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## Promoting Good Behaviour Policy

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## **Statement of intent**

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Ash Meadow School is committed to providing an environment where all students and staff can feel safe, happy, accepted and integrated. It is important that an orderly framework should exist within which effective teaching and learning can take place. The school also holds an important position in the wider community, educating the young citizens of tomorrow in a way which will ensure that they take a positive and proactive role within their community. It is therefore important that the individual has a high self-esteem and confidence reflected through a good education, smart school uniform and working in a quality learning environment.

## **Aims**

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The dedicated team at Ash Meadow School have a collective responsibility to:

- Promoting desired behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority, and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all.
- Praising and rewarding good behaviour.
- Challenging and disciplining misbehaviour.
- Providing a safe environment, free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging positive relationships with parents.
- Developing positive relationships with students to enable early intervention.
- A shared approach which involves students in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all students can achieve.

To achieve the above we will:

- Work to create a positive learning environment within the school and ensure our approach to behaviour management is consistent, and understood by all the school staff, students and parents.
- Ensure all adults provide positive examples and attitudes.
- Ensure relationships with other adults and with students are fair, honest, polite, respectful and considerate.
- Teach, through the school curriculum, values and attitudes as well as knowledge and skills. This will promote responsible behaviour, encourage self-discipline and encourage in children a respect for themselves, for other people and for property.
- Make clear to children the distinction between minor and more serious behaviour and the range of consequences that will follow.
- Treat problems when they occur in a caring and sympathetic manner to achieve an improvement in behaviour.
- Provide good role models.
- Encourage students to understand and value relationships particularly with peers, staff, parents, grandparents, elders and other members of the community.
- Teach all students effectively.

- Do our best to ensure that all students are safe and happy.

## **Legal framework**

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This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Education Act 2002
- Equality Act 2010
- Educations and Inspections Act 2006
- Health Act 2006
- The School Information (England) Regulations 2008
- DfE (2016) 'Behaviour and discipline in schools'
- DfE (2018) 'Sexual violence and sexual harassment between children in schools and colleges'
- DfE (2018) 'Mental health and behaviour in schools'
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2013) 'Use of reasonable force'
- Voyeurism (Offences) Act 2019

This policy operates in conjunction with the following school policies:

- Student Code of Conduct
- Anti-Bullying Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Child Protection and Safeguarding Policy
- Drug and Alcohol Policy
- Physical Restraint and Reasonable Force Policy
- Complaints Procedures Policy
- Searching, Screening and Confiscation Policy

## **3. Our Expectations of Behaviour**

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- All members of the school community are asked to respect each other;
- All students are expected to respect their teachers, other adults and fellow students;
- All students are expected to respect their own and other people's property and to take care of books and equipment;
- All students are expected to have respect for the environment: their own school and other people's property and the community in which we live;
- All students are asked to be polite, well-mannered, caring and attentive;
- All members of the school community are asked to have high expectations for their own and others' behaviour;
- All members of the school community are asked to respect and support each other, demonstrating a responsibility for others;
- All members of the school community are asked to consider the safety of everyone;
- help themselves and others to learn;

- All students to have respect for themselves; pride in their own achievement and that of others within school, high standards of dress and behaviour and the desire to produce their best work at all times;
- All students are expected to make a positive contribution and recognise the contribution of others;
- All members of the school community can expect to be listened to and listen to others; realise the equal value of all and value differences; avoid raised voices and aggressive body language;
- All staff will treat all students in a clear, fair, consistent and calm way;
- All students are expected to help the classroom to be a quiet, ordered place; expect the relationship between children, teachers and parents to be one of trust; conform to school standards and practices without losing individuality;
- All staff will recognise achievements;
- Students are expected to develop a respect for others; their feelings, opinions, cultures, limitations and the right to their individuality;
- Students are expected to develop a respect for the future: the belief that we can all make a difference by our contribution to the local, national and global community;
- Students have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported;
- Students will be expected to take responsibility for their own behaviour.

## **Roles and Responsibilities**

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The Head of School has overall responsibility for:

- The monitoring and implementation of this Behaviour Policy and of the behaviour procedures at the school. This includes the policy's effectiveness in addressing any SEMH-related drivers of poor behaviour.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation.
- Promoting a whole-school culture where calm, dignity and structure encompass every space and activity.
- Handling complaints regarding this policy, as outlined in the school's Complaints Procedures Policy.
- Establishing the standard of behaviour expected by students at the school.
- Determining the school rules and any disciplinary sanctions for breaking the rules.
- The day to day implementation of the policy
- Publishing this policy and making it available to staff, parents and students at least once a year.
- Reporting to the governing board on the implementation of this Behavioural Policy, including its effectiveness in addressing any SEMH related issues that could be driving disruptive behaviour.

