

# Our Lady of Peace Catholic Primary and Nursery School



## **Positive Behaviour Management & Anti-Bullying Policy**

Approved by the Governing Body of Our Lady of Peace Primary and Nursery School

<b>Review Dates:</b>	<b>Date Reviewed:</b> PDB&W Committee 22/11/18	<b>Ratified at FGB:</b> 5/12/18
<b>Signatures:</b>	<b>Headteacher:</b> Mrs JR O'Keeffe	<b>Chair of Governors:</b> Mrs Anne Bishop

# **BEHAVIOUR and ANTI-BULLYING POLICY**

*(Love one another as I have loved you. John. ch.13 v34)*

## **RATIONALE**

Every person in our school has value and worth. Everyone has the right to be treated with respect. This can only be achieved through mutual trust and acceptance. Everyone in our school needs praise, success, recognition and knowledge that they are loved as children of God and that Christ is at the centre of everything we do.

Low self-esteem affects behaviour, learning and relationships. Self-esteem is the personal picture we have of ourselves, our strengths, weaknesses, abilities and limitations. Our image is built up by the positive and negative responses of the people with whom we come into contact.

In order to provide an education that all can access, good order has to exist. It is given high priority and lies at the very centre of our school. Gospel values of truth, justice and equity, service and celebration are central to the children achieving success.

## **MISSION STATEMENT**

**'With Christ in our hearts, together we grow'**

### **Aims**

The primary aim of our school is to create a Christian educational environment, in which each child feels safe, is valued as a unique individual and is encouraged to value and respect others. Christ is at the centre of all aspects of our curriculum and the prayer and sacramental life of our community binds us together in Christ. It is the foundation of our attitude to the wider community of the world around us.

It is our aim to provide opportunities to make prayer and worship real educational experiences that are helpful to the development of the faith of each individual.

We aim to develop the skills of self-discipline, honesty, conscientiousness; co-operation and loyalty as essential values in our community.

We are committed to develop the intellectual, moral, social, spiritual and physical development of each individual. This is of paramount concern to us.

We respect and value diversity of background and faith, and aim to provide equal opportunities for all.

We are committed to continuous improvement in every aspect of the school, by providing opportunities for development and training for all.

We aim to live out the teaching of Christ in our school community, which is essentially linked to the parish and home communities which we serve and with whom work.

*Children at Our Lady of Peace Catholic Primary and Nursery School are taught that they make choices in their behaviour. They know the standard of expected behaviour and understand the sanctions. They are then encouraged to understand that they have a choice in which way to behave. **At all times the behaviour is criticised and not the child.***

### **All Pupils should:**

- follow the Golden Rules;
- know inappropriate behaviour will be actioned and the steps that will be taken;
- take responsibility for their own actions;
- display positive behaviour to acquire house points, certificates and stickers;
- contribute during circle time/PSHE
- face each other and tell the other person what behaviour they did not like;

- understand that with every freedom comes responsibility;
- know that posts of responsibility are an act of service;
- work and play together showing respect for themselves and each other; for property, ideas, opinions and differences.

**All staff should:**

- value every pupil irrespective of ability, race, gender, age or achievement;
- have high expectations of behaviour and work from all pupils;
- encourage children to respect themselves, others and the environment;
- provide a safe environment;
- encourage independence and self-discipline;
- respond immediately to children who do not conform to the agreed standards of work and behaviour;
- provide a discipline that is consistent, fair, firm but kind; talking to the child in a quiet and calm manner.
- give all children equal access to their time and attention;
- form positive relationships with all pupils;
- be aware of the model they present to pupils, remembering that all contact, formal and informal contributes to standards of behaviour;
- value and promote partnership between home, school and our parish;
- form positive relationships with all members of school staff and take an active part as a member of the school team.

**The teaching staff should:**

- plan effectively taking into account the different individual needs and abilities of pupils;
- monitor the effectiveness of the planned activities and maintain effective records on their plans and outcomes;
- allow children to be grouped in a variety of ways to allow opportunities to develop self discipline and enhance self esteem;
- plan for collaborative work to allow decision making skills to develop;
- continually raise expectation in work, behaviour and dress;
- plan opportunities for circle time / trust and tell activities.
- Set SMART targets for pupils with SEN which are agreed and reviewed termly.

**The learning process should always promote:**

- that Christ is at the centre of all we do;
- that success is achieved through, effort and hard work;
- a sense of well being and concern for others;
- a love of God through liturgy, prayer and relationships;
- a sense of stewardship of the environment God has created for us;
- a respect for the individual as a person uniquely created by God;
- the Gospel attitudes and values of peace, joy, justice, equity, celebration, service and love;
- an atmosphere for healing and reconciliation.

