



**BEHAVIOUR  
POLICY**

## DOCUMENT CONTROL

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10	November 2020	Added new psychoactive substances (NCP) to sanction table to make it clear about sanction associated with this	Melissa Relph
11	September 2021	New behaviour table at the end to make it clear that sexual abuse has a clear sanction attached to it and that this supports our zero tolerance approach to such acts as outlined in Keeping Children Safe in Education 2021	Melissa Relph

## **POLICY STATEMENT**

### **1. Definitions**

For the purposes of this Policy and procedures a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age.

Wherever the term 'parent' is used this includes any person with parental authority over the child concerned e.g. carers, legal guardians etc.

Wherever the term 'Principal' is used this also refers to any Manager with the equivalent responsibility for children.

Wherever the term 'school' is used this also refers to academies and Pupil Referral Units (PRU) and references to Governing Bodies include Proprietors in academies and the Management Committees of PRUs and will usually include wrap around care provided by a setting such as After School Clubs and Breakfast Club.

### **2. Introduction**

In their document 'Behaviour and Discipline in Schools – advice for Principal and school staff', the Department for Education (DfE) have set out the legal powers and duties that govern behaviour and attendance in schools and explains how they apply to teachers, governing bodies, pupils and parents.

Every school must have a Behaviour Policy to meet the requirements of Section 89 of the Education and Inspections Act 2006 (maintained schools)/Part 3 of the Schedule to the Education (Independent School Standards) (England) Regulations 2014 (Academies).

Section 78 of the Education Act 2002 requires that the curriculum for a maintained school must promote the spiritual, moral, cultural, mental and physical development of pupils at the school and of society which, in turn, prepares pupils at the school for the opportunities, responsibilities and experiences of later life. Guidance for schools on the promotion of fundamental British values of democracy, the rule of law, individual liberty and mutual respect of those with different faiths and beliefs is available from the DfE. (November 2014).

The Governing Body is responsible for setting general principles that inform the Behaviour Policy and procedures. Governors of maintained schools are required to have a 'Statement of Behaviour Principles' which is a statutory document. (DfE – Policies and other Documents that Governing Bodies and Proprietors are required to have by Law). Principals are responsible for developing the Behaviour Policy and supporting procedures, based around the 'Principles' required by the Governing Body, and deciding the standard of behaviour expected of pupils at the school and how that standard will be achieved, the school rules, rewards for good behaviour and any disciplinary penalties for breaking the rules.

In terms of staff and other adults, any person whose work brings them into contact with children including volunteers must follow the principles and guidance outlined in the school Code of Conduct for Staff and other Adults. In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2011 (updated 2013)' (Part 2 of the Teachers' Standards - Personal and Professional Conduct refers).

The procedures which support the Whole School Behaviour Policy must include measures to prevent all forms of bullying among pupils.

This Policy and procedures should be read in conjunction with the following school

Policies and procedures, and, where relevant, any Covid-19 addendums to these Policies and procedures:

- Overarching Safeguarding Statement
- Health and Safety Policy and procedures
- Online Safety Policy and procedures
- Child Protection Policy and procedures
- Relationships Education, Relationships and Sex Education (RSE) and Health Education Policy and procedures
- Whistleblowing procedures
- Peer on peer abuse Policy and procedures
- Supporting Pupils with Medical Conditions Policy and Procedures
- Single Equality Scheme/Objectives
- Special Educational Needs Policy/Information Report
- Admissions Arrangements
- Attendance procedures
- Missing Child procedures
- Complaints procedure
- Positive Handling, Support and Intervention procedures
- Code of Conduct for Staff and other Adults
- Educational Visits procedures (including procedures for assessing risk)
- Risk Assessments (including Behaviour Management Plans)
- CCTV Procedures (should form part of Data Protection Policy)
- Home to School Agreement (voluntary)

### **3. Ethos**

*West Lakes Academy (hereinafter referred to as 'the Academy') is fully committed to every child receiving the very best education and to ensuring that all pupils reach their full potential. To achieve this, teachers aim to deliver outstanding lessons and the academy rightly has high expectations of its pupils. We expect all members of the academy community to behave well, work hard, achieve high standards appropriate to their learning abilities, show respect for one another and to ensure that the Academy is a positive and safe place to be.*

*For the Academy to achieve a positive ethos it is essential that all members of the academy community work well alongside each other and develop positive working relationships (this includes all staff and other adults working in the School, pupils and parents). Having a positive ethos helps to ensure good behaviour from pupils in school. Young people learn by example and as such, having high standards of behaviour expectations from all parties involved in their education will create adults with similarly high behaviour standards.*

*Through the promotion of pupils' spiritual, moral, social and cultural (SMSC) development within the curriculum, we will positively promote fundamental British values. To achieve this, we will:*

- *enable pupils to develop their self-knowledge, self-esteem and self-confidence;*
- *enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;*
- *encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the academy and to society more widely;*
- *enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England;*

- *further tolerance and harmony between different cultural traditions by enabling pupils to acquire an appreciation of and respect of their own and other cultures;*
- *encourage respect for other people; and*
- *encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.*

*We recognise that consistency is crucial in maintaining high standards of behaviour alongside a culture that celebrates success and is not based solely on sanctions. To this end, the Academy is committed to promoting and rewarding good behaviour. We are also committed to a united approach to managing behaviour in and out of school.*

*The Academy will not tolerate bullying or intimidation of any description. A complaint of bullying will always be taken seriously.*

#### **4. Aims**

The Trust, local governing body, Principal, Academy Leadership team and staff of West Lakes Academy recognise that for our students to achieve their full potential there is a need for them to feel safe, valued and therefore able to fully focus on their learning every day. Thus, a clear, shared and consistently applied set of behaviour expectations are required.