The positive Behaviour Support Lead is responsible for:

- Overseeing the whole school approach to mental health, including how this is reflected in the school's Behavioural Policy, how staff are supported with managing students with SEMH related behavioural difficulties, and how the school engages students and parents with regards to the behaviour of students with SEMH difficulties.

- Collaborating with the Head of School and deputy Head of School, as part of the SLT, to outline and strategically develop behavioural and SEMH policies and provisions for the school.
- Coordinating with mental health support teams to provide a high standard of care to students who have SEMH related difficulties that affect their behaviour.
- Providing professional guidance to colleagues about SEMH difficulties and the links with behaviour, and working closely with staff, parents and other agencies, including SEMH charities.
- Leading CPD on mental health and behaviour.

Teaching staff are responsible for:

- Being aware of the signs of SEMH related behavioural difficulties.
- Planning and reviewing support for their students with SEMH related behavioural difficulties in collaboration with parents, carers, the Head of School and whenever possible, the students themselves.
- Setting high expectations for every student and aiming to teach them the full curriculum, whatever the prior attainment.
- Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every student achieving their potential, and that every student with SEMH related behavioural difficulties will be able to study the full national curriculum.
- Being responsible and accountable for the progress and development of the students in their class.
- Being aware of the needs, outcomes sought, and support provided to any students with SEMH related behavioural difficulties.
- Keeping the relevant figures of authority up to date with any changes in behaviour. The relevant figures of authority include: Head of School, behaviour lead.

All members of staff, volunteers and support staff are responsible for:

- Treating all children fairly and with respect.
- Raising children's self-esteem and develop their full potential.
- Providing a challenging, interesting and relevant curriculum.
- Recognising that each child is an individual and to be aware of their special needs: make adjustments to learning programmes to provide personalised learning.
- Creating a safe, pleasant environment both physically and emotionally.
- Ensuring rewards and consequences are followed through.
- Being a good role model.
- Forming a good relationship with parents and carers so that all children can see that the key adults in their lives share a common aim.
- Offering a framework for social education and encourage children to be aware of the needs of others.
- Providing opportunities for children to take responsibility both within the classroom and the wider school environment.
- Developing a classroom charter/guidelines with students so that students have an opportunity to reflect on behaviour.
- Encouraging children to take care of their own property, their school, and the property of others.
- Engaging students in behaviour education based on empathy, responsibility and care rather than resort to short term 'quick fix' strategies.
- To reflect and understand the causes of misbehaviour and take preventative actions.

- To enable students to understand the consequences of their actions.
- For students to understand choices in their behaviour and consequences.
- Adhering to this policy and ensuring that all students do too
- Promoting a supportive and high quality learning environment, and for modelling high levels of behaviour.

Students are responsible for:

- Their own behaviour both inside school and out in the wider community.
- Reporting any unacceptable behaviour to a member of staff

## **Definitions**

For the purpose of this policy, the school defines “serious unacceptable behaviour” as any behaviour which may cause harm to oneself or others, damage the reputation of the school within the wider community, and/or any illegal behaviour, including, but not limited to, the following:

- **Discrimination** – not giving equal respect to an individual on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation
- **Harassment** – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals
- **Vexatious behaviour** – deliberately acting in a manner so as to cause annoyance or irritation
- **Bullying** – the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature
- Possession of legal or illegal drugs, alcohol or tobacco
- Possession of banned items
- Truancy
- Refusing to comply with disciplinary sanctions
- Theft
- Swearing, racist remarks or threatening language
- Fighting or aggression

For the purpose of this policy, the school defines “low level unacceptable behaviour” as any behaviour which may disrupt the education of the perpetrator and/or other students, including, but not limited to, the following:

- Lateness
- Low level disruption in class

- Failure to complete classwork
- Rudeness
- Lack of correct equipment
- Refusing to complete homework, incomplete homework
- Disruption on transport to and from school
- Use of mobile phones without permission
- Graffiti

“Unacceptable behaviour” may be escalated as “serious unacceptable behaviour”, depending on the severity of the behaviour.

“Challenging behaviour” is defined as:

- Discriminative abuse
- Verbal abuse
- Bullying
- Persistent disobedience or destructive behaviour
- Extreme behaviour – eg, violence, running away from school, vandalism
- Any behaviour that threatens safety or presents a serious danger
- Any behaviour that seriously inhibits the learning of students

## **Good Practice**

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Teachers are expected to draw on the following principles of good practice:

- Make clear their expectations of good behaviour.
- Discourage unsociable behaviour by promoting mutual respect.
- Encourage children to take responsibility for their own actions and behaviour.
- Be consistent in their expectations of children.
- Praise good behaviour both privately and publicly.
- Setting good habits early in order to help students establish regular punctual attendance and good behaviour from the start, involving parents and carers in the process.
- Early intervention is needed where there is poor behaviour or unexplained absence, so it is clear that this will not be tolerated.
- Rewarding achievements through positive recognition of individual students, classes or year groups achievements in good attendance and behaviour, and through mentions in group discussions, certificates or prizes;
- Supporting behaviour management with techniques such as assertive discipline to help improve and maintain high standards of behaviour and discipline.

