RBFL Policy:

Policy Lead:	Mrs Darling
Last Review Date:	January 2025
Next review date:	January 2026
Approval needed by:	Local Governing Board

CHS is a school community that is *together in the pursuit of excellence*. We want all children to thrive in their learning and feel safe.
The school has a clear process of recognition which exists to promote excellent learning behaviour and a strong work ethos. Alongside this, rest rules that are clear to everyone who is a member of our community. In order to thrive, all students need to know where the boundaries of behaviour lie and what is expected of them.
Teachers and support staff work very hard to build professional relationships with students and make lessons engaging, rewarding and relevant. If there is less than excellent behaviour in a lesson, high quality learning cannot take place. The RBFL policy promotes and recognises excellent behaviour and deals with unacceptable behaviour in a series of graduated steps.

Our Moral Purpose

- At Congleton High School we are '***together in the pursuit of excellence***'. Our vision is to inspire scholarly excellence in all students. We work as a community to provide support, care and guidance that enables students to excel. Our values of ***curiosity***, ***courage***, and ***ambition*** shape confident, happy learners who make a valuable contribution to society.
- Our core values characterise our community as we strive for the highest standards and achievements. At Congleton High School we promote:

Curiosity:

- Curiosity is essential for personal growth and development as it helps us to understand the world around us, to solve problems and to innovate.
- We encourage our students to be confidently curious about the world around them, to ask challenging questions and be open to new experiences and differing views.

Courage:

- Courage is essential for success, and we encourage students to be courageous in their academic endeavours, the life choices they make and in choosing positive relationships with those around them.
- The courage to be kind, respectful and resilient is an essential part of our ethos.

Ambition:

- Ambition is empowering and hopeful, we encourage students to be ambitious in their goals and dreams. Together, we believe '***we can***'!
- We strive for excellence in all areas of our school community and we value the unique contribution of every student. We offer diverse opportunities that build character and open hearts and minds, preparing them for an exciting and rapidly changing world

Aim of the policy

Congleton High School aims to provide a safe and structured environment in which teachers can teach and students can learn and achieve excellence together.

This policy aims to:

- Promote a strong community ethos, positive learning behaviour, self-regulation and excellent relationships between staff, students and families.
- Recognise children's achievements
- Provide a consistent approach to behaviour management
- Define what we consider to be acceptable behaviour
- Summarise the roles and responsibilities of different people in the school community
- Outline our system of RBFL

This policy reflects the fact that our community is diverse and that some children face a complex tapestry of needs and challenges. As a result, our systems are based upon inclusion, common sense and mutual respect. At CHS we instil a desire to work hard and learn effectively in a safe and happy environment. Our RBFL policy considers Trauma Informed Practice.

LEGISLATION AND STATUTORY REQUIREMENTS

This policy is based on advice from the Department for Education (DfE) on: -

- Behaviour in School advice for Headteachers & School Staff https://assets.publishing.service.gov.uk/media/65ce3721e1bdec001a3221fe/Behaviour_in_schools_-_advice_for_headteachers_and_school_staff_Feb_2024.pdf
- Suspension and Permanent Exclusion Guidance https://assets.publishing.service.gov.uk/media/66be0d92c32366481ca4918a/Suspensions_and_permanent_exclusions_guidance.pdf
- Searching, screening and confiscation at school. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1091132/Searching__Screening_and_Confiscation_guidance_July_2022.pdf
- The Equality Act 2010 https://www.legislation.gov.uk/ukpga/2010/15/contents.
- Use of reasonable force in schools https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools.
- Supporting students with medical conditions at school It is also based on the special educational needs and disability (SEND) code of practice 2015. https://www.gov.uk/government/publications/send-code-of-practice-0-to-25.
- Safeguarding KCSIE 2024 https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf
- anti-bullying strategy https://www.gov.uk/government/publications/approaches-to-preventing-and-tackling-bullying.
- Looked after children.
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683556/Promoting_the_education_of_looked-after_children_and_previously_looked-after_children.pdf.

