions.

#### **14 Restorative actions**

- 14.1 Where appropriate, restorative actions may take place following an internal exclusion or suspension

- 14.2 The aims of restorative actions are:

14.2.1 Restore relationships and plan for the pupil's reintegration

14.2.2 Ensure pupils reflect and take responsibility for their behaviour

14.2.3 Teach pupils the behaviour staff want to see

14.2.4 Reinforce compliance with the 3C core values

14.2.5 Enable any underlying issues to be raised.

- 14.3 Restorative actions will take place at the first available opportunity. The member of staff who referred the pupil leads the restorative conversation. The conversation should be supported by another member of staff who will explain the process and the structure of the meeting to the pupil and member of staff.

#### **15 Mobile phones and other smart devices**

- 15.1 For the purpose of this section 15 mobile phone shall mean a mobile phone and any other smart device with a similar functionality to a mobile phone (for example, the ability to send and/or receive notifications or messages via mobile phone network) including, but not limited to, tablet devices and smart watches

- 15.2 During the school day mobile phones will be kept in pupils' bags and are not permitted to be used, seen or heard. This means that the mobile phone should be switched off and placed at the bottom of the pupil's school bag

- 15.3 Should parents need to contact a pupil during the school day they can do so through the school office

- 15.4 In the event that a mobile phone or other smart device such as a tablet is found on a pupil or is being used in breach of this policy it will be lawfully confiscated and returned at the end of the school day

- 15.5 The school will communicate with pupils and parents whether mobile devices are permitted and the rules for their use in advance of any off site or residential trip

- 15.6 We have the lawful right to issue a sanction where a pupil is found with a mobile device. Where a sanction is issued this may include confiscating the pupil's mobile device for a period of time to be determined by the Acting Headteacher at their absolute discretion

- 15.7 We have a lawful right to search the content of mobile phones and other electronic devices without consent from the pupil or parents. For more information on staff searching powers please see section 17 below
- 15.8 There may be rare occasions where the Acting Headteacher allows a pupil to have a mobile phone or smart device present in school for a finite period. This is a matter for the Acting Headteacher in their absolute discretion.

## **16 Confiscation**

- 16.1 Staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to the school community (including cigarettes or items for used for smoking)
- 16.2 Mobile phones and items of non-uniform should be confiscated if seen. These items must be put into a 'confiscation envelope' handed into the office where they will be kept securely
- 16.3 Staff should hand other confiscated items to the office via On Call. On Call must complete the necessary information to identify the item, the date it was confiscated, the name of the pupil and the member of staff's name. Staff must not give the confiscated item to another pupil to hand in and must not leave the item in an unsecured area at any time
- 16.4 Any item which staff consider to be dangerous or criminal e.g. drugs, must be brought to the attention of a SLT member immediately
- 16.5 Items confiscated by the school can be collected by pupils at the end of the day. Items which are deemed dangerous, or criminal may only be collected by a parent/carers except where the school has chosen to dispose of the confiscated items or sent to the police
- 16.6 The school reserves the right to dispose of items which are not collected.

## **17 Use of reasonable force, searching and screening**

- 17.1 The School recognises that at times there are circumstances when it is appropriate for staff in schools to use reasonable force to safeguard children. There are also times when the Acting Headteacher or those members of staff authorised by them may have to search or screen pupils to search for illegal items or those prohibited under the school rules
- 17.2 The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. 'Reasonable' in these circumstances means 'using no more force than is needed'
- 17.3 Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property and to maintain good order and discipline at the school or among pupils. Members of staff may also use reasonable force when conducting a search for illegal items, such as weapons (including knives), alcohol, illegal drugs, stolen items, tobacco, fireworks, pornographic images or articles that they reasonably suspect have been or are likely to be used to commit an offence or cause harm

- 17.4 Force may not be used to search for other items banned under the school rules
- 17.5 When considering using reasonable force staff will carefully recognise any specific vulnerabilities of the pupil, including SEND, mental health needs, or medical conditions
- 17.6 Staff shall exercise these powers in line with the Department for Education's guidance.

## **18 Moderate to serious breaches of the School's rules**

- 18.1 Any serious breach of the school's rules (including serious aggressive behaviour), will be followed up immediately by a member of the pastoral or senior leadership team
- 18.2 Parents will be informed and, if appropriate, asked to come into the school for a meeting where the behaviour/incident will be explained
- 18.3 Where considered necessary, suspension (or, in a rare case, a permanent exclusion) will be given
- 18.4 We will endeavour to work with pupils, parents and third parties to develop intervention and strategies to effectively manage behaviour as far as we can.

## **19 Prohibited items**

- 19.1 The items listed below are prohibited items in school and will be confiscated from pupils if they are seen to be using or carrying them in school. Pupils found with items in category 2 will be subject to a suspension and permanent exclusion will be considered. This list includes, although is not exhaustive to:
- Energy or carbonated drinks
  - Alcohol
  - Snappers/poppers
  - Mobile phone
  - Aerosols
  - Pharmaceutical drugs (these should be declared to the main office not carried in school)
  - Stolen items
  - Pornographic images
  - Any class A, B or C substances
  - Knives or offensive weapons
  - Smoking or vaping paraphernalia
  - Fireworks.

