

# Behaviour policy- September 2023

## St. Adrian's Catholic Primary School



‘To Learn, To Love, To Live as a Community of God with Christ as our Teacher’

[www.stadrians.herts.sch.uk](http://www.stadrians.herts.sch.uk)

**Approved by:** The Full Governing Body

**Date:** September 2023

**Last reviewed on:** September 2023

**Next review due by:** September 2024



## Behaviour Policy

### Governors' Statement Of Behaviour Principles 2023-24

#### Rationale and Purpose

This Statement has been drawn up in accordance with the Education and Inspections Act 2006, and DfE guidance (The school behaviour policy: the role of the governing body). The purpose of this statement is to provide guidance for the Headteacher in drawing up the Behaviour and Discipline Policy at St Adrian's Catholic Primary School so that it reflects the shared aspirations and beliefs of governors, staff and parents for the children in the school, as well as taking full account of law and guidance on behaviour matters. It is intended to help all school staff to be aware of and understand the extent of their powers in respect of discipline and sanctions and how to use them. Staff should be confident that they have the Governor's support when following this guidance.

This is a statement of principles, not practice: it is the responsibility of the Headteacher to draw up the Behaviour and Discipline Policy at St Adrian's Catholic Primary School, though they must take account of these principles when formulating this. The Headteacher is also asked to take account of the guidance in DfE publication Behaviour and Discipline in Schools: a guide for Headteachers and school staff (January 2016). The Behaviour and Discipline Policy must be publicised to staff, parents/carers and children each year via the school's website.

#### Principles

- Every child has the right to learn but no child has the right to disrupt the learning of others
- Everyone has a right to be listened to, to be valued, to feel and be safe
- Everyone must be protected from disruption or abuse
- St Adrian's Catholic Primary School is an inclusive school; all members of the school community should be free from discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
- It is expected that all adults – staff, volunteers and governors – will set excellent examples to the children at all times
- We seek to give every child a sense of personal responsibility for his/her own actions
- The school's Behaviour and Discipline Policy will ensure that there are measures to encourage good behaviour, self-discipline and respect, and prevent all forms of bullying amongst pupils
- Where there are significant concerns over a pupil's behaviour, the school will work with parents to strive for common strategies between home and school
- The school will seek advice and support from appropriate outside agencies where concerns arise over a child's behaviour
- The school's Behaviour and Discipline Policy will clearly reflect the school's approach to exclusions



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Punishment hardens and numbs. It produces obstinacy, it sharpens the sense of alienation and strengthens the power of resistance.

Friedrich Nietzsche (1844-1900)

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## Behaviour Policy

At St Adrian's we provide a supportive and safe learning environment where high standards of positive behaviour are expected, encouraged and reinforced in order to allow all children, whatever their needs, to develop their full potential. This policy will define pro-social, anti-social and unsocial behaviours; detail Golden rules; give examples of unacceptable behaviours; and list protective and educational consequences which will be employed by the whole school community.

### Pro-social, anti-social and unsocial behaviours

#### Pro-social definitions

- Relating to or denoting behaviour which is positive, helpful, and intended to promote social acceptance
- Pro-social behaviour is characterised by a concern for the rights, feelings and welfare of other people
- Behaviour which benefits other people or society

#### Anti-social definitions

- Behaviour that causes harm to an individual, the community or to the environment
- Behaviour that is likely to cause injury, harassment, alarm or distress
- Behaviour that violates the rights of another person Anti-social behaviour falls into two categories.
- Difficult behaviour - behaviour that is antisocial, but not dangerous.
- Dangerous behaviour - behaviour which will imminently result in injury to self or others, damage to property or behaviour that would be considered criminal if the person was the age of criminal responsibility, such as racist abuse.

#### Unsocial behaviour definitions

- Not enjoying or not making an effort to behave socially in the company of others, but not to the detriment of others
- Not doing as instructed, but not to the detriment of others

All anti-social and unsociable behaviours should be addressed through educational consequences: pupils must be given the chance to understand why the behaviour was dangerous or harmful and the opportunity to reflect, repair and restore. This must be adult led.



## Behaviour Policy

### Aims of our pro-social behaviour policy

- To promote positive relationships throughout the school that contribute to every child's well-being
- To define expected standards of behaviour that promote a positive environment for learning
- To create an environment which recognises, encourages and reinforces pro-social behaviour and effective learning
- To ensure a consistency of response to anti-social or unsocial behaviours
- To communicate the school's expectations, approaches and strategies to the whole community
- To encourage and strengthen the involvement of home support for this policy

All staff need to know how to promote pro-social behaviour and manage anti-social, difficult or dangerous behaviour, and to have an understanding of what behaviour might be communicating.