This policy sets out the expectations we have of all students in terms of their

behaviour. This applies to ALL students when

- Students are on West Lakes Academy site
- When students are representing West Lakes Academy on a trip/visit/during an offsite activity/event
- When students are identifiable as a member of West Lakes Academy within the local community – such as travel to and from the academy.

#### **Communication**

The Academy Governors are required to ensure that this Policy and procedures is published on the academy website. A copy of this Policy and procedures is also available on request.

### **PROCEDURES**

#### **1. Responsibilities**

The commitment of staff, pupils and parents is vital in developing a positive whole academy ethos. The expectations of staff, pupils and parents are outlined below.

##### **1.1 What pupils can expect from staff**

Pupils may expect staff and other adults in the academy to:

- arrive at lessons on time;
- plan and deliver good to outstanding lessons which engage and motivate you to achieve;
- allocate sufficient time for each task;
- be enthusiastic and develop positive working relationships with you and your peers in their classes;
- celebrate the success of pupils in lessons, after academy activities and assemblies;
- encourage all pupils to contribute to the work in hand;
- communicate both successes and concerns with parents;

- have a well organised room;
- mark or give feedback on work as soon as possible;
- set homework appropriate for the age and abilities of each pupil;
- treat you fairly;
- eliminate or control hazards which may cause you harm;
- use a range of non-verbal and verbal cues to encourage good behaviour and limit inappropriate behaviour;
- be approachable and listen to you at appropriate times;
- always take seriously any complaints of bullying or inappropriate behaviour reported to them;
- display your work;
- set high expectations, clear boundaries and regularly agree classroom and behaviour expectations;
- use rewards and, where necessary, sanctions consistently;
- model the behaviours you wish to see.

## **1.2 What staff can expect from pupils**

Staff may expect pupils to:

- arrive at lessons on time;
- enter the classrooms quietly;
- wear full academy uniform correctly;
- sit where you are told to sit by the teacher or any other member of the academy staff;
- have equipment and books for lessons
- follow classroom rules and procedures and not disrupt the learning of other pupils;
- follow instructions given by staff and other adults without arguing;
- listen attentively to the teacher who will explain the lesson, what you are going to do, why and how;
- put up your hand to indicate you wish to speak;
- use appropriate language;
- listen to others' ideas and work co-operatively;
- tell the truth and learn from your mistakes;
- care for the classroom and resources, respecting others' property;
- value other individuals and their contributions to lessons;
- lead by example creating a good role model for younger pupils in the school;
- accept responsibility for your behaviour;
- consider the needs of all the other people in the classroom;
- use ICT in accordance with academy Online Safety Policy and procedures;
- be responsible when using online technologies and not compromise the professional integrity of staff or other adults in the academy community;
- report to a teacher or other adult any bullying behaviour by others including bullying with the use of technology (cyber bullying);
- behave appropriately when outside school;
- be an ambassador for the school.

## **1.3 What staff can expect from their colleagues**

Staff may expect colleagues and other adults in the academy to:

- treat each other with respect;
- work and co-operate together for the overall good of the academy community;
- respect each other's values and individual beliefs;
- treat all pupil and staff issues with the highest standards of confidentiality;

- offer support when appropriate;
- be aware of each other's job remit and respect its boundaries;
- use ICT appropriately and in accordance with the school's Online Safety Policy and procedures and staff Acceptable Use Agreement;
- be aware of and consider the possible implications for the school, colleagues and themselves when posting on Social Network sites;
- use online technology appropriately and not compromise the professional integrity of colleagues or other adults in the academy community.

#### **1.4 What staff can expect from parents**

Staff and other adults in the academy may expect parents to:

- treat all staff and other adults with respect;
- treat other parents, pupils and visitors to the academy with respect;
- behave responsibly whilst on academy premises;
- report any incidents of bullying including cyber bullying as soon as they are discovered so that the issue can be dealt with promptly by academy staff;
- ensure that their child arrives at academy on time;
- ensure that their child is dressed appropriately, in academy uniform with any necessary equipment e.g. P.E. kit;
- ensure that their child attends academy regularly and contact the academy in the event of an absence or lateness;
- encourage their child to achieve their very best in school;
- reinforce the value of good behaviour at home;
- encourage their child to have high standards of behaviour in and out of school;
- support the school's Policies, strategies and guidelines for behaviour;
- work with academy staff to help their child accept responsibility for their behaviour and actions;
- inform the academy of any concerns or problems that may affect the child's work or behaviour;
- support their child's homework and other home-based learning activities;
- support the academy in its use of rewards and sanctions;
- take some responsibility for the behaviour of their child;
- discuss any issues of concern with the class teacher or Principal in a calm and non-aggressive or threatening manner;
- refrain from smoking on the academy premises or around entrances/exits, especially at busy times before and after school. This includes the use of e- cigarettes;
- refrain from using foul language in earshot of any young person at any time in or around the academy premises;
- refrain from bringing dogs onto the academy premises (regardless of their size or temperament) or stand with them close to the entrance gate at busy times before and after school;
- consider the implications of posting inappropriate or defamatory details on Social Network sites and the detrimental effect inappropriate comments can have on individuals and the school;
- support the school's approach to online safety which includes not uploading or posting to the internet any pictures, video or text that could upset, offend or threaten the safety of any member of the academy community or bring the academy into disrepute;
- recognise the need for security and not create online media "on behalf" of the academy without the Principals express permission.

## **1.5 What parents can expect from staff and other adults in the school**

Parents may expect staff and other adults working in the academy to:

- treat all adults with respect;
- set high standards of work and behaviour for all children in their care;
- encourage your child to always do their best;
- deal promptly with any incidents of bullying regardless of whether your child is seen as either the bully or the victim;
- impose sanctions consistently in accordance with this Policy and procedures;
- promote positive behaviour and reward such behaviour in accordance with this Policy and procedures;
- promote positive behaviour beyond the academy gates and impose sanctions for inappropriate behaviour which reflects negatively on the academy and its values;
- discuss your child's actions with them, give a warning and ensure that your child knows what the penalty will be should they continue to misbehave. All penalties will be carried out;
- provide a balanced curriculum to meet the needs of each child;
- keep you informed about general academy matters, and your child's individual progress;
- let you know if there are any concerns about a child's work, attendance or behaviour;
- support the child's homework and other home-based learning activities.

## **2. CELEBRATING SUCCESS**

As an academy and staff, we are keen to praise students where their behaviour goes above and beyond our basic expectations. The academy utilises a variety of mechanisms to recognise student behaviour including assemblies and the academy reward system. Consistent outstanding behaviour will be rewarded accordingly and ongoing contribution to the academy through a variety of formats will result in the allocation of merits and letters of recognition, usually in the form of a praise postcard.

## **3. SANCTIONS AND CONSEQUENCES**

Although this academy aims to focus on positives, there are unfortunately occasions when a minority of pupils let themselves, the academy and others down through their unacceptable or inappropriate behaviour.

We want pupils to take responsibility for their behaviour and will encourage pupils to do this through restorative justice approaches which enable pupils to reflect on their behaviour and to make amends. This process does not, however, replace consequences. At our school, we know that consistency is essential for pupils to understand what is expected of them and to avoid mixed messages. It is vital that children learn early on in life that there are always consequences for poor and unacceptable behaviour which undermine the positive atmosphere of our academy community.

See Appendix A for an overview of the sanctions we use at the academy.

### **3.1 Restorative justice/Reflection on actions**

Restorative justice is a process which restores relationships where there have been problems. It is an opportunity for both sides to explain what happened and to try and come up with a solution. Where there has been an issue the individuals involved will meet with a mediator who will ask them three main questions:

- What happened?

- Who else has been affected by this?
- What can be done to prevent this happening again?

The questions have been designed so that both sides have an opportunity to hear the situation from each other. It enables them to think about how this may have affected the other person but also the other pupils and their learning. By doing this and coming up with solutions it encourages both parties to take responsibility for their actions and make them aware of the impact they are having on others. It is also very helpful to hear the other side of the story and really appreciate why others may be upset.

Restorative justice works extremely well if there has been a repeated problem for a pupil and member of staff. This is because it gives them an opportunity to air their differences, appreciate how the other feels, and move on in a positive light, always with the aim to solve the problem, move on and prevent the same situation arising again.

Restorative justice also works very well when pupils fall out with each other, allowing them to see the impact of their actions, apologise if necessary and put it behind them.

Meetings are always held in a neutral place with a mediator who is not involved. The mediator's job is to keep everyone calm and civil and help those involved to move forward to restore the relationship.

Reflection on actions is normally used to allow the individual to reflect on their behaviour and to allow the pupil to decide for themselves why their behaviour was inappropriate and how it might have affected others in the school. Pupils are generally asked to write down their reasons for the behaviour and how that behaviour could be improved or what alternatives to the inappropriate behaviour might have been possible if the same circumstances arise again.

### **3.2 Sanctions and disciplinary action**

There is a clearly defined process for issuing sanctions in this school. Where possible pupils are issued with a warning to enable them to rectify their behaviour though there are times when the nature of the behaviour does not warrant a warning as it is so serious. The academy uses a wide range of consequences for poor behaviour which are outlined in Appendix A.

#### **Pupil Behaviour Logs**

Where the pupil does not respond to warnings, they are issued with a Behaviour Log which is held centrally. When the pupil receives high numbers of these, they trigger parent involvement and/or after academy detentions.