- Identifying underlying causes since poor behaviour may be linked to a student's difficulties in understanding lessons and so additional literacy or numeracy support may be required to address poor behaviour effectively.
- Study support, including activities from after school clubs, to thinking skills workshops which can help to reinforce school work.

## **Strategies for Promoting Good Behaviour**

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### **Ash Meadow - Key Stage 1 & 2**

- Public praise in the classroom and at Celebration or Team assemblies for good behaviour and good work.
- PHSCEE and circle time.
- Displaying the students' work in the classroom to acknowledge their achievements.
- Share good work with parents.
- Home / school communication diaries.
- PHSCEE charts - Friendship tree.
- Peer mediation.
- School Council.
- 'Tree of Life' - tree to fill up with leaves to record student 'blossoming' with progress.
- Agreed class targets.
- Help children to challenge unacceptable behaviour such as bullying, harassment and name calling.
- Reassure children that they are always valued even if the behaviour is unacceptable at times.
- 'Thinking mats.'

### **Ash Meadow - Key Stage 3/4**

- Oral praise.
- Written comments on individual pieces of work.
- Recording of positive comment in school planner/diary.
- Positive comment for 'Record of Achievement' / portfolios.
- Telephone call / letter home to carer/parent.
- Certificate of Achievement.
- Acknowledgement in assembly's /tutor time.
- Peer mediation.
- School Council.

## **Sanctions**

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Behaviour is not acceptable when it:

- Disrupts the education of peers;
- Does not allow the teacher to teach; or
- Undermines the calm respectful ethos of the school.

Teachers should feel free to use strategies appropriate to the age and make-up of the class as well as those with which they feel comfortable.

- The student should be spoken to quietly by a member of staff.
- Sit in a quiet area and reflect on what happened, how the situation can be changed, what actions need to be taken to rectify and make good any damage caused and how to avoid such situations in the future.
- Finish their work in their own time.

## **Bullying**

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It is essential that students can learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at the school. School teaching and support staff must be alert at all times to signs of bullying and act promptly and firmly against it in accordance with school policy.

## **Smoking and Controlled substances**

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In accordance with part 1 of the Health Act 2006, this school is a smoke-free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.

Parents, visitors and staff are instructed not to smoke on school grounds and should avoid smoking in front of students and/or encouraging students to smoke.

Students are not permitted to bring smoking materials or nicotine products to school. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches or pipes.

In the interest of health and hygiene, the school requests that people refrain from smoking outside the school gates.

The school has a zero-tolerance policy on illegal drugs and legal highs. Students and staff are required to follow the school's Drug and Alcohol Policy.

## **Prohibited sexual harassment**

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The school prohibits all forms of sexual discrimination including sexual harassment, gender-based bullying and sexual violence.

Types of conduct that are prohibited in the school and may constitute sexual harassment under this policy include, but are not limited to, the following:

- Unwelcome sexual flirtations or propositions, invitations or requests for sexual activity
- Sexual comments, such as making lewd comments or sexual remarks about clothing and appearance, and calling someone sexualised names

- Sexual jokes or taunting, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Unwelcome communication that is sexually suggestive, degrading or implies sexual intentions, including written, verbal, online, etc.
- Physical behaviour, such as deliberately brushing against, grabbing, massaging or stroking an individual's body
- Taking, displaying, or pressuring individuals into taking photos of a sexual nature
- Exposing, or causing exposure of, underclothing, genitalia, or other body parts that are normally covered by an individual, through means including, but not limited to, mooning, streaking, 'upskirting', 'down blousing', or flashing
- Purposefully cornering or hindering an individual's normal movements
- Engaging in the improper use of school-owned devices and the internet including, but not limited to, the following:
  - Accessing, downloading or uploading pornography
  - Sharing pornography via the internet or email
  - creating or maintaining websites with sexual content
  - Participating in sexual discussions through email, chat rooms, instant messaging, social media, mobile phone or tablet apps, or any other form or electronic communication

The school will respond promptly and appropriately to any sexual harassment complaints in line with the Child Protection and Safeguarding Policy; appropriate steps will be taken to stop the harassment and prevent any reoccurrence.

The school will address the effects of harassment and will provide counselling services for victims, or academic support services if the harassment has affected performance.

