

Westminster Primary Academy Policy Documents

# **Behaviour Policy**

## **(including Anti-Bullying)**



# **WESTMINSTER PRIMARY ACADEMY**

## **BLACKPOOL**

Reviewed: September 2021  
Next review: September 2022

# **Behaviour Policy - Westminster Primary Academy**

## **1. Aims**

- To provide a shared, consistent and commonly agreed approach to behaviour management
- To provide a system to reward and encourage good behaviour, through a positive approach
- To reduce incidences of poor behaviour
- To build self-esteem and to encourage self-discipline and self-motivation
- To teach children to accept responsibility for themselves and their actions
- To foster an attitude of respect and care for others
- To provide a calm, secure and positive environment
- To celebrate success
- To raise standards of attainment and achievement

***Our children will be ready for their future, as respectful and responsible members of the community.***

## **2. Home/School Agreement (Appendix 1)**

Sets out the expectations from parents, pupils and school.

A copy will be distributed at the start of each new school year for signing.

Please sign and read with your child each term as expectations with regard to behaviour are outlined.

## **3. Whole school rules**

To be READY, RESPONSIBLE and RESPECTFUL at all times to all members of our school community.

## **4. A positive approach**

- At all times we try to speak to the children in a positive way.
- We speak about the behaviours that we want to encourage, rather than suggesting those which we do not.
- We draw attention to examples of good behaviour and children keeping to the rules, but minimise the attention given to children who show poor behaviour.
- We use “Do ....” expressions, rather than “Do not ....”
- We promote a calm atmosphere in school where all shouting is discouraged and where children move around in a quiet and orderly way.
- We use music to promote a calm mood.
- We start and finish each day and each session, where possible, with a positive thought or comment.
- We celebrate achievement in good behaviour and communicate this to the children and parents at every possible opportunity.

## **5. Rewarding Good Behaviour**

- Dojos – awarded for good attitude and/or attainment
- Weekly Dojo assembly – Child with the most Dojos in each class, each week.
- Rewards for 100 (Bronze), 200 (Silver) and 300 (Gold) dojos.
- House point system for specified behaviour expectations of the week ie being ready,
- Phone calls, and texts sharing positive news to parents
- Dojos, stickers, stamps, certificates and verbal praise are all used by staff to reward pupils for effort, behaviour, manners and achievements.
- Parents have access to Dojo points through the app and so can see positive behaviour points and what they were awarded for.



## **6. Sanctions**

**If a child misbehaves during school time the following procedure is followed:**

### **Step 1**

A **warning** is given making it clear what type of behaviour was unacceptable and referring to the school rule broken if possible. This will be communicated calmly and without irritation. In a non-confrontational manner.

### **If the behaviour is not repeated:**

That is the end of the matter. When appropriate praise the child for amending their behaviour. Next session is a fresh start.

### **Step 2 COPY OF BEHAVIOUR LEVELS IN APPENDIX 2**

### **If during the same school session the behaviour is repeated:**

The behaviour steps agreement is followed dependent upon the level the behaviour displayed comes under. Level 1 and 2 behaviours are dealt with by the class team. Level 3 may involve SLT. Level 4 and 5 must involve SLT.

The steps should be used in discussion with the child regarding their behaviour. Individual highlighted copies may be used in discussion with parents.

Behaviours are recorded on CPOMS where appropriate.

On return to the classroom from any sanction the child is expected to have used the time to calm down and be prepared to get on with their work.

Returning with the right attitude and an apology to the teacher is an indication that the child has understood that this signals a fresh start.

However the apology should not be demanded or sought publicly. A quiet, personal apology at an appropriate time is much more meaningful.

Children in each classroom must have access to a designated calm down space with appropriate prompts and resources.

### **Additional Sanctions to support class teachers manage behaviour**

- Loss of playtime - this can be done within the year group or escalated to Focus depending on the incident
- Loss of up to 15 minutes of a pupil's lunch break (Only a whole lunchtime if approved by a member of the Senior Leadership Team)
- After school detention – parents and carers must be given 24 hours notice.
- Phone calls to parents and carers to discuss behaviour.
- Letters to parents and carers regarding a pupil's behaviour.
- Representing the school – if a pupil cannot follow school rules in class and around school serious consideration should be given to the appropriateness of that pupil representing school at another setting. A risk assessment may support such decisions.
- The Focus Room is calm and quiet and is a great place for children to calm down or visit to talk about a problem. This is always covered by a member of SLT



## **7. Monitoring**

### **Class Teacher responsibilities**

- Early intervention and involvement of parent/carers when a pattern or concern is highlighted.
- Reflection on class routines and action of staff
- To seek advice, liaise with parents/carers and inform appropriate line managers of any concerns.
- Logging of relevant incidents on CPOMS, either by incident, daily or weekly report.
- Completion of Focus log and break / lunch detention log for any child on sanction.
- Completing in-class behaviour tracking charts, where appropriate (implemented after discussion with a member of SLT), to monitor trigger times/lessons.
- SLT behaviour tracking charts, where appropriate, to be completed and child taken to Focus for review with a member of SLT as agreed.

### **School Leadership Team**

- Deal promptly with any behaviours classed as exceptional, recording the incident and outcome on CPOMS.
- The team will monitor CPOMS and Focus log books, tracking, and supporting class teams to apply the policy consistently and effectively.
- Support class teams analysing records for patterns and concerns from behaviour tracking charts.

## **8. Exceptional circumstances**

Examples of behaviours which would be classed as exceptional are:

- Serious actual or threatened violence against another pupil or a member of staff;
- Aggressive verbal abuse against another pupil or a member of staff;
- Bullying or racist incidents;
- Persistent disruptive behaviours;
- Theft or damage to school property;
- Sexual abuse or assault;
- Supplying an illegal drug or carrying an offensive weapon.

If a serious incident happens:

- If the child is calm and there is no continued threat then advise them that this is a serious situation and that it will be passed onto a member of the School Leadership Team. Do not send the child but contact a member of the senior leadership team as soon as possible to allow time for review and consideration of appropriate sanction.
- If the child continues to pose a risk or cause actual harm, remove all staff and children to a safe place and immediately request additional support.

**The police may be called if there is a serious injury caused or a continued threat to staff and pupils that cannot be managed by school.**

### **Sanctions for exceptional circumstances:**

- **Isolation in school**
- **Partner school exclusion**
- **Suspension**
- **Permanent exclusion**

Suspension and permanent exclusions are very serious sanctions that would only be considered if all other options had been exhausted or a particular incident could not be resolved in any other way. The Academy Council and Headteacher of Westminster Primary Academy take such decisions with great care and thought and actively seek to find alternative solutions. Local Authority/Academy procedures are followed at all times.



## **9. Team Teach – Physical Intervention Techniques**

Physical intervention will be used when pupils behave in an extreme way that puts themselves or others in danger; seriously disrupts a lesson or they are persistently defiant. In these situations, reasonable force may be used to manage a situation as outlined by The Education Act (1996). Except in an emergency situation planned physical intervention will be, wherever possible, carried out by staff trained in physical restraint techniques.

All staff are authorised to use physical intervention in an emergency situation where a child is harming another child or themselves.

In situations where a more considered action is needed to move a child to a safe place because of threatened harm or disruption to learning (when normal de-escalation techniques have been unsuccessful) then staff trained in Team Teach techniques will manage the situation.

Handling techniques will be applied in situations where all other de-escalation strategies have failed.

In the event of an incident involving physical contact the parents/carers of the pupil will be informed and post-incident support outlined if necessary.

Please see our Physical Intervention Policy for further detail.

## **10. Additional needs for Social Emotional and Mental Health (SEMH)**

We recognise that we may need to employ further strategies for children who have additional needs and whose behaviour cannot be improved or managed through section 6 of this policy. We follow procedures for special needs for these children, seeking support from additional agencies as appropriate. Individual Behaviour Plan (IBP) targets may be developed for pupils with regard to additional needs for SEMH. This may include a Pupil Support Plan (PSP) developed in consultation with the parent, pupil and other appropriate staff. These plans are shared with all staff working with the children.

Individual pupils may be referred to the Senior Leadership Team for consideration of the pupil accessing the school's Bridge facility. This is a learning space where children access the learning of their peers but at a more individual support level and where social and emotional needs can be better catered for.

## **11. Dealing with Racially Motivated Incidents**

The MacPherson definition of a racist incident is:

*'any incident which is perceived to be racist by the victim or any other person' and is a hostile or offensive action against individuals or groups (including travellers) because of their skin colour, ethnic origin, cultural, religious or linguistic background or lifestyle.*

Racist bullying and incidents may take many forms such as physical assault, intimidation, verbal abuse, property damage, propaganda and incitement.

Examples of racist incidents include ;

- Refusal to cooperate with others on the grounds of their race, colour, ethnicity or that of their family
- Racist remarks or jokes
- Assault
- Promotion of racist material
- Racist graffiti
- Name calling

The way in which a racially motivated incident is dealt with will depend on a range of factors including the seriousness of the incident, the age and understanding of the children involved and the context.

The school's behaviour policy sanctions will be applied to the situation as appropriate involving discussion with the pupil's parent or carer.



It is important that all incidents are dealt with quickly, sensitively and consistently. This will include;

- Supporting the victim
- Explain to those responsible and any onlookers what is unacceptable about the incident;
- Plan action for the bully and the victim
- Contact parents of those involved
- Record the incident and action taken on CPOMS
- Complete school Racist Incident file procedure
- Inform Governors termly
- Report the incident to the LA using the racist incident monitoring form located in the SLT office

## **12. Bullying**

We believe that bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell someone and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff.

### **What Is Bullying?**

There are a number of definitions of bullying but all definitions include the following characteristics:

- that it tends to be repetitive or prolonged
- that it involves an imbalance of power

The main types of bullying are:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing

Children have described bullying as:

- Being called names
- Being teased
- Being pushed or pulled about
- Having your bag and belongings thrown around
- Having rumours spread about you
- Being ignored and left out
- Being forced to hand over money
- Being attacked because of your religion, race or colour

***The important thing is not the action but the effect on the victim. No one should ever underestimate the fear that a bullied child feels.***

### **Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.



## **Taking action**

1. Complete an incident log on CPOMS with the person reporting the bullying. (This should be done by the member of staff in whom the victim has confided or jointly with the parent and pupil if reported in this way.)
2. Alert the incident to:
  - i. the victim's class teacher;
  - ii. the class teacher(s) of the alleged bullies;
3. The class teacher of the victim will investigate the report of bullying, working with other staff as appropriate;
4. Report outcomes of investigation to parents/carers of the victim and the perpetrator
5. Complete Bullying Incident File procedure
6. A follow up will take place with victim after a couple of weeks and parents contacted and updated

## **Possible outcomes**

The bully (bullies) will always be asked to apologise.

The parents or guardians of the victim and bullies will be involved whenever possible.

In serious cases isolation or even fixed term exclusion will be considered.

Whenever possible, the pupils will be reconciled.

After the incident(s) have been investigated and dealt with, the situation will be monitored to ensure repeated bullying does not take place.

## **Preventing bullying at Westminster Primary Academy**

At Westminster Primary Academy we adopt a proactive approach to bullying. Through assemblies, the school rules, and recognising and modelling positive behaviour we are committed to ensuring that the school community works together to create a happy, safe, caring and stimulating learning environment. We continually reinforce the importance of treating others well rather than simply reacting to incidents when they occur. We raise awareness of bullying through the school curriculum, particularly PSHE, and ensure children have the opportunity to talk about bullying through circle time.