All staff should focus on de-escalation and preventative strategies rather than focusing solely on reactive strategies.

### Working towards high standards of pro-social behaviour

At St Adrian's we expect high standards of pro-social behaviour with regard to ourselves, to our school community and to our environment. These high standards of behaviour are founded in respect, consideration, responsibility and honesty and are simplified by our **"Golden rules."**

<b>Be kind</b>
<b>Be gentle</b>
<b>Be honest</b>
<b>Listen and show respect</b>
<b>Work hard</b>
<b>Look after property</b>

These rules are used to help us to work together for the good of everyone. They are further reiterated through the home school agreement. The rules are displayed in each classroom and referred to regularly. At the beginning of each school year, class routines will be defined and shared with the pupils.



### Behaviour Policy

As adults in school we have an obligation to set high standards of pro-social behaviour when dealing with children and other adults. By doing so, we shall be influencing the children in their dealings with each other.

We should aim to:

- Create a positive learning environment
- Find opportunities to celebrate each individual and their unique contribution to school life
- Encourage relationships based on tolerance, kindness, respect and understanding of the needs of others
- Act fairly and justly regardless of age, gender, race, belief, culture, ability and disability but with due regard to the developmental stage of the individual
- Promote high standards of pro-social behaviour through example, honesty, courtesy and the well-being of others
- Ensure that all anti-social or unsocial behaviour incidents are met with an educational consequence

### Consequences

There are two consequences associated with anti-social or unsocial behaviours.

**Protective consequences** – used to manage potential harm or escalation. These may involve the removal of a freedom to manage the incident, for example, a time out. Sometimes a protective consequence is needed immediately until we have been successful with our educational consequences. Protective consequences are solely actions to ensure no further harm occurs in the short term.

**Educational consequences** – teaching the pupil a better way to react so the freedom can be returned. It is essential that there is always an educational consequence. We must be able to show how we have helped the student develop new skills or new ways of thinking through a discussion. Educational consequences provide the student with the skills and incentives to behave differently faced with the same set of circumstances reoccurring.

Educational consequences rely on finding the answers to two questions:

1. What does the child need to learn?
2. How am I going to teach them?



### Behaviour Policy

If the behaviour is conscious, the child/young person needs to be given the motivation not to do it again.  
If the behaviour is subconscious, the child/young person needs to be given the ability not to do it again.

Staff should consider what an anti-social or unsocial behaviour might be communicating. If staff have concerns, then they have a duty to speak with a safeguarding lead or member of the senior leadership team.

### Restorative approach – reflect, repair and restore

A restorative approach to inappropriate behaviour puts repairing harm done to relationships and people over and above the need for assigning blame and dispensing punishment.

During the incident, behaviour may be influenced by anger, frustration or disappointment. The purpose of reflect, repair and restore is to revisit the experiences with the pupil once they are calm, relaxed and reflective.

#### The approach:

- Focuses on harm that has been done
- How the harm can be repaired
- Looks at experiences, feelings and needs
- Plans to ensure conflict is less likely to happen in the future

#### Restorative questions

- What happened? (tell the story)
- What were the people involved thinking and feeling at the time?
- Who has been affected and how?
- How can we put right the harm?
- What have we learnt so as to make a different choice next time?



## Behaviour Policy

### Specific areas of behaviour management

#### Peer on peer abuse

It is essential that all staff understand the importance of challenging inappropriate behaviours between peers, many of which are listed below, that are actually abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and, in worst case scenarios, a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

(Keeping Children Safe in Education September 2022)

Peer on peer abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between peers
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- sexual violence (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- sexual harassment such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity
- sharing of nude and semi-nude images and/or videos
- up-skirting which typically involves taking a picture under a person's clothing without their permission
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

#### Racist, Sexist and Homophobic Comments or Behavior

We want everyone to feel included, respected and safe in our school. We will not tolerate verbal abuse, which includes name-calling, racist, homophobic and sexist comments.

Sexist comments are those which discriminate based on gender. Sexism also includes behaviour or attitudes that create stereotypes of social roles based on gender. All staff and pupils are encouraged to report this behaviour.

