

Behaviour Policy

Approval of the Governing Body

This document is the policy for:
Behaviour (inc. use of reasonable force)
at
Lambley Primary School.

It was developed/revised during the:
Autumn Term 2020.

It has been agreed and is supported by the teaching staff and the governing body.
We aim to review this policy during the:
Autumn Term 2021

LAMBLEY PRIMARY SCHOOL

BEHAVIOUR POLICY

Rationale

Although this is our behaviour policy, it is not primarily concerned with rule enforcement. At Lambley Primary School, we believe in promoting positive behaviours through the relationships that are built between every member of our school community. As such, this policy involves us all and aims to build on the schools 3 key values: Readiness, Respect and Resilience.

Our three key values are the benchmark for all we do at Lambley and help to create the happy, safe, caring and nurturing environment that all our pupils and staff deserve. Indeed our friendly, supportive school allows all children to learn effectively, improve their life chances and help them achieve their goals.

We expect our children to have 'Reach For the Stars' behaviour and actively work to promote the British Values agenda. We actively challenge pupils, staff, visitors and parents expressing opinions contrary to 'British Values', including any extremist or prejudice views. As a result, this policy should be read in conjunction with our EQUALITY & ANTI-PREJUDICE POLICY (ANTI-BULLYING POLICY)

This policy complies with Section 89 of the Education and Inspection Act 2006 and reflects the legal requirements of the 2010 Equality Act. This policy should also be read in conjunction with our child protection and safeguarding children policy and our SEND Policy.

Policy Development

This policy is for all within our school community and thus all have been involved in its development. Together we, pupils, staff, parents and governors, have devised a policy that aims to:

- Celebrate positive behaviours;
- Promote safety;
- Raise self-esteem;
- Expect consideration and respect for others and the environment;
- Enable everyone to know what is expected of them;
- Determine the boundaries of acceptable and unacceptable behaviour and the procedures, which will come into force if behaviour is deemed unacceptable;
- Help children to learn from their mistakes and avoid repeated behaviour patterns (restorative practice)

Aims

The aim of this policy is to create an environment conducive to achievement by

- Promoting safety;
- Raising self-esteem;
- Promoting consideration and respect for others and the environment;
- Enabling everyone to know what is expected of them;
- Determining the boundaries of acceptable and unacceptable behaviour and the procedures, which will come into force if behaviour is deemed unacceptable, including the hierarchy of rewards and sanctions, which will support this;
- To help children to learn from their mistakes and avoid repeated behaviour patterns.

Principles

The school will

- Have a whole school approach to positive behaviour management through 'The Lambley Way';
- Involve pupils in the creation and annual review of its code of conduct;
- Support pupils in developing positive attitudes to learning;
- Have high expectations of behaviour from all pupils;
- Set good examples to pupils in the way adults treat them and other adults;
- Set good habits early with high expectation of cooperative behaviour from the start;
- Provide an environment conducive for a positive climate for learning;
- Ensure procedures are in place to minimise uncertainty and disruption in lessons;
- Intervene promptly where there is unacceptable behaviour so it is clear that it will not be tolerated;
- Involve parents in the process by communicating policy and expectations and ensure their support through a home-school agreement;
- Create a positive partnership with parents/carers to encourage their support when dealing with the difficult issue of unacceptable behaviour;
- Make positive recognition of individual pupils or group achievements in good and improved behaviour through mentions in assembly, rewards etc;
- Support positive behaviour management through circle time, assemblies, restorative justice and RSHE and PSHE activities;
- Attempt to identify and address any underlying causes of unacceptable behaviour;
- Deal discretely with unacceptable behaviour;
- Attention should focus on the behaviour not the child;
- Empower and support pupils to provide opportunities to put things right.

Additionally, all our staff have an awareness of safeguarding issues that can put children at risk of harm including issues which can manifest themselves via peer on peer abuse, which may include:

- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment
- sexting (also known as youth produced sexual imagery; and
- initiation, hazing type violence and rituals

A System of Rewards

Underpinning our whole school philosophy towards behaviour and discipline are the schools key values. These values are the 'Lambley Way' and provides children with continual examples of the standards and social values, which we wish them to carry into adult life. 'The Lambley Way' is a whole school behaviour management structure which 'umbrellas' individual teacher merits/ house points with a whole school reward and sanction procedure.

