

Magdalen Academy, St Germans Academy and Wimbotsham and Stow Academy,



Behaviour Policy including Anti-Bullying.

Date: Oct 2023

Revision due: Oct 2024

Our Ethos

It is our aim to

- create a caring and secure environment where all children can develop their moral, social, cultural and spiritual understanding
- create a positive atmosphere that values achievement and appropriate behaviour
- ensure that all members of the academies' communities are valued equally and treated fairly
- encourage children to take responsibility of their own behaviour and support others in their behaviour
- increase mutual trust between members of the academies' communities and to develop a communicative and supportive partnership between home and the academies

At our schools we follow a 'Behaviour Blueprint' which outlines the following:

What we mean by good behaviour

The children and staff will refer to behaviour under school rules:

Be Ready

Be respectful

Be responsible

Be Safe

Very occasionally children may forget our aims and school rules and are issued stepped sanctions as follows.

The member of staff will give a '30 Second Intervention'.

If you continue to break school rules...

1. Reminder – you will be reminded of the rule you have broken.
2. Warning – you will receive a verbal warning
3. Time out – you will be moved in class or have time out in another classroom.
4. Follow-up – Repair and Restore – you will discuss your behaviour with your class teacher and consider how best to repair the problem behaviour. E.g. complete missed work during own time, apologise to those that have been affected, decide what you need to stop/start doing.

Yellow cards

Yellow cards are an 'instant' consequence of more serious behaviours such as swearing, physical incidents etc.

If a child is issued three yellow cards within a half term it will trigger a further series of events:

1. discussing with the parents' ways of helping the child to improve his/her behaviour
2. devising an 'individual behaviour programme' in conjunction with parents, which will help the child to learn appropriate social behaviour
3. contacting behaviour support agencies when necessary
4. separating the child from the class

Exclusion

This could be a fixed term suspension or permanent exclusion.

If the Headteacher excludes a child, they inform the parents immediately, giving reasons for the exclusion. At the same time, it is made clear to the parents that they can, if they wish, appeal against the decision to the governors. The academies inform the parents how to make any such appeal.

The Headteacher informs Unity Education Trust (the Trust) and the governors about any permanent exclusion, and about any fixed-term suspensions beyond five days in any one term.

The governors will form a discipline committee which is made up of three members, these must not include parents or staff who have an interest. This committee considers any exclusion appeals on behalf of the governors and the Trust.

When an appeals panel meets to consider exclusion, they consider the circumstances in which the child was excluded, consider any representation by parents and the Trust, and consider whether the child should be reinstated. If the appeals panel decides that a child should be reinstated, the Headteacher must comply with this ruling.

Parent Support Advisor

If a parent is experiencing difficulties with their child's behaviour they should discuss this with their teacher who is able to support the parent in seeking help and advice. Parents can also contact our Parent Support Advisor – Mrs Toni Clarkstone through the academies' offices

Behaviour Concerns Outside Academy Premises

Headteacher has a specific statutory power to discipline pupils for poor behaviour outside of the academies' premises. (Section 89(5) of Education and inspections Act 2006. The Headteacher should consider whether it is appropriate to notify the police or anti-social behaviour co-ordinator in their local authority of the action taken against a pupil. If the behaviour could be criminal or poses a serious threat to a member of the public, the police should be informed.

Allegations against staff

DfE guidance – dealing with allegations of abuse against teachers and other academy staff.

Guidance for Academies, Headteacher, staff and Governors. Key points:

- If an allegation is made against a member of academy staff the quick resolution of that allegation should be a clear priority to the benefit of all concerned.
- At all stages of consideration or investigation all unnecessary delays should be eradicated.
- In response to the allegation, staff suspension should not be the default option.
- An individual should only be suspended if there is no reasonable alternative. If suspension is deemed appropriate the reasons and justification should be recorded by the academy and the individual notified of the reasons.

Parental Relationships

We give high priority to clear communication within the academies and to a positive partnership with parents since these are crucial in promoting and maintaining high standards of behaviour. Where the behaviour of a child is giving cause for concern, all those working with the child in the academy are aware of those concerns, and of the steps which are being taken in response.

Early warning of concerns should be communicated to the Headteacher by the class teacher, so that strategies can be discussed and agreed before more formal steps are required. A positive partnership with parents is crucial to building trust and developing a common approach to behaviour expectations and strategies for dealing with problems.

