



# **Broadwater School**

## **Behaviour Policy and Procedure**

Broadwater School is part of the Greenshaw Learning Trust.

The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

# Broadwater School Behaviour Policy and Procedures

March 2024

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## Part A

### A.1 Application

Our school is part of the Greenshaw Learning Trust (GLT), therefore it is subject to the policies and procedures of the Trust, as approved by the GLT Board of Trustees.

Parts A, B and C of this Behaviour Policy and Procedure apply to the Greenshaw Learning Trust as a whole and to all the schools in the Trust in accordance with and pursuant to the Student Welfare Policy of the Greenshaw Learning Trust. Part D of this Behaviour Policy and Procedure applies specifically to our school.

The Policy and Procedure is subject to the Trust's Scheme of Delegation for Governance Functions. If there is any ambiguity or conflict, then the Scheme of Delegation takes precedence. If there is any ambiguity or conflict between Parts A to C and Part D, Parts A to C take precedence.

In implementing this Policy and Procedure the Governing Body, Headteacher and school and Trust Shared Service staff, must take account of any advice or instruction given to them by the GLT CEO, GLT Education Directors or Board of Trustees.

If there is any question or doubt about the interpretation or implementation of the Procedure, the GLT CEO, or GLT Education Directors should be consulted.

### A.2 Approval and review

Maintenance of the Policy and Procedure is the responsibility of the GLT Directors of Education (Part A, B & C) and the Headteacher (Part D).

- The Policy and Procedure (Parts A, B & C) was approved by the Board of Trustees on: 16 December 2022.
- The School Specific Procedures (Part D) were approved by the Governing Body in March 2023
- The Policy and Procedure is kept under review and updated where necessary by the Education Directors in line with statutory guidance.
- The Policy and Procedure is due for review by (Parts A, B & C) 31 March 2025 (Part D) May 2025.

### A.3 Responsibilities

The following persons and bodies have a role in ensuring compliance with this Behaviour Policy and associated Procedures and providing and maintaining the Trust's expectations for behaviour in its schools:

The GLT **Board of Trustees** is responsible for monitoring the effectiveness of this Behaviour Policy and associated Procedures, and holding each Governing Body to account for their implementation.

It is the responsibility of the **Governing Body** and **Headteacher** of each school to ensure that their school and its staff adhere to this Behaviour Policy and Procedures.

### A.4 Associated policies and procedures

This Behaviour Policy and Procedure are constituent part of the:

- GLT Student Welfare Statement.

The following Trust and School policies and procedures are directly related to and complement this Policy and Procedure:

- GLT Safeguarding Policy.
- GLT Suspensions and Exclusions Procedure.
- School Safeguarding Policy.

## Part B

### B.1 Policy Statement

The Board of Trustees of the Greenshaw Learning Trust believes that its schools have a responsibility to promote a culture that promotes excellent behaviour, ensuring that all pupils have the opportunity to learn in a calm, safe and supportive environment.

This is achieved by establishing a Trust wide approach to maintaining high standards of behaviour that reflect the values of Greenshaw Learning Trust as set out in the Procedure.

This School Behaviour Policy and Procedure and any associated school rules and approaches will ensure that:

In all GLT schools:

- Schools have a consistent approach to behaviour management that is applied consistently and fairly to all pupils.
- Every pupil understands they have the right to feel safe, valued and respected, and to be able 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.
- Rewards, sanctions and reasonable force, where appropriate, are used consistently by staff, in line with the Behaviour Policy.
- The school will work to create an environment where removal from class and exclusion from school is not necessary because pupil behaviour does not require it.
- Removal from class, suspensions and permanent exclusions will only be used in response to serious or persistent breaches of this policy.
- Exclusions will only be used as a last resort.
- The Behaviour Policy and Procedure are understood by pupils and staff.
- Pupils are helped to take responsibility for their actions.
- When pupils are involved in behaviour incidents, their families are engaged to foster good relationships between the school and pupils' home life.

## Part C - Procedures

### C.1 Legislation, statutory requirements and statutory guidance

These procedures are based on legislation and advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools: advice for headteachers and school staff 2016](#)
- [Behaviour in schools: advice for headteachers and school staff 2022](#)
- [Searching, screening and confiscation at school 2018](#)
- [Searching, screening and confiscation: advice for schools 2022](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Exclusion from maintained schools, academies and pupil referral units 2017](#)
- [Suspension and permanent exclusion from maintained schools, academies and pupil referral units 2022](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- [Special Educational Needs and Disability \(SEND\) Code of Practice.](#)

### C.2 Definitions

Misbehaviour is defined as, but is not limited to:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes.
- Poor attitude.