The Lambley Way: All children can reach for the stars if they:

1.1) Are READY

- Make the most of every opportunity to be the best that you can be (academically, socially, morally)

1.2) Show RESPECT

- Treat everyone well even if they are different to you.

1.3) Demonstrate RESILIENCE

- Keep going and show self-belief when things get hard.

Reach for the Stars Assembly

On a weekly basis, each class teacher chooses two pupils to be the Reach For the Stars “Superstars of the Week”. These are two pupils who have demonstrated our monthly value and who have given 100% in all their work. Each of these children will receive a ‘Reach For The Stars’ certificate and will spend time with the headteacher for a drink and treat.

Teacher /Pupil Rewards

There are also a variety of individual reward systems in place that teachers may use in their class to help reinforce positive behaviour and attitudes and support ‘The Lambley Way,’ according to the maturity of the children. These are all based on the belief that praise is more effective than criticism.

Examples include:

- House Points
- Use of smiley faces
- Verbal and written praise
- Class merits for work and super learning behaviours
- Brilliant box
- Brilliant behaviour chart
- Star of the day
- Marble jars
- Class Tokens

Headteacher Awards & Green Tickets

For exceptional work or outstanding behaviour, a child will be given a green ticket by the teacher/TA and sent to the Headteacher for a ‘Headteacher’s Award.’ The school will share this good news with parents/carers to promote consistency within the whole school community by giving the pupil a sticker and a certificate to inform parents how they have earned the award as well as sending a text to the parents.

Fine Dining Awards

The giving out of lunchtime raffle tickets and stickers rewards super lunchtime behaviour and good table manners. There are clear guidelines for expected lunchtime behaviour displayed in the dining hall and children are rewarded by being given a raffle ticket and are entered into a lucky draw on Friday afternoon to win a prize. In addition to this, raffle tickets are exchanged for house points in class.

Playtime

At play and lunchtimes, ‘The Lambley Way’ promises apply.

The following may also be used to encourage positive behaviour during playtimes:

- Staff on duty will encourage children to take part in positive play activities and at lunchtimes, MDS will run playground games such as skipping and Hop Scotch for the last part of the lunch break;
- Sports Leaders from Y5/6 run structured playtime activities for pupils for the second half of lunch break, in a designated area. Pupils can choose to take part in these activities.
- Individual pupils will be allowed to take their own time out to cool down but must agree with supervisors where they are going and when they feel ready to return;
- A pupil may be asked to stay close to the supervisor for a set period of time;
- A pupil may be withdrawn for up to five minutes to cool down and reflect on what has taken place. Return to play should be only with permission from the adult on duty and clear reinforcement of behavioral expectations;

- A pupil may be asked to change play activities if they are felt to be acting inappropriately;
- A pupil may be asked to report to a member of staff in the school;
- In exceptional circumstances, a pupil may be asked to miss a whole school playtime as a sanction for mis-behaviour;
- The class teacher will be informed of any significant incidents of inappropriate behaviour at playtime and this will be recorded in the behaviour log. Any serious incidents will be immediately communicated to the Head Teacher or member of the SLT (bullying, prejudice, aggression);
- Pupils may be excluded from extra-curricular after school, sporting or off-site activities for mis-behaviour in class or at playtimes;
- Pupils will be expected to respect and respond to all requests from playtime supervisors;

Playground Leaders and Positions of Responsibility

Playground Leaders is a countywide initiative to encourage children to play happily and fairly together, by taking charge of their own behaviour. We as a staff use the ideas in this folder to help children handle situations in the playground as they occur.

Each year, pupils in KS2 can apply for roles as Playground Leaders. The successfully appointed leaders are supported by staff in setting up and running organised activities on the playground. They receive training for this role. They are rewarded for each session they deliver with the payment of 5 House Points. We really value the important role they have and the difference this makes to some of our younger pupils. It is also a great opportunity to develop leadership experience.

