



# BEHAVIOUR POLICY

Date of Last Review: December 2019

Date of Next Review: December 2020

## BEHAVIOUR POLICY

### Introduction

Woodsetton School is a caring, inclusive community which believes that everyone should feel valued and respected and that each person is treated fairly and well. We seek to create an environment in the school which encourages and reinforces good behaviour and helps pupils grow in a safe and secure environment which supports pupils to become responsible and increasingly independent members of the school community.

The school behaviour policy is designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure. This policy is adopted in order to assist in endeavouring to create such an environment.

We believe that behaviour is a form of communication. We are aware that many of our children have a language or communication delay and some of our children experience sensory issues that may result in unpredictable actions or behavioural challenges. At Woodsetton we follow a programme called Pivotal MAPA (Management of Actual or Potential Aggression). This programme has been embraced worldwide for its highly effective approaches for preventing and managing incidents. Staff work with pupils and their families to develop and implement behaviour management plans and strategies, to help support and improve behaviour, so that teaching and learning can take place.

### Aims & Values

Our school aims to provide a happy and secure environment for all those who work in or visit it. As well as the school's aims stated in the prospectus, we believe that it is important:

- a For the happiness and smooth running of our school, that we foster positive caring attitudes to one another and the environment.
- b To acknowledge that each and every person who joins the community has a personal part to play and each person's talents will be valued and enjoyed.
- c To listen with care to the views and opinions of one another, value them and ensure everyone is treated fairly regardless of age, gender, race, ability or sexual orientation.
- d On occasions when an injustice or injury has been done, that we should provide a time and space in which the 'wrongdoer' can reflect on his/her actions and where relevant, make reparation through providing support and comfort.
- e That we respond in a polite, thoughtful manner to one another and promote honesty and courtesy.
- f That we each fulfil our responsibilities whether as pupil, teacher or helper, with regard to:
  - i Punctuality
  - ii Completing tasks to the best of our ability
  - iii Taking responsibility for our buildings and equipment
  - iv Co-operation with other school members

### **Aims of this Policy**

- To promote consistent standards of positive behaviour throughout the school.
- To foster mutual respect for all pupils, staff and visitors in school with the intention to keep everyone safe, in a caring and nurturing environment.
- To sustain a high quality of learning and teaching for all pupils through simple, clear guidelines that encourage positive behaviour.
- To operate a whole school approach to the management and provision of support, based on outcomes outlined in EHC plans.
- To create a positive learning ethos where pupils are acknowledged through praise or reward for making correct choices.
- To strengthen emotional literacy and increase sense of self-worth, promoting self-discipline and positive relationships.
- Encourage pupils to develop a sense of responsibility for the choices they make by increasing understanding between actions and consequences.
- To support pupils in understanding that actions have consequences.
- To work in partnership with parents/carers and pupils to promote high standards of positive behaviour.
- To create a learning environment that can encourage and reinforce positive behaviour.
- To work alongside our comprehensive Anti-Bullying programme to minimise the risk of bullying behaviours and protect pupils from any form of bullying.
- To encourage consistency of response to both acceptable and unacceptable behaviour whilst also taking into account the needs of individual pupils.
- To ensure that the school's expectations and strategies are widely known and understood by pupils, staff, parents and governors.
- Ensure the recording and monitoring of behavioural incidents are monitored effectively with measures put in place (CPOMS).

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in school](#)
- [Exclusion Guidance – September 2017](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- [Use of reasonable force in schools 2012](#)
- [Keeping Children Safe in Education 2019](#)
- [Special Educational Needs and Disability \(SEND\) code of practice](#)

In addition to,

Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils.

Sections 88-94 of the [Education and Inspections Act 2006](#), which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property.

### **Equal Opportunities/Inclusion**

All pupils will be treated equally and fairly regardless of age, gender, race, ability or sexual orientation.

### **Standards of Behaviour**

Pupils bring to school a wide variety of behaviour patterns. At school, we work towards standards of behaviour based on the basic principles of honesty, respect, consideration and responsibility. Acceptable standards of behaviour are those which reflect these principles.

### **Rewards & Sanctions**

Woodsetton School has a range of reward systems in place to reinforce and praise good behaviour.

- Certificates/stickers, class based tokens and golden time
- Letters/postcards and phone calls home
- Positive behaviour displays showing pupil rights and celebrations
- 'Help' Scripts or prompt cards
- Special responsibilities/privileges and/or choice of preferred activities

We hold weekly 'Praise' assemblies where children's work and behaviour is recognised. The school acknowledges all the efforts and achievements of children, including any exceptional behaviour or work, called 'Wow! Moments'.

We also have clear sanctions for those who do not comply with school's behaviour policy. These will be proportionate and fair responses that will vary depending on age, developmental stage and any other circumstances that may affect the pupil.

- Verbal reminders of expected behaviour
- A verbal warning with Makaton sign (if appropriate)
- Loss of privilege
- Missing playtime/golden time
- Referring the pupil to a senior member of staff
- Letters or phone calls home to parents
- Agreeing a behaviour plan
- Extra work or repeating unsatisfactory work

Due to the individual needs of our pupils, consequences for inappropriate behaviour is personalised.

Staff liaise with parents and carers in a variety of ways. Each child has a 'home school diary' which parents are encouraged to write in daily or when they have a message to pass on. Parents and carers are also invited to ring school if they prefer to discuss any issues with their child's teacher. Meetings in school are also regular throughout the year to discuss progress, behaviour and any other issues arising.

### **Behaviour structures**

- If a pupil is disruptive in class, the teacher reprimands him or her. If a pupil misbehaves repeatedly s/he is asked to sit at a 'time-out' table for a short period, if the inappropriate behaviour continues the child spends time in another class. If the challenging behaviour continues then the Deputy Headteacher or Headteacher intervenes and letters may be sent home.
- If a child shows extreme behaviour, the Deputy Headteacher or Headteacher will intervene as/when deemed appropriate.
- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and the

child is separated from the group to return when s/he conforms to expected behaviour.

- If a child threatens, or hurts another pupil, the class teacher informs the Deputy Headteacher or Headteacher. If a child repeatedly acts in a way that disrupts or upsets others, the school contacts the child's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the child. This may lead to the pupil having a personal behaviour plan which is created by the school in consultation with the parents/carers and reviewed on a regular basis.

### **Pivotal MAPA – The Management of Actual or Potential Aggression**

Teachers at Woodsetton School do not use any physical force on children. Staff only intervene using disengagement techniques and/or holding techniques. These techniques are in place as a response to risky behaviours to prevent injury to another child, or if a child is in danger of hurting him/herself. The actions taken are in line with government guidelines on the 'Use of Reasonable Force – guidance for school leaders, staff and governing bodies' with regard to the restraint of children.

### **Underpinning Values and Philosophy of MAPA**

#### Care

Demonstrating respect, dignity, and empathy;  
Providing support and non-judgemental and person-centred way.

#### Welfare

Providing emotional and physical support;  
Acting in the person's best interests in order to promote independence, choice and well-being.

#### Safety

Protecting rights, safeguarding, reducing or managing risk to minimise injury or harm.

#### Security

Maintaining safe, effective, harmonious and therapeutic relationships that rely on collaboration.

### **Staff Training - Continuing Professional Development**

One member of staff has completed a 5-day programme which certified her as an instructor of Pivotal MAPA.

All staff are trained in MAPA following 10 units. Training enables staff to:

- Identify potentially escalating behaviour and demonstrate range of strategies which prevent, decelerate and de-escalate aggressive behaviour in order to reduce the use of physical interventions.
- Make evidence based decisions when using physical interventions as a last resort to manage aggressive and violent behaviour that present a risk to individuals or others.
- Identify post-crisis approaches for individual and organisational support and learning.

UNIT 1 The Crisis Development Model

UNIT 2 Non-Verbal Communication

UNIT 3 Paraverbal Communication

UNIT 4 Verbal Intervention

UNIT 5 Precipitating Factors

UNIT 6 Fear and Anxiety

UNIT 7 Decision Making

UNIT 8 Risk Behaviours – Disengagements  
UNIT 9 Risk Behaviour – Holding Skills  
Unit 10 Restorative Approaches

*Note: the DfE does not advocate a non-contact policy.*

The programme aims to teach concepts and skills to a high standard and also to facilitate a process where we learn from our own experiences, maintaining the best care and welfare, whilst maintaining safety and security of everyone. The programme follows *The Crisis Development Model*. This model helps to reflect on our own practice, not only to what our pupils may display, but also to the responses we give. Adult responses should be based on relationship, consistency and certainty, to enable behavioural escalation and to minimise risk.

### **Individual Behaviour Plans**

At Woodsetton all pupils have an 'All About Me' document which summarises the information contained in individual EHC plans. This includes information about a pupil's social emotional and mental health including possible behaviour triggers and provision that should be in place on a daily basis.

When a pupil's behaviour can no longer be managed pro-actively within the classroom environment, presents a risk of harm to themselves, staff or peers or where additional support is required on a regular basis from SLT, then a Behaviour Support Plan is put into place. Strategies are agreed with parents and other professionals if needed. Behaviour Support Plans are used as working documents and reviewed at least termly. A copy is kept on individual pupil clipboards in class.

### **Reporting and Recording**

Woodsetton School uses the CPOMs system to record incidents of challenging behaviour. The following behaviour tiers are used to decide on the level of recording and reporting.

Tier 1 (No compulsory requirement to report) - Known behaviours documented within All About Me and managed pro-actively within the class environment and class staffing capacity. Behaviours documented here do not present a risk of harm to the pupil, their peers or the staff supporting them.

Tier 2 - Known behaviours documented on a Behaviour Support Plan and managed pro-actively within the school environment and school staffing capacity with support from SLT and outside agencies. This may include planned use of physical intervention, agreed in consultation with the HT and parents.

Tier 3 - Unknown behaviour managed by a reactive response. This may include the emergency use of physical intervention where there was a significant risk of harm to self, others or property.

Any use of physical intervention is documented on CPOMs and in the bound and numbered book. SLT are informed and parents are contacted in person.

When recording incidents the following information must be included:

- Description of event including antecedent, behaviour, consequence, communication
- Behaviour Category
- Location

- Activity
- Time of Day
- Behaviour Tier
- Class Lead
- Behaviour Response
- Physical Intervention Details (When applicable)
- Physical Intervention Bound and Numbered Record

Behaviours are carefully monitored on at least a monthly basis, and regularly reviewed with the Behaviour Lead/SLT. Incidents recorded in the bound and numbered book are shared with the Chair/Vice chair of governors.

The school does not tolerate bullying of any kind. If we discover that an act of intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. The high pupil / staff ratio is maintained at playtime and lunch time to ensure positive behaviour on the playground. We do everything in our power to ensure that all children attend school free from fear.

In-line with our Anti-Bullying policy, school is working towards The Diana Award.

The Diana Award is an Anti-Bullying Campaign, supported by HRH, The Duke of Cambridge.

The Diana Award does three things:

- Encourage young people for the contribution to their communities
- Empower young people to achieve their full potential
- Engage young people in social action to make a difference in the lives of others, through our anti-bullying, training and mentoring programmes.

The programme is designed to promote peer to peer support and help students and staff recognise signs when someone is being bullied, both online and offline. We have four Anti-Bullying Ambassadors and four leaders in school, that meet regularly to discuss the programme, deliver whole school assemblies and meet with other participating schools within Dudley. We also have a range of events planned throughout the year to raise awareness and promote anti-bullying at Woodsetton School.

### **The Role of the Class Teacher**

It is the responsibility of the class teacher to ensure that the pupils in their class behave in a responsible manner during lesson time. The class teachers' have high expectations of the children in terms of behaviour. The class teacher treats each child fairly and ensures that the class room rules are adhered to in an atmosphere of mutual respect.