If pupils make these comments, we will:

- Ask them to apologise to anyone the comment was directed at
- Support and educate them to improve their behaviour
- Monitor their behaviour for any recurrence
- Inform the guardian by letter or phone call of the behaviour





## Behaviour Policy

Our RHE curriculum will cover what healthy and respectful behaviour towards one another looks like. Including helping pupils to understand what good and healthy sexual behaviour means. For example:

- What respectful behaviour looks like
- Body confidence and self-esteem
- Healthy relationships

### Sexual Harassment

Due to a wider societal culture of victim blaming, pupils may be afraid of how reporting incidents of abuse and harassment reflects on them. Therefore it is essential that we at St Adrian's create a culture and ethos of respect, tolerance, acceptance and diversity. This is intended to make it easier for pupils to report incidents and harder for anyone to get away with inappropriate sexual behaviour.

'Lower-level' incidents are far more frequent than severe incidents, and can underpin the problematic 'normalised' culture. We wish to support the change to this culture by encouraging pupils to report anything that makes them uncomfortable, no matter how 'small' they think it is.

Staff at St Adrian's staff will:

- Take pupils' safety and wellbeing seriously
- Listen to pupils
- Act on pupils' concerns
- Not tolerate or accept abuse

Reporting incidents benefits everyone, including:

- The victim(s): by stopping the problem and getting the help and support they need
- Other people: by preventing it happening to someone else
- The alleged perpetrator(s): catching problematic behaviour early can help them avoid criminal offences later in life

While we will not tolerate sexual harassment, we will not demonise anyone. Staff will support and listen to all of the pupils involved. Make it clear that the alleged perpetrator(s) will be offered support, so that they can change their behaviour.

The school's response will be:

- Proportionate by balancing the importance of safeguarding other pupils with the need to support, educate and protect the alleged perpetrator(s)
- Consider the age and developmental stage of the alleged perpetrator(s)
- Consider nature and frequency of the alleged incident(s)
- Supportive
- Decided on a case-by-case basis



### Behaviour Policy

After all incidents of sexual harassment, we will inform the parents of both the victim and the alleged perpetrator. Only after serious incidents will we involve the police. In all cases the school's Designated Safeguarding Lead or Deputy will be informed.

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- Consider the age and developmental stage of the alleged perpetrator(s)
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- Supportive
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### Bullying

Bullying can be defined as "behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally" (DfE "Preventing and Tackling Bullying", July 2017). Bullying can include name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.

This includes the same unacceptable behaviours expressed online, sometimes called online or cyberbullying. This can include: sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.

Bullying is recognised by the school as being a form of peer on peer abuse. It can be emotionally abusive and can cause severe and adverse effects on children's emotional development

### Responding to bullying

The following steps may be taken when dealing with all incidents of bullying reported to the school:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern
- The school will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will involve them in any decision making, as appropriate
- The deputy headteacher/headteacher/Designated Safeguarding Lead (DSL) or another member of leadership staff will interview the parties involved
- The DSL will be informed of all bullying issues where there are safeguarding concerns



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### Behaviour Policy

- The school will speak with and inform other staff members, where appropriate;
- The school will ensure parents/carers are kept informed about the concern and action taken as appropriate;
- Sanctions, as identified within the school behaviour policy, and support will be implemented in consultation with all parties concerned;
- Incidents will be recorded by the school in accordance with existing procedures. This will include recording appropriate details regarding decisions and action taken.

#### Foundation stage behaviour expectations

Our practice will be adapted for our youngest pupils in Foundation Stage by their class teachers, as appropriate for the cohort. At all times, it will be the intention to promote positive behaviours and relationships in the class. Class teacher/support assistant will give reminders and support to the child to help them make the right choices. Staff will use their professional judgement to ensure that timeout/reflection time is appropriate to the child's age and development.

#### Lunchtime behaviour

TAs and SLT on duty at lunch time should follow the procedure set out above. Where possible it is preferable, they should complete the level sheet with the child. However, it is recognised that due to working hours, it may not always be possible for the staff member to complete the level sheet with the child. In these instances, a lunchtime behaviour slip should be passed to the class teacher responsible for that child at the end of lunch break and the class teacher should follow up as appropriate.

## Behaviour Policy

### Examples of the types of anti-social or unsocial behaviour at each level

This list is not exhaustive and is a guide only. Any behaviour levelling may be at the teacher's discretion. Serious or repeated incidents may result in adults issuing a higher-level-rating than the example given below.

