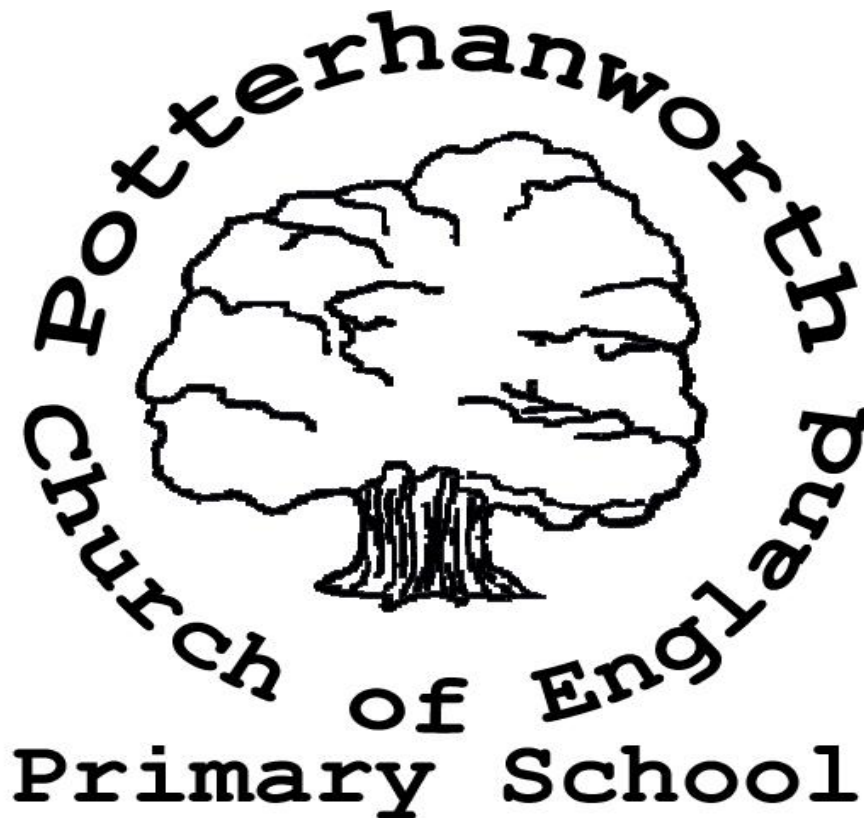


Potterhanworth Church of England Primary School
Behaviour and Anti-bullying Policy
(including Exclusion)



Our Christian Values

Our Christian values are respect, fairness, commitment, trust, friendship and responsibility.

Equality and Diversity Statement

At Potterhanworth Church of England Primary School we promote equality of opportunity. We promote positive attitudes and encourage active participation of all stakeholders regardless of race, gender, disability, age, religion, belief and sexuality.

In so doing we strive to eliminate any unlawful discrimination or harassment of any group and where any such harassment is found appropriate action will be taken immediately.

October 2020: Whilst the key principles of our policy remain in place, this is a transitional period where each child's behavior will be addressed in accordance with their individual needs.

It is an expectation, supported by ALL school staff, that pupils will adhere to the Government's guidance (and any up-dates) on the full opening of schools.

Our Aims and Mission Statement

AIMS

Potterhanworth Church of England Primary School promotes high achievement and learning for life by working with each individual to:

- value themselves and others through the Christian ethos
- promote their positive self esteem and to take pride in achieving their maximum potential
- develop enquiring minds and an active spirit of curiosity
- develop a sense of responsibility, caring and respect for others
- achieve high standards in all areas of the curriculum and within a wider social context
- become self-motivated, independent lifelong learners

MISSION

At Potterhanworth Church of England Primary School, our mission is to provide a learning environment where every child will succeed by experiencing

- a caring, Christian culture in which each individual is included, secure, respected, valued and nurtured
- stimulating learning and teaching with quality resources which enrich the curriculum
- a culture of high expectation and success where there is the capacity for sustained improvement and where everyone can explore and take risks without fear of failure
- a challenging curriculum which prepares and motivates children for the 21st century
- a working partnership between school, home and the wider community
- and embracing new ideas with enthusiasm and contributing to initiatives outside school
- an organisation which is passionate about learning