#### **Screening, Searching and Confiscation**

The academy follows Government advice when confiscating items from pupils which is outlined in their document "Screening, Searching and Confiscation – Advice for Principals, Staff and Governing Bodies – January 2018. (A copy of this document is available from the academy on request or to download from the Gov.uk Website).

The following items are what are termed 'Prohibited Items' and their presence on academy premises or if found on an individual pupil will lead to the highest sanctions and consequences:

- Knives
- Firearms/weapons
- Illegal drugs
- Alcohol
- Fireworks
- Tobacco and cigarette papers
- Pornographic or unsuitable images

- Stolen items
- Any article that the member of staff (or other authorised person) reasonably suspects has been, or is likely to be, used:
  - i) to commit an offence,
  - ii) to cause personal injury to, or damage to the property of, any person (including the pupil)

Principals and authorised staff can also search (with the permission of the pupil) for any item banned by the academy rules which has been identified in the rules as an item which may be searched for.

The academy will confiscate any electronic items being used inappropriately on the premises such as mobile phones, digital media devices etc. Pupils can bring these to academy on the understanding that they remain switched off and in bags during lessons and other directed time.

Staff in this academy have the right to confiscate, search and ultimately delete any media which they “reasonably suspect” is being used to bully or otherwise cause an individual harm. Depending on the seriousness of the media, information may also be reported to the Police.

Pupils wearing any accessories or jewellery which do not follow the Academy Uniform Policy can expect to have these items confiscated. Any confiscated items will be logged and made available for collection at the end of the academy day. Where a pupil repeatedly flouts the rules, they may be asked to hand in items at the beginning of each day to reduce unnecessary time wasting for teachers. For repeated offences of this nature, parents will be asked to collect confiscated items. Where items are not collected, the academy will dispose of them at the end of each term.

Pupils found with tobacco and/or cigarette papers will have these confiscated and destroyed whether they are found to be smoking or not. They will also be issued with a sanction for bringing tobacco on to academy premises. Pupils will also receive sanctions for smoking near the academy and on their way to and from school.

Staff have the power to search pupils with their consent for any item banned under the academy rules. This includes searching lockers and bags. A condition of having a locker in this academy is that it may be searched where there is a suspicion that prohibited or banned items are being held within it and reasonable grounds for the search have been established.

Where items are ‘prohibited’ as outlined above, these will not be returned to pupils and will be disposed of by the academy according to the DfE advice and statutory guidance ‘Screening, Searching and Confiscation – Advice for Principals, staff and Governing Bodies’. Pupils must not bring any of the items listed above on to academy premises. The academy will automatically confiscate any of the ‘prohibited’ items and staff have the power to search pupils **without** their consent for such items. There will be severe penalties for pupils found to have ‘prohibited’ items in school. In certain circumstances, this may lead to permanent exclusion.

### **REMOVAL FROM CLASS**

Where a pupil fails to respond to repeated warnings and reminders to improve an aspect of behaviour which disrupts the learning of others, they can be removed from class and sent to Senior Manager/Head of Year/ Principal. In such circumstances, the pupil will automatically receive a detention. Pupils may also be removed from class for more serious misconduct without the use of warnings.

## **DETENTION**

After academy detentions are used when a pupil receives a number of warnings. During detentions pupils are set relevant academic work or given the opportunity to reflect on an aspect of their behaviour. Detentions are also issued where a child fails to complete homework despite a second chance to hand work in late. During homework detention, pupils complete the outstanding piece(s) of homework.

The Education and Inspections Act 2006 (amended by the Education Act 2011) determines that schools can issue detentions outside academy hours **without parental consent** although consideration should be given to whether the parents ought to be informed of the detention. In many cases, it will be necessary to do so, but this will depend on the circumstances. For instance, notice may not be necessary for a short after academy detention where the pupil can get home safely; and whether suitable travel arrangements can be made by the parent for the pupil. It does not matter if making these arrangements is inconvenient for the parent.

## **HOME ACADEMY AGREEMENTS**

There is no statutory requirement to have, or to ask parents to sign, a Home Academy Agreement that outlines the responsibilities of the parent and the school; including those around behaviour and attendance.

On balance, and in order to continue to foster parental relationships, we have decided to continue with the home-academy agreement which should be signed and returned to the school.

## **PEER ON PEER ABUSE**

We recognise that children can abuse their peers. This is generally referred to as peer on peer abuse or child on child abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm, sexting and initiating/hazing type violence and rituals. However, we recognise that abuse is abuse and will never be tolerated or passed off as “banter” or “part of growing up”. We will not dismiss abusive behaviour between children as ‘normal’ and our thresholds for investigating claims and allegations are the same as for any other type of abuse.

Occasionally, allegations may be made against pupils by others in the school, which are of a child protection nature. Child protection issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation.

We have a separate Peer on peer (also referred to as child on child) abuse Policy and procedures which will be followed in the event of an allegation being made against pupils in our academy by other pupils. This Policy and procedures is available on request from the academy office.

Consideration will also be given to the advice contained within the DfE document ‘Keeping Children Safe in Education’ (September 2021) and ‘Sexual Violence and sexual harassment between children in schools and colleges’ (May 2021).