**The learning process should be structured to provide opportunities for:**

- pupils to work as a member of a co-operative group;
- pupils to be prepared to take risks in their learning.
- all pupils to contribute;
- all pupils to experience success through a tolerance that it is OK to make mistakes and that important lessons can be learned;
- pupils, on their own, and together with their teacher, to recognise key achievements and set future targets;
- challenges to be met;
- raising self esteem;
- all children to take an active part in meaningful and relevant worship;
- enabling pupils to make choices and participate in decisions;

- a positive, supportive and secure school environment;
- stimulating experiences to encourage pupils in the development of knowledge, skills, concepts and attitudes;
- each member to develop self motivation and self discipline strategies;
- children to play together co-operatively and safely;
- sufficient resources and a stimulating atmosphere to allow pupils access to materials and ideas appropriate to the task.

### **GOLDEN RULES**

We are gentle.  
We are kind and helpful.  
We are honest.  
We do work hard.  
We do look after property.  
We do listen to people.

Each day is a new day and everyone deserves a fresh start; however, there may be children who persistently display inappropriate or negative behaviour.

Inappropriate behaviour is sometimes the result of a special educational need. Teaching staff will aim to identify the special needs of individual pupils and take preventative action, including involving the Special Educational Needs Co-ordinator (SENCo) to seek strategies, secure improvement and prevent problems escalating. Those identified children with SEN may need social, emotional and mental health support and clearly defined routines through teaching tools such as a reward chart or timetable. An Individual Provision Map (IPM) would be written in cases such as these and the root cause of their behaviour would be actively sought out through specialised interventions. At other times it may be due to changes at home, bereavement or problems concerning friendships, self-esteem or quality first teaching.

### **INCENTIVES**

- Verbal/non-verbal praise.
- Celebration of class, playground behaviour, through award of house points, stickers and sharing work.
- Children sent to celebrate their achievement to another class/teacher/Headteacher/Assembly.
- Public recognition – ‘special awards’ to be presented in assembly.
- Special mention in newsletter – Pupil of the Week.
- Golden Table – children who have been recognised for model behaviour during lunchtimes, have the opportunity to choose a member of staff to sit with them at the Golden Table. This is currently just in K.S.1.

### **SANCTIONS**

- A warning look.
- Verbal correction/reprimand.
- Time out to reflect.
- If inappropriate behaviour continues – to follow the line of referral in Appendix 1, 1a.
- Withdraw minute of Golden Time.
- Break time / Lunch time detention.

### **Sanctions may include:**

- Missing part of a playtime/lunchtime during which they will be required to reflect on the choice they made and the impact of this on their learning and/or other members of our community

- Be required to write a letter of apology
- An internal exclusion – where a pupil is required to work in another class or in another area of the school for a period of time (e.g. a morning or afternoon).
- For extremely serious incidents, the Headteacher has the authority to exclude a child on a fixed-term or permanent basis. In the absence of the Headteacher the Deputy Headteacher has the authority to do this.
- The sanction imposed will reflect the age of the child and the seriousness of the incident. These are at the discretion of the Headteacher or senior leadership team dealing with the incident.
- If the child is to miss a playtime the teachers on duty will be informed and the child will sit on the bench or walk with the teacher who is on duty.
- On some occasions the child may be required to miss a playtime or go to the Assistant Headteacher, Deputy Headteacher or Headteacher's office.

### **Playground sanctions**

- A discussion with all pupils involved, including discussions regarding why behaviour may not be appropriate or sensible and agree alternative positive behaviours.
- Helping pupils to recognise the impact of their choices/behaviour on other pupils and when it is appropriate to apologise for this.
- Being removed from the playground for a short period – e.g. 5 minutes sitting on a bench/going to the Intervention Room.
- Walking around the playground for 5 minutes with a member of staff.

Serious incidents, including any concerns regarding racism or bullying, are deemed as “Fast Track” incidents and must be referred to member of the senior leadership team. The member of staff who has witnessed the incident or first became aware of the incident must record the details of the incident on an incident form. It is essential that the member of staff who records the incident, ensures that all children involved in the incident are given an opportunity to explain their side of the story. Staff must be mindful not to scapegoat or pre-judge an incident.

If a child is Fast Tracked by an adult other than the class teacher, that adult is responsible for logging the incident, signing the form and ensuring the class teacher is made aware and has countersigned the incident form.