BEHAVIOUR POLICY

Our behaviour principles:

- Every pupil understands they have the right to feel safe, valued and respected, and to learn free from the disruption of others.
- All pupils, staff and visitors are free from any form of discrimination.
- Staff and volunteers set an excellent example to pupils at all times and are good role models across the school.
- Rewards, sanctions and reasonable force are used consistently by staff, in line with our Behaviour Policy.
- Restorative approaches are often used.
- The Behaviour Policy is understood by pupils and staff.
- Exclusions will only be used as a last resort.
- Pupils are helped to take responsibility for their actions.
- Families are involved in behaviour incidents to foster good relationships between the school and pupils' home life.

The Governing Body also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.

Our Code of Conduct

We at Potterhanworth are expected to be thoughtful and considerate towards others. We will respect everybody in our school, the school building and everything in it.

(This code was developed through joint discussion involving pupils, staff and governors. The code is regularly reinforced in assemblies, class discussion and PSHEE units.)

1 Aims and Expectations

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school Behaviour Policy is, therefore, designed to support the way in which all members of the school can live and work

together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure. Everyone in our school community is entitled to:

- respect
- teach and learn
- be safe

We believe that this can be achieved if clear expectations concerning behaviour are agreed and upheld fairly throughout our school community.

We aim to approach behaviour management throughout the school in a restorative way.

We aim to teach children how to solve problems by thinking things through, discussion and negotiation.

We aim to help our children develop responsibility for their actions by seeing the links between behaviour and the consequences of their actions.

The school has a number of school rules, but the primary aim of the Behaviour Policy is not a system to enforce rules; it is a means of promoting good relationships so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

Children and staff have the following code of conduct:

Our School Rules:

- We will respect each other and all property, this means: looking after school property; listening carefully when others are speaking; getting permission before touching each other's belongings; walking around the school and classrooms; keeping your hands and feet to yourself
- We will do as we are asked the first time we are asked by all members of staff.
- We will be respectful on our journey to and from school.

Our Classroom Rules:

- We respect what each other has to say and will speak and listen in a manner appropriate to the situation.
- We will make the classroom a place where we can all work together.

- When a member of staff claps their hands, we will stop and listen.

Our rules and their consequences (positive and negative) are frequently discussed with our children, particularly at the beginning of a new year or term.

The school expects every member of the school community to behave in a considerate way towards others.

We treat all children fairly and apply this behaviour policy in a consistent way.

This policy aims to help children to grow in a safe and secure environment, and to become, positive, responsible and increasingly independent members of the school community

The school rewards good behaviour as it believes that this will develop an ethos of kindness and co-operation. This policy is designed to promote good behaviour rather than merely deter anti-social behaviour.

All children should be regularly reminded about standards of behaviour expected, the school and classroom rules and the consequences of breaking them.

WARNING If a child chooses to break a rule give a warning

CHANCE After a warning has been given the child can then be given a last chance

ACTION If the behaviour is not improved action must be taken.
(see below 2.3)

2 **Rewards and Sanctions**

2.1 We praise and reward children for good behaviour in a variety of ways:

- non verbal- approval/gesture eg a smile
- verbal praise - teachers/staff congratulate children on an individual basis
- teachers/staff give children class and team-based rewards
- in written comments in work
- displaying/sharing work in class/whole school

- written comments about behaviour in end of year reports to parents
 - taking work to other classes/staff
 - nominate children from each class to be praised in sharing assembly;
 - we distribute certificates/stickers to children either for consistently good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school;
 - child to be given special responsibility
 - child to see Head Teacher for verbal, sticker or written reward
- 2.2 The school acknowledges all the efforts and achievements of children, both in and out of school.
- 2.3 **The school employs a number of sanctions to enforce the school rules** and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.

Stage One

ACTION

Offender/offended given time to discuss and resolve

An apology - verbal or written

Change of seat

Redo task

Loss of privilege

Miss varying amounts of playtime/lunchtimes depending on the nature of misbehaviour.

- **We expect children to listen carefully to instructions in lessons.** If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
- **We expect children to try their best in all activities.** If they do not do so, we may ask them to redo a task.
- If a child is disruptive in class, the teacher reprimands him or her. If a child misbehaves repeatedly, we isolate the child from the rest of the class until s/he calms down, and is in a position to work sensibly again with others.