### **3.3 Minimising the risk of safeguarding concerns towards pupils from other pupils**

On occasion, some pupils may present a safeguarding risk to other pupils. The academy may well be informed by the relevant agency (either Police or Social Care) that the young person raises safeguarding concerns. These pupils will need an individual Behaviour (or risk) Management Plan to ensure that other pupils are kept safe and they themselves are not laid open to malicious allegations.

Pupils are encouraged to report peer on peer abuse and the issue is discussed as part of PSHE curriculum.

#### **4. ATTENDANCE AND PUNCTUALITY**

The academy is required by law to keep a record of pupil attendance. In an emergency, such as a fire, it is essential that we have an accurate record of who is in school. Good attendance and punctuality are essential for good learning. They are also essential skills for later life. Pupils who are late and are recorded as late on a regular basis are put on an after-academy detention.

If pupils are late or do not attend:

- parent should telephone the academy in the morning on the first day of their child's absence;
- any absence needs to be explained, on return to school, by a letter or phone call from the parent;
- parent should contact the academy again if an absence is more than three days. If they do not, the academy will make attempts to contact them. In some circumstances, this may also involve a home visit.

On return to school, it is the pupil's responsibility to seek advice on completing any work missed. If a pupil is late to class he/she must catch up on work missed.

Serious lapses in punctuality may lead staff to decide that an after-academy detention is warranted.

We strongly discourage parents from taking their children out of academy for holidays or family outings during the academy term. The Principal is no longer able to grant any leave of absence during term time unless there are 'exceptional' circumstances. Absences taken without the authorisation of the Principal will be recorded as 'unauthorised'.

#### **5. HOMEWORK**

Pupils' homework is set via Edulink. Students are responsible for checking their EduLink and ensuring they are completing homework in time to meet deadlines. Parents should check EduLink often to help support students to organise their time effectively. Parents are encouraged to contact the academy if it appears that homework is not being set. All homework must be completed by the due deadline. Pupils are encouraged to plan their homework and coursework. The academy does provide advice on study skills to help students complete their homework on time.

Homework should be dated and well presented. If it is finished within the recommended time, reading and extra revision can be completed.

#### **6. PUPIL CONDUCT AND MISBEHAVIOUR OUTSIDE THE ACADEMY PREMISES**

##### **6.1 What the law allows**

Teachers have a statutory power to discipline pupils for misbehaving outside of the academy premises. Section 90 of the Education and Inspections Act 2006 gives Head teachers a specific statutory power to regulate pupils' behaviour in these circumstances "to such extent as is reasonable."

Subject to the school's Behaviour Policy and procedures, the teacher may discipline a pupil for:

- any misbehaviour when the child is:
  - taking part in any school-organised or school-related activity; or
  - travelling to or from school; or
  - wearing the academy uniform; or
  - in some other way identifiable as a pupil at the school.

- or misbehaviour at any time, whether or not the conditions above apply, that:
  - could have repercussions for the orderly running of the school; or
  - poses a threat to another pupil or member of the public; or
  - could adversely affect the reputation of the school.

## **6.2 Out of academy behaviour**

This academy is committed to ensuring our pupils act as positive ambassadors for us. Taking the above into account, we expect the following:

- good order on all transport (including public transport) to and from school, educational visits or other placements such as work experience or college courses;
- good behaviour on the way to and from school;
- positive behaviour which does not threaten the health, safety or welfare of our pupils, staff, volunteers or members of the public;
- reassurance to members of the public about academy care and control over pupils to protect the reputation of the school;
- protection for individual staff and pupils from harmful conduct by pupils of the academy when not on the academy site.

The same behaviour expectations for pupils on the academy premises apply to off-site behaviour.

## **6.3 Sanctions and disciplinary action – off-site behaviour**

Sanctions may be given for poor behaviour off the academy premises which undermines any of the above expectations and regardless of whether it is an activity supervised directly by academy staff. Sanctions may be in the form of detention, fixed term exclusion or in very serious cases, permanent exclusion. In issuing sanctions, the following will be considered:

- The severity of the misbehaviour.
- The extent to which the reputation of the academy has been affected.
- Whether pupils were directly identifiable as being members of the school.
- The extent to which the behaviour in question could have repercussions for the orderly running of the academy and/or might pose a threat to another pupil or member of staff (e.g. bullying another pupil or insulting a member of staff).
- Whether the misbehaviour was whilst the pupil was on work experience, taking part in a course as part of a academy programme, participating in a sports event (and in any situation where the pupil is acting as an ambassador for the school) which might affect the chances or opportunities being offered to other pupils in the future.

## **6.4 Pupil support**

We aim to support all our pupils to ensure that every child succeeds during their time at the School. Where it becomes clear that a child is having on-going difficulties in managing their behaviour, there are a wide range of strategies which are used to support pupils.

- Monitoring report cards with targets to promote success in lessons.
- Increased communication between home and school.
- Individual support plans.
- Referral to the academy counsellor or mentor.
- Support from the Inclusion Support Team which consists of the SENCo (Special Educational Needs Co-ordinator), teaching assistants, academy mentor, inclusion support manager, home academy liaison officer, work related learning co-ordinator etc.