LINKS WITH OTHER POLICIES

This behaviour policy is linked to the following policies: -

- Suspension and exclusions.
- Safeguarding policy.
- Bullying prevention policy.
- Drugs Education policy.
- Teaching and Learning/Curriculum policy.
- Staff code of conduct policy.
- Equality, Diversity and Social Inclusion policy.
- Uniform policy.
- Health and safety policy.
- Mobile phone policy (now merged with this RBFL policy).
- ICT acceptable user policy.
- Parent and carer contact policy.
- RSE and PSHE policy.
- SEND policy.
- Mental Health.

ROLES AND RESPONSIBILITIES

The Board of Trustees and the Local Governing Board are responsible for monitoring this behaviour policy's effectiveness and holding the Headteacher to account for its implementation.

The Headteacher: -

- Is responsible for reviewing and approving this RBFL policy. The Headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.
- The Governing body will help to create a culture of respect by supporting the staff's authority to discipline students and ensuring that this happens consistently across the school.
- Is responsible for taking the decision to exclude any student should it become necessary.
- Will deal with any allegations against staff. Such allegations will be taken seriously and dealt with quickly in a fair and consistent way.
- Governors will monitor the implementation of the Behaviour Policy.

School Staff are expected to: -

- Promote a safe and purposeful learning environment.
- Implement the behaviour policy consistently
- Model positive behaviour.
- Provide a personalised approach to the specific behavioural needs of particular students.
- Record and monitor behaviour incidents.

The senior leadership team will support staff in responding to behaviour incidents.

Manage and improve student's behaviour and discipline students in a fair and consistent manner, in accordance with school policy and procedures

Parents/Carers are expected to: -

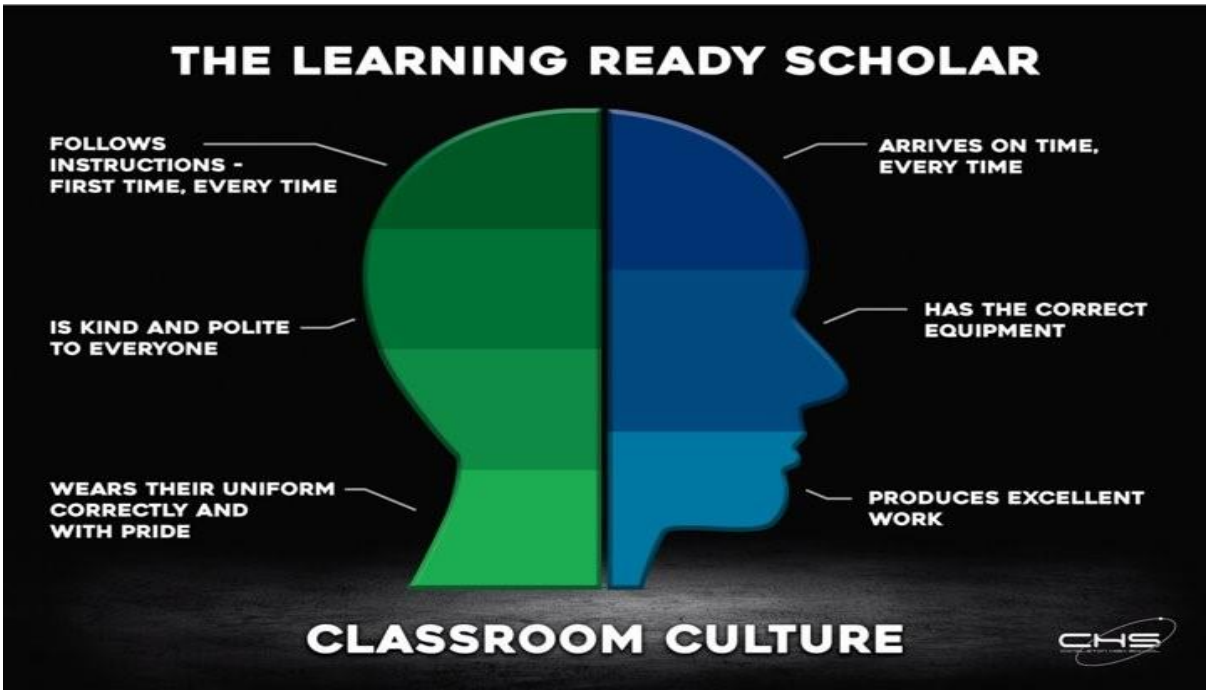
- Encourage their children to achieve the expectations on how students behave and therefore work Together in the pursuit of excellence.
- Support the school's authority to discipline its students and maintain a safe and purposeful learning environment.
- Actively support all school policies.
- Communicate appropriately and in a timely manner with all communications from school staff.
- Inform the school of any changes in circumstances that may affect their child's learning behaviour.
- Discuss any behavioural concerns with the form tutor and/or Year Team Leaders in a timely manner.
- Ensuring regular and prompt attendance is maintained, avoiding taking their child out of school in term time.
- Supporting attendance at detentions after school if, or when required.
- Insisting upon high standards of uniform, behaviour and discipline to and from school
- Checking the online Homework system weekly.