Serious misbehaviour is defined as, but not limited to:

- Repeated breaches of the school rules.
- Any form of bullying.
- Sexual violence, such as rape, assault by penetration, or sexual assault (intentional sexual touching without consent).
- Sexual harassment, meaning unwanted conduct of a sexual nature, such as:
  - Sexual comments.
  - Sexual jokes or taunting.
  - Physical behaviour like interfering with clothes.
  - Online sexual harassment, such as unwanted sexual comments and messages. (including on social media), sharing of nude or semi-nude images and/or videos, or sharing of unwanted explicit content.
- Vandalism.
- Theft.
- Fighting.
- Smoking, including vaping or related activity
- Racist, sexist, homophobic or discriminatory behaviour.
- Possession of any prohibited items. These are:
  - Knives or weapons.
  - Alcohol.
  - Illegal drugs.
  - Stolen items.
  - Tobacco and cigarette papers, e-cigarettes and smoking related paraphernalia
  - 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 pupil).

### C.3 School Behaviour Curriculum

The school has a behaviour curriculum which teaches pupils to do what is expected of them, including to:

- Behave in a safe and respectful way.
- Show respect to members of staff and each other.
- In class, make it possible for all pupils to learn, support and promote a disruption free environment.
- Move quietly, and calmly around the school as directed.
- Care for the school buildings and school property.
- Wear the correct uniform at all times, including to and from school and home.
- Accept sanctions when given, seeing it as an opportunity to correct wrong choices.
- Refrain from behaving in a way that brings the school into disrepute, including when outside school or online, including travel to and from school.

Where appropriate and reasonable, adjustments will be considered to ensure all pupils can meet behavioural expectations.

The approach and rules used at our school are detailed in our school procedures, see Part D.3.

### C.4 Classroom management

The school's 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 pupils to be engaged.
- May display the behaviour curriculum or their own classroom rules.
- Will develop a positive relationship with pupils, which may include:
  - Greeting pupils in the morning/at the start of lessons.
  - Establishing clear routines.
  - Communicating expectations of behaviour in ways other than verbally.
  - Highlighting and promoting good behaviour.
  - Following the school procedure for dealing with low-level disruption.
  - Using the rewards procedures to encourage positive behaviours.

### C.5 Mobile phones

- In schools where they are allowed, mobile phones and smart watches, and connected devices must be switched off and stored (out of sight) during the school day and whilst on site, in accordance with the school's procedures.
- Mobile phones and smart watches, and connected devices must be switched off and stored (out of sight) during the school day, and whilst on site.
- School procedures will follow DFE guidance on the confiscation of mobile phones.

### C.6 Safeguarding

The school recognises that changes in behaviour may be an indicator that a pupil is in need of help or protection.

The Headteacher will consider whether a pupil's behaviour may be linked to them suffering, or being likely to suffer, significant harm. Where this may be the case, the school will follow the school's safeguarding policy and procedures, and consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate.

### **C.7 Responding to good behaviour**

When a pupil's behaviour meets or goes above and beyond the expected behaviour standard, school staff will recognise it with positive recognition and reward. This provides an opportunity for all staff to reinforce the school's culture and ethos.

The Headteacher will ensure that positive reinforcements and rewards will be applied clearly and fairly to reinforce the routines, expectations, and norms of the school's behaviour culture. These will be outlined in the school's rewards procedures.

The approach used at our school is detailed in our school procedures, see Part D.7.

### **C.8 Responding to unacceptable behaviour**

When a pupil's behaviour falls below the standard that can reasonably be expected of them, school staff will respond in order to restore a calm and safe learning environment, and to prevent recurrence of unacceptable behaviour.

Staff expect classrooms and learning environments to be disruption free.

Staff will endeavour to create a predictable environment by consistently challenging behaviour that falls short of the standards, and by responding in a consistent, fair and proportionate manner, so pupils know with certainty that unacceptable behaviour will always be addressed.

De-escalation techniques will be used to help prevent further behaviour issues escalating.

All pupils will be treated equitably, with any factors that contributed to the behavioural incident identified, and taken into account.

When giving behaviour sanctions, staff will also consider what support could be offered in the future to a pupil to help them to meet behaviour expectations in the future.

Suspension or permanent exclusions will only be used in the most serious of circumstances.

The approach used at our school is detailed in our school procedures, see Part D.8.

Personal circumstances of the pupil will be taken into account when deciding on consequences and with regard to the impact on perceived fairness.

### **C.9 Reasonable force**

Reasonable force covers a range of interventions that involve physical contact with pupils.

All members of school staff have a duty to use reasonable force, in the following circumstances, to prevent a pupil from:

- Causing disorder.
- Hurting themselves or others.
- Damaging property.
- Committing an offence.

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.

When assessing risk and deciding whether to use reasonable force, staff will take into careful consideration any specific vulnerabilities of the pupils, including SEND, mental health needs or medical conditions.

### **C.10 Searching, screening and confiscation**

Searching, screening and confiscation will only be conducted in line with [DfE Guidance on Searching, Screening and Confiscation - Advice for Schools](#) (July 2022).

### **C.11 Off-site unacceptable behaviour**

School staff may apply sanctions where a pupil has misbehaved off-site when representing the school. This means unacceptable behaviour when the pupil is:

- Taking part in any school-organised or school-related activity (e.g. school trips).
- Travelling to or from school.
- Wearing school uniform.
- In any other way identifiable as a pupil of the school.