Other pupil positions of responsibility encourage positive behaviour across the school community. We have four House teams (Cromwell, Flamstead, Pearson and Trinity), each led by a captain and vice-captain. Pupils work individually and as house teams to earn house points for positive behaviour. The House Captains and Vice Captains are positive role-models who support their team in ensuring a high standard of behaviour and encouraging each other to “Reach for the Stars” in their behaviour in class, during playtimes, during extra-curricular activities and on school visits.

Each class and year group elects pupils to represent them on the Pupil Voice committee. The aim of this initiative is to share ideas on ways to further improve our school by working together as a team. This helps children realise that each individual is important and has a significant role to play in our school community. The Pupil Voice Forum work together to help address any issue of concern and this can include ways to help improve behaviour or our school anti-bullying policy and procedures.

We also run a buddy system where older children are given the responsibility to buddy up with a younger child to help support them in developing friendships, positive play and growing confidence. These older pupils act as positive role-models and help to ensure that every pupils feels a part of our school community.

Home/School Agreements

A Home-School agreement is shared with parents/ guardians at the beginning of each school year, within pupils’ Home-School diaries. This includes our values-based curriculum (The Lambley Way).

Children agree to do all their work in class, and allow others to do the same. They agree to try to be polite, considerate, and helpful to others and listen to what they have to say. Finally they agree to allow others to be happy and to be themselves. This is discussed at home, and then signed by the child, the parent and the headteacher each year.

Unacceptable Behaviour at Lambley Primary School

It must also be understood that certain behaviours will be considered unacceptable

- Continual defiance
- Repeated low-level disruptive behaviour
- Swearing at pupils or staff
- Any form of bullying including name calling
- Physical violence aimed at another pupil or staff
- Threats of violence
- Deliberate damage to the property of an individual or the school
- Theft of personal or school property
- Any behaviour which goes against British Values; including any extremist or prejudice views

SEND

School will provide a differentiated response/ intervention for SEND children and children already being targeted for behavioural support. This will be bespoke to the child's individual needs.

Disciplinary Procedure If Unacceptable Behaviour Occurs

The teacher/adult will:

- If it is low-level disruptive behavior, give a verbal warning. Make it clear what behaviour is unacceptable and give a verbal warning that it must stop. If it continues, the teacher will record the child's initials on the board as a visual reminder. They will give a strike (tick next to initials) if it continues. The child will then need an opportunity to reflect on the choices they are making and refocus on positive choices available to them. The adult will give them a reflection activity to complete which will also serve as a log of the incident.
- If the unacceptable behavior then continues, a yellow card or red card is given and the head teacher or deputy head teacher is informed. The behaviour and resolution is recorded in the behaviour book.
- More serious incidents of unacceptable behaviour lead to a red card without the steps outlined in the first bullet point.
- The Teacher/ Head Teacher to notify parents if a child has received a yellow/red card.
- If appropriate, the child may be "Withdrawn" or given 'Time Out'. This may consist of an opportunity to cool down in a safe, quiet space; reflect on what has happened; complete a reflection activity; observe positive behaviour in a different classroom for a short period of time.

Unacceptable Behaviour Pathway

The table below indicates how behaviour (positive and unacceptable) will be dealt with in school. All members of the school community will be aware of this and ensure it is implemented consistently.