STUDENTS will: -

- Work hard consistently, towards the Expectations of scholarly excellence.
- Receive the recognition they deserve when they try their best to make progress.
- Be supported to improve if their behaviour falls below the required standard.

Expectations on how students behave

(This is not an exhaustive list of behaviours)



Unacceptable learning behaviour is therefore defined as behaviour which falls below the expected standards of The Learning Ready Scholar.

Serious misbehaviour is defined as:

- Repeated breaches of the school rules.
- Any form of bullying (please refer to our anti-bullying policy for further details).
- Sexual harassment or violence.
- Vandalism.
- Theft.
- Fighting / physical assault
- Smoking/vaping.
- Truancy – onsite
- Truancy – leaving school site
- Racist, sexist, homophobic or other discriminatory behaviour.
- Possession of any prohibited items. These include: -
- Knives or weapons.
- Alcohol.
- Illegal drugs or associated equipment.
- Stolen items.
- Tobacco, vapes, vape liquid, cigarette papers, matches or lighters or associated equipment.
- Fireworks.
- Indecent/pornographic images.
- Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student).
- Significant sums of money, exceeding £20.00.
- Failure to follow instructions from a member of staff.

- Verbal assault
- False allegations

Off-Site Behaviour

We expect the highest standards of behaviour from our students in our wider community. Sanctions may be applied where a student has misbehaved off-site when representing the school. This means misbehaviour when the student is:

- Taking part in any school-organised or school-related activity (e.g school trips)
- Travelling to or from school
- Wearing school uniform
- In any other way identifiable as a student of our school

Sanctions may also be applied where a student has misbehaved off-site at any time, whether or not the conditions above apply, if the misbehaviour:

- Could have repercussions for the orderly running of the school
- Poses a threat to another student or member of the public
- Could adversely affect the reputation of the school

What policy looks like in practice: Fostering a culture of recognition for Learning Ready Scholars

We will acknowledge the efforts and progress of our students during structured and unstructured times, and this will be focused around the three areas of: Community, Achievement, Endeavour. See **Expectations on how students behave** for specific examples of behaviour may recognised.