Sanctions may also be applied where a pupil has behaved unacceptably off-site, at any time, whether or not the conditions above apply, if the misbehaviour:

- Could have repercussions for the orderly running of the school.
- Poses a threat to another pupil.
- Could adversely affect the reputation of the school.

The decision to sanction should only be made on school premises or elsewhere when the pupil is under the lawful control of a staff member.

### **C.12 Online misbehaviour**

School staff can issue behaviour sanctions to pupils for online misbehaviour when:

- It poses a threat or causes harm to another pupil.
- It could have repercussions for the orderly running of the school.
- It adversely affects the reputation of the school.
- The pupil is identifiable as a member of the school.

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of a staff member.

### **C.13 Suspected criminal behaviour**

If a pupil is suspected of criminal behaviour, the Headteacher will report the incident to the police.

When establishing the facts, school staff will endeavour to preserve any relevant evidence to hand over to the police.

If a decision is made to report the matter to the police, the Headteacher will make the decision for who makes the report.

If police attend the school site and question a pupil/pupils as part of their investigation, the Headteacher will ensure that the pupil(s) is supported by an appropriate adult.

School staff will not interfere with any police action taken. However, school staff may continue to follow their own investigation procedure and enforce sanctions, as long as it does not conflict with police action.

If a report to the police is made, the designated safeguarding lead (DSL) will make a tandem report to the LADO if appropriate.

### **C.14 Zero-tolerance approach to sexual harassment and sexual violence**

The Headteacher will ensure that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored.

Pupils are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be.

The school's response will be:

- Proportionate.
- Considered.
- Supportive.
- Decided on a case-by-case basis.

Individual schools have their own procedures in place to respond to any allegations or concerns regarding a child's safety or wellbeing. These include clear processes for responding to a report and carrying out risk assessments, where appropriate, to help determine whether to:

- Manage the incident internally.
- Refer to early help.
- Refer to children's social care.
- Report to the police.

Please refer to the School Safeguarding Policy and procedure for more information.

### **C.15 Malicious allegations**

Where a pupil makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school will consider whether to discipline the pupil in accordance with this policy.

Where a pupil makes an allegation of sexual violence or sexual harassment against another pupil and that allegation is shown to have been deliberately invented or malicious, the school will consider whether to discipline the pupil in accordance with this policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the local authority designated officer (LADO), where relevant) will consider whether the pupil who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.

The school will also consider the pastoral needs of staff and pupils accused of misconduct.

Please refer to the School Safeguarding Policy for more information.

### **C.16 Removal from classrooms**

In response to serious or persistent breaches of this policy, and to ensure disruption free learning for all pupils, school staff may remove the pupil from the classroom for a limited time. The approach used at the school is detailed in the school procedures, see Part D.16.

Pupils who have been removed will continue to receive education under supervision of a member of staff that is meaningful, but it may differ from the mainstream curriculum.

Removal is a serious sanction and will only be used in response to serious or persistent misbehaviour, including disruption of the learning of others. Staff will only remove pupils from the classroom once other behavioural strategies have been attempted, unless the behaviour is so extreme as to warrant immediate removal.

Removal can be used to:

- Restore order if the pupil is being unreasonably disruptive.
- Maintain the safety of all pupils.
- Maintain the learning environment for all pupils.
- Allow the disruptive pupil to continue their learning in a managed environment.
- Allow the disruptive pupil to regain calm in a safe space.

Pupils will not be removed from classrooms for prolonged periods of time without the explicit agreement of the Headteacher.

Pupils should be reintegrated into the classroom as soon as appropriate and safe to do so. The school will consider what support is needed to help the pupils successfully reintegrate into the classroom and meet the expected standards of behaviour.

Parents will be informed on the same day that their child has been removed from the classroom.

The Headteacher will consider an alternative approach to behaviour management for pupils who are frequently removed from class.

Staff will record all incidents of removal from the classroom, along with details of the incident that led to the removal, and any protected characteristics of the pupil in the behaviour log.

### **C.17 Detention**

School staff can issue detentions to pupils during break, after school or on weekends during term time.

School staff will inform pupil's parents in accordance with school procedures.

When imposing a detention, staff will consider whether doing so would:

- Compromise the pupil's safety.
- Conflict with a medical appointment.
- Prevent the pupil from getting home safely.
- Interrupt the pupil's caring responsibilities.

The approach used at our school is detailed in the school procedures, see Part D.17.

### **C.18 Suspension and permanent exclusion**

The school will work to create an environment where exclusion from school is not necessary because pupil behaviour does not require it. However, suspensions and permanent exclusions are an appropriate, and essential, element of school behaviour management processes.

Suspension and permanent exclusion may be used in response to persistent poor behaviour which has not improved following in-school sanctions and interventions or in response to a serious incident; permanent exclusion will only be used as a last resort.

The decision to suspend or permanently exclude will be made by the Headteacher, in accordance with the DfE Guidance (*Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement, September 2022*).

The process of suspension and permanent exclusion will be carried out in accordance with the GLT Suspension & Exclusions Procedure and the accompanying GLT Guidance.

See Part C.26 for further information.

### C.19 Anti-Bullying

The school expects all children to be treated with respect and we respond decisively where bullying is found to be taking place.

There is no legal definition of bullying, however our definition of bullying is: 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, behaviour that is:

- Deliberately hurtful.
- Difficult to defend against.

Bullying can include:

TYPE OF BULLYING	DEFINITION
Emotional	Being deliberately and persistently unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Prejudice-based and discriminatory, including: <ul style="list-style-type: none"> <li>● Racial</li> <li>● Faith-based</li> <li>● Gendered (sexist)</li> <li>● Homophobic/biphobic</li> <li>● Transphobic</li> <li>● Disability-based</li> </ul>	Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
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

We will always take bullying seriously, using a range of proactive and reactive strategies to:

- Combat and prevent bullying.
- Prevent, de-escalate and/or stop any continuation of harmful behaviour.
- React to bullying incidents in a reasonable, proportionate and consistent way.
- Safeguard the pupil who has experienced bullying and to trigger sources of support.
- Apply disciplinary sanctions to the pupil causing the bullying and ensure they learn from the experience, possibly through multi-agency support.

If bullying is suspected or reported, the incident will be taken seriously and dealt with as quickly as possible.

Staff will be alert to the fact some groups of pupils may be more vulnerable to bullying, such as pupils with a disability and/or special educational need and will respond decisively to safeguard pupils.

The approach used at our school is detailed in our school procedures, see Part D.19.

## **C.20 Recognising the impact of SEND on behaviour**

The school recognises that pupils' behaviour may be impacted by a special educational need or disability (SEND).

When incidents of misbehaviour arise, school staff will consider them in relation to a pupil's SEND, although recognising that not every incident of misbehaviour will be connected to their SEND. Decisions on whether a pupil's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis.

When dealing with misbehaviour from pupils with SEND, especially where their SEND affects their behaviour, Headteachers will balance their legal duties when making decisions about enforcing the behaviour policy.

The legal duties include:

- Taking reasonable steps to avoid causing any substantial disadvantage to a disabled pupil caused by the school's policies or practices ([Equality Act 2010](#)).
- Using our best endeavours to meet the needs of pupils with SEND ([Children and Families Act 2014](#)).
- If a pupil has an education, health and care (EHC) plan, the provisions set out in that plan must be secured and the school must cooperate with the local authority and other bodies.
- As a part of meeting these duties, the school will anticipate, as far as possible, all likely triggers of misbehaviour, and put in place support to prevent these from occurring. This may include approaches such as:
  - Short, planned movement breaks for a pupil whose SEND means they find it difficult to sit still for long.
  - Adjusting seating plans to allow a pupil with visual or hearing impairment to sit in sight of the teacher.
  - Adjusting uniform requirements for a pupil with sensory issues.
  - Training for staff in understanding conditions such as autism.
  - Use of separation spaces (sensory zones or nurture rooms) where pupils can regulate their emotions during a moment of sensory overload.

Any preventative measure will take into account the specific circumstances and requirements of the pupil concerned.

Schools need to manage pupil behaviour effectively, whether or not the pupil has underlying needs. When a pupil is identified as having SEND, the graduated approach should be used to assess, plan, do and then review the impact of any support being provided.

### **C.20.a Adapting sanctions for pupils with SEND**

When considering a behavioural sanction for a pupil with SEND, school staff will take into account:

- Whether the pupil was unable to understand the rule or instruction?
- Whether the pupil was unable to act differently at the time as a result of their SEND?
- If the pupil is likely to behave aggressively due to their particular SEND?

If the answer to any of these questions is yes, it may be unlawful for the school to sanction the pupil for the behaviour.

The Headteacher will then assess if it is appropriate to use a sanction and if so, whether any reasonable adjustments need to be made to the sanction.

### **C.20.b Considering whether a pupil displaying challenging behaviour may have unidentified SEND**

The special educational needs co-ordinator (SENCO) will evaluate a pupil 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 pupil, school staff will liaise with external agencies and plan support programmes for that child. School staff will work with parents to create the plan and review it on a regular basis.

### **C.20.c Pupils with an education, health and care (EHC) plan**

The provisions set out in the EHC plan must be secured and the Headteacher will cooperate with the local authority and other bodies.

If school staff have a concern about the behaviour of a pupil with an EHCP, the Headteacher will make contact with the local authority to discuss the concerns and if any additional support that might be required. If appropriate, the Headteacher may request an emergency review of the EHC plan.

The approach used at our school is detailed in the school procedures, see Part D.20.

### **C.21 Supporting pupils following a sanction**

School staff will employ strategies for successfully reintegrating pupils following removal from the classroom, time spent in a pupil support unit, in another setting under off-site direction or following suspension, including measures such as reintegration meetings, daily contact with identified staff and personalised behaviour goals.

The approach used at our school is detailed in the school procedures, see Part D.21.

### **C.22 Inducting incoming pupils**

School staff will support incoming pupils to meet behaviour standards by offering an induction process to familiarise them with the behaviour policy and procedures and the wider school culture.

### **C.23 Preparing outgoing pupils for transition**

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year.

## C.24 Training

As part of their induction process, school staff are provided with regular training on managing behaviour, including training on the needs of the pupils at the school and how SEND and mental health needs can impact behaviour. Behaviour management also forms part of continuing professional development.

## C.25 Monitoring and evaluating school behaviour

Data will be collected on the following:

- Attendance, permanent exclusion and suspension.
- Incidents of searching, screening and confiscation.
- Behavioural incidents, including removal from the classroom.
- Use of pupil support units, off-site directions and managed moves.
- Incidents of bullying and discriminatory behaviour.
- Anonymous surveys for staff, pupils and other stakeholders on their perceptions and experiences of the behaviour culture.

The data will be analysed from a variety of perspectives including:

- At Trust level.
- At school level.
- By age group.
- By vulnerable group.
- By protected characteristic.

Data will be collected, analysed and reported to the School's Governing Body.

The school will work with the Greenshaw Learning Trust Shared Service to interpret this data, and identify whether there are patterns across the Trust, recognising that numbers in any one school are often too low to allow for meaningful statistical analysis.

The Headteacher will use data analysis to decide whether investigation is required to ensure that the school is meeting its duties under the Equality Act 2010.

Data will be collected, analysed and reported to The Greenshaw Learning Trust Board of Trustees.

## C.26 Suspensions and Exclusions

### Definitions:

- A **suspension** removes a pupil from school for a specific period of time. A pupil may be suspended for one or more fixed period, up to a maximum of 45 school days in a single academic year. Lunchtime suspensions are counted as half a school day. (Suspension is described in legislation as an exclusion for a fixed period.)
- A **permanent exclusion** involves a pupil being removed from the school roll. The decision to exclude a pupil permanently should only be taken:
  - in response to a serious breach or persistent breaches of the school's behaviour policy; and
  - where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school.

### The decision:

- Suspension and permanent exclusion may be used in response to persistent poor behaviour which has not improved following in-school sanctions and interventions or in response to a serious incident; permanent exclusion will only be used as a last resort.
- The decision to suspend or permanently exclude will be made by the Headteacher, in accordance with the DfE Guidance (*Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement, September 2022*).

#### The process:

- When a Headteacher decides to suspend or permanently exclude a pupil they will inform the pupil's parents/carers immediately, usually by telephone, to allow them to ask any questions or raise concerns directly with the Headteacher.
- The Headteacher will then formally notify the pupil's parents/carers in writing, giving the reasons and how to make representations against the suspension or exclusion; and for a suspension describing the arrangements for the pupil to return to school. (*This may be by email if they have given written consent for notice to be sent this way*).
- Representations should be made in writing to the Clerk to the Governing Body - details of how to do this will be provided in the notification letter.

#### Review by a governors' Exclusions Committee:

- For:
  - i. a **permanent exclusion**;
  - ii. a **suspension** that would bring the pupil's total number of days out of school to **more than 15 days in one term**; or
  - iii. a suspension that would result in a **pupil missing a public examination or national curriculum test**:

Then an Exclusions Committee will meet within 15 school days of the notification from the Headteacher of the suspension/exclusion, to consider whether the pupil should be reinstated.

The parents/carers may make representations to the Committee, and the parents /carers and the pupil may attend the Committee.

The Committee may decide to uphold the suspension/permanent exclusion, or may direct that the pupil is reinstated immediately or from a specific date.

- For a **suspension** that would bring the pupil's total number of days out of school to **more than 5 but no more than 15 school days** in one term AND the parents/carers **have** made representations:

Then an Exclusions Committee will meet within 50 school days of the notification from the Headteacher of the suspension/exclusion, to consider whether the pupil should be reinstated.

The parents/carers may make representations to the Committee, and the parents /carers and the pupil may attend the Committee.

The Committee may decide to uphold the suspension, or may direct the pupil is reinstated immediately or from a specific date.

For a suspension or permanent exclusion that would result in a pupil missing a public examination or national curriculum test, the Exclusion Committee must, as far as is reasonably practical, meet to review the suspension or permanent exclusion before the date of the examination or test.

- For a **suspension** that would **not** bring the pupil's total number of days out of school to **more than 5 school days in one term** **or** would not bring the pupil's total number of days out of school to **more than 15 school days in one term**:



Then an Exclusions Committee will consider any representations from the parents/carers, but will not meet with the parents/carers, and cannot direct reinstatement.

The meeting of the Exclusions Committee will be arranged by the Clerk to the Governing Body, who will communicate with relevant parties including the pupil's parents/carers.

Whether or not the parents/carers make representations or attend the meeting, they will be notified in writing of the decision of the Committee.

If a permanent exclusion is upheld, the parents/carers have the right to ask for a review by an Independent Review Panel - details of how to do this will be provided in the decision letter.

Reasonable endeavours must be made to arrange the meeting within the time limits stated and at a time that suits all relevant parties; but the Committee's decision will not be invalid simply on the grounds that it was not made within these time limits.

The process of suspension and permanent exclusion will be carried out in accordance with the GLT Suspension & Exclusions Procedure and the accompanying GLT Guidance.

**Following a suspension or permanent exclusion:**

- During the first 5 school days of a suspension or exclusion, the school will set and mark work for the pupil that is accessible and achievable by pupils outside of school; or the school may arrange alternative provision for the pupil.
- From the 6th day of a suspension, the school must arrange suitable full-time education for the pupil.
- From the 6th day of a permanent exclusion, the pupil's Local Authority must arrange suitable full-time education for the pupil.

## **Part D - School Specific Procedures**

### **Behaviour and Discipline Policy**

#### **Context**

The purpose of this policy is to fulfil the Governors' duty of care to students and staff and to promote high standards of behaviour and attainment. All school community stakeholders have a mutual responsibility to ensure that the school environment is safe and supports children in achieving their full potential.

We want students to feel valued as individuals, to develop self-confidence and resilience, pride in their own achievements and set aspirational goals for themselves. We aim to create a culture that requires students to reflect on their behaviour, to understand the impact on others, accept responsibility for their actions and consider ways to improve.

This policy outlines the expectations which ensure an active engagement with learning and a safe school environment for all.

These expectations are displayed across the school and referred to by staff with students and parents consistently, so we have a shared understanding and common language.

Our training for staff and our behaviour management processes are designed to improve classroom behaviour, encourage self-regulation in students and ensure a rapid recovery and return to lessons.

#### **Aim**

This policy is based upon one aim:

#### **Learning without disruption – all lesson, every lesson**

All students should be able to access their lessons without interruption from disruptive behaviour, all lesson, every lesson. All teachers should be able to teach without disruption.

This simple binary behaviour policy supports this; students will be given one warning and then removed from the classroom. Poor self-regulation from one student cannot be permitted to interrupt the learning of a class.

#### **School Rules**

There are three school rules: ready, respect and safe. The following outlines the fundamental principles for each.

#### **Ready**

Students must be ready to learn at all times and should have the right equipment for lessons.

Families are expected to support the school and ensure their children are in full uniform and equipped for school. This will be formally checked by the tutor every morning during roll call.

Ready to Learn Card: these cards are issued on a weekly basis to students in tutor time and collected at the end of the week. The front provides opportunities for praise to be awarded for a student who demonstrates the school principles. On the back is a section for strikes which are issued if a student is late to school, late to a lesson, or if they do not have the correct uniform or equipment. Three strikes in a week or failure to hand over their cards results in an after-school detention.

### **Respect**

Students should demonstrate respectful behaviour and always follow the taught rules and routines in school. Learning without disruption is expected all lesson, every lesson.

This includes respect for staff, students and visitors in all interaction and communication. Only one warning will be given for disrespectful behaviour before the student is removed from general circulation.

Students are expected to do as they have been asked the first time. This is essential to the provision of an orderly and safe school. Failure to do this may be treated as unsafe behaviour and dealt with seriously.

### **Safe**

All members of our school community have the right to feel safe.

Students will be caring, considerate and accepting of each other and the diversity of our personal backgrounds and preferences. We show mutual respect for everyone and take responsibility for our own behaviour and lead by example.

Broadwater School believes in Equal Opportunities for everyone, there is no place for prejudice or intolerance. Discrimination in any form will not be tolerated and will be dealt with seriously to ensure that students reflect and learn.

## **Responding to good behaviour**

### **Praise Policy**

Rewards, praise, and encouragement are amongst the most powerful aids to teaching, maintaining high standards of behaviour and fostering a positive school ethos.

As a school we recognise that a key part of developing the potential of our young people is giving encouragement and praise. Praise is a key component of good teaching and good staff/student relationships.

Staff at Broadwater actively look for opportunities to praise students both within and beyond lessons. We encourage our students to strive for exceptional progress which we take to mean being the best that they can be, regardless of ability.

It is the teacher's responsibility to praise students whenever possible. This may be during lessons, when marking work or other assessments and around school. Subject teachers are expected to make regular calls home to praise students.

Research clearly shows that the most effective positive behaviour modification occurs when the praise to negative ratio is more than 4:1 for both learning and behaviour.

All staff will be familiar with, and apply fairly and consistently our school reward system.

All staff members are encouraged to give out praise points and 'House Tokens' to students who demonstrate our school principles of 'Work Hard, Be Kind, Make a Difference'. These can be awarded at any point during the school day. Principle Certificates are issued on a regular basis to recognise student's achievement throughout the academic year.

Tutors are responsible for awarding a 'tutee of the week' prize to one student each week for outstanding work in a particular subject or extracurricular activity.

School trips are made available each year and to each student as a way of both motivating them and enhancing their educational experience. Poor behaviour may result in students being unable to participate in school trips.

### **Wider School Recognition**

Students who have performed well in any area of school or community life may also be recognised through wider school, subject and pastoral rewards. This includes recognition such as: Headteacher Commendation Letters, Hot Chocolate Friday, House Student of the Week and Progress Pizza.

### **Responding to unacceptable behaviour**

#### **Sanctions**

We appreciate that there may be times when the expected standards are not met and as such students will be disciplined using the sanctions outlined.

Disruptive behaviour is anything that stops or slows the momentum of the learning experience for students. Defiant behaviour is any time a student refuses, directly or indirectly to follow the instructions of a member of staff.

Disruptive or defiant behaviours may include:

Calling out	Lack of work	Using a mobile phone or other electronic device
Off task chatter	Lack of immediate cooperation	Non-completion of work
Talking over a teacher	Lateness	Damaging equipment/property
Distracting others	Poor choice of language	Name calling
Bickering	Chewing/eating in class	Headphones in or on display

### **Warning**

If behaviour within a lesson is disruptive the member of staff will give one warning to the student by writing their name on the board and they will briefly explain why the warning has been given. If a student fails to meet the lesson expectations a second time the student will be asked to leave the classroom and will go to the Inclusion Room (IR) (this includes arguing with the teacher about the warning). Students are expected to present themselves at the IR within 5 minutes of leaving the teaching room; failure to do so will result in a fixed term suspension.

### **On Call**

On Call will be used in a lesson if a student refuses to leave a classroom to attend the IR. The student will be removed by a member of staff which may result in a fixed term suspension. This is the consequence for defiance towards a member of staff and disrupting the learning of themselves and others.

### **Searching, screening and confiscation**

Staff have the power to search students for any item banned under the school rules if the student agrees.

Mobile phones and other electronic items are not permitted during school hours. Students are permitted to keep them in their possession, but they must be switched off and kept out of sight, this includes headphones.

If a mobile phone/electronic item is seen it will be confiscated and stored until the end of the day in Student Services for the first offence. If an item is confiscated a second time this will not be returned, and parents will be contacted to collect. If a student refuses to hand over their mobile phone or other device when asked they will be sent to the IR for one school day.

Smoking/vaping is not permitted. If a student is caught smoking/vaping in school uniform (this includes out in the community before and after school), to be in possession of smoking/ vaping materials or with other students who are smoking/vaping they will be sent to the IR for one school day. All confiscated smoking/vaping materials will be destroyed.

Staff also have the right to search students without consent where they suspect they have prohibited items such as knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette

papers, E-cigarettes and shisha pens, fireworks, pornographic images, or any items that can be used to commit an offence, or cause personal injury to, or damage to the property of, any person (including the student).

### **Removal from classrooms**

#### **Inclusion Room (IR)**

A day in the IR equates to 5 full lessons, break, lunch and an after-school detention. During this time students will continue with their learning in isolation, and they will be asked to reflect on their behaviour and identify steps forward.

If a student disrupts or fails to complete sufficient work during their time in the IR this will lead to additional time being added, if the expectations remain unmet or if a student walks out of the IR they may be issued a fixed term suspension.

Parents will be notified of an IR referral through a message home via the app 'My Child in School'. The first IR referral per academic year is a shorter consequence of 2 lessons and a social time (breaktime/lunchtime). If a student does not comply with the expectations of the IR a full day will be completed. If a student does not return for the social time owed the full IR Day will be completed. This initial reduced sanction provides an opportunity for students to reflect on expectations, demonstrate a renewed commitment to their learning and return to lessons quickly.

Staff who refer a student to the IR will visit, wherever possible, whilst they are in the IR to complete a 'rebuild conversation' to ensure a successful return to lessons.

#### **Suspensions/Exclusions**

Broadwater School follows the DfE Statutory requirements for suspensions/exclusions.

#### **Fixed Term Suspension (FTS)**

These will be issued to students who fail to self-regulate and whose conduct is deemed to be persistently disrespectful, unsafe or discriminatory. The FTS can range from a half day to five full school days. FTS should not exceed 45 school days in a single academic year for an individual student.

Before a decision is made to suspend a student, incidents will be fully investigated and, where possible, the student will be given an opportunity to give their view of the concerns. This may be in spoken or written form. A record of the student's view will be kept as part of the investigation (if verbalised a staff member will write the record).

Students will be readmitted following a formal meeting with a member of staff, parent and the student during which the incident and additional or alternative support will be discussed.

Parents/guardians will be informed of the suspension by phone call on the day the decision is made, and the details will be confirmed in writing.

### **Permanent Exclusions**

There are some behaviours which cannot be tolerated and are likely to result in a permanent exclusion from the school. An indicative, but not exhaustive, list would include bringing recreational drugs or weapons of any sort into the school (pen knife, BB gun), persistent bullying or disruption of lessons, a physical assault on a member of staff.

Governors may meet with students and parents/guardians who are at risk of permanent exclusion. Parents/guardians may also request the opportunity to make representation to the Governors.

Permanent exclusions are used as a last resort and in response to a serious breach or persistent breaches of the school's behaviour policy and by allowing the student to remain in school would seriously harm the education or welfare of themselves or others in the school.

A Governors' Disciplinary Panel must meet to consider a permanent exclusion within 15 school days of being notified by the school. If Governors uphold the Headteachers decision to permanently exclude, a student's parents/guardians can ask the school to arrange an Independent Review Panel.

### **Detention**

#### **Main School Detentions (MSD)**

This sanction is a one hour after school detention between 3-4pm. This is supervised by school staff on rotation. During this hour students are expected to bring work to complete or read in silence.

Notification of the MSD will be through the student planner and 'My Child in School' with at least 24 hours' notice given. It is the parent/guardian's responsibility to arrange alternative transportation home if this is necessary. We do not require parental consent for detentions or exclusions.

Failure to be silent and compliant in the MSD or failure to attend the MSD will result in a day in the IR.

An indicative list of reasons for the issuing of a MSD includes: failure to be equipped, persistent lateness to school or lessons, failure to hand in homework and three strikes on the Ready to Learn card.

## Anti Bullying Strategies

Bullying is defined as a campaign of action intended to intimidate, taunt or humiliate an individual or group; or a campaign that results in the individual being intimidated, taunted or humiliated.

- All members of the school community have the right to learn and work free from intimidation and fear.
- All bullying the school is made aware of will be investigated thoroughly and action taken.
- The action taken will be decided by the school in consultation with those affected and parents/carers of the affected including victims and, where appropriate, with the bully/bullies and parents/carers of the bully/bullies.
- Parents/carers of all those directly involved will be informed or consulted by a member of school staff.
- The Anti-Bullying strategy is part of the work by the school to stop bullying and will be supported by work in social science and the supportive work carried out by the Pastoral Department.
- Any member of the staff of the school who suspects or witnesses bullying will record the incident on CPOMS alerting the Anti-Bullying Lead on the day of the incident.
- Any incident of bullying reported to a member of the staff will be investigated, actioned, and reported via CPOMS, alerting the Anti-Bullying Lead.
- If the incident involves a breach of the equalities policy (e.g., issues of a racist nature, homophobia, transphobia, disablism or of a sexist nature) it should be brought to the attention of Lead DSL.
- Any action taken by the school will be consistent with the school's behaviour policy.

Bullying can take place anywhere. Because bullying is complex and is often carried out subtly, it may take place in our classrooms.

### Response to incidents of bullying

- Removal of bully and those affected, including victim, to be found place of safety.
- Statements taken from all concerned.
- Victims signposted to appropriate support and/or outside agencies on a needs basis.
- Parents/carers of victim/s informed or contacted.
- Appropriate consequence, which may include fixed term suspension, for the bully/bullies.
- Parents/carers of bullies informed of action taken.
- Bullies warned of serious nature of bullying.
- Groups who have witnessed or colluded in bullying spoken to.
- Reports to be maintained on CPOMS so that a clear chronology of events and action are visible.
- Key staff of relevant groups and individuals to be made aware of the situation, if appropriate.



If the bullying continues, then this will be considered as a grave breach of school conduct and sanctions will be deployed in line with the school's behaviour policy.

### **Strategies for the prevention of bullying**

- Displaying and referring to the Student Anti-Bullying Charter throughout the school.
- Ensuring that all students have access to a copy of the Student Anti-Bullying information leaflet.
- Anti-Bullying Ambassador training provided to a group of students using the Diana Award training scheme.
- Peer mentoring and peer-led activities facilitated by the Anti-Bullying Ambassadors team.
- Staff training and development.
- Specific curriculum, namely through the Social Science programme, input around areas such as cyber bullying and internet safety.
- Referred support from the Eikon Youth Specialist at Broadwater School.
- Whole school Annual Anti-Bullying Week activities facilitated by the Eikon Youth Specialist and the Anti-Bullying Ambassadors team.

### **Recognising the impact of SEND on behaviour**

#### **Reasonable Adjustments**

Students who have an Educational Health Care Plan or identified additional need(s) will be expected to follow the behaviour policy however, reasonable adjustments will be made for some individuals.

Reasonable adjustments will be planned based on advice from the Special Educational Needs and Disabilities Co-Ordinator, Head of COIN Centre and from wider external agencies where appropriate. These alternative strategies will be communicated to all staff so that the differentiated approach for these children is both known and understood.

Reasonable adjustment plans will be reviewed on a termly basis within Pastoral Team meetings and clearly stated on supporting documentation such as EHCPs and the SEND register.

Examples of reasonable adjustment include the use of a learning break card, movement breaks, and work in The Base for 1:1 support.

### **Supporting pupils following a sanction**

#### **Intervention**

Students are monitored by Tutors and wider members of the Pastoral Team. If a student has reported repeated incidents of negative behaviour; support and interventions will be put in place. A range of strategies may be employed depending on the individual and their specific context. These could include a student being placed on a monitoring report, parental meetings, 1:1 or group interventions to address specific behaviours, or a Pastoral Support Program. A student who does not respond to intervention over a specified period of time may be at risk of a managed move to another school or a permanent exclusion.