Parental participation in many aspects of the academies' life is encouraged to develop positive relationships. Where behaviour is causing concern parents will be informed at an early stage and given an opportunity to discuss the situation. Parental support will be sought in devising a plan of action within this policy, and further disciplinary action will be discussed with the parents.

Attendance

Good attendance is an indicator of a child feeling secure within the academies. The academies track attendance and have a first day response system for those who are absent. Where difficulties cannot be resolved by the academies and the parents, outside agencies may become involved.

Complaints

If parents have any concern about the way that their child has been sanctioned, they should initially contact the class teacher or class teaching assistant. If the concern remains, they should contact the

Headteacher, then the governors. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented. Advice regarding complaints is held is available on the website or a copy can be at the academies' offices.

Reasonable Force

On extremely rare occasions, staff may have to use measures, including reasonable force, to prevent children committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline within our academies.

These occasions are fully documented and reported in line with Safe School guidelines. We follow the Norfolk Steps approach – giving children recovery time and when calm discussing the event and their behaviour with them.

Serious incidents are reported to the Headteacher and records made on the Record of Harm form, then placed on CPOMs. If a child shows repeated unsafe behaviour parents are informed and investigations will occur into why.

An Individual Behaviour Plan (IBP), a Risk Reduction Plan and as appropriate an Individual Risk Assessment will be devised based on advice received. If unsafe behaviour repeatedly occurs, it becomes our primary objective to support the child in modifying his/her behaviour. Our academies can apply appropriate sanction for chosen, premeditated, unacceptable behaviour regardless of ability or disability.

Allegations of abuse

Allegations of abuse will be taken seriously, and we ensure we deal with allegations quickly in a fair and consistent way that provides effective protection for the child and supports the person who is the subject of the allegation. Every effort will be made to maintain confidentiality. Serious action will be taken against children who are found to have made malicious accusations against academy staff including exclusion.

Our zero-tolerance approach to sexual harassment and sexual violence

Bridges Federation School's are committed to ensuring that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored, in line with expectations of Paragraph 275 of the Ofsted Inspection Handbook (2022).

As a key element of our safeguarding culture, principles and procedures, children are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be.

Our response will always be:

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

Sanctions for sexual harassment and violence may include, but not be restricted to;

- Suspension for a fixed period
- Internal Exclusion
- Permanent Exclusion
- Referral to Norfolk Police

We have clear Safeguarding and Child Protection 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
- Carrying out risk assessments, where appropriate, to help determine whether to:
 - Manage the incident internally
 - Refer to Norfolk Children's Advice and Duty Service (CADS) and to respond to advice from CADS for possible referrals to:
 - Norfolk Early Help
 - Children's social care
 - Police

Please also refer to our child protection and safeguarding policy for more information.

Powers of search

Again, on extremely rare occasions it may be necessary to search for, and confiscate, inappropriate items which are brought into the academies, or for any stolen property. These will be retained and returned to parents or child as appropriate. This is related to the principle of the safety of all members of our academies' communities and follows government guidance. [Screening, Searching and Confiscation. DfE 2011 Advisory document].

Searching

In incidences when there is concern that a child may be intentionally or unintentionally carrying a dangerous object or substance and they are denying this/not prepared to hand the item to a member of staff, then the academy will contact the police and the child's parents immediately. Our academies do have the right to search suspected children for knives or other weapons without consent. However, this will only be done by the Headteacher and in the presence of another member of staff.

On the rare occasion when an item clearly appears to have been stolen, the class teacher will discuss this with the class and appeal for the return of the item. Children may be asked to look through their belongings with a member of staff present. For health, safety and safeguarding reasons, staffs have the right to look through a child's belongings, with a senior member of staff present, and without the child/parents' permission.

Confiscation

A member of staff is permitted to confiscate an item of property belonging to a child if the item:

- poses a threat to others: for example, a laser pen is being used to distract and possibly harm other children or staff;

- poses a threat to good order for learning: for example, a child uses a personal music-player in class;
- is against academy uniform rules: for example, a child refuses to take off a baseball cap on entering a classroom;
- poses a health or safety threat: for example, a child wearing large ornate rings in PE may present a safety threat to other children;
- is counter to the ethos of our academies for example, material which might cause tension between one community and another
- is illegal for a child to have e.g. racist or pornographic material.