RECOGNITION At Classroom level or during unstructured times	**RECOGNITION in the classroom or during unstructured times**	**RECOGNITION in the classroom or during unstructured times**	**RECOGNITION in the classroom or during unstructured times At Curriculum and Guidance Team Level**	**RECOGNITION At Curriculum Team Level**	**RECOGNITION At Year Team level including unstructured times**	**RECOGNITION At SLT level including unstructured times**	**RECOGNITION Significant contribution to wider community**	**RECOGNITION at HT Level**
Issue ACHIEVEMENT POINTS Verbal or written praise from staff and log on sims	Issue ACHIEVEMENT POINTS Verbal or written praise from staff Log on SIMS- correct category: Curiosity, Courage, Ambition, Positive email/phone call/letter/text home SLT recognition walk Learning mentor recognition walk	Achievement points for scholarly excellence	Student of the week- class, department, form group, year group, club, unstructured time Weekly assembly ACHIEVEMENT POINTS Form of the week (per year group) Form of the week breakfast (at whole school level) Improvement awards Letter home Twitter & FB Notice Board	Contact home Home Brew On Me Twitter & FB Notice Board Website	Hot Chocolate Friday Letter home Twitter & FB Notice Board Website	Queue jump card Letter home Twitter & FB Website Notice Board	Letter home Twitter & FB Local press Website Notice Board	Letter home Twitter & FB Local press Website Notice Board Breakfast with the Head

*****This is not an exhaustive list of recognitions and <u>does not have to be used in a sequential format</u>. There is flexibility within it to recognise behaviour at any level, at any time.

Achievement & Behaviour Points

In line with our vision and values and in order to recognise the hard work of our community achievement points are awarded for students demonstrating our school values of :

- **courage**
- **curiosity**
- **ambition**

We also award points for scholarly excellence through the Headteacher award. We reserve the right to recognise additional achievements with achievement points through the year e.g. House points / individual achievements outside of school / Scholars Awards

Students accumulate achievement points and when are able to earn the following badges as recognition of their work ethic and positive attitudes:

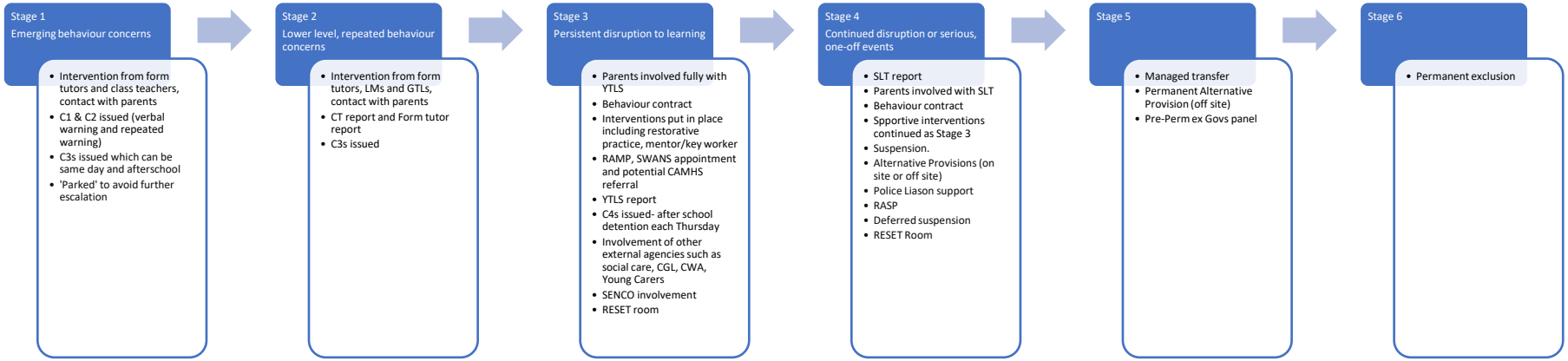
Bronze
Silver
Gold
Saphire
Emerald
Ruby
Prestige

Behaviour Points:

At CHS we believe it is important that students take responsibility for their actions and understand the impact of poor choices on their own learning and our school culture. For this reason behaviour points are issued for students not being learning ready e.g. not completing homework, being set sanctions such as C3/C4 or being late for lessons or school. We reserve the right to review how we approach behaviour points through the year as required.