## **20 Direction off-site to improve behaviour**

- 20.1 The Acting Headteacher has the power to direct a pupil off-site to an alternative educational placement to improve behaviour. Parental consent is not required and attendance at the directed placement is compulsory. This is not a sanction, but a measure at the Acting Headteacher's disposal to take steps to support an



improvement in a pupil's behaviour, with a view to reintegrating back with such an improvement

- 20.2 A placement will be commissioned based on the circumstances that have arisen leading to the sanction. This can be at another mainstream school or alternative provision which, in the Acting Headteacher's opinion is going to assist in supporting an improvement in behaviour
- 20.3 The period off-site will be proportionate and subject to review with the Chair of Local Governing Body. The length of time a pupil spends in another mainstream school or AP will depend on what best supports the pupil's needs and potential improvement in behaviour
- 20.4 Parents may submit written representations at the time of a periodic review should they believe, the placement should end. Reviews will be held with the Acting Headteacher, the /Local Governing Body and parents on whether to end or extend the placement
- 20.5 Should a pupil refuse to follow the direction to attend the alternative placement then the Acting Headteacher will be entitled to treat this as a serious breach of the behaviour policy warranting suspension or permanent exclusion.

## **21 Managed moves**

- 21.1 The Acting Headteacher has the power to initiate a process which leads to the transfer of a pupil to another mainstream school permanently. A managed move is voluntary and agreed with all parties involved
- 21.2 A managed move will only be considered when it is in the pupil's best interests and offered as part of a planned intervention once an appropriate initial intervention has been carried out at a school level. The Acting Headteacher shall have discretion in relation to what an appropriate initial intervention is
- 21.3 Examples of interventions the school can consider prior to a managed move include:
  - 21.3.1 frequent and open engagement with parents, including home visits if deemed necessary;
  - 21.3.2 mentoring;
  - 21.3.3 short-term behaviour management cards or longer-term behaviour management plans;
  - 21.3.4 pupil support sessions; and
  - 21.3.5 engaging with local partners and agencies to address specific challenges.

## **22 Suspension**

- 22.1 The Acting Headteacher has the power to suspend a pupil for a fixed period. This power cannot be delegated but may be exercised on the advice from senior leaders where there has been moderate, persistent or serious breaches of this behaviour policy. The Acting Headteacher has the power to suspend a pupil on disciplinary grounds for a maximum of 45 days in a school year

- 22.2 Suspension and permanent exclusion are the most serious sanctions available to the school and will be issued when behaviour warrants such intervention. For the majority of pupils, a suspension will not be necessary. The school aims to exhaust other sanctions before turning to a suspension. When establishing the facts in relation to a suspension the Acting Headteacher will apply the civil standard of proof, i.e. 'on the balance of probabilities'. This means that the Acting Headteacher will accept that it is more likely that an incident happened than it did not happen. The headteacher will take into account his statutory duties in relation to SEN duties when considering whether to suspend a pupil
- 22.3 The school will take reasonable steps to set work for the pupil during the first five school days when they are suspended. For longer suspensions, the school will arrange suitable alternative educational provision from the sixth school day of the suspension
- 22.4 A suspension can be issued for part of the school or for a number of days. A suspension cannot be converted to a permanent exclusion. However, in the event that evidence has come to light which warrants a more serious sanction to be imposed the Acting Headteacher may issue a permanent exclusion

Upon return to the school after a suspension, the pupil will attend a reintegration meeting with the Head of Year. Parents will be invited to reintegration meetings and it is the Senior Leadership Team's strong expectation that parents attend to support the pupil's reintegration into the school community and so that they can help their child understand the standard of behaviour required.

### **23 Six day Provision and 'step out' provision**

- 23.1 Where a suspension of 6 days or more is issued, the pupil must attend another education provision from day 6. It is the school's statutory obligation to provide this provision. Where this applies, the pupil will attend one of The Bay Learning Trust's partner schools working in their inclusion facility from 09:30 to 14:30 from day 6 until the end of their suspension period. Pupils must attend their provision in CLHS uniform and will be given work to complete via ClassCharts and the year group's Sharepoint curriculum
- 23.2 Pupils may also be directed to attend another of The Bay Learning Trust schools as part of their behaviour support plan on a 'Step Out' placement. The pupil will attend another the partner school working in their inclusion facility from 09:30 to 14:30. On return from the placement the pupil will be reintegrated into CLHS school through intervention to support their success at CLHS.

### **24 Permanent exclusion**

- 24.1 A permanent exclusion will be used in response to persistent breaches or a serious breach of this behaviour policy. It will be used when allowing the pupil to remain at the school would seriously harm the education or welfare of the pupil or others at the school
- 24.2 Persistent breaches are when a pupil repeatedly breaches the school's behaviour policy and which other sanctions, interventions and strategies have not been able to effectively manage

24.3 A serious breach will be a singular event which warrants permanent exclusion from the school. These may include, but are not limited to:

24.3.1 violence, or threatened violence, towards pupils, staff or visitors;

24.3.2 carrying on offensive weapon;

24.3.3 drug use or possession;

24.3.4 possession of a substance that could cause harm to others;

24.3.5 sexual abuse or assault;

24.3.6 deliberately setting off the school's fire alarm;

24.3.7 serious but false allegations against a pupil or staff.