Level 1	<ul style="list-style-type: none"> <li>● Disrespecting an adult (not following a given instruction)</li> <li>● Calling out</li> <li>● Name calling and/or teasing</li> <li>● Wasting own or others' learning time</li> <li>● Play fighting</li> <li>● Unsafe transitions around school (running, pushing, etc)</li> <li>● Mistreating school or other pupils' property</li> <li>● Eating in places not permitted</li> <li>● Going into areas not permitted</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>● Repeatedly disrespecting an adult</li> <li>● Spitting</li> <li>● Using mild or medium swear words (see appendix)</li> <li>● Personal insults (i.e. stronger than level 1 name calling) and/or repeated teasing</li> <li>● Throwing equipment and or taking equipment without permission</li> <li>● Defacing school property or other people's work</li> <li>● Leaving the classroom without permission</li> <li>● Lying</li> </ul>
Level 3	<ul style="list-style-type: none"> <li>● Wilful disrespect to an adult, including refusal to carry out instructions</li> <li>● Fighting, including kicking and hitting</li> <li>● Wilful damage of property</li> <li>● Stealing</li> <li>● Use of strong swear-words (see appendix), including making gestures</li> </ul>
Level 4	<ul style="list-style-type: none"> <li>● Dangerous refusal to follow instructions</li> <li>● Use of excessively strong swearing (see appendix)</li> <li>● Peer on peer abuse (see appendix)</li> <li>● Wilful verbal abuse towards another</li> <li>● Wilful physical abuse towards another, including biting</li> <li>● Racist comments and/or abuse</li> <li>● Homophobic comments and/or abuse</li> <li>● Vandalism, including graffiti</li> <li>● Leaving school premises without permission</li> <li>● Premeditated harmful/dangerous behaviour, including bringing knives or other weapons to school</li> </ul>

### Suggested actions and interventions related to levels of behaviour

## Behaviour Policy

Level	Action	Possible protective consequence	Educational consequence	Recording
Level 1	Teacher to speak to the child about behaviour as appropriate.  Adult and child to complete the level sheet together as soon as practically possible.	Timeout within the classroom/playground. For example: Child to be given a quiet table or chair for a limited period. During lesson time, child remains in the classroom and therefore is still part of the learning experience.	Behaviours should be addressed through follow-up conversation with members of staff. Pupils must be given the chance to understand why the behaviour was dangerous or harmful and the opportunity to reflect, repair and restore.	Incident to be recorded in pupil's behaviour file.
Level 2	Teacher to speak to the child about behaviour as appropriate.  Adult and child to complete the level sheet together as soon as practically possible.	Timeout in home class / playground (as above) but may include timeout in another classroom if required.	Behaviours should be addressed through follow-up conversation with a member of staff. Pupils must be given the chance to understand why the behaviour was dangerous or harmful and the opportunity to reflect, repair and restore.	Incident to be recorded in pupil's behaviour file.
Level 3	Teacher to speak to the child about behaviour as appropriate.  Adult and child to complete the level sheet together as soon as possible during break or lunch time.  Letter home to parent with a copy of the level sheet.	Timeout in another classroom, if required. Where possible, this should be to a higher age group. This should be an opportunity for de-escalation and should be no longer than 10 minutes. Longer periods out of class may constitute internal exclusion and class teachers/support staff do not have the authority to exclude. If the incident occurs during break time the child should be sent to SLT	Behaviours should be addressed through follow-up conversation with a member of staff. Pupils must be given the chance to understand why the behaviour was dangerous or harmful and the opportunity to reflect, repair and restore. For persistent incidents, consider the use of an adult mentor. This could include using social stories to reflect and restore. Consider the use of a behaviour plan.	Incident to be recorded in pupil's behaviour file. Copy of letter home and any follow-up conversations to be recorded on file. Records must be shared with the lead.