### **Items banned from the school premises**

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The following items are banned from the school premises:

- Fire lighting equipment
- Matches, lighters, etc
- Drugs and smoking equipment:
  - Cigarettes
  - Tobacco
  - Cigarette papers

- Electronic cigarettes (e-cigs)
- Firelighting equipment:
  - Matches, lighters, etc
  - Drugs and smoking equipment
  - Alcohol
  - Solvents
- Any form of illegal drugs
- Any other drugs, except medicines covered by the prescribed medicines procedure
- Weapons and other dangerous implements or substances:
  - Knives
  - Razors
  - Catapults
  - Guns (including replicas and BB guns)
  - Whips or similar items
  - Laser pens
  - Knuckle dusters and studded arm bands
  - Pepper sprays and gas canisters
  - Fireworks
  - Dangerous chemicals
- Other items
  - Offensive materials (ie. Pornographic, homophobic, racist, etc)
  - Aerosols including deodorant and hairspray (unless on a swimming day)

All members of staff can use their power to search without consent for any of the items listed above.

Searches will be conducted by a same-sex member of staff, with another same-sex staff member as a witness, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.

Staff members may instruct a student to remove outer clothing, including hats, scarves, boots and coats.

A student's possessions will only be searched in the presence of the student and another member of staff, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.

A staff member carrying out a search can confiscate anything upon which they have reasonable grounds to suspect is a prohibited item.

The school is not liable for any damage to, or loss of, any confiscated item.

The police will be contacted if any weapons, knives, illegal substances and extreme or child pornography are discovered by a member of staff.

For all other items, it is at the discretion of the member of staff to decide if, and when, an item will be returned to a student.

Parents will be informed of any confiscated item and may be required to collect the item (unless the item relates to alcohol, illegal drugs or tobacco), from the school office.

The Head of School will always be notified when any item is confiscated.

### **Effective classroom management**

The school understands that with well-managed classrooms and with reasonable adjustments, students will be expected to follow the guidelines of the class. The school recognises the importance to:

- Start the year with clear sets of rules and routines that are understood by all students.
- Establish agreed rewards and positive reinforcements
- Establish positive outcomes for misbehaviour
- Establish clear responses for handling behavioural problems
- Encourage respect and development of positive relationships
- Make effective use of the physical space available.
- Have well-planned lessons with a range of activities to keep students stimulated.

Well managed classrooms are paramount to preventing disruptive and challenging behaviour – the school establishes four core areas to effective classroom management which each contribute to preventing behaviour problems, these are as follows:

- Classroom rules

- Routines
- Praise
- Rewards

### **Classroom rules**

Teachers ensure that classroom rules are always clear and comprehensive.

Attention is given to how rules are worded – teachers ensure they use positive language rather than negative, e.g. “I will act respectfully towards my peers and teachers”, rather than “do not act disrespectfully towards your peers and teachers”.

Before committing to the classroom rules, teachers try to ensure that all students have an understanding of what they involve.

### **Routines**

The school understands that students work best when there is an established routine, and that most behavioural problems arise as a result of a lack of a consistent routine.

Teachers establish classroom routines at the beginning of the academic year in conjunction with students and revisit these daily.

Routines may include activities such as the following:

- Basic skills
- Circle time
- Snack

Visual timetables are displayed for students who require visible support that show ‘now’ and ‘next’ routines.

Once a routine has been established, the teacher models this for students to ensure they understand it.

Teachers ensure that the routine remains consistent and is practised throughout the year to create a more productive and enjoyable environment.

### **Praise**

The school recognises that praise is key to making students feel valued and ensuring that their work and efforts are celebrated. Whilst it is important to receive praise from teachers, the school also understands that peer praise is effective for creating a positive and fun environment, and value amongst students.

When giving praise, teachers ensure:

- They define the behaviour that is being rewarded.

- The praise is given immediately following the desired behaviour.
- The way in which the praise is given is varied.
- Praise is related to effort, rather than only work produced.
- Perseverance and independence are encouraged.
- Teachers ensure that praise is not given continuously without reason and only when a student's efforts, work or behaviour needs to be recognised.
- Praise that is given is always sincere and is never followed with immediate criticism.
- Teachers encourage students to praise one another, and praise another student to the teacher, if they see them modelling good behaviour.

### **Rewards**

The school understands that when rewards are used following certain behaviour, students are more likely to model the same behaviour again. For rewards to be effective, the school recognises that they need to be:

- **Immediate** – immediately rewarded following good behaviour.
- **Consistent** – consistently rewarded to maintain the behaviour.
- **Achievable** – keeping rewards achievable to maintain attention and motivation.
- **Fair** – making sure all students are fairly rewarded

The school uses three different categories of rewards – these are:

- **Social** – praise and recognition, eg. a positive phone call or email home.
- **Physical** – material rewards, eg. stickers, certificates.
- **Activity** – activity based rewards, eg. reward time, golden time, drive

Teachers may implement different types of rewards as they see fit with approval from the Head of School; however, as a general rule, the following rewards are used:

- Stickers
- Head teacher awards
- Certificates
- Free time
- Positions of responsibility, eg. school council
- Class celebrations

- Phone calls and emails home
- Reward time
- Golden time

### **Positive relationships and approach**

Positive teacher-student relationships are key to combatting challenging behaviour. The school focusses heavily on forming these relationships to allow teachers to understand their students and create a strong foundation from which behavioural change can take place.