### **Definition of bullying behaviour**

***“Bullying: All children make friends, break friends, say horrible things to each other, are spiteful, tease and jostle for places in the pecking order of school and family. Bullying is something beyond that.”***

Keith Sullivan: The Anti-Bullying Handbook:

There are many definitions of bullying, but most consider it to be:

- deliberately hurtful
- repeated over a period of time
- difficult for victims to defend themselves against

### **Examples of bullying behaviour**

Bullying can take many forms over a period of time:

- physical – hitting, kicking, taking belongings
- verbal – name calling, insulting, making offensive remarks
- indirect – spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours

Statutory Policy

- using text messaging for the above
- inappropriate use of email and social networking sites

There must be a distinction made between bullying and bossiness and between bullying and boisterous play. Most young children grow out of bossiness as they become more self-controlled and learn the social skills of negotiation and compromise.

Research has shown that the school and the playground are the places where most bullying occurs. Bullying can take place several times a week/a day, for months or for years. It does not have to continue for a long time without damaging the victim or those children who have witnessed it.

### **BULLYING**

“Bullying is deliberately and repeatedly hurting people or making them unhappy by what you say or do”.

Through our RE and PSHE programmes and our collective worship we encourage the children to live out the Gospel values – to respect and love each other.

Bullying, whether verbal or physical, is not tolerated in Our Lady of Peace Catholic Primary School and Nursery. We would encourage any incidents to be reported so we can respond swiftly.

If incidents of bullying, whether verbal or physical was reported by a child, parent or member of staff we would:

1. Give time to investigate the incident fully.
2. If there are genuine concerns about a child, bullying or being bullied, their parents would be informed immediately
3. The parents of the child who was bullying, would need to work with the teacher to agree an appropriate way forward to support the child who was being bullied.
4. Give support to the child being bullied.
5. The school would work in partnership to support the parents of the bullied child.
6. Monitor both children for a given period and take appropriate action as required.

### **Bullying/Cyber Bullying**

Bullying in any form (including cyber bullying) is regarded as an unacceptable behaviour and is not tolerated. Pupils at Our Lady of Peace Catholic Primary and Nursery School are taught this through assemblies, PSHE lessons, Circle time, class and group discussions. Pupils are regularly taught and reminded that bullies can only thrive in secret and that “telling” can break the cycle of bullying. It is essential to provide opportunities for children to be able to confide in an adult and for children to feel safe to do so. Children should be reminded that all the adults in school would treat such disclosures seriously.

If bullying behaviour is reported:

- It will be treated seriously
- A member of the senior leadership team will be informed Headteacher/Deputy Headteacher/ Assistant Headteacher for Inclusion/Assistant Headteacher.
- Parents of the victim and bully will be informed
- It will be tackled as soon as possible
- Incidents will be recorded, with follow up actions and outcomes
- School staff will be informed to increase vigilance
- Both the victim and the person demonstrating bullying behaviour will be supported
- The situation will be monitored and reported to the Governors
- Schools do have the legal power to intervene and can discipline pupils for bullying that occurs outside school. Where bullying occurs outside school and is reported to the school/ teacher then the school should investigate this and act upon the information given.

### **Communication with parents**

Working in partnership with parents is crucial in supporting pupils to learn how to manage their behaviour and make the right choices. Where there are concerns or there have been specific incidents of unacceptable or inappropriate behaviour, we believe it is essential that parents are informed so they can work together with the school and their child.

- Level 1 and Level 2 warnings are considered as having being dealt with “in-house” and parents will not be informed. However the class teacher and senior leadership team monitor patterns in behaviour on a weekly basis and if there are concerns then parents will be invited into a meeting to discuss ways the pupil can manage their behaviour more effectively.
- Depending on the nature or seriousness of the incident, the member of the senior leadership who dealt with the incident may ask the parent to come into school for a meeting to discuss the incident. Alternatively, parents may be informed by a phone call from the school.