24.4 Permanent exclusions will follow the Department for Education's statutory guidance on exclusions.

## **25 Poor behaviour off the School's premises/online behaviour**

25.1 All pupils have a responsibility to conduct themselves in accordance with our behavioural expectations at all times and so as not to bring the school or our community into disrepute

25.2 The same standard of good behaviour is expected online as apply offline. The school prides itself as an intrinsic part of the community. It will fully support police investigations or community incidents and will sanction or reward pupils accordingly

25.3 Inappropriate online behaviour including bullying, the use of inappropriate language, the soliciting and sharing of nude or semi-nude images and videos, and sexual harassment will be addressed in accordance with the same principles as offline behaviour, including following the child protection policy and speaking to the designated safeguarding lead (DSL) (or deputy) when an incident raises a safeguarding concern

25.4 The Acting Headteacher is entitled to take into account behaviour outside the school gates when applying this policy to such an extent as is reasonable. This includes non-criminal poor behaviour and bullying which occurs off school premises or online and which is witnessed by a staff member or reported to the school

25.5 Conduct outside the school premises, including online conduct, that the school might sanction pupils for include, but are not limited to:

25.5.1 misbehaviour when taking part in any school-organised or school-related activity;

25.5.2 misbehaviour when travelling to or from the school;

25.5.3 misbehaviour when wearing school uniform;

25.5.4 misbehaviour when in some other way identifiable as a pupil at the school ;

25.5.5 misbehaviour that could have repercussions for the orderly running of the school;

25.5.6 misbehaviour with an electronic device;

25.5.7 misbehaviour that poses a threat to another pupil; or

25.5.8 misbehaviour that could adversely affect the reputation of the school.

## **26 Suspected criminal behaviour**

- 26.1 In cases when a member of staff or headteacher suspects criminal behaviour, the school will conduct initial investigations
- 26.1 Investigations will be fully documented, and all reasonable efforts will be made to preserve relevant evidence. The findings of such investigation will determine whether the school makes a report to the police
- 26.2 Once a decision is made to report the incident to police, schools retain the discretion to continue investigations and enforce their own sanctions, so long as it does not conflict with police action.

## **27 Child-on-child abuse**

- 27.1 The school takes any report of online or offline abuse or sexual violence seriously and will not tolerate such behaviour
- 27.2 As part of ensuring high behaviour standards the school will ensure that pupils and staff do not normalise sexually abusive language or behaviour by treating it as an expected part of growing up, All members of the school community must advocate for high standards of conduct and model dignified and respectful relationships
- 27.3 If a pupil makes an allegation of sexual violence or harassment against a peer a referral in the first instance must be made to the DSL, or deputy, and dealt in line with the safeguarding policy. If a pupil makes a deliberately invented or false allegation they may receive a consequence in line with this behaviour policy. Support from the DSL or deputy will be engaged to determine whether a consequence will be appropriate.

## **28 Reducing Racism**

- 28.1 Any racist act in word or deed is totally unacceptable. The parents of the offender will be advised of the incident and an appropriate sanction will be applied. Records will be kept in the school.

## **29 CCTV**

- 29.1 The school uses CCTV for the purpose of monitoring and managing behaviour and safety

## **30 Reporting**

- 30.1 When the Acting Headteacher issues a suspension or permanent exclusion he shall inform the local authority without delay. The notification shall include the reason and duration of the exclusion and, if permanent, the fact that it is permanent
- 30.2. The Acting Headteacher will make a termly report to the Local Governing Body with exclusion data. This shall include
  - 30.2.1. The number of suspensions issued;
  - 30.2.2. The number of permanent exclusions issued; and
  - 30.2.3. The number of permanent exclusions rescinded.
- 30.3. The Local Governing Body will consider the exclusion data and use it to inform;
  - 30.3.1 The effectiveness and consistency in implementing the school's behaviour policy;
  - 30.3.2 any interventions needed to support pupils at risk of suspension and/or permanent exclusion; and
  - 30.3.3 understanding of the demographics, frequency and timings of exclusions.

## Change Log

Date of change	Updates	Page	Version control
18 <sup>th</sup> October 2024	P3 Chewing gum (15min lunch time detention) added to table	10	1.1
	11.6 updated to include; The classroom penalty system is for low level disruption- if a situation is more challenging, on call should be requested via oncall@ <b>and a pupil may be removed without P1-2 sanctions</b>	10	1.1
	12.2 updated to include; A bell sounds at 12:55 to alert pupils to detentions commencing at 13:00	11	1.1
	12.4.4 removed as not relevant; CLHS notify parents of detentions via ClassCharts	11	1.1
	12.3 included with full details of after school detentions (new)	11	1.1
	12.4 updated to include; Detentions are set via ClassCharts for parents and pupils to check	11	1.1