Teachers will enforce a number of strategies to establish positive relationships with their students – these include:

- Welcoming students as they enter the classroom.
- Ensuring students understand what is expected of them.
- Creating a positive environment where every student feels comfortable and respected.
- Showing an interest in each student's interests, talents, goals, likes and dislikes, and their family.
- Engaging with students during lunchtime and breaktime.
- Focussing on using positive language when interacting with students to guide them towards positive outcomes rather than highlighting their mistakes.

Within the classroom, teachers establish clear expectations for manners and respect for students – this includes:

- Acknowledging and giving praise when a student demonstrates good manners.
- Encouraging students to treat others with respect by modelling the desired behaviour.
- Informing students of the importance of treating others the same way they like to be treated,
- Role-playing various situations to demonstrate appropriate responses, so they learn to understand how to act in a given context.
- Establishing a politeness ethos to help students understand basic manners and respect.
- Teaching students the importance of showing respect to each other – eg, writing thank you letters or letters of apology

The school aims to create a safe and calm environment in which positive mental health and wellbeing is promoted and students are taught to be resilient, reducing the likelihood of SEMH-related behavioural issues.

The school aims to promote resilience as part of a whole-school approach, using the following methods:

- **Culture, ethos and environment** – the health and wellbeing of students and staff is promoted through the informal curriculum, including leadership practice, policies, values and attitudes, alongside the social and physical environment.
- Teaching – the curriculum is used to develop students' knowledge about health and wellbeing
- Community engagement – the school proactively engages with parents, outside agencies and the wider community to promote consistent support for students' health and wellbeing.

Positive mental wellbeing will be promoted through:

- Teaching in health education and PSHE
- Counselling when appropriate
- Positive classroom management
- Developing social skills
- Working with parents
- Peer support

The school ensures all provision is made to support and promote all students' positive mental health. The school's SEMH Policy outlines the specific procedures that will be used to assess those students for any SEMH difficulties that could affect their behaviour.

### **Understanding behaviour**

1.1. Where students frequently display negative behaviour, the school uses the antecedent–behaviour consequence (ABC) analysis to determine appropriate support – this involves:

- Antecedent (**A**): what happens before the behaviour occurs/what has led up to the behaviour
- Behaviour (**B**): the behaviour that occurs
- Consequence (**C**): the positive or negative results of the behaviour. Using the ABC analysis, staff are able to identify when the behaviour is likely to occur, and the support that needs to be put in place to minimise consequences and disruption.
  - When conducting the ABC analysis, staff will ask themselves the following questions to ensure the analysis is effective:

- What appears to be the underlying cause of the student's behaviour?
- Where and when does the student display this behaviour?
- What are the triggers of the behaviour?
- What acceptable behaviour can the student use to ensure their needs are met?
- What strategies can be implemented for behaviour change?
- How can the student's progress be monitored?
- A Behaviour Support Plan is developed for each student displaying challenging behaviour alongside an individual risk assessment once the ABC analysis is complete – this outlines the expectations of the student and the support required.
- Necessary staff members will be familiar with the student's behaviour support plan to ensure staff are equipped to deal with instances of negative behaviour.
- Students, their parents, the Behaviour Support lead (and carers, where relevant) are involved in the development of the Behaviour Support plan, and this is reviewed on a timely basis by the Behaviour Support Lead and their teacher – the support plan will be reviewed sooner if it is not effective.

### **De-escalation strategies**

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Where negative behaviour is present, staff members will implement taught de-escalation strategies to diffuse the situation – this includes the following:

- Appearing calm and using a modulated, low tone of voice
- Using simple, direct language
- Avoiding being defensive, eg. if comments or insults are directed at the staff member
- Providing adequate personal space and not blocking a student's escape route
- Showing open, accepting body language, eg. not standing with their arms crossed
- Reassuring the student and creating an outcome goal
- Identifying any points of agreement to build a rapport
- Offering the student a face saving route out of confrontation, eg. offering a positive option or encouragement

- Using positive phrases only, eg. 'if you go and sit down, I can help you'

## **Intervention**

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In line with the school's Physical Restraint and Reasonable Force Policy, all members of staff have the legal right to use reasonable force to prevent students from committing an offence, injuring themselves or others, or damaging school property, and to maintain good order and discipline in the classroom. Bright Future's school recognises that the students in this school are vulnerable and will only use intervention that is reasonable, absolutely necessary, and in proportionate to the situation occurring.