### **Behaviour in the Playground**

The members of staff on duty are directly responsible for pupils’ behaviour. Strategies should be used to recognise and promote positive behaviour in the playground. Strategies include:

- Ensuring that children know and understand which games are not appropriate and are dangerous games.
- Teaching children lunchtime games. (PE: time allocated for each year teaching games and safe use of lunchtime equipment).
- Teaching children strategies for resolving minor disagreements and ensure they understand where they should go for help.
- Ensuring children are aware when they can use lunchtime play equipment and the adventure playground.
- Teaching children general rules and routines for playtimes and lunchtimes – e.g. they should not leave the playground without permission, lining up routines etc.
- Following up serious incidents when on playground duty and inform the child’s class teacher.
- Informing a class teacher when their class has been very well behaved on the playground.
- Verbal recognition/praise for good behaviour which is specific about why the behaviour is being praised
- Smiling or other physical recognition (e.g. nod, a wave, thumbs up sign)
- Awarding a house-point for good behaviour
- Use of stickers
- Informing staff on duty of any incidents or particular information which may affect play time and lunch time behaviour.
- Ensuring that no children remain inside without adult supervision.
- Ensuring that children know and understand that they require permission from an adult to go inside at lunchtime. (To go to the toilet or to First Aid)
- Informing the lunch time staff if a child has a genuine medical reason to stay inside. The child will be supervised in a suitable location.
- Consulting with SENCo if a child has particular difficulties in coping with lunch times or is consistently causing concern or intervention.
- Teaching pupils to deal with their own problems successfully. Often by talking things through with the children, conflicts or disagreements can be resolved.

### **Searches**

Where evidence suggests that a pupil has brought a prohibited item into school, legislation states that the Head Teacher, Senior Leadership Team or a member of staff authorised by the Head Teacher, have the power to search pupils or their possessions without their consent where they suspect the pupil has a ‘prohibited item.’

Parents will always be informed that this has happened and the outcome of the search.

Prohibited items include stolen items, weapons, alcohol, drugs, tobacco / cigarette papers, fireworks and inappropriate images (including those held electronically on mobile phones). If a search is necessary, the school



will endeavour to conduct it with confidentiality and discretion. Two or more staff members will be present during the search.

### **Exclusions**

It is for the Head Teacher to decide whether to exclude a pupil, either for a fixed term period or permanently, in line with the legal requirements on the use of exclusion and having regard to statutory guidance. The Head teacher will consider excluding a pupil from school in response to serious breaches of the school's behaviour policy or when the behaviour of the pupil is seriously harming their education/welfare or the education/welfare of other pupils.

Examples of when internal, fixed term or permanent exclusion may be used by the Head Teacher are:

- Specific one off incidents of poor behaviour, for example, unprovoked/deliberate physical violence towards pupils or staff (e.g. hitting, kicking), fighting, bullying, racism and malicious stealing (NB: all incidents of stealing will be investigated to establish the reason behind it and the sanction will reflect this).
- Repeated incidents of low level, disruptive behaviour which are in breach of our school rules as set out in the policy; and/or when a pupil has failed to respond to previous sanctions and his / her behaviour is having a negative impact on other pupils' learning, for example, persistent defiance.

Internal or a Permanent exclusions may be used for extreme poor behaviour, extreme violence towards others resulting in significant injury or malicious allegations against members of staff.

Permanent exclusion may also be used for the possession of prohibited items such as drugs, alcohol or weapons. Pastoral care for staff accused of misconduct will be arranged by outside agencies.

### **Use of Force/Positive Handling Staff will only intervene physically:**

- To prevent injury to a child
- If a child is in danger of hurting him / herself.

The actions that we take are in line with government guidelines on the restraint of children. Designated teachers and teaching assistants have received Team Teach Training. This training enables those staff to undertake physical intervention when necessary in the safest way possible, for all involved in that eventuality. Training for staff will be revisited and undertaken as necessary i.e. when new staff join our school. Restraint is only used as a last resort.

### **Behaviour beyond the School Gates**

This policy applies to all pupils taking part in any school-organised or school related activity off the school premises. This includes school trips, residential trips and representing the school outside of normal school hours, for example in a sporting event.

When a pupil is wearing the school's uniform he / she is indirectly representing the school. Parents and carers are asked to support the school by reinforcing the school's Behaviour Policy when travelling to and from school and when on the school premises at the start and end of the school day. Please refer to Parent Code of Conduct. (Appendix 5)

### **The role of non-teaching staff**

It is the responsibility of the LSA / lunchtime staff to deal with minor incidents and to report more serious incidents to the class teacher on duty or follow the Line of referral chart (Appendix 1) for more serious incidents of misbehaviour.

Non-classroom-based staff (e.g. administration staff, premises staff) should ensure that rules are being followed by the children as they move around school. Any incidents noted by the non-classroom-based staff should be dealt with and where appropriate, be reported to the class teacher.



## **ADDITONAL**

The Governors and Headteacher have agreed the school should adhere to the DFE Behaviour and Discipline in Schools Guidance. Please click on the link for further information [www.education.gov.uk](http://www.education.gov.uk). This document can also be downloaded from the policy section.