What policy looks like in practice: Maintaining School Standards

In order to improve the learning behaviour of our students, staff at CHS will follow a stepped approach of CONSEQUENCES and associated intervention support. This will enable the child to recognise and address their poor behaviour, send a clear message to the school community about what is acceptable behaviour, keep the CHS community safe and promote a purposeful and orderly environment.



***This is *not an exhaustive list of consequences and does not have to be used in a sequential format.* All consequences will carefully consider the full context of the situation or incident, as well as the individuals involved.**

Link between unacceptable behaviours and consequences

Behaviour	Consequence
Late to lesson or registration Lack of focus Lack of motivation Distracting other students Lack of homework Lack of equipment Unkind comments/behaviour	C1 H1
Repeated behaviour after a C1 has been issued	C2 H2
Repeated behaviour after a C2 has been issued More serious, one-off behaviours such as swearing during conversation with peers or being rude to a member of the school community Uniform Infringement Use of mobile phone without permission Unkind behaviour Inappropriate use of ICT	C3 Suspended access to ICT
Failure to attend C3 detention Persistent disruption to learning Any act of verbal/physical Aggression, rough play or threat of aggression Refusal to follow instructions Inappropriate use of social media Repeated C3 infringements Poor behaviour on way to or from school Repeated use of mobile phone Truancy	C4 (which may lead to further consequences after removal from classroom) Confiscation of mobile phone Removal from lesson Permanent removal of IT access
Swearing at staff Damage to school property Physical or verbal aggression Repeated C3/C4 infringements Persistent disruption to learning Defiance Bullying Theft Sexual assault or violence Truancy	Deferred Suspension Suspension RESET Room Alternative Provision Permanent Exclusion

*This is *not an exhaustive list of behaviours and does not need to be followed in a sequential format*. Staff will use their discretion based on the context of the incident and the individual involved.

What policy looks like in practice

Detentions

In some circumstances a student's behaviour may result in a breaktime, lunchtime or an after-school detention. Whilst parental consent is not required for detentions, parents will be informed if the detention is to take place after school so that appropriate travel arrangements can be made. Same day detentions may be issued. Parents will be informed no later than 12.30pm if a detention is to be served at 3.10pm on the same day. Detentions that take place during the school day will be arranged so that adequate time can be allowed for the student to eat their food and go to the toilet. For example, break time detentions will not be longer than 10 minutes in duration.

Any behaviour that occurs in the classroom situation, which does not comply with expectations, will receive a verbal warning C1. If a student continues with that behaviour, or is not complying in another way, a verbal warning C2 will be issued. This will be followed by a C3 which is the first tier on detention and will be 10 minutes in duration. Then, if necessary, the student may be removed from the room (parking) and placed in another classroom with a member of staff to prevent further escalation.

Higher level sanctions can be issued as appropriate, without having to first follow the C1-3 process.

RESET Room

Our Re-set room serves to allow the academy to support students who resist school behaviour protocols. Time served in here allows for a period of reflection and also opportunity for intervention for observed behaviours that do not meet our standards for learning ready scholars
Room protocols:

- Students enter the room and must hand over phones immediately
- Students will be given an allocated amount of time to remain in the room and must remain there for that period (students are given access to toilets / to collect food as needed)
- Students are expected to complete work set and follow our Learning Ready expectations at all times
- On occasion the academy will work in partnership with local schools by providing mutual support for alternative, off site provision

Suspension and Permanent Exclusions
On the very rare occasions that a student's behaviour cannot be appropriately dealt with using the RBFL Policy it may be necessary to suspend a student from school for a fixed period of time or on even rarer occasions it may be necessary to consider permanently excluding a student from school.

The following areas will be taken into consideration: -
- The safety and wellbeing of other students and adults.
- The seriousness of the offence committed.
- The previous behaviour record.
- Other strategies or interventions which have already been tried.
- The student's known educational, safeguarding and medical needs.
- The support of external agencies in providing alternatives to permanent exclusion.