Physical restraint may be appropriate in the following situations:

- A student attacks a member of staff or another student
- A student tries to, or does, conduct deliberate damage or vandalism to property
- A student is causing, or is at risk of causing, injury or damage by accident, by rough play or by misuse of dangerous materials or objects
- A student is running on a corridor or stairway in a way that may cause an accident or injury to themselves or others
- A student leaves the classroom, or tries to leave the classroom or school premises, at an unauthorised time – only where doing so may lead to a risk of injury, property damage or serious disruption
- A student is behaving in a way that is seriously disrupting a lesson, event or educational visit in the community

Physical restraint will only be used as a last resort and as a method of restraint. Staff members will use their professional judgement of the incident to decide whether physical intervention is necessary.

All staff will attempt to use the de-escalation strategies before the use of physical intervention; however, the school understands that intervention may be the only resolution in some severe incidents, such as violence or where there is an immediate risk of injury.

Any physical intervention used will be conducted in line with the Physical Restraint and Use of Reasonable Force Policy.

Wherever possible, staff will ensure that a second member of staff is present to witness the physical intervention used. Times of intervention will always be taken.

After an instance of physical intervention, the student will be immediately offered support and a time of reflection where a drink will be offered.

Restoration of the situation will be calmly dealt with, offering support and change of face to the student if required.

## **Staff training**

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The school recognises that early intervention can prevent misbehaviour. As such, all staff receive training in identifying problems before they escalate; this can be behavioural problems in the classroom, during breaks and lunchtime or when out in the community.

'Team Teach' is the approved training provider. 'Team Teach' are a market leading, award-winning training provider that promotes a whole setting holistic approach to behaviour management. Ash Meadow have designated Team Teach trainers within the school.

Teachers and support staff will receive training on this policy as part of their new starter induction.

All staff members are provided with sufficient training in de-escalation strategies and dealing with disruptive and challenging behaviour as part of their induction programme – this training is updated on an annual basis.

Training may also be refreshed in light of recent incidents and challenging behaviour, or where it is apparent that existing methods are not as effective as they could be.

All staff members are trained in the approved methods of physical intervention in line with the school's Physical Restraint and Use of Reasonable Force Policy.

Teachers and support staff will receive regular and ongoing training as part of their development.

### **Monitoring and review**

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This policy will be reviewed by the Head of School and Education Quality Lead on an annual basis, who will make any necessary changes and communicate these to all members of staff.

This policy will be made available for Ofsted inspections and review by the chief inspector, upon request.

The next scheduled review date for this policy is October 2022.

## **Behavioural Management During the Coronavirus (COVID-19) Pandemic**

### **Statement of intent**

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The school aims to act in accordance with the Behavioural Policy set out above as much as possible; however, we understand the necessity for additional rules and considerations during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions the school will take during this time.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

### **Enforcing new rules**

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The school ensures that infection control and social distancing rules are communicated effectively to all students.

Staff are informed about the measures in place so they can enforce these rules at all times.

The school informs parents of any changes to provision outlined in this policy.

The school expects students to uphold these rules at all times, including on school transport, where practicable.

Staff are informed of sanctions and rewards in place to aid enforcement of these rules in line with this policy.

Where required, staff explicitly teach and supervise health and hygiene arrangements, e.g. handwashing, tissue disposal and toilet flushing.

The school recognises that students may be supervised or taught by members of staff they have had no prior contact with; however, students are expected to treat all members of staff with respect and work together to maintain a safe environment.

### **Attendance**

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Attendance is mandatory for all students from September 2020.

The attendance register is taken as usual, in line with the Attendance and Punctuality Policy.

Students should not attend school if they are following public health or clinical advice to stay at home, and students and their parents are not be penalised for these absences.

If a student needs to stay at home due to following public health or clinical advice, the reason for their absence is reviewed on a weekly basis by the Head of School.

If a student cannot attend school for any reason, their parent must get in touch with the school office. If the school is not contacted regarding an absence, the student's parent will be contacted on the first day of the absence.

Non-attendance is managed in line with the Attendance and Punctuality Policy, which includes specific provisions that will be followed during the coronavirus pandemic.

Attendance is monitored, and specific interventions put in place to reengage non-attending students.

In the event that a parent of a child with coronavirus symptoms insists they attend school, the school has the right to refuse the student attendance if in its reasonable judgement it is necessary to protect their students and staff from possible infection with coronavirus.

## **Arrival and departure**

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The school expects students to follow all arrival and departure arrangements to the best of their ability and to arrive at the correct time.

Students are expected to participate in any infection control and social distancing measures, e.g. hand washing, before entering and exiting the school.

The school expects students to move immediately to their learning area after washing their hands upon arrival.

Upon departure from school, the school expects students to move immediately from the school buildings and not to linger on the school premises without good cause, e.g. they are waiting to be picked up.