| | Type of Behaviour | Lead | Consequences | |
|---------------|--|---|---|--|
| | | | ALWAYS | Consider |
| B1 | Demonstrating schools values | Staff member | Praise | Mention in 'Reach For The Stars' Assembly' Inform Parents Headteacher's Award |
| B2 | General Disruption, calling out, poor conduct, lying, Misusing equipment | Staff Member | Remind child of expectations/values Ensure all work set is finished. Ensure restorative practice takes place | Moving child in the classroom. Move child to another classroom. Child missing breaktime. Speak to parents (after school - informally) |
| Interventions | | | | |
| B3 | Repeated: General Disruption, calling out, poor conduct, lying, Misusing equipment (including ICT) | Staff Member (or passed to another staff member) (Not SLT) | Complete behaviour log Send Yellow Card home Ensure restorative practice takes place | Time out, time out in another class, Removal from playtimes, involvement of another staff member |
| Interventions | | | | |
| B4 | No improvement with B2 or B3 Behaviours Defiance, swearing, damage to property, bullying* | SLT (not always straight to HT) *Can be directed to anti-bullying co-ordinator & SLT | Complete behaviour log Send Yellow or Red Card (SLT to decide) Internal exclusion Ensure restorative practice takes place | isolation, meet parents, removal from a series of playtimes, Individual behaviour plan, |
| Interventions | | | | |
| B5 | Repeated B4 behaviours Racism, verbal abuse, violence, continued bullying | HT | Complete behaviour log Send Red Card and meet with parents Internal exclusion Ensure restorative practice takes place | Isolation, removal from a series of playtimes, individual behaviour plan, educated off-site |
| Interventions | | | | |
| B6 | Repeating B5 behaviours | HT/Gov/LA | Formal meeting | Exclusion, Part-time timetable, move to another school |

Withdrawal

This is the withdrawal of the pupil from a situation that causes anxiety or distress to a location where they can be continually observed for a fixed period of time and given the opportunity to calm down in a safe place.

Alternatively, the rest of the class may be directed away from the individual and withdrawn to a different area of the school.

Time Out

This is when a pupil has a short period of time out of the classroom/ activity, away from the class/ group of children, to reflect on their behaviour and ensure they are clear about expectations. Self-reflection activities need to be age appropriate and may need adult support or a structured task.

Restorative Justice

Once children who have been involved in unacceptable behaviour are calm and have had time to reflect, adults may lead them and a wider group through a process called restorative justice. The aim of this is to ensure they learn the impact of the behaviour, take responsibility for the part they played in it and consider how to begin to restore the situation. This is a powerful learning process and helps reduce the likelihood of a repetition.

Time Out, Loss of Privileges and Sanctions

It must be made clear to pupils why the sanction is being applied and what changes in behaviour are required to avoid future sanctions.

Internal Exclusions

Failure to improve behaviour or incidents that are serious breaches of our behaviour policy will result in an internal exclusion. By this, children will be removed from their class and miss their breaks. This will enable the children to complete their work in a different environment and give them the time to reflect on their behaviour and consider what behaviours are needed for them to work in their class environment again. The length of an internal exclusion will be discussed and decided by the SLT or headteacher.

Fixed Term/Permanent Exclusions

Exclusions, particularly for disabled children and children with SEND, should be regarded as an absolutely last resort after all other remedies, strategies and reasonable adjustments have been exhausted. Every practicable means should be made to maintain the pupil in school.

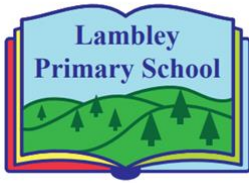
A decision to permanently exclude a pupil should only be taken in response to serious breaches of the school's behaviour policy and if allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

As an interim strategy, longer periods of internal exclusions will be used if deemed necessary and parents/ guardians will be informed of the rationale, length of the withdrawal and plan for reintroduction to the class.

In addition to the above

- Behaviour for Learning records are kept by staff;
- Pupils will be offered the opportunity to discuss with the Head teacher or member of staff their behaviour and suggest ways to positively modify this;
- Circle time or 'Restorative Justice' will be used as an opportunity to consider group and individual behaviour and its effect on others;