### **Discipline Procedure**

If a child chooses inappropriate behaviour (e.g. shouting out, disturbing others) that does not meet our expectations as set out in our 6 Golden Rules, then the teacher will apply the 'Level' system. Appendix 1.

#### **Level 1.**

**First warning** -The **teacher** reminds the child how to behave – verbal communication about expectations.

*If the child persists with the behaviour.*

#### **Second warning**

*If the child persists with the behaviour.*

#### **Third Warning**

*If the child persists with the behaviour.*

#### **Level 2.**

The child is referred to the **Year Band Leader** who reminds the child of the rule he/she is breaking and explains what the correct choice of behaviour would be. Sanctions include: lunchtime detention, child to walk around with an adult support at lunchtime, time out-withdrawn from their class or to another class in that year group for an agreed amount of time.

- Each class has a "Year Group Leader" this is agreed at the beginning of the school year.
- The child should be accompanied by an adult if going to another class
- This process needs to be brisk and calm.
- The behaviour record sheet should include the date, time and a brief description of the behaviour.
- Once in the Year Group Leaders classroom, the child should be allowed to sit and be left quietly to "reflect" on their behaviour. The other children in the class should be encouraged to get on with their own work and not engage with any communication with the child.
- When the child returns to class s/he should be allowed to continue with a fresh start.
- Parents will be informed at the end of the school day.

*If the child persists with the behaviour.*

#### **Level 3.**

**The child is sent to the PHASE LEADER**

MEET WITH CHILD,  
CONTACT PARENT,

LIAISE WITH Inclusion Manager/SENCO who may liaise with EWO, EP, BEHAVIOUR SUPPORT

The child is sent to the Phase Leader:

The Phase Leader will contact the parents and request an informal meeting. At this meeting the Phase Leader will endeavour to work with parents to find the cause of their child's behaviour, discuss home/school actions and support which can be put in place.

If from this meeting the Phase Leader feels the SENCos need to be informed, as the root cause is linked to social, emotional or mental health needs, a Record of Concern form will be completed with a copy of the incident and minutes from meeting attached. It will be the SEN team's responsibility to refer or seek external agency advice.

If however, the Phase Leader feels that through targets and in-class support the child's behaviour will improve, they will feedback actions to the child's class teacher and year band leader.

It may also be the case that parents are struggling at home. In this situation the Phase Leader may refer the case to our Welfare Officer or seek parental classes to help support home life.

These meetings are important at Level 3 because poor behaviour is often displayed as a result of an underlying issue or root cause. If a child's behaviour has been categorised as Level 3 then it is the parent and schools responsibility to work together to determine why the child is behaving negatively.

#### **Level 4. "Fast Track" for Serious Incidents**

##### **The child is sent to a member of the SMT (Assistant Headteacher/Deputy Headteacher/Headteacher)**

There may be incidents when a child is 'Fast Tracked' straight to Level 4. This is when their behaviour is deemed to be very serious and may include incidents such as:

- Deliberate and/or unprovoked aggressive behaviour towards another child or Adult (e.g. hitting, kicking, slapping)
- abusive name-calling or use of inappropriate language
- malicious stealing (NB: All incidents will be investigated to establish the reason the child has done this and the sanction will reflect this)
- racism
- deliberate damage to property or equipment
- bullying
- evidence that prohibited items have been brought into school (see appendix for a list of prohibited items).

#### **Recording Level 3 and Level 4 Incidents**

It is essential that clear and accurate records are kept for recording behaviour incidents. This is to ensure that they are dealt with appropriately and that the school is able to spot patterns of poor behaviour and implement strategies to deal with this effectively.

The member of staff who has witnessed this incident must investigate the situation thoroughly by speaking to *all* the children and adults involved and record all of the evidence **prior** to referring it up to a member of the SLT.

- It is essential that all children involved are given an opportunity to explain what they saw or did.
- Any Level 3, Fast Track or Level 4 incidents will be recorded using an incident form and these will be kept centrally in a file kept in the Headteachers office and also logged online. The incident should be clearly recorded on the incident form with the date and all relevant detail. Any additional notes made by the class teacher or adults who witnessed the incident should be attached to the incident form when it is sent to a member of the senior leadership team.
- Space should be left to record any further actions or outcomes.
- The teacher or member of staff who completes the incident form should ensure that the child fully understands which rule they have broken and that it will now be passed to a member of the senior leadership team.
- All racist incidents will be fast tracked and must be referred to the SLT on an incident **form**.

### **Imposing appropriate sanctions/consequences for Level 3, “Fast-Track” or “Level 4” Incidents**

- It is important that children are taught to understand that inappropriate behaviours will have consequences as this will help them manage their behaviour and make “good choices”.
- For this reason, the member of the senior leadership team who deals with the incident will impose an appropriate sanction and inform parents via a phone call, where a meeting will also be arranged. Depending on the seriousness or nature of the incident they may also meet the parents to inform them of what has happened.
- All incident forms must be signed by a member of the SMT.

### **Pastoral Support Programmes**

“The Pastoral Support Programme (PSP) is a school-based intervention to help individual pupils manage their behaviour better. It will, in particular, be needed for those whose behaviour is deteriorating rapidly. The PSP should identify precise and realistic behavioural outcomes for the child to work towards. A nominated staff member should oversee the PSP. It should be short and practical, and administration should be kept to a minimum.”

The programme will be shared with the pupil’s parents who will be regularly informed of the progress achieved. Other support agencies may also be involved as appropriate. The School also ensures that it works to identify and support children with mental health concerns, and we help the parents make the appropriate referrals where necessary – for example to CAMHS in accordance with the Department for Education’s Guidance on Mental Health and Behaviour in Schools (March 2016). We also have a specialised intervention for such concerns in the form of our “Emotional Literacy Support” (ELSA).

**DISCIPLINE PROCEDURE  
LINE OF REFERRAL FOR DEALING  
WITH INAPPROPRIATE BEHAVIOUR**

**LEVEL 1 – Low level behaviour**

**CLASS TEACHER**

**ACTION:**

**1<sup>st</sup> Warning**

Verbal communication about expectations  
5 minutes of Golden Time will be missed OR use of  
Personalised class behaviour charts e.g. star, sun, cloud

**IF NO IMPROVEMENT**

**2<sup>nd</sup> Warning**

Verbal communication about expectations  
10 minutes of Golden time to be missed OR use of  
Personalised class behaviour charts e.g. star, sun, cloud

**IF NO IMPROVEMENT**

**3<sup>rd</sup> Warning**

Verbal communication about expectations  
  
All of Golden Time will be missed OR use of  
Personalised class behaviour charts e.g. star, sun, cloud

**IF NO IMPROVEMENT**

**LEVEL 2 -**

**YEAR BAND LEADER – Repeated low level behaviour**

**ACTION:**

Verbal communication about expectations  
MEET WITH CHILD, LUNCHTIME DETENTION, CHILD TO WALK AROUND WITH ADULT SUPPORT AT LUNCHTIME,  
TIME OUT-WITHDRAWN FROM THE CLASSROOM OR TO ANOTHER CLASS IN THAT YEAR GROUP FOR AN AGREED  
AMOUNT OF TIME

**IF NO IMPROVEMENT**

**LEVEL 3 – continuous low level behaviour – Behavioural incidents**

**PHASE LEADERS**

**ACTION:**

**Incident sheet needs to be completed**

Verbal communication about expectations  
MEET WITH CHILD, AND INFORMAL PARENT MEETING

