



# Federation of St James the Great and St John's Catholic Primary Schools



## Behaviour Policy

### PRINCIPLES

We believe that children respond best to praise, encouragement and rewards. We want children to have ownership of their behaviour, realise there are consequences to the choices they make, and guide them to make good choices when they are presented with difficult situations.

At St James the Great and St. John's we recognise that all children are individuals and as such we believe it important to respond to a child's individual needs and their stage of development. For this reason the way we deal with incidents of poor behaviour is influenced by what we know about the child.

We have staff who are experienced in dealing with children with a range of Special Educational Needs where the identified difficulty leads to children exhibiting challenging behaviours, and their ability to communicate with others.

On occasions of poor behaviour from a child or group of children we believe it is important to look at the situation surrounding an incident and after considering the context, we will then decide on a course of action, sanctions, or consequences.

Our practice is to use a range of rewards when dealing with examples of good behaviour, effort and work. In much the same way we have a range of sanctions that we can draw on to help children manage their behaviour to make St James the Great and St. John's calm, happy learning environments.

There are many things we wish for our pupils.

- Ensuring pupils respect others and are shown respect.
- They are punctual for school and lessons
- They take pride in their work – content and presentation
- They take pride in themselves
- They have the necessary tools and equipment for lessons

Displaying and valuing work for instance by showing as an example to the Class, through display, showing at Assembly, showing to the Executive Headteacher or SLT. This can highlight and reinforce positive behaviours such as values, helpfulness, consideration and kindness.

### REWARDS SYSTEMS

All children are expected to manage their behaviour and take responsibility for their own actions. Children respond best to praise and encouragement. Encouraging children to respond to rewards can create a positive classroom ethos by promoting motivation to work and improving confidence and self-esteem. Therefore rewards must be something the children value – these might include:

- An appreciation of special effort regardless of outcome or standard.
- Individual praise/reward from the teacher i.e. sticker/smiley face/team point/well done award.
- Praise given by audience i.e. Class Assembly/Merit Book
- Praise given by pupils to another pupil
- Praise given by another Teacher
- Praise and stickers given by the Executive Headteacher/SLT for good work, good behaviour etc

## St John's

### **The Merit Book**

For exceptional children throughout the week the Merit Book is a regular reward system, recognising the achievements in each class every week. The book is on display in the Reception Area to celebrate the achievements.

### **House Points**

Children in KS2 are belong to mixed house groups. House points are awarded for consistently good effort, high standards of work, good attitude, a special event or good behaviour. The House with the most points at the end of the half term will earn a medal.

### **Certificate of Achievement**

At the end of each term five children are selected for a Special Certificate of Achievement for efforts in all areas of School Life. These are awarded at a special Assembly and are then displayed in the Welcoming area.

### **Attendance and Punctuality**

In order to promote our commitment to attendance and punctuality and outline its importance to pupils and parents, class attendance is celebrated in the weekly newsletter classes **Class based Incentive Schemes**

In each Class Teachers operate individual incentive schemes for groups and individuals pupils i.e. Table points system

## St James the Great

### **Weekly Assembly Focus**

Children from each class are celebrated each week in a whole school assembly where the child's name is read and a certificate awarded.

### **Newsletter Acknowledgement**

Names are celebrated each week by being posted in the school newsletter.

### **Gold Star Assembly**

A special assembly is held at the end of each half term where one children from each is given particular recognition.

## SANCTIONS AND CONSEQUENCES

### Classroom Sanctions

It is the primary responsibility of each Teacher to maintain discipline within their own classroom. Sanctions need to be applied when a member of the class deliberately disrupts the good order of the classroom and so interferes with the teaching and learning process. Sanctions may also be applied if pupils treat their peers or adults with disregard or disrespect. We regard the following as acceptable sanctions:

- Reprimand
- Change of pupil's place within the classroom
- Repeat of work
- Putting on a 'Time Out Chair' or given 'Thinking Time'
- Withdrawal of privileges i.e. playtime
- Sending the child to another teacher for a period of time
- Informing the child's Parents at the end of the day
- Liaising with a member of the Senior Management Team who will arrange for the child to removed for a fixed 'Time Out' period.

At St James the Great and St. John's it is the ultimate responsibility of the Senior Management Team to control or restrain pupils and only if it becomes absolutely necessary. Teachers should not put themselves or pupils at risk of injury. In emergency, for example if a pupil was at immediate risk of injury or on the point of inflicting injury on someone else, any member of staff would be entitled to intervene. All such incidents are recorded in the 'Incident Book' and Parents/Carers contacted immediately to be informed of the circumstances.

**CHILDREN MUST NOT BE SENT OUT OF THE CLASSROOM UNSUPERVISED DUE TO AN ISSUE OR INCIDENT.**

## PLAYGROUND

During playtime it is the responsibility of the Staff on duty and the Senior Management Team to ensure that pupils' behaviour is acceptable. Acceptable sanctions that apply during playtime are:

- Standing by the wall under the supervision of a member of Staff on duty for a fixed period of time.
- Withdrawal of playtime.
- Any child using any form of verbal abuse will have the incident reported to the Class Teacher.
- Following a morning or afternoon break, or the Senior Mid-day Supervisor . Where appropriate
- the incident will be reported to the Senior Management Team. Any extreme incidents of verbal abuse will be dealt with by Senior Management Team and will be recorded in the Incident Book.

When a serious incident occurs or the behaviour cannot be managed using the above criteria then the following rules apply:

- Staff member to seek a member of the Senior Management Team i.e. Executive Headteacher/ Head of School/ Senior Teacher who will arrange for the child to be removed from the Classroom/Playground.
- Executive Headteacher/ SLT will undertake appropriate disciplinary procedures.

The children involved and any members of staff who witnessed the incident (as appropriate) will give a verbal or written report which will then be collated into an Incident Report. A report will be made in the Behaviour log/Incident Book. Parent(s) of the pupil will be informed by the Class teacher, Executive Headteacher or SLT, depending on the nature of the incident and subsequent sanctions to be imposed on the child. If the incident has resulted in an injury, Parent(s) will be contacted by the Executive Headteacher or SLT to come immediately to the School to discuss the issues.

## ULTIMATE SANCTIONS

Parents/Carers will be contacted by the Executive Headteacher to discuss the incident. The child will be excluded for one day in the first instance. The incident will be reported to the Governing Body.

A fixed term exclusion may result in accordance with the guidelines issued by Southwark Council. Further action leading to full exclusion will be taken in extreme circumstances where a resolution cannot be found or agreed.

## THE USE OF FORCE TO CONTROL OR RESTRAIN PUPILS

At St James the Great and St. John's it is the ultimate responsibility of the Senior Management Team to control or restrain pupils and only if it becomes absolutely necessary. Teachers should not put themselves or pupils at risk of injury. In emergency, for example if a pupil was at immediate risk of injury or on the point of inflicting injury on someone else, any member of staff would be entitled to intervene. All such incidents are recorded in the 'Incident Book' and Parents/Carers contacted immediately to be informed of the circumstances.

Further to the above, the Education Act allows Teachers to use such force as is reasonable to physically restrain or control a child to prevent them from doing or continuing to do, any of the following:

- Committing a criminal offence (including behaving in a way that would be an offence if the child were not under the age of criminal responsibility)
- Injuring themselves or others.
- Causing damage to property (including the child's own property)
- Engaging in any behaviour prejudicial to maintaining good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom during a teaching session or elsewhere.

## BULLYING

Bullying is the use of aggression with the intention of hurting another person. It is a serious affront and is unacceptable at St James the Great and St. John's.

All Staff are committed to providing a safe, caring environment for all our pupils so that they can learn and play in a relaxed and secure atmosphere, DFE Guidance defines bullying as actions that are meant to be hurtful, and which happen on a regular basis. Bullying can be direct (either physical or verbal) or indirect (for example, being ignored or not being spoken to). Through our PHSE/RSE curriculum we highlight the issues and promote awareness of it. This teaching takes place as part of the normal curriculum, linked to subjects such as Religious Education and through assemblies.

The Pupils at St James the Great and St. John's are encouraged to tell a member of Staff and know that incidents will be dealt with promptly and effectively.

If bullying does occur – IT MUST BE REPORTED IMMEDIATELY BY THE VICTIM, A MEMBER OF STAFF, A WITNESS OR A PARENT TO THE EXECUTIVE HEADTEACHER OR SLT.

Bullying can be:

- Emotional; being unfriendly, excluding tormenting.
- 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 focussing on the issue of sexuality
- Verbal; name calling, sarcasm, spreading rumours, teasing.

## STEPS TO DEAL WITH BULLYING

- Executive Headteacher or Senior Manager speaks to the victim
- Offence is recorded in the 'Incident Book'
- Offending pupil made aware of the distress they may have caused
- Withdrawal of privileges depending on where the incident occurred
- Reconciliation will be attempted
- Dialogue with Parents/Carers
- Behaviour of the offender monitored regularly
- Staff informed in order to monitor
- Dialogue between the Executive Headteacher or SLT and pupil to ensure incident has been resolved
- Ultimate Sanctions – as above

## RACISM

We are fortunate at St James the Great and St. John's to be represented by a wide range of cultures among our children, staff and parents. This creates positive influences. As Catholic Community Schools we welcome all who cross our threshold. Through our Religious Education curriculum, Assemblies, PHSE/RSE curriculum and by example, we positively reinforce the importance of the individual regardless of race, colour, disability or creed. We mark our diversity annually during October as International Month sharing stories, finding out about the lives of significant people of colour which is part of our curriculum.

We welcome Parents/Carers visits to the School to give an awareness of life in other countries and cultures. We encourage class visits to promote awareness of life beyond Britain and the contribution made by many cultures to life in Britain. We recognise the importance of British Values and this is shown through displays, assemblies and opportunities.

## STEPS TO DEAL WITH RACISM

Discrimination on the grounds of race or culture will not be tolerated and will be dealt with decisively.

- When an incident occurs it must be reported to the Executive Headteacher/ Head of School by the victim, a member of Staff, a witness, a Parent/Carer
- Incident will be recorded in the 'Incident Book'
- Offending pupil made aware of the distress they have caused
- Offending pupil given a warning and explanation as to why the behaviour is unacceptable.
- Withdrawal of privileges depending on the nature of the incident.
- Reconciliation will be attempted.
- No racist symbols or insignia to be worn or appear on clothes or bags, nor defacing school property with such.
- Immediate removal of graffiti
- Behaviour of the offending pupil monitored regularly
- Dialogue between Executive Headteacher/ Head of School to ensure incident has been resolved
- Dialogue with Parents/Carers
- Ultimate sanctions – as above.

### MALICIOUS ALLEGATIONS

Malicious allegations against staff are very serious, and we reserve the right to impose any sanction up to and including a permanent exclusion. When a pupil is found to have made a malicious allegation (i.e. one that is indecent or grossly offensive, a threat or false and known or believed to be false by the pupil) a sanction will be imposed.

In addition, where the pupil remains in the school, he or she is likely to be required to undertake some supportive and educational work. In some circumstances it may be appropriate for the child to take part in mediation with the member of staff in order for all parties to be able to move forward. We would expect parents to support this.

### PUPIL SUPPORT and SAFEGUARDING

The school's special educational needs co-ordinator will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

The school recognises that changes in behaviour may be an indicator that a pupil is in need of help or protection. We will consider whether a pupil's misbehaviour may be linked to them suffering, or being likely to suffer, significant harm. Where this may be the case, we will follow our child protection and safeguarding policy which may lead to contact with other agencies outside of school which support pupils, health, wellbeing and safety including Early Help.

### PUPIL'S CONDUCT OUTSIDE THE SCHOOL GATES

Pupils at St James the Great and St John's have a responsibility to act in an appropriate manner outside of school hours particularly on the journey to and from school. Standards of behaviour outside of the school should be just as high as those expected inside and we are legally entitled to discipline pupils for inappropriate behaviour occurring outside the school premises.

Subject to the Behaviour Policy, teachers may discipline pupils for misbehaviour when the pupil is:

- Taking part in any school-organised or school-related activity; or
- Travelling to or from the school; or
- Wearing school uniform; or
- In some other way identifiable as a pupil at the school; or
- Misbehaviour 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 pupil or member of the public; or
- could adversely affect the reputation of the school/ Federation.

Any inappropriate behavior which occurs during school-organised or school-related activities, which could adversely affect the reputation of the school, whilst travelling to or from the school, whilst wearing school uniform or whilst in some other way identifiable as a pupil of St James the Great or St John's is likely to incur the sanctions listed above.

### SEARCHING FOR AND CONFISCATION OF INAPPROPRIATE ITEMS

The Federation has an obligation to manage the health and safety of staff, pupils and visitors to ensure that school discipline is maintained.

In almost all cases, the member of staff conducting the search will be the same sex as the pupil being searched; and the search will be conducted in the presence of another member of staff acting as a witness. If possible, the other member of staff will also be the same sex as the pupil. In rare cases, however, where there are reasonable grounds to believe that there is a risk of serious harm to the pupil or another person, the search may be carried out by a member of staff who is the opposite sex as the pupil and without a witness present.

All members of staff conducting a search of a pupil will have due regard to the pupil's expectations of privacy during the search. The pupil will not be required to remove any clothing other than outer clothing, namely clothing that is not worn next to the skin or immediately over clothing that is being worn as underwear. Outer clothing also includes hats, footwear, gloves and scarves.

The school will notify the pupil's parents when a "prohibited item" or a "banned" item has been found.

### SEARCHING WITHOUT CONSENT

The Executive Head/ Head of School, or staff authorised by them, can search without consent if they have reasonable grounds for suspecting the pupil may be in possession of a "prohibited item" including:

- Knives and weapons; Alcohol; Illegal drugs; Stolen items; Tobacco and cigarette papers;
- Extremist literature; indecent images.
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property;
- Any item banned by the Federation rules which has been identified in the rules as an item which may be searched for.

A pupil refusing to co-operate with a search will be subject to disciplinary measures by the school.

### BANNED ITEMS

The Federation reserves the right to ban other items if their use or dissemination becomes disruptive or unsafe, or if they are considered offensive. Executive Head/ Head of School and authorised staff can search for items banned by the school. Force cannot be used to search for items.

### SEARCHING WITH CONSENT

Staff can search pupils with their consent for any item. The school is not required to have formal written consent from the pupil for this sort of search. It is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil's bag and for the pupil to agree.

If a member of staff suspects a pupil has a banned item in his/her possession, they can instruct the pupil to turn out his or her pockets or bag and if the pupil refuses, the teacher can apply an appropriate sanction as set out in the Federation's Behaviour Policy. A pupil refusing to co-operate with such a search raises the same kind of issues as where a pupil refuses to stop any other unacceptable behaviour when instructed by a member of staff – in such circumstances, schools can apply an appropriate disciplinary penalty.

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

### CONFISCATION

Weapons and knives and extreme or indecent images, acid or a toxin must always be reported to and handed over to the police and in most cases reported to Social Services, otherwise it is for the teacher, SLT, Executive Head, as appropriate, to decide if and when to return a confiscated item.