If there are any concerns that confiscation might inflame a situation, degrade or humiliate a child, or give rise to child abuse allegations, then the Headteacher should be called for.

Confiscated items will either:

- be disposed of if of no value to the child or anyone else, e.g. a scrap of paper;
- be returned at the end of the lesson or day as appropriate;
- needs to be collected by a parent/carer or be passed onto an external agency.

ANTI BULLYING

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our academies. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional – being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – because of, or focussing on the issue of sexuality
- Verbal – name-calling, sarcasm, spreading rumours, teasing
- Cyber – All areas of internet, such as email & internet chat room misuse, mobile threats by text messaging & calls, misuse of associated technology i.e. camera & video facilities

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Children who are bullying need to learn different ways of behaving. Our academies have a responsibility to respond promptly and effectively to issues of bullying.

WHAT TO DO?

It is important that all reports of bullying are taken seriously and responded to quickly and appropriately according to the following procedures.

If a teacher thinks a child is being bullied:

- Talk to the child
- Note their concerns
- Discuss with the child the actions you are proposing to take. This could be: - Meet with the victim and the bully together – Speak to the bully on their own – Agree to record what has happened at this stage, monitor the situation and agree a further meeting with the child – Speak to one or both parents
- Be clear with the child at all times about what will happen and the resolution you expect. It is important that the victim feels happy with your proposed action.
- Monitor the situation. If the bullying continues or the situation remains unresolved:
- Speak to the Headteacher and agree a course of action. This may involve meeting parents.
- Agree with all parties a resolution and a follow up meeting.

If as a pupil at the academies you feel you are being bullied:

- Tell somebody - It's best to speak to an adult you feel comfortable with, a teacher, or your parents who should tell your teacher.
- A teacher will do something about it and they will explain to you what they intend to do and why.
- If the bullying continues tell the teacher again or another adult, for example another teacher, the Headteacher.
- Adults will take what you say seriously and try to sort it out.

If as a parent, you are worried that your child is being bullied:

- Tell your child's teacher. The academies have procedures to deal with bullying, which will be followed, and you will be kept informed.
- Let the academy know quickly and always speak to the academy first rather than trying to sort out the problem out yourself. Usually more than one family is involved and the academy can act in the best interests of everyone.
- If you feel that the situation is not resolved speak to the Headteacher.

If you think your child is bullying others, please raise the matter with the Headteacher who will be able to support and advise you.

The academies are committed to:

- Opening up the issue of bullying through whole school and classroom discussion. The school council is also involved in this.
- Awareness raising and monitoring of bullying by taking part in Anti Bullying week activities.
- Involving parents in supporting the academies in dealing with bullying.
- Supporting the child experiencing bullying.
- Supporting children in changing their behaviour, both in terms of bullying behaviour and empowering children to deal with bullying behaviour.
- Ensuring children who witness bullying do not tolerate, or keep silent about it, but will speak up.

Through this commitment we will:

- Monitor and reduce the incidence of bullying.
- When bullying occurs, take measures to ensure it is resolved

Emergencies

In the classroom the primary concern is the safety and welfare of everyone. If possible escort the offender to the Headteacher or to the nearest senior teacher but if the class cannot be left, a reliable child should take a message/red card to the Headteacher or another adult.

Home School Agreement

Parents / Carers and their children, by accepting a place at our academies, agree to the Home/School Agreement which defines acceptable standards of behaviour between individuals. This contract makes clear exactly what is expected of children. Annual reminders are sent out so that everyone knows what they can and cannot do.

Monitoring

We recognise that much of what we do in the academies requires constant reinforcement. Therefore, our monitoring focuses on effective management of behaviour rather than the decline of discipline problems. Monitoring occurs - informally through adult contacts, formally through staff meetings, pupil records, records of support, parental consultations and annual reports.

Mobile Phones

For reasons of personal safety and child protection, children are not permitted to bring mobile phones or other electronic equipment to the academies. We take no responsibility for any loss or damage to property of this kind (including I-pods or other electronic devices). If a child has a genuine need to bring a phone to the academy, it must be deposited at the academy's office at the beginning of the school day and picked up at the end of the day. Anyone abusing this rule will have their phone confiscated and parents will be asked to collect the equipment from the academy