**CONTINUED PERSISTENT INAPPROPRIATE BEHAVIOUR**

**LEVEL 4 – Serious Incidents or consistent inappropriate behaviour**

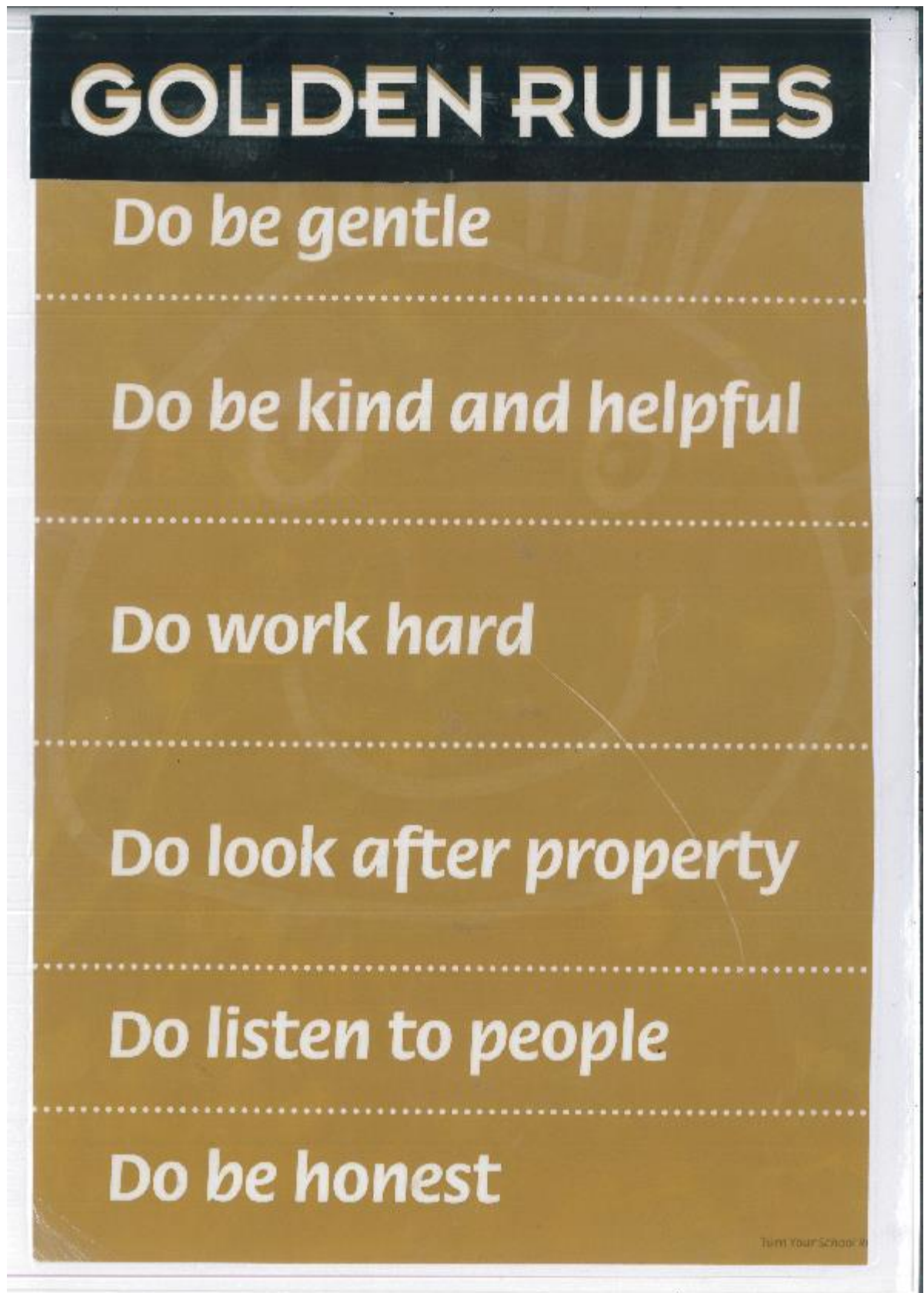
**SMT(Assistant Headteacher/ DEPUTY HEADTEACHER/HEADTEACHER**

**ACTION:**

**Incident sheet needs to be completed** ACTION: MEET WITH CHILD, PARENT APPOINTMENT (FORMAL)  
SET UP PASTORAL SUPPORT PROGRAMME

**IF NO IMPROVEMENT**

**FOLLOW EXCLUSION PROCEDURES/MANAGED TRANSFER (DFE Guidance on Exclusions- Exclusions from  
maintained schools, Academies and pupil referral units in England) SERIOUS' BEHAVIOUR WOULD BE BROUGHT TO  
THE ATTENTION OF THE HEADTEACHER/SMT IMMEDIATELY.**



## Appendix 3

### **Incident Form**

<u>Pupil name:</u>		<u>Staff name (writing report)</u>	<u>Staff names (witnesses)</u>	
<u>Other pupils involved:</u>				
<u>Date:</u>		<u>Lesson/activity:</u>	<u>Area of incident</u>	
<u>Start time:</u>	<u>Finish time:</u>			
<u>Antecedents:</u> Medication                      Argument                      Demands/requests                      Previous Discussion/comments                      Transition  Difficult/non preferred task                      Perceived criticism                      Perceived injustice                      Restricted access  Unpredictable event/interruption                      No specific reason known				
<u>Behaviour:</u>  <u>Environment:</u> Breaking windows    unsettled    climbing    damage    graffiti    roaming    running around  Spitting    throwing/kicking/pushing furniture    throwing snow/ice balls  <u>Towards others:</u> Attitude    Aggression    barging    bite    chinning    choking    defiance    grab  grabbing clothing    hair pull    head butt    hit    inappropriate comments    inappropriate gestures/touch  kick    name call    object used as weapon    pinch    poke    pull    push    racism    refusal to comply  scratch    sexualised behaviour    slap    spit    squeeze    stamp on feet    threatening    trip  verbal abuse    whinging/whining    winding up    inciting others  <u>Towards self:</u> Absconding    agitated anxious    barricading    biting self    crying/upset  complaining of feeling unwell    dropping to the floor    easily distracted    eating inappropriate objects  falling asleep    hitting head on objects/surfaces    hitting body    hyperactive/bubbly  immature talk/voice    paranoid    removed seatbelt    removed clothing    scratching face/arms  sexualised behaviour    slap head/face    sleeping    soiling    suicidal comments    suicidal actions    tantrum  violent references    walking out of class				
<u>Brief description of incident:</u>				
<u>Outcomes:</u>				