At the start of each year, the class teacher discusses appropriate behaviour with the class. Each class then sets their own class rules, which are agreed by the children and staff and are displayed on the wall of the classroom using positive language. E.g. "Walk around the classroom" as opposed to "Do not run in the classroom".

These are reviewed regularly and always revisited when a new pupil joins the class. During this transition time, new pupils will be given additional support and encouragement to actively follow the class rules and be reminded more regularly about consequences/sanctions for inappropriate behaviour. This ensures that every child in the school knows the standard of behaviour that is expected in our school.

### **The Role of the Headteacher**

It is the responsibility of the Headteacher to implement the school behaviour policy consistently throughout the school, and to report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the Headteacher to ensure the health, safety and welfare of all children in the school. The Headteacher supports the staff by implementing the behaviour policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy. Records of all reported serious incidents of misbehaviour are kept in the 'Pupil Notes'.

The Headteacher has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Headteacher may permanently exclude a child. Both these actions are only taken after the school governors have been notified.

### **The Role of Parents/Carers**

The school works collaboratively with parents/carers, ensuring that children receive consistent messages about how to behave at home and at school. We explain the school requirements in the school prospectus, and we expect parents to read these and support them. We attempt to build a supportive dialogue between home and school, and we inform parents/carers of positive behaviour as well as sharing concerns about their child's welfare or behaviour.

Parents/carers are asked to support the actions of the school so to ensure a joint approach. If parents/carers have any concerns they should initially contact the class teacher. If the issue cannot be resolved, then it will be shared with the Headteacher. If the concern still remains, then the school governors need to be contacted and the complaints procedure will be followed.

### **The Role of Governing Body**

The Governing Body has the responsibility of setting down general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the Headteacher in carrying out these guidelines. The Headteacher has the day-to-day authority to implement the school behaviour and discipline policy. Governors may give advice to the Headteacher about particular disciplinary issues. The Headteacher must take this into account when making decisions about matters of behaviour.

### **Fixed-term and Permanent Exclusions**

Only the Headteacher has the power to exclude a pupil from school. The Headteacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The Headteacher may also exclude a pupil permanently. It is also possible for the Headteacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the Headteacher excludes a pupil, s/he informs the parents immediately, giving reasons for the exclusion. The Headteacher informs the LA and the Governing Body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

Following any exclusion, a reintegration meeting will be held prior to the pupil re-joining their class. This is to ensure any necessary actions take place so that a similar incident does not re-occur.

The Governing Body itself cannot either exclude a pupil or extend the exclusion period made by the Headteacher. The Governing Body has a discipline committee, which is made up of three members. This committee considers any permanent exclusion on behalf of the governors. If the committee uphold the Headteacher's decision to exclude, parents will be informed of the process for appeal. An appeal would be heard by an Independent Review Panel (IRP). When an IRP meets to consider exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents and the LA, and establish whether the committee should reconsider their original decision. The IRP does not have the power to direct the school to reinstate the pupil.

### **Monitoring**

The Headteacher monitors the implementation and effectiveness of this policy on a regular basis. She also reports to the Governing Body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The school keeps a variety of records of incidents of inappropriate behaviour and these are recorded on CPOMS.

The Headteacher keeps a record of any pupil who is excluded for a fixed-term or permanently. It is the responsibility of the Governing Body to monitor the rate of exclusions, and to ensure that the school policy is administered fairly and consistently.

### **Review**

The Governing Body reviews this policy annually.

Last Reviewed: December 2019

Next Review Date: December 2020

### **Legislative links**

Education and Inspections Act 2006

<http://www.legislation.gov.uk/ukpga/2006/40/contents>

School Standards and Framework Act 1998

<http://www.legislation.gov.uk/ukpga/1998/31/contents>

Education Act 2002 <http://www.legislation.gov.uk/ukpga/2002/32/contents>

School Exclusion – September 2017

<https://www.gov.uk/government/publications/school-exclusion>