- If a pupil is observed to persistently go against the code of conduct, patterns of behaviour and common antecedents will be noted with the aim of helping the pupil to rationalise their own behaviour and reactions.
- Structured Conversations will be arranged to provide an opportunity for school and parents/ guardians to work closely together to share concerns and support the child in modifying their behaviour.
- Pupils will be given support to manage their own behaviour in more appropriate ways as well as helping the school identify ways to minimise such incidents, if need be, advice will be sought from external agencies in consultation with the school's SEND team, Gedling Behaviour Partnership and parents/ guardians.
- If necessary, in partnership with parents/guardians the child may be referred to the family of schools' Springboard for Additional Family Needs, Graduated Response or the Gedling Behaviour Partnership.
- A pupil whose behaviour in school regularly gives cause for concern may be referred to the SENCO for closer monitoring with the possibility of an individual behaviour plan being drawn up;
- A pupil whose behaviour in school regularly gives cause for concern may have behavioural targets given within their termly individual targets which will be reviewed regularly;
- Outside agencies will be involved as and when deemed appropriate by Head Teacher and SENCO. Parents/ guardians will be kept informed of any involvement of outside agencies.



Lambley Primary School: Behaviour Policy

Appendum

All our pupils should continue to adhere to the principles outlined in the behaviour policy, model the schools values and follow the classroom rules they have been taught. In particular, the children should be mindful of the following:

- You should be respectful and kind to all
- You should be safe, responsible and courteous at all times.

During this time, there is a need for the children to behave a little differently when they return to school and there will be subtly different systems in place. As such, we have had to make a few temporary changes/additions to our behaviour policy.

Arrivals, Departures and Moving round the school.

Arrival and departure times will be staggered during this time. Children will enter school through their designated gate. Children will go straight to their classroom, wash their hands and sit at their desk/area.

At their designated home time, children will leave the building through their designated gate. They will be allowed to leave once a member of staff can see the adult collecting them.

Movement around the school will be limited. When the children leave their classroom to go outside for break, lunch or outdoor learning, they will not enter any other buildings unless directed to (emergency, first aid). Children will be accompanied by an adult (where necessary).

Handwashing and Hygiene

Children will be expected to follow all handwashing and hygiene routines while in school. Children will wash hands/use hand sanitiser as soon as they enter school, before and after eating and at other regular intervals during the day (breaks, outdoor learning, changing rooms)

We ask children to follow the catch it, bin it, kill it, mantra when in school, if they need to cough or sneeze, they should use a tissue. Children will be reminded not to touch their face, mouth, nose or eyes while at school.

Should a child refuse to follow these routines, sanctions will be used (see below).

Toilets

Each class will have designated toilets to use during this time. This will be explained to them on the first day of term. Children will be encouraged to use the toilets one at a time (this may not always be possible). When a child has finished in the toilet, they must wash their hands and dry them properly. School will ensure toilets are clean throughout the day but we also expect the children to take due care in the toilets.

Break and Lunch times

Children will have staggered break and lunch times. Each group will have their own equipment that will be cleaned regularly.

Children will be expected to **keep their hands to themselves at all times**. Teachers will remind children that they must limit contact when they play but we appreciate that this is more difficult for younger children.

Positive Handling & Restraint

There can be times when a pupil's behaviour requires staff physical support to ensure the pupils' own safety, the safety of other pupils and staff, or that property is not seriously damaged. This can require the use of physical interventions. Staff will try and de-escalate the situation, will assess whether it is safer to remove everyone else and monitor from a distance or use their CRB training (as a last resort).

In the case of a child being at risk, putting others at risk or damaging property the child's parents or carers will be called and asked to pick up their child immediately. The situation will then be reviewed by the Headteacher and a decision of whether the onsite education offer will be withdrawn in favour of the home-schooling offer if this is deemed safer for all pupils and staff.

Rewards and Sanctions.

As a school our primary response is to praise the good behaviour and encourage children to make the right choices. If the children fail to follow school rules there will be consistent sanctions put in place.

At this time, school have also got to consider behaviours that cause a Covid-19 risk and will address these behaviours quickly.

See table below for Rewards and Sanctions system.

