

BEHAVIOUR POLICY AND STATEMENT OF BEHAVIOUR PRINCIPLES 2020/2021

Named personnel with designated responsibility for this policy

Academic year	Designated Senior Person
Sept 2020-21	Karen Nicoll

Policy Review dates

Review Date	Changes made	By whom	Date Shared with staff
Sept 2021			

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1. Aims

This policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline **how students are expected to behave**
- Outline our system of **rewards and sanctions**

2. Legislation and statutory requirements

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

- Behaviour and discipline in schools
- Searching, screening and confiscation at school
- The Equality Act 2010
- Use of reasonable force in schools
- Supporting students with medical conditions at school

It is also based on the special educational needs and disability (SEND) code of practice. In addition, this policy is based on:

- Section 175 of the Education Act 2002, which outlines a school's duty to safeguard and promote the welfare of its students
- Sections 88-94 of the Education and Inspections Act 2006, which require schools to regulate students' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate students' property
- DfE guidance explaining that maintained schools should publish their behaviour policy online

3. Definitions

At New Leaf, we expect our students to maintain good standards of behaviour

Misbehaviour is defined as:

- Disruption in lessons
- Lack of respect for other students and staff

Serious misbehaviour is defined as:

- Repeated breaches of the school rules
- Any form of bullying
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Abusive or aggressive behaviour
- Vandalism
- Theft
- Fighting
- Smoking

- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Tobacco, E-Cigarettes, cigarette papers
 - Fireworks
 - Pornographic images

Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student). Serious misbehaviour may result in fixed term or even permanent exclusion (see Exclusions Policy). This will be based on the individual and the incident and all facts and circumstances will be investigated prior to a decision being made.

4. Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing

Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites
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Details of our school's approach to preventing and addressing bullying are set out in our anti-bullying strategy – see website for further details.

5. Roles and responsibilities

5.1 The governing board

The Governing Body is responsible for reviewing and approving the written statement of behaviour principles.

5.2 The Governing Body will also review this behaviour policy in conjunction with the Principal and monitor the policy's effectiveness, holding the Principal to account for its implementation.

5.3 The Principal

The Principal is responsible for reviewing this behaviour policy in conjunction with the Governing Body, giving due consideration to New Leaf's statement of behaviour principles. The Principal will also approve this policy.

The Principal will ensure that the AP environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

5.4 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently and positively
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular students
- Recording behaviour incidents

5.5 Parents

Parents are expected to:

- Support their child in adhering to the student code of conduct which is based upon maintaining a positive attitude to learning, showing respect for all and maintaining high levels of commitment in all areas
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns promptly

6. Student Code of Conduct

This Code Of Conduct is displayed in all classrooms and key places on the premises.

As a student at New Leaf Alternative Provision, the Code of Conduct expects me to:

- Work to the best of my ability and have high aspirations to achieve
- Move to a quiet space or my designated safe place when requested by staff
- Be polite, honest and respectful to staff and carry out their instructions
- Be polite and respectful to other students and visitors to New Leaf
- Do nothing to disrupt or endanger the healthy, safe and secure environment of New Leaf
- Never bring forbidden items into school
- Treat the school buildings and school property with respect
- Accept sanctions when given (there are always consequences to actions)
- Refrain from behaving in a way that brings the school into disrepute, including when visiting off site locations for sport, leisure or recreation

7. Rewards and sanctions

7.1 List of rewards and sanctions

- Rewards may include certificates of achievements, Reward Trips, verbal and written feedback to parents, direct praise to the student.

New Leaf may use one or more of the following sanctions in response to unacceptable behaviour:

- A verbal warning
- Removal to positive support room
- Removal from a lesson
- Letters or phone calls home to parents
- Agreeing a behaviour contract
- Putting a student 'on report'
- Fixed term or permanent exclusion

7.2 Off-site behaviour

Sanctions may be applied where a student has misbehaved off-site when representing New Leaf, such as on a school trip

7.3 Malicious allegations

Where a student makes an accusation against a member of staff and that accusation is shown to have been malicious, the Principal will discipline the student in accordance with this policy.

The Principal will also consider the pastoral needs of staff accused of misconduct.

8. Behaviour management

8.1 Classroom management

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

- Create and maintain a stimulating environment that encourages students to be engaged

8.2 Use of Reasonable Force

In some circumstances, staff may use reasonable force to restrain a student to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of reasonable force must:

- Always be used as a last resort**
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents

8.3 Confiscation

Any prohibited items (listed in section 3) found in students' possession will be confiscated. These items will not be returned to students.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to students after discussion with senior leaders and parents, if appropriate.

Mobile Phones

Students are allowed to use mobile phones sensibly at break and lunchtimes in line with our use of Mobile Phones Policy

Searching and screening students is conducted in line with the DfE's latest guidance on searching, screening and confiscation.

[Government guidelines On Searching and Confiscation](#)

8.4 Student support

The school recognises its legal duty under the Equality Act 2010 to prevent students with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the student.

The school will evaluate a student who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a student, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

9. Monitoring arrangements

This behaviour policy will be reviewed by the Principal and Governing Body every year. At each review, the policy will be approved by the Principal.

The written statement of behaviour principles (appendix 1) will be reviewed and approved by the Governing Body every year.

10. Links with other policies

This behaviour policy is linked to the following policies and key documentation:

- Exclusions Policy
- Safeguarding and Child Protection Policy
- Anti-Bullying Policy

Appendix 1: written statement of behaviour principles

- Every student understands they have the right to feel safe, valued and respected, and learn free from the disruption of others
- All students, staff and visitors are free from any form of discrimination
- Staff and volunteers set an excellent example to students at all times
- Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy
- The behaviour policy is understood by students and staff
- Students are helped to take responsibility for their actions
- Families are involved in behaviour incidents to foster good relationships between the school and students' home life

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

This written statement of behaviour principles is reviewed and approved by the Governing Body every year.

Appendix 2

Behaviour	Teacher Response	Sanctions
Swearing	Verbal reminder of Code of Conduct 3 warnings	Recorded on daily tracker Parents informed
Verbal bullying	Instant request to stop If repeated 3 times Radio code: BM required Behaviour Manager to assist	Recorded on daily tracker Added to Behaviour Log Monitored for one week via Report Card Parents made aware
Physical bullying	Instant intervention which may involve use of reasonable force Radio Code: Code 1 Isolation of bully Removal of victim Questioning and investigation (logged)	Varied, depending on incident Recorded on daily tracker Added to Behaviour Log Instigator to work in Positive Support for remainder of the day Report Card for next 2 days Parents informed Fixed term exclusions may apply
Racist or inappropriate remarks	Instant reminder that their comments are not appropriate Radio: BM required Student removed to positive support for further explanation Apology to victim (reparation)	Recorded on daily tracker Added to Racism Log Parents informed Monitored closely ongoing
Destruction of Property	Instant request to stop Radio Code: BM required Assessment/photograph of damage	Fixed term exclusion may apply Letter requesting replacement object or money to cover damage (dependent on damage and circumstances)
Leaving Class	Radio Code: student initials	Discovery of reason for leaving



NEW LEAF

Alternative Provision

	AWOL BM to collect Strategies to re-engage student	class Placed on report for one week
Malicious Allegations towards staff		Student will be subject to a meeting between parent and Principal. Each case will be reviewed individually. If the student remains at New Leaf, a Behaviour Contract will be signed by the student, parent and Principal with stipulated rules and consequences. This will be monitored on going and reviewed every half term.