- Small group work or 1:1 support in self-esteem, emotional literacy, anger management, nurture group sessions etc.
- Additional literacy or numeracy support where this is identified as a barrier to learning and impacts on the child's behaviour.
- Alternative curriculum provision.
- Reduced timetable.
- Referral to outside agencies such as Educational Psychologist, Mental Health Worker, Behaviour Specialists etc.

## **7. THE USE OF REASONABLE FORCE**

There are circumstances when it is appropriate for staff to use reasonable force to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom. The decision on whether to not to use reasonable force to control or restrain a child is down to the professional judgement of the staff concerned and should always depend on individual circumstances.

The Governing Body have taken account of advice provided by the DfE - *Use of reasonable force: advice for head teachers, staff and governing bodies* and the school's public sector equality duty set out in section 149 of the Equality Act 2010.

All members of academy staff have a legal power to use reasonable force. This power also applies to people whom the Principal has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying pupils on a academy organised visit.

Any use of force by staff will be reasonable, lawful and proportionate to the circumstances of the incident and the seriousness of the behaviour (or the consequences it is intended to prevent). Reasonable force will be used only when immediately necessary and for the minimum time necessary to achieve the desired result and to prevent a pupil from doing or continuing to do any of the following:

- committing a criminal offence;
- injuring themselves or others;
- causing damage to property, including their own;
- engaging in any behaviour prejudicial to good order and discipline at the academy or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

Force will **never** be used as a punishment.

Whether it is reasonable to use force and to what degree, also depends on the age and understanding of the pupil and whether they have Special Educational Needs or disabilities. Medical advice will always be sought about the safest way to hold pupils with specific health needs, special educational needs and disabilities.

### **7.1 Action as a result of self-defence or in an emergency**

All staff including teaching assistants, lunchtime supervisors, admin staff and the site management have the right to defend themselves from attack, providing they do not use a disproportionate degree of force to do so. Similarly, in an emergency, if for example, a pupil was at immediate risk of injury or at the point of inflicting injury on someone else, any member of staff is entitled to intervene. A volunteer helping in

academy would not be expected to work with a child who is known to need physical restraint as indicated in their Behaviour Management Plan.

## **7.2 Circumstances in which reasonable force might be used**

Circumstances in which reasonable force might be used include the following:

- Pupils found fighting will be physically separated.
- Pupils who refuse to leave a room when instructed to do so may be physically removed.
- Pupils who behave in a way which disrupts a academy event or a academy trip or visit may be physically removed from the situation.
- Restraint may be used to prevent a pupil leaving a classroom where allowing him or her to do so would risk their safety or lead to disruptive behaviour. This may also include leading a pupil by the arm out of a classroom.
- Pupils at risk of harming themselves or others through physical outbursts will be physically restrained.
- To prevent a pupil from attacking a member of staff or another pupil.
- To prevent a pupil causing injury or damage by accident, by rough play, or by misuse of dangerous materials or an object.

## **7.3 Power to use reasonable force when searching without consent**

In addition to the general power to use reasonable force, the Principal and authorised staff can use such force as is reasonable given the circumstances to conduct a search for 'prohibited items'. See Section 3.2 above.

## **7.4 Unreasonable force**

The type of force which will never be acceptable in our academy includes:

- holding round the neck or any other hold that might restrict breathing;
- kicking, slapping or punching;
- forcing limbs against joints (e.g. arm locks);
- tripping or holding by the hair or ear;
- holding face down on the ground.

## **7.5 Staff training**

All members of staff will receive training about the use of reasonable force appropriate to their role to enable them to carry out their responsibilities. This will include training on any restraint techniques which must not be used because they are known to present an unacceptable risk when used on children and young people. Some staff will receive additional training on the appropriate techniques which may be used to physically restrain pupils. The training will be to an approved nationally acceptable level and will be regularly refreshed.

## **7.6 Behaviour Management Plans (BMPs)**

A pupil with a known challenging behaviour, a medical condition which affects behaviour patterns, has special educational needs or where there is evidence or suspicion of self-inflicted harm (i.e. is a risk to themselves) may be the subject of a Behaviour Management Plan. This Plan sets out specific ways in which the behaviour is controlled whilst on academy premises and during any off-site visit. It may also include details on managing the pupil's behaviour whilst travelling to academy on organised home-academy transport.

In such circumstances, parents will always be made aware of their child's Behaviour Management Plan and will be asked to contribute to the content and control measures

implemented in an attempt to apply consistency of sanctions and rewards both in academy and at home. Wherever possible and appropriate, the child concerned will also be involved in creating the Behaviour Management Plan.

## **7.7 Informing parents when reasonable force has been used**

In accordance with current good practice, the academy will speak to parents about serious incidents involving the use of force and will record such serious incidents.

In making a decision about informing parents, the following will be considered:

- the pupil's behaviour and level of risk presented at the time of the incident;
- the degree of force used;
- the effect on the pupil or member of staff concerned; and
- the child's age.