## Behaviour Policy

Level 4	<p>Child to be taken to the HT or DHT immediately. HT or DHT to investigate fully and decide on a course of action.</p> <p>Letter home is supported by a phone call, if necessary.</p> <p>HT or member of SLT, adult and child to complete the level sheet together as soon as possible.</p>	<p>Timeout in HT's or DHT's office or member of SLT's classroom.</p> <p>If the incident has been dangerous or harmful, the removal of a freedom should be used until it is safe for all involved. For example, a pupil may have alternative lunch time arrangements where their behaviour has caused significant harm to another pupil at play.</p>	<p>Behaviours should be addressed through follow-up conversation with members of staff.</p> <p>Pupils must be given the chance to understand why the behaviour was dangerous or harmful and the opportunity to reflect, repair and restore.</p> <p>Consider the use of a behaviour plan.</p> <p>Adult mentor to be used to support education and reduce chances of repeat incidents.</p> <p>Specific learning opportunities to be planned. For example: in the case of racism, the pupil may be required to complete a linked educational task or activity at home or during break time.</p>	<p>Incident to be recorded in the pupil's behaviour file.</p> <p>Copy of letter home and any follow-up conversations to be recorded on file.</p> <p>Details of any follow-up pupil tasks or activities to be recorded.</p> <p>Record must be shared with behaviour lead.</p>
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## Recording

Incidents resulting in a level sheet will be recorded in the child's individual behaviour file on CPOMs. This is to monitor patterns of behaviour. The account will include a description of the incident, including what circumstances might have led up to it. There must also be a record of the educational consequence that followed. If a child's behaviour causes concern over a period of time, the teacher's notes may be used as evidence to support placing the child on a behaviour plan. Parents will be consulted in this process.

## Internal exclusion

Internal exclusions should be considered as an alternative to fixed-term exclusions. They will not be counted as an exclusion from school because by their very nature they are contained within school. They may only be sanctioned with the express permission of SLT. Internal exclusions differ from short-term, out of class de-escalation measures or timeouts. They take the form of the pupil undertaking school work outside of their home classroom for a period agreed by a member of SLT. This may range from one lesson to a number of days. Parents will be informed of internal exclusions. During internal exclusions, there should be planned activities to allow the pupil the opportunity to reflect, repair and restore in order to aid their return to class.

## Exclusion



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### **Behaviour Policy**

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment. Exclusions may take the form of permanent or fixed period exclusions. A decision to exclude a pupil will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy
- If allowing the pupil to remain in school would seriously harm the education or welfare of others

Only the head-teacher, or acting head-teacher, can exclude a pupil from school.


## Behaviour Policy

***'Do not use harmful words, but only helpful words, the kind that build up and provide what is needed... Be friends with one another and be kind and forgiving of each other as readily as God forgave you in Christ'***

*Ephesians 4: 29-32*

### The impact of our language

Anti-social empowered behaviour needs to receive as little interaction as possible while waiting to empower (interact positively) with any pro-social behaviour as soon as it is evident. The following listed communications are more likely to contribute to the positive feelings associated with pro- social behaviour.

<p><b>Examples of positive phrasing</b></p> <p>Stand next to me.</p> <p>Put the pen on the table. Walk in the corridor.</p> <p>Switch the computer screen off.</p> <p>Walk with me to the library.</p> <p>Stay seated in your chair.</p>	<p><b>Examples of limited choice</b></p> <p>Where shall we talk, here or in the library? Put the pen on the table or in the box.</p> <p>Are you going to sit on your own or with the group?</p> <p>Are you starting your work with the words or a picture?</p>
<p><b>Disempowering the behaviour</b></p> <p>You can listen from there.</p> <p>Come and find me when you come back.</p> <p>Come back into the room when you are ready.</p> <p>We will carry on when you are ready.</p>	<p><b>De-escalating script</b></p> <p>Child's name.</p> <p>I can see something has happened.</p> <p>I am here to help.</p> <p>Talk and I will listen. Come with me and.....</p>
<p><b>De-escalating body language</b></p> <p>Outside of an outstretched arm</p> <p>Good distance.</p> <p>Standing to the side</p> <p>Relaxed hands</p> <p>Managing height</p>	





**Behaviour Policy**

**Appendix one**

**Swearing**

For obvious reasons, we have not listed swear words in this document. However, as a guide to the unacceptability of swear words and foul language we have consulted Ofcom Guidance on Offensive Language.

Swear words and offensive or discriminatory language is classified by Ofcom into the following groups.

- |                 |   |
|-----------------|---|
| Mild swearing   | - general milder swear words and body parts |
| Medium words    | - potentially unacceptable pre-watershed    |
| Strong words    | - generally unacceptable pre-watershed      |
| Strongest words | - highly unacceptable pre-watershed         |

# Golden rules

**Be kind**

**Be gentle**

**Be honest**

**Listen and show respect**

**Work hard**

**Look after property**

*'Do not use harmful words, but only helpful words, the kind that build up and provide what is needed... Be friends with one another and be kind and forgiving of each other as readily as God forgave you in Christ'*

*Ephesians 4: 29-32*



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