***All incidents of bullying will be recorded.***

See appendix 3 for guidance for children, staff and parents on how to deal with bullying



## Appendix 1 - Home School Agreement (section 2)

At Westminster Primary Academy we strive to ensure that all aspects of school life enable each and every child to believe in themselves and achieve their potential.

### School will:

- Monitor and support your child's attendance and punctuality ensuring you are aware if this is below the expected good level of 96%.
- Follow the school behaviour policy and support all pupils to follow the school rules and work together to provide a safe place for pupils and staff.
- Set homework that develops basic skills in relation to reading, writing and maths appropriate to the age group and ability of your child. Rewarding success in achieving targets.
- Provide a curriculum that is rich and engaging to your child and set high expectations of staff and pupils.

Signed class teacher:

Date:

.....

### Parents will:

- Ensure your child arrives at school on time and achieve a good attendance percentage for your child—above 96%.
- Reinforce the school rules with your child and support school sanctions as per the school behaviour policy.
- Support the completion of homework.
- Work with the school Engagement Officers, where any of the above are not successful, to ensure your child achieves their potential in school and develops skills for a successful future of education and work.
- Ensures any monies for dinners and loss or purposeful damage of property are paid to school on time or within the requested time period.
- Support school with children working within school safeguarding guidelines and policies when using the internet.
- Provide appropriate uniform, footwear as per school policy

Signed parent:

Date:

.....

### Pupils will:

- Attend school and work with support teams in school where attendance is below the expected level of 96%.
- Follow the school rules and behaviour sanctions.
- Complete their homework.
- Demonstrate a good attitude to school and learning.
- Respect other pupils, staff and their property.
- Respect and look after school property.
- Use ICT equipment and the internet sensibly and safely
- Believe in themselves.
- Want to achieve and attain their most challenging targets.

Signed pupil:

Date:



## Appendix 2, section 6 - Behaviour Policy Steps

Level 1	Level 2	Level 3	Level 4	Level 5
<ul style="list-style-type: none"> <li>● Play fighting</li> <li>● Calling out</li> <li>● Wandering around the classroom</li> <li>● Silly noises</li> <li>● Chewing gum</li> <li>● Energy drinks</li> <li>● Feet on table / chairs</li> </ul>	<ul style="list-style-type: none"> <li>● Student in NO GO areas</li> <li>● Refusal to work</li> <li>● Winding other YP up</li> <li>● Disruption of T + L</li> <li>● Name calling</li> <li>● Ignoring instructions</li> <li>● Soft physical contact</li> <li>● Swearing (frustration)</li> <li>● Disrespectful phrases</li> <li>● Continuation of level 1 behaviour (x3)</li> </ul>	<ul style="list-style-type: none"> <li>● Inappropriate use of ICT</li> <li>● Throwing objects at somebody</li> <li>● Damage to classroom property</li> <li>● Refusal to return to the classroom</li> <li>● Spitting</li> <li>● Inciting others to misbehave</li> <li>● Manipulating staff</li> <li>● Inappropriate conversations</li> <li>● Graffiti</li> <li>● Refusal to accept consequences</li> <li>● Stealing</li> <li>● Continuation of level 2 behaviour</li> </ul>	<ul style="list-style-type: none"> <li>● Threatening behaviour</li> <li>● Reckless / wilful damage to property</li> <li>● Complete non compliance</li> <li>● Aggressive verbal abuse to staff</li> <li>● Aggressive verbal abuse to YP</li> <li>● Bullying</li> <li>● Walking out of premises</li> <li>● Swearing (inc rude gestures) at YP</li> <li>● Swearing (inc rude gestures) Staff</li> <li>● Sexual comments</li> <li>● Inappropriate behaviour in public</li> <li>● Fighting</li> <li>● Racist or homophobic verbal abuse</li> <li>● Deliberate harm</li> <li>● Throwing dangerous objects</li> <li>● Spitting at staff</li> <li>● Bringing dangerous object/ potential weapon into school</li> </ul>	<ul style="list-style-type: none"> <li>● Verbal or high risk behaviour</li> <li>● Serious physical abuse to staff or pupil</li> <li>● Bringing / supplying drugs on the premises</li> </ul>
<ul style="list-style-type: none"> <li>● Verbal Warning</li> <li>● Name on board</li> <li>● Tactically ignored</li> <li>● Reminder of rules</li> <li>● Tactical positioning</li> <li>● Non Verbal gestures</li> <li>● Take up time</li> <li>● Thinking time</li> <li>● Language of choice</li> <li>● DT 5 min at break</li> </ul>	<ul style="list-style-type: none"> <li>● Time out table (in class)</li> <li>● Loss of rewards</li> <li>● 1:1 time</li> <li>● Reprimand</li> <li>● Cool down / withdrawal</li> <li>● Phone call home by staff</li> <li>● DT break (part or all)</li> <li>● DT lunch (part or all)</li> <li>● Removal from class (talk outside)</li> </ul>	<ul style="list-style-type: none"> <li>● Isolation</li> <li>● Letter to parents</li> <li>● Physical intervention</li> <li>● SLT intervention</li> <li>● Meeting with Staff</li> <li>● DT all break</li> <li>● DT all lunch (KS1 flexible)</li> </ul>	<ul style="list-style-type: none"> <li>● Warning letter sent home for persistent behaviour</li> <li>● Fixed Term Exclusion</li> <li>● PCSO involvement</li> <li>● Alternative provision</li> <li>● SLT phone call home</li> </ul>	<ul style="list-style-type: none"> <li>● Police involvement</li> <li>● Permanent exclusion</li> </ul>