All incidents when 'physical restraint' as opposed to 'physical control' is used will be recorded as soon as possible and details passed on to the Head teacher (or deputy in the absence of the Principal) who will follow up the incident where necessary. The following must be recorded:

- all incidents where unreasonable use of force is used;
- any incident where substantial force has been used e.g. physically pushing a pupil out of a room;
- use of restraint;
- all incidents where either the child or the 'handler' is injured because of the intervention;
- an incident where a pupil is distressed though clearly not overreacting.

The following criteria will be used when considering the need for recording:

- (a) Did the incident cause injury or distress to a member of staff or pupil?
- (b) Even though there was no apparent injury or distress, was the incident sufficiently serious in its own right? Any use of restrictive holds, for example, fall into this category;
- (c) Did the incident justify force? This is particularly relevant where the judgement is finely balanced;
- (d) Does recording it help to identify and analyse patterns of pupil behaviour?

If the answer to any of the questions is 'yes', a written record should be made and held in a secure central location or recorded in the bound Record of Physical Intervention book (blue) and all other notes taken at the time are to be kept.

In all instances of the use of physical restraint, parents will be informed the same day, by phone, and invited into the academy to discuss the incident unless to do so would result in significant harm to the pupil, in which case, the incident will be reported to the Cumbria Safeguarding Hub by the Principal/DSL.

All injuries will be reported and recorded in accordance with academy procedures.

## **7.8 Post incident support**

Serious incidents can create upset and stress for all concerned. After the incident ends it is important to ensure any staff and pupils involved are given first aid treatment for any injuries. Emotional support may also be necessary. Where required, immediate action will be taken to access medical help for any injuries that go beyond basic first aid. The academy will then decide how and when to contact the parents of the pupil to engage them in discussing the incident and setting out subsequent actions. After the incident, the Principal and/or other staff will:

- (a) ensure the incident has been recorded;

- (b) decide whether multi-agency partners need to be engaged and, if so, which partners;
- (c) hold the pupil to account so that he or she recognises the harm caused or which might have been caused. This may involve the child having the chance to redress the relationship with staff and pupils affected by the incident. It may also mean the child is excluded. See Section 3.2 above.
- (d) help the pupil develop strategies to avoid such crisis points in the future and inform relevant staff about these strategies and their roles;
- (e) ensure that staff and pupils affected by the incident have continuing support, if necessary, in respect of:
  - physical consequences
  - emotional stress or loss of confidence
  - analysis and reflection of the incident

## **7.9 Follow up**

In many cases there will be a follow-up meeting of key personnel to discuss the restraint incident and review the Behaviour Management Plan or other plans for pupils. It might also be appropriate to review the Whole Academy Behaviour Policy and/or supporting procedures.

## **7.10 Other physical contact with pupils**

This academy does not operate a 'No touch Policy'. There are occasions when physical contact, other than reasonable force, with a pupil is proper and necessary.

- When comforting a distressed pupil.
- When a pupil is being congratulated or praised.
- To demonstrate how to use a musical instrument.
- To demonstrate exercises or techniques during PE lessons or sports coaching.
- To administer first aid.

## **8. ALLEGATIONS OF ABUSE AGAINST STAFF AND OTHER ADULTS WORKING IN THE SCHOOL**

### **8.1 General**

All children and adults have a fundamental right to be protected from harm. All allegations of abuse will be taken seriously. (For more information, refer to the Academy Allegations procedure which forms part of the Child Protection Policy and procedures).

The Governors of the Academy have a duty to safeguard and promote the welfare of children and create and maintain a safe learning environment (section 175 of the Education Act 2002). Our policy is to identify where there are child welfare concerns and act to address them, in partnership with other organisations where appropriate, and in accordance with local inter-agency procedures.

Academy staff have a positive role to play in child protection, as their position often allows them to be able to observe outward signs of abuse and changes of behaviour in children. Because of their role however, they are also open to accusations of abuse. Such allegations may be true, but they may also be false, misplaced or malicious.

To fulfil its commitment to the welfare of children, this Academy has a procedure for dealing with allegations of abuse against members of staff, supply staff, volunteers and other children.

The procedure aims to ensure that all allegations are dealt with fairly, consistently and quickly and in a way that provides protection for the child, whilst supporting the person who is the subject of the allegation. Where an allegation is made against supply staff employed by an Agency, the academy will take the lead and will collect the facts when an allegation is made. In such cases, we will involve the Agency in any further investigations and follow-up procedures.

If a member of staff does not wish to report an allegation directly, or they have a general concern about malpractice within the school, reference can also be made to the school's Whistleblowing procedures.

The procedure complies with the framework for managing cases of allegations of abuse against people who work with children, as set out in the statutory guidance 'Keeping Children Safe in Education' published by the DfE and the Cumbria Safeguarding Children Partnership (SCP) Core procedures.

## **8.2 Action in the event of a malicious allegation**

If an allegation is determined to be false, unsubstantiated, unfounded or malicious, the LA appointed Designated Officer (DO) will be informed via Cumbria Safeguarding Hub and will refer the matter to the local authority children's social care services to determine whether the child concerned is in need of services, or may have been abused by someone else. If an allegation is shown to have been deliberately invented or malicious, the Principal will consider whether any disciplinary action is appropriate against the pupil who made it, or the Police will be asked to consider whether any action might be appropriate against the person responsible, including situations where the individual concerned was not a pupil. Such cases may be dealt with under the Protection from Harassment Act 1997.