## Appendix 4

1:1 withdrawal bill for damages computer ban external exclusion (no. days ..... ) indoor play

Internal exclusion letter home loss of points make up work minibuss ban

Miss after school club miss play miss reward visit miss/lose golden time second bus home

Parent meeting set up parents called into school parents collected pupil Talked to foster carer

parents informed verbally parents to do transport phone call home police involvement

pupil taken home school community service stay after school taxi ban tidied/made good

trip ban withdrawal of attention time out of class (how many times) rest. Intervention

health check completed

### Physical Interventions :

	Name of hold	People involved in hold	Duration of hold	Reason
1.				
2.				
3.				
4.				

### NB

For reason – please put either: serious disruption (risk/actual); injury to self (risk/actual); injury to staff (risk/actual); injury to other pupil (risk/actual); damage to property (risk/actual)

### Informed SLT:

Who:

Time:

Date:

### Informed others:

Parents/foster parents

FIP

Social care

Police

Chair of Governors

HSE

CAMHS

Local Authority

Mainstream school

### Other forms completed:

Medical

LA Medical form

Internal record

Racism

Accident form

Signed (staff member writing form):

Signed (other witnesses):

Date:

Time:



## Appendix 5

# Our Lady of Peace Catholic Primary and Nursery School

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### **Code of Conduct for Parents & Visitors**

**At Our Lady of Peace Catholic Primary and Nursery School we are very fortunate to have a supportive and friendly parent body. Our parents recognise that educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.**

We expect everybody to behave courteously to each other and set a good example to the children. Inevitably there are occasions where parents may be unhappy or upset about something that may have occurred in school, and want to discuss it.

In most cases, complainants are helpful, polite and patient, and they give us time to sort out whatever has happened so that everyone has been listened to and the problem is resolved. However, the behaviour of a minority of complainants can make investigating and resolving a complaint difficult, or they may behave in a way that is unacceptable or inappropriate.

We will never tolerate violence or abuse towards any member of staff. This may include behaviour or language (verbal, non-verbal or written) that may cause staff to feel afraid, threatened or abused; and it may include threats, personal verbal abuse, derogatory remarks and rudeness.

In these instances, parents will be asked to desist from the behaviour, and/or leave the premises. In instances where parents refuse to leave when asked and their behaviour is still causing distress, the police may be called.

The headteacher may, in certain circumstances, impose a ban, (in writing) on that person until they have had a meeting and taken responsibility for the impact of their behaviour. This is essential to protect staff and allow them to do their job, as well as protecting your children from witnessing inappropriate behaviour by adults.

Parents may also not approach any children in the school to investigate a problem, as this may result in you receiving a warning letter, a final warning or potentially even a ban from the site by the headteacher. Please let us know what facts you have, and we will thoroughly investigate any concerns you have and let you know the outcome. Parents may also not question staff about sanctions that may have been put in place by the headteacher, as this will be seen as intimidation or harassment of staff.

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish progress and achieve in an atmosphere of mutual understanding.

## **Guidance**

**As well as following the guidance set out in our Home-School Agreement, we expect parents, carers and visitors to:**

- Respect the Catholic ethos of our school.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that **all** members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the school to help you resolve any issues of concern.
- Avoid using staff as threats to admonish children's behaviour.

**In order to support a peaceful and safe school environment the school will not tolerate parents, carers and visitors exhibiting the following:**

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do actual bodily harm to a member of school staff, visitor, fellow parent/carers or student regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication.
- Defamation of the school's or staff character on Facebook or other social sites.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of their actions towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking and consumption of alcohol or other drugs.
- Cycling on school premises.
- Dogs being brought on to school premises.

Should **any** of the above behaviour occur on school premises the school may feel it is necessary to contact the appropriate authorities and, if necessary, even ban the offending adult from entering the school grounds.

We trust that parents and carers will assist our school with the implementation of this policy and we thank you for your continuing support of the school.