- **The safety of the children is paramount in all situations.** If a child's behaviour endangers the safety of others or themselves, the class teacher stops the activity and prevents the child from taking part for the rest of that session.
- If a child threatens, hurts or bullies another pupil, the class teacher records the incident and then next steps are discussed and implemented. If a child repeatedly acts in a way that disrupts or upsets other, the school contacts the child's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the child.
- We work with those concerned to consider how to put things right. It is our intention that children recognize the impact of their behaviour on others and what they can do to amend their mistakes.

The children on the receiving end of challenging behaviour feel supported and taken seriously.

Stage Two

ACTION

As before with any of the following accordingly to the level of offending behaviour.

Talk with child and agree written statement/contract of acceptable behaviour.

Letter of apology

'Time out of classroom' with another member of staff

Child to see Head Teacher or designate

Discussion with parent.

Exclude from activities eg visit on health and safety grounds.

Persistence or unacceptable behaviour

If any of the above behaviours persist despite sanctions, the Head Teacher will inform the parents and a positive behaviour management programme will be set up and/or support sought from an outside agency, eg: emotional and behavioural support service.

Stage Three

ACTION

Any of the previously listed sanctions plus:

Child may be excluded from school for a fixed term or permanently

Governing Body will be informed

More serious behaviour problems need to be recorded in the Behaviour Log and the appropriate action taken after discussion with the Head Teacher.

These include:

Repeated breaking of school/classroom rules

Abusive behaviour - bullying, racist remarks, swearing, answering back in disrespectful manner, physical violence, destruction/removal of property, anti-social behaviour e.g. spitting

Behaviour which prevents learning or the normal running of school

Dangerous behaviour-loss of self-control - temper tantrum, breaking health and safety rules, putting himself/herself or others in danger.

- 2.4 The class teacher discusses the school and classroom rules with each class. These are agreed with the children. In this way, every child in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class during 'circle time'.
- 2.5 The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear. Any incidents of "bullying" are recorded in the Behaviour Log.
- 2.6 Staff only intervene physically to restrain children to prevent injury to a child, if a child is in danger of hurting themselves or others. The actions that we take are in line with government guidelines on the restraint of children.

NB: It is the policy of the school to comfort children appropriately, who are distressed for whatever reason (eg: to touch with their hand on the child's shoulder, to put an arm around their shoulder or to hold their hand. Younger children may sit closely with an adult for a short story, rhyme etc until they are comforted). Therefore appropriate physical contact is accepted in our school to comfort and encourage children.

3 The Role of the Class Teacher

- 3.1 It is the responsibility of the class teacher to ensure that the school rules are enforced in their class and that their class behaves in a responsible manner during lesson time.
- 3.2 The class teachers in our school have high expectations of the children in terms of behaviour, and they strive to ensure that all children work to the best of their ability.
- 3.3 The class teacher treats each child fairly and enforces the classroom code consistently, taking into account the needs of those concerned. The teacher treats all children in their class with respect and understanding.
- 3.4 If a child misbehaves repeatedly in class, the class teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the SENDCO or Head Teacher.
- 3.5 The class teacher liaises with external agencies, as necessary, to support and guide the progress of each child. The class teacher may, for example, discuss the needs of a child with BOSS.
- 3.6 The class teacher reports to the parents about the progress of each child in their class, in line with the whole school policy. The teacher may also contact a parent if there are concerns about behaviour or the welfare of a child.
- 3.7 When behaviour issues arise, discussions with the child are succinct; we do not go over old ground; the matter is addressed and we find a way forward.

4 The Role of the Head Teacher

- 4.1 It is the responsibility of the Head Teacher, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school, and to report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the Head Teacher to ensure the health, safety and welfare of all children and staff in the school.
- 4.2 The Head Teacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy.

- 4.3 The Head Teacher may contact parents in writing if there are concerns about behaviour.
- 4.4 The Head Teacher has the responsibility for giving fixed-term exclusions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Head Teacher may permanently exclude a child. Both these actions are only taken after the school governors have been notified.

NB: all staff are responsible for and committed to acting in line with our school Behaviour Policy

5 The Role of Parents

- 5.1 The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school.
- 5.2 We explain the school rules in the school prospectus, and we expect parents to read these and support them.
- 5.3 We expect parents to support their child's learning and to co-operate with the school, as set out in the home-school agreement. We try to build a supportive dialogue between the home and the school, and we inform parents if we have concerns about their child's welfare or behaviour.
- 5.4 If the school has to use reasonable sanctions with a child, parents should support the actions of the school. If parents have any concern about the behaviour:
- In the first instance, they need to speak to the class teacher (this may need to be by appointment).
 - If the matter cannot be resolved, then they should make an appointment to see the Head Teacher - **this must be arranged at a mutually convenient time.**

If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.

6 The Role of Governors

- 6.1 The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the Head Teacher in carrying out these guidelines.
- 6.2 The Head Teacher has the day-to-day authority to implement the school behaviour and discipline policy, but governors may give advice to the Head Teacher about particular disciplinary issues. The Head Teacher must take this into account when making decisions about matters of behaviour.

7 Fixed-Term and Permanent Exclusions

- 7.1 Only the Head Teacher (or the acting Head Teacher) has the power to exclude a pupil from the school. The Head Teacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The Head Teacher may also exclude a pupil permanently. It is also possible for the Head Teacher to convert a fixed-term exclusion into a permanent exclusion if the circumstances warrant this.
- 7.2 If the Head Teacher excludes a pupil, she informs the parents immediately, giving reasons for the exclusion. At the same time, the Head Teacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make any such appeal.
- 7.3 The Head Teacher informs the LEA and the governing body about any permanent exclusion and about any fixed-term.
- 7.4 The governing body itself cannot either exclude a pupil or extend the exclusion period made by the Head Teacher.
- 7.5 The governing body has a discipline committee which is made up of between three and five members. This committee considers any exclusion appeals on behalf of the governors.
- 7.6 When an appeals panel meets to consider an exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents and the LEA, and consider whether the pupil should be reinstated.
- 7.7 If the governors' appeals panel decides that a pupil should be reinstated, the Head Teacher must comply with this ruling.

8 Monitoring

- 8.1 The Head Teacher monitors the effectiveness of this policy on a regular basis. He/she also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.
- 8.2 The Head Teacher keeps a record of any pupil who is excluded for a fixed term, or who is permanently excluded.
- 8.3 It is the responsibility of the governing body to monitor the rate of exclusions and to ensure that the school policy is administered fairly and consistently.

9 Review

The governing body reviews this policy regularly. The policy will be reviewed if the government introduces new regulations or if the governing body receives recommendations on how the policy might be improved.

ANTI-BULLYING

Introduction

The definition of "Bullying" is action taken by one or more people with the deliberate intention of hurting another, either physically or emotionally. (This includes cyber bullying.)

Potterhanworth Church of England Primary School recognises and uses these broad definitions of bullying

Bullying includes behaviour which is:

- deliberately hurtful
- often repeated over a period of time
- makes it difficult for those being bullied to defend themselves

It is recognised that bullying can take many forms but the main types can be:

- physical - hitting kicking, pushing, taking belongings
- verbal - name calling, insulting, sarcasm, spreading rumours
- indirect/emotional - excluding, tormenting, by hiding belongings, threatening gestures, ridicule, humiliation.

Cyber bullying - our E-Safety Policy refers directly to our policy regarding cyber bullying and should be read in conjunction with this policy.

Aims and objectives

Preventative Measures: this policy aims to build on the school Behaviour Policy to prevent bullying and to provide guidance on dealing with bullying.

1. Bullying is wrong and damages individual children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable.
2. We aim, as a school, to produce a safe and secure environment where all can learn without anxiety.

3. This policy aims to produce a consistent school response to any bullying incidents that may occur.
4. We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school.

The role of governors

The governing body supports the Head Teacher in all attempts to eliminate bullying from our school. This policy statement makes it very clear that the governing body does not accept bullying to take place in our school, and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately.

The governing body will monitor any incidents of bullying that occur, and review the effectiveness of the school policy regularly. The governors require the Head teacher to keep accurate records of all incidents of bullying and to report to the governors on request about the effectiveness of school anti-bullying strategies.