A Suspension or permanent exclusion will be considered for serious incidents, such as: -
- Refusal to follow the RBFL Policy.
- Unsafe behaviour.
- Persistent disruption of lessons.
- Defiance or verbal abuse of staff.
- Repeated or serious acts of bullying.
- Violence or threat of serious violence towards other students or staff.
- Deliberately setting off the fire alarm.
- Theft.
- Drug related offences.
- Sexualised behaviours.
- bringing prohibited items weapons onto school premises.

Only the Headteacher or in their absence senior staff with delegated responsibility, can issue a Suspension. In very exceptional circumstances a permanent exclusion from school may be necessary when repeated suspensions and interventions are not providing the necessary improvement in behaviours or actions, or for single, particularly serious incidents which jeopardises the safety and wellbeing of another person or persons. The school will comply with government guidance around permanent exclusion. Congleton High School is committed to using a broad range of strategies to minimise the chances of permanent exclusions and to work with parents/carers and support agencies in constructive partnership.

Work will be set for the student during suspension. For suspensions exceeding five days, school will make arrangements for the student to attend another organisation after the fifth day and will send work to that organisation. A readmission meeting with parents will always be arranged and a supportive reintegration programme and behaviour plan will be put in place following a student's suspension.

Confiscation of Inappropriate Items

Any student who is found in the possession of inappropriate or prohibited item, will have the item confiscated. Where there is a suspicion that a student has an inappropriate or prohibited item, they will be required to empty their blazer pockets, bags and locker. Refusal to do so will be classed as refusal to follow instructions and will result in the appropriate consequence in the Recognition and Behaviour for Learning Policy.

Inappropriate items include inappropriate items of clothing or jewellery, items brought into school for the purpose of selling to make a personal profit (including items bought in such a manner), cigarettes, vapes, tobacco and other smoking related items, knives or weapons, alcohol, illegal drugs, stolen items and any other items that may endanger the wellbeing, health and safety of others.

School reserves the right to search and screen a student where there is a suspicion that the student may be carrying knives or weapons, alcohol, illegal drugs, stolen items or other prohibited items such as vapes. Parents will be contacted and informed of the nature of any items confiscated and appropriate arrangements made for the safe collection of such items if appropriate. Illegal items will be handed to the Police. Confiscated items e.g. Vapes and associated paraphernalia will be disposed of by school staff.

Student Behaviour Outside School

The Recognitions and Behaviour for Learning Policy will be applied to all students:

- Taking part in any school-organised or school-related activity or
- Travelling to or from school or
- Wearing school uniform or
- In some way identifiable as a student of Congleton High School

The policy will also be applied to poor behaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the school or
- Poses a threat to another student or member of the public or
- Could adversely affect the reputation of the school

In addition, behaviour that may be criminal will be reported to the police.

Mobile Phone and Camera Policy
First Approved by Governors October 2022
Review Date – December 2024
From January 2025 this policy will form part of the RBFL policy, rather than as a stand-alone policy.

Mobile phone technology has advanced significantly in recent years and is likely to continue to do so. Mobile phones are no longer just a means of communicating, but perform a variety of functions, many of which are usually found on a personal computer. However, mobile phones can be immensely distracting in the classroom for both pupils and their teachers. This technology can also be used for acts of bullying and intimidation. We want to support staff and students to make sure mobile phones are never a barrier to learning or a cause of disruption. It is therefore, essential that there is a clear policy that students, parents and staff understand and can adhere to, so that mobile technology does not detract from teaching and learning and allows everyone to work and learn in safety.

At Congleton High School, students are not permitted to use mobile phones and other electronic/digital devices in school unless specifically authorised and monitored by a member of staff in exceptional circumstances. If mobile phones and other electronic devices are brought into school, they must be kept in bags and switched off or on silent. This also applies on school trips and visits and at any other time when the child is representing Congleton High School. Students remain responsible for their own property and will bear the responsibility of any losses.
If a student is using (or allowing another student to use) a mobile phone or other electronic/digital device without permission from staff, will be confiscated, put in an envelope, with the student's name on and taken to Student Reception for collection at the end of the day. A second offence will result in the phone being kept until parents collect it and any further offences will require the student and their parent/carer to have a meeting with a senior member of staff. Consequences will also be issued in line with the RBFL policy. Refusal to hand over a mobile phone will result in the RBFL policy being followed with consequences issued for defiance/refusal to follow instructions, *first time every time.*
If a student is out of lessons during the school day as a result of their behaviour or during the investigation of a serious incident, they will have their phone confiscated for that period. If a student is ill, the school will contact home, not the student. For any other emergency, a student should go to student reception where a member of staff will contact home or the student will be allowed to use their mobile phone under supervision. If a parent/carer needs to contact their child in an emergency this should be done via the school telephone system.
The way in which pupils relate to one another online can have a significant impact on the culture at school. Negative interactions online can damage the school's culture and can lead to school feeling like an unsafe place. Behaviour issues online can be very difficult to manage given issues of anonymity, and online incidents occur both on and off the school premises. Schools should be clear that even though the online space differs in many ways, the same standards of behaviour are expected online as apply offline, and that everyone should be treated with kindness, respect and dignity.
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. If a member of staff has any suspicion that a mobile device has unsuitable material stored on it, students will be required to hand over the device to a member of staff and parents will be asked to collect it from a senior member of staff. In circumstances where there is a suspicion that the material on the mobile device may provide evidence relating to a criminal offence, the device will be handed over to the Police for further investigation. Parents will need to recover the device from the Police in such circumstances.

Many online behaviour incidents amongst young people occur outside the school day and off the school premises. Parents and the bill payer are responsible for this behaviour. However, often incidents that occur online will affect the school culture. Congleton high School will issue consequences to students when their behaviour online poses a threat or causes harm to another student, and/or could have repercussions for the people orderly running of the school, when the pupil is identifiable as a member of the school or if the behaviour could adversely affect the reputation of the school.

The following are examples of misuse and unacceptable conduct choices (the list is not exhaustive). 'Misuse' will be at the discretion of the Headteacher:

- sending inappropriate messages
- sending inappropriate messages or posts to social networking or blogging sites
- taking photographs and/or videos in school or photographing or filming staff or other students without their knowledge or permission
- photographing or filming in toilets, changing rooms and similar areas
- bullying, harassing, humiliating or intimidating staff or students by the use of text, email or multimedia messaging
- refusing to switch a phone off or hand over the phone at the request of a member of staff
- using the mobile phone outside school hours to intimidate or upset staff and students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time
- causing reputational damage to an individual or the wider school community
- using a mobile phone outside school hours in such a way that it undermines the stability of the school and compromises its ability to fulfil the stated aim of providing 'a clear moral and ethical lead'
- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Facebook or YouTube
- bullying by text, image and email messaging (child-on-child abuse)
- the use of a mobile phone for 'sexting' (the deliberate taking and sending of inappropriate images or text messages, nudes and semi-nudes)
- posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other students
- general disruption to learning caused by students accessing phones in lessons
- students phoning parents rather than following correct collection and medical processes
- students phoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised or publishing photographs of vulnerable students, who may be on a child protection plan, where this may put them at additional risk.

With the emerging trend of using cameras which are separate to mobile phone cameras, it must be pointed out that this policy refers to the taking and sharing of all images, video and sound even if it is not initially captured on a mobile phone.

Malicious Allegations

Where a student makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school will discipline the student in accordance with the policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the local authority designated offices, where relevant) will decide whether the student who made the allegations is in need of help, or the allegation may have been a request for help. If so a referral to children's social care or other external agency may be appropriate.