## **Hygiene and infection control**

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The school has conducted and will adhere to the Coronavirus (COVID-19): Risk Assessment in order to enforce adequate and practical measures to protect the health and safety of both staff and students.

The school understands that younger children and those with complex needs may not understand why the infection control measures need to be in place and may struggle to follow them. These students are supported to adhere to the measures and their needs are taken into account with regards to discipline and giving rewards.

Students remain within their assigned 'bubbles' and avoid mixing with others as much as possible – staff reinforce this behaviour through teaching, rewards and supervision.

Students are expected to wash their hands for at least 20 seconds with soap and water, and/or alcohol-based hand sanitiser:

- Upon arrival at school.
- Before and after consuming food.
- After using the toilet.
- After coughing or sneezing.

- When they return from breaks.
- When they change rooms.
- When departing from school.

Younger students and those with complex needs are helped to clean their hands properly and are supervised when using hand sanitiser.

Students are expected to maintain good hand and respiratory hygiene at all times while in school, to the best of their ability.

Students are expected to dispose of tissues using the litter bins provided.

Students are expected to use infection control provisions responsibly, e.g. using hand sanitiser as directed.

Students are discouraged from sharing equipment or toys which pose a higher risk of infection, e.g. play dough.

The school prohibits students from spitting, biting, purposefully coughing in another person's vicinity, or other behaviours that increase the risk of spreading infection on purpose, e.g. purposefully disposing of soiled tissues in an unsafe manner.

The school understands that some students with complex needs will struggle to maintain good respiratory hygiene, e.g. those who spit uncontrollably or use saliva as a sensory stimulant. Individual risk assessments are conducted for these students to ensure their safety and the safety of the staff who work with them.

Students whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with this policy.

Students who are deemed unable to fully adhere to infection control rules, e.g. some students with SEND or younger children, are not disciplined for poor behaviour in this regard – positive behaviour is reinforced using praise and rewards.

Members of staff encourage students who are deemed unable to fully adhere to infection control rules to practice good infection control behaviours to the best of their ability, through teaching, praise and supervision.

Older students are required to wear face coverings when being escorted to and from school in public taxis, unless they are exempt from wearing face coverings. When removing a face covering, students must:

- Not touch the front of their face covering during use or when removing them.
- Wash their hands immediately on arrival to school.
- For temporary face coverings, dispose of them in a covered bin.
- For reusable face coverings, store them in a plastic bag.
- Wash their hands after removing the face covering.

## **Social distancing**

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### **General**

Students adhere to the social distancing measures put in place by the school, which are fully set out in the school's Social Distancing Policy.

Students form orderly queues, e.g. when waiting to use the toilets, using the two metre floor markings where necessary, and they are respectful and patient towards their peers.

Students are expected to:

- Refrain from close contact with people who display symptoms of coronavirus.
- Remain at least two metres apart from other people, where practicable.
- Remain within their assigned bubbles.

Where it is not practicable for students to remain two metres apart from others, they are expected to maintain as much distance between themselves and others as possible and to ensure their time in close proximity to others is limited.

Students are placed into bubbles and they are not permitted to mix with other students outside this bubble, unless instructed to do so by their class teacher.

Students whose behaviour is purposefully contrary to the school's social distancing measures are disciplined in line with this policy.

Students who are deemed unable to fully adhere to social distancing measures, e.g. some students with additional needs or younger students, are not disciplined for poor behaviour in this regard – positive behaviour is reinforced using praise and rewards.

Members of staff encourage students who are deemed unable to fully adhere to social distancing measures to keep away from others, to the best of their ability, through teaching, praise and supervision.

### **In the dining room**

The school expects students to respect the health and safety of the catering staff and to follow all infection control and social distancing rules put in place while collecting food.

Students are allocated specific time to use the dining room to help adhere to social distancing rules. Students do not enter the dining area unless expressly told to do so by a member of staff.

### **During sports and exercise activities**

The school expects students to follow all social distancing and infection control measures during sports and exercise activities, both indoors and outdoors.

The school does not permit close-contact sports, play or activities at this time.

Students who are deemed unable to adequately follow social distancing or infection control measures during sports, activities and play are not disciplined – correct behaviour is reinforced by a member of staff or the activity is suspended.

### **Moving around the school**

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The school expects all students to move around the school following the school's arrangements, e.g. using one-way systems, separate entrance/exits etc.

The school prohibits students from lingering in walkways, including stairs, and other communal areas without good cause.

Students are expected to move directly from one destination to the next at the times allotted to them and in their assigned groups, e.g. moving to the dining room to collect lunch

Students may leave the classroom to use the toilets or other sanitary facilities one at a time, with permission from a member of staff.

Students who purposefully and continuously linger in walkways and communal areas without good cause are disciplined in line with this policy.