## *Appendix 3, section 12*

### **Guidance on how to deal with bullying**

#### **Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving

#### **Dealing with Bullying - *Guidance for children:***

##### **If someone you know is being bullied:**

- Don't rush over and take the bully on – you don't want other people to think you are a bully!
- Let a teacher or adult know what is happening
- Try to be a friend to the person being bullied
- Refuse to join in
- **Ask for help**

##### **If you are being bullied;**

- Always remember if you are being bullied you **can** do something about it
  - Remember it is not your fault
  - Practise what you want to say
  - Write down what is happening
  - Don't give up
  - Ask your parents to visit the school
  - Talk over what to do with a friend, a teacher, mum, dad, guardian, or someone you trust
  - Remember, at Westminster we listen carefully to children when they tell us they are being bullied
  - Take control, tell us your views and opinions
- 
- **TELL, TELL, TELL!**

#### **Dealing with Bullying - *Guidance for Staff***

At Westminster Primary Academy we believe that Bullying is unacceptable. All such incidents are dealt with appropriately by staff and in line with the sanctions outlined in section 6 in the first instance and repeated or serious case involving continued physical and verbal abuse the exceptional circumstances (section 8) should be followed.

All staff need to be alert to bullying both inside and outside the classroom. It is the responsibility of everyone to report acts of bullying as soon as they arise. This is a telling school.

*To be seen to act is as important as taking action.  
Silence and secrecy nurture bullying.*

#### **If you come across bullying what should you do?**

- Ensure the victim is safe and being cared for
- Take the incident seriously
- Take action as quickly as possible
- Reassure the victim, don't make them feel inadequate or foolish
- Offer concrete help, advice and support to the victim(s)
- Make it plain to the bully that you disapprove.
- Encourage the bully to see the victim's point of view.

#### **Dealing with Bullying - *Guidance for parents and carers and other members of the community:***

If you suspect that bullying may be happening that involves pupils from Westminster Primary Academy please take the following action:

- Encourage the victim to tell a parent, guardian or teacher;
- Report it to a member of school staff;
- If appropriate let the parents of the victim and/or bully know