The role of the Head Teacher

It is the responsibility of the Head Teacher to implement the school anti-bullying strategy and to ensure that all staff (both teaching and non-teaching) are aware of the school policy and know how to deal with incidents of bullying. The head teacher reports to the governing body about the effectiveness of the anti-bullying policy on request.

The Head Teacher ensures that all children know that bullying is wrong, and that it is unacceptable behaviour in this school. The Head Teacher draws the attention of children to this fact at suitable moments. For example, if an incident occurs, the Head Teacher may decide to use assembly as a forum in which to discuss with other children why this behaviour was wrong.

The head teacher sets the school ethos of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

The role of the Teacher

Teachers in our school take all forms of bullying seriously, and intervene to prevent incidents from taking place. They keep their own records of all incidents that happen in their class and that they are aware of in the school.

Teachers routinely attend training, which enables them to become equipped to deal with incidents of bullying and behaviour management.

Teachers attempt to support all children in their class and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all children, we aim to prevent incidents of bullying.

The role of Parents

Parents who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teachers immediately.

Parents have a responsibility to support the school's anti-bullying policy and to actively encourage their child to be a positive member of the school.

Guidelines for action should bullying occur

If you are worried that a child is being bullied ask him/her directly. Be prepared for the child to deny that anything is wrong. Encourage the child by saying that you are concerned and want to help and support whatever the problem is.

Take the child seriously. Find out exactly what has been going on. Don't promise to keep the bullying a secret but reassure the child that you will sort the problem out.

Following this, the incident should be reported to the Head or Senior Teacher who will take the problem seriously and investigate fully. All or some of the following actions will be considered and the appropriate choices of which to follow will be put in place depending on the individual needs of the case:

- interview those involved (separately)
- decide an appropriate action, such as appropriate apology
- inform parent
- insist on return of items
- compensation of victims
- instigate lessons/discussions/assemblies
- provide a safe haven for victim
- provide adult/peer support for victim
- counselling/investigation of why
- encourage bully to change behaviour
- possible loss of privileges for bully
- counselling for bully and bullied

All members of staff will be informed of the incident and action to be taken and a follow up meeting will be held to discuss progress.

Support

The school is able to call upon the following services to provide assistance in all aspects of behaviour problems

Behaviour Outreach Support Service

Educational Psychology Service

Educational Welfare Service

Playground/Field

The School Council have worked together to agree Playground and Field rules (including designated quiet area)

The School Council organises playground equipment and activities to support positive play..

Monitoring and review

All staff are asked to report any concerns about school policy/procedures to the Head Teacher. These will then carefully be considered and may also be discussed at staff meetings.

Children are also involved in monitoring the effectiveness of policy through discussion. This takes place in planned assemblies and class discussions during School Council Meetings.

This policy is monitored on a day-to-day basis by the head teacher, who reports to the governors about the effectiveness of the policy on request.

This anti-bullying policy is the governors' responsibility and they review its effectiveness annually. They do this by discussion with the Head Teacher. Governors analyse information with regard to gender, age and ethnic background of all children involved in bullying incidents.

There are preventative measures in school to reduce the likelihood of bullying occurring and strategies for encouraging children to report bullying.

STAFF

There are regular opportunities for teaching and support staff to discuss behaviour/bullying procedures and concerns. This creates a high level of staff awareness of the need to maintain a safe environment for all children.

Good communication between teaching and lunchtime staff means that observations in playground can be focused on possible problems.

Positive early intervention is encouraged.

CHILDREN

The caring ethos of the school and school code of conduct are regularly re-enforced through assemblies, role play, drama, games and involvement in charities.

Drama, role play, circle times will be regular reinforcement of the schools aims and values.

Older children are encouraged to support younger children during playtimes, helping them to play together.

There is a buddy system across the school.

New children are welcomed and supported by all.

Children are made aware (through assemblies and class activities) of their responsibility to make the school a safe and happy place for all.

Opportunities to build self-esteem and celebrate success and behaviour are planned within assemblies and in class.

Strategies for responding to bullies are discussed in assemblies and class.

Support through the School Personal, Social and Health Education and Citizenship Programme (PSHE with use of SEAL documents and health for life).