*at each stage school will ensure restorative practice takes place. Usually this would involve a conversation between the children and the teacher but may involve the child completing a reflective form.

| | Types of Behaviour | Lead | Consequences | |
|---|--|---|---|--|
| | | | Always | Consider |
| B1 | Demonstrating schools values | Staff member | Praise | Mention in 'Reach For The Stars' Assembly' (certificate) Inform Parents Headteacher's Award |
| B2 | General Disruption, calling out, poor conduct, lying, Misusing equipment | Staff Member | Remind child of expectations/values Ensure all work set is finished. Ensure restorative practice takes place | Moving child in the classroom. Move child to another classroom. Child missing breaktime. Speak to parents (after school - informally) |
| B3 (Covid-19 appendix) | Refuses to wash hands, doesn't keep hands to themselves, takes someone else's equipment (Refuses but once spoken to follows school rules) | Staff Member But Inform SLT/HT | Remind child of expectations. Must speak to parents at hometime (or via telephone) Child misses breaktime (but outside) | |
| B4 | Repeated: General Disruption, calling out, poor conduct, lying, Misusing equipment (including ICT) | Staff Member (or passed to another staff member) (Not SLT) | Complete behaviour log Send Yellow Card home Ensure restorative practice takes place | Time out, time out in another class, Removal from playtimes, involvement of another staff member |
| B5 | No improvement with B2 or B4 Behaviours Defiance, swearing, damage to property, bullying* | SLT (not always straight to HT) *Can be directed to anti-bullying co-ordinator & SLT | Complete behaviour log Send Yellow or Red Card (SLT to decide) Internal exclusion Ensure restorative practice takes place | meet parents, removal from a series of playtimes, Individual behaviour plan, |
| B6 (Covid-19 appendix) | Repeated: Refuses to wash hands, doesn't keep hands to themselves, takes someone else's equipment | HT | Internal exclusion Child to be collected from school as soon as possible | Child could miss the next day |

| | | | | |
|---|--|-----------|---|--|
| B7 | Repeated B5 behaviours Racism, verbal abuse, violence, continued bullying | HT | Complete behaviour log Send Red Card and discuss with parents Internal exclusion | Consider external exclusion |
| B8 (Covid-19 appendum) | Having returned to school, continually refusing to follow Covid-19 expectations | HT | Child isolated from the group Child will return to home schooling. | |
| B9 | Repeating B7 behaviours | HT/Gov/LA | Formal meeting | Exclusion, Part-time timetable, move to another school |

Notification of a YELLOW CARD behavioural incident

Dear parent/ carer,

I am writing to inform you that _____ has been given a 'Yellow Card' today at school. He is bringing home this letter to inform you of the Yellow card and the behavioural choices associated with it. I would appreciate it if you could sign and return the attached slip to the school office tomorrow morning so that we know the letter has reached you.

The yellow card was issued in response to the following repeated behaviour:

- Continual defiance
- Actions that are not in line with expectations of our Lambley Values - Respect
- Repeated low-level disruptive behaviour (shouting out, repeatedly off task and talking to others)
- Lying to staff
- Answering back
- Misusing equipment

Details of incident and consequences:

Yours sincerely,

Staff member sending yellow card

I have received the letter informing me of _____ (child's name) Yellow Card behaviour.

Signed _____ Date _____ Parent / Carer's name: _____

Notification of a RED CARD behavioural incident

Dear parent/ carer,

I am writing to inform you that _____ has been given a 'Red Card' today at school. He is bringing home this letter to inform you of the Red Card and the behavioural choices associated with the red card. I would appreciate it if you could sign and return the attached slip to the school office tomorrow morning so that we know the letter has reached you.

The red card was issued in response to the following behaviour:

- Continual defiance
- Actions that are not in line with expectations of our Lambley Values - Respect
- Repeated low-level disruptive behaviour
- Swearing at pupils or staff
- Any form of bullying including name calling
- Physical violence aimed at another pupil or staff
- Threats of violence
- Deliberate damage to the property of an individual or the school
- Theft of personal or school property
- Any behaviour which goes against British Values; including any extremist or prejudice views

Details of incident and consequences:

Yours sincerely,

Mr Christopher or Mrs Shardlow or Mrs Swinburne

Headteacher/Deputy Headteacher/Senior Leader

I have received the letter informing me of _____ (child's name) Red Card behaviour.

Signed _____ Date _____ Parent / Carer's name: _____