### **Ill health and infection**

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The school expects students to report to a member of staff as soon as possible if they are feeling unwell and showing symptoms of coronavirus, or believe a peer is showing symptoms of coronavirus. Members of staff are vigilant in observing illness in non-verbal students or students who are unable to inform them they feel ill.

Any bullying or harassment towards students who have had, currently have, or are suspected to have coronavirus is not tolerated – this behaviour is addressed in line with this policy and the Anti-Bullying Policy.

The school allocates suitable areas that can be used to isolate students who shows symptoms of coronavirus whilst they wait for their parent or primary carer to collect them.

Students who have been advised to self-isolate at school while waiting to go home are expected to follow all infection control and social distancing rules in place and must not leave the area used to isolate them until their parents or primary carer picks them up.

### **The school premises**

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Students are prohibited from entering areas of the school that have been closed for cleaning, social distancing, or infection control purposes.

Students who purposefully access prohibited areas of the school without permission are disciplined in line with this policy – students who are deemed unable to fully adhere to these restrictions are not disciplined and the correct behaviour is reinforced instead.

## **Breaktime and lunchtime arrangements**

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The school expects students to adhere to social distancing and infection control measures, to the best of their ability, during lunchtimes and breaktimes.

Students are expected take their breaks and lunchtimes at phased times, within their permitted bubbles and only in designated areas.

## **School uniform**

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The school expects all students to wear uniform while in school, wherever possible.

Parents do not need to clean their child's uniform any more often than usual.

Reasonable adjustments are made where students cannot, for good reason, wear the correct school uniform, e.g. the student has outgrown an item of uniform and their parent is currently unable to replace it.

Where students cannot wear the correct uniform, suitable garments must be worn that fulfil the following requirements:

- They are plain in colour
- They are practical for school
- They do not display words, logos or graphics that are considered offensive

## **Managing the behaviour of remote learners**

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While all students will return to school in September, there may still be times when students need to learn remotely, e.g. due to a local lockdown or when the student is following health advice to stay at home.

The school expects students who are learning remotely to uphold good behaviour at all times and to:

- Attend remote classes or group sessions on time, wherever possible.
- Complete the work that has been set and return it on time, to the best of their ability.
- Keep all communication polite and appropriate, and in line with the school's remote learning arrangements.
- Not misuse or mistreat the resources or technology utilised for the delivery of remote learning.
- Report any issues, including harassment or bullying from their peers, to their teacher.

## **Support for students**

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The school understands that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education in some students, resulting in increased incidences of poor behaviour.

Relevant staff work with students who are struggling to reengage with school and who are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.

The school understands that some students will return to school in September having been exposed to a range of adversity and trauma, which may lead to an increase in social, emotional and mental health (SEMH) concerns.

Appropriate support for students with SEMH issues is arranged, including arranging access to services such as educational psychologists, social workers and counsellors.

The Head of School works with local services to ensure services and support are in place for students to allow them a smooth return to school.

The parents of students who require support to reengage with school are contacted before the beginning of the academic year to set expectations, discuss concerns and build confidence in their child returning to school.

Where a student requires additional support, relevant staff consider what support or reasonable adjustments are needed and develop a plan to deliver this support.

EHC plans, pastoral support plans or multi-agency plans for relevant students are kept up-to-date.

Pastoral staff and the DSL and their deputies undertake the appropriate training to ensure they are able to spot signs of distress and poor mental health.

## **Rewards and discipline**

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Rewards and discipline are given in line with this policy, where practicable, in collaboration with parents and carers.

Staff ensure that any rewards given adhere to the school's infection control and social distancing measures.

The school understands that students may have had different experiences during the coronavirus pandemic and that this may affect how students re-adapt to a school environment and its routines.

Where the school recognises that a student's challenging behaviour may be linked to their experiences during the coronavirus pandemic, e.g. bereavement, it acts in line with relevant policies and ensures adequate wellbeing support is offered.

## **Close contact behavioural management**

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Behavioural management which requires the use of reasonable force or restraint as a last resort is carried out in line with the Positive Handling Policy.

The school recognises that social distancing and infection control measures cannot be adhered to using reasonable force or exercising restraint on a student to control their behaviour to prevent them posing a significant risk to themselves or others.

Once a student no longer needs to be restrained for the safety of others or themselves, staff continue to adhere to the social distancing and infection control measures put in place.

If a member of staff develops coronavirus symptoms after using restraint or reasonable force, they are sent home immediately and advised to test for coronavirus.

## **Monitoring and review**

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Regular feedback is provided to staff, students and parents on how well they are executing these behaviour expectations and procedures.

Parents, staff and students are asked for feedback on the behaviour expectations on a regular basis, and changes will be made where necessary.

This appendix is reviewed in reaction to any new government advice by the Head of School.

The date of the next review is Spring 2022.

Once the school resumes regular activity, and if deemed appropriate by the Head of School, all sections within this appendix will expire.