The disciplinary action taken against a pupil might include fixed term or permanent exclusion. Whatever action is taken will be discussed with the parent of the pupil concerned at an early stage.

## **9. BULLYING**

**In addition to the sections below, we have a separate Peer on peer abuse Policy and procedures, a copy of which is available on request from the academy office.**

### **9.1 What is bullying?**

According to the DfE document 'Preventing and Tackling Bullying – Advice for Head teachers, staff and Governing Bodies, bullying may be defined as:

"Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally".

Specific types of bullying include those relating to:

- race, religion, culture or gender;
- SEN or disabilities;
- appearance or health conditions;
- sexual orientation;
- young carers or looked after children or otherwise related to home circumstances;
- sexist or sexual bullying.

It can take place between pupils, between pupils and staff, parents and staff or between staff; by individuals or groups; face-to-face, indirectly or using a range of cyber bullying methods. Acts of bullying can include:

- name-calling;
- taunting;
- mocking;
- making offensive comments;
- kicking;
- hitting;
- pushing;
- taking belongings;
- inappropriate text messaging, emailing or 'posting' on social media sites;
- sending offensive or degrading images by phone or via the internet e.g. via Social media sites;
- upskirting;
- producing graffiti;
- excluding people from groups;
- spreading hurtful and/or untruthful rumours.

Many experts believe that bullying involves an imbalance of power between the perpetrator and the victim. This could involve perpetrators of bullying having control over the relationship which makes it difficult for those they bully to defend themselves. The imbalance of power can manifest itself in several ways. It may be physical, psychological (knowing what upsets someone), derive from an intellectual imbalance, or by having access to the support of a group, or the capacity to socially isolate. It can result in the intimidation of a person or persons through the threat of violence or by isolating them either physically or online.

Cyber bullying can be defined as the use of information and communications technology particularly mobile phones and the internet, deliberately to upset someone else. Cyber bullying that occurs while pupils are under the school's direct supervision will be dealt with in line with this Policy and procedures.

In cases where cyber bullying occurs while pupils are outside our direct supervision (i.e. at home), parents will be encouraged to report these incidents to the Police as criminal laws (such as those pertaining to harassment, threatening and menacing communications) may apply. Parents are also encouraged to report such bullying to the school. If the alleged perpetrator is a member of this academy community, the academy will act in line with this Behaviour Policy and procedures. The academy will, wherever possible, support parents in this and may impose a sanction upon the bully where this individual is recognisable.

## **9.2 The law**

The Academy endeavours to comply with the legal requirements placed on schools and the Governing body to determine detailed measures (rules, rewards, sanctions and behaviour management strategies) that "encourage good behaviour and respect for others on the part of pupils and, in particular, preventing all forms of bullying among pupils" (Education and Inspections Act 2006, section 89). The academy will exercise its legal powers as outlined in section 89/5 and section 91, Education and Inspections Act 2006 as deemed appropriate and practicable.

Schools are required to comply with the equality duty 'The Equality Act 2010'. The public sector equality duty has three aims:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and

- foster good relations between people who share a protected characteristic and people who do not share it.

### **9.3 Reporting and recording incidents of bullying**

Pupils and parents are encouraged to report bullying to any member of staff. Incidents are, in the first instance, referred to the pupil's Class teacher or Head of Year to be investigated, appropriate action taken and parents will be informed promptly using usual academy procedures. Pupil voice is important at this academy and pupils are encouraged through various means to report any incidents of bullying behaviour which they encounter personally or become aware of. This is reinforced via assemblies, Anti-Bullying Week, PSHE and during class/circle time. The Whole Academy Behaviour Policy and procedures also reinforce the school's expectation as to how members of the academy community should conduct themselves. A log will be maintained of racist incidents and information on incidents of bullying. All reported incidents of bullying will be recorded regardless of the outcome of the investigation.

### **9.4 Tackling bullying**

The aim of any anti-bullying intervention is to safeguard and support the victim, discipline and modify the behaviour of the bully with a view to prevent, de-escalate and stop further incidents of harmful behaviour.

### **9.5 Strategies for dealing with bullying**

- Ensuring that there is a promotion of an open and honest anti-bullying ethos in the academy
- Investigate all allegations of bullying
- PSHE programmes that discuss issues such as diversity and anti-bullying messages
- Calendared anti-bullying week
- Poster and leaflet campaigns – designed and written by pupils
- Assemblies - both whole academy and class/form that promote a sense of community
- Class discussions and role plays in Drama, English and RE that draw out anti-bullying messages
- Circle time
- Access to bully boxes
- Acceptable Internet Use Agreement is signed by all and online safety is discussed in Computing lessons.
- On-going staff induction and training programme
- Adequate staff supervision at lunch and break times
- Clear and consistently applied Policies for Behaviour and Uniform
- Home academy agreement
- Anti-bullying Ambassadors

### **9.6 Strategies for dealing with the bully**

- Disciplinary sanction imposed either exclusion or time in the inclusion room
- Engage promptly with parents to ensure their support and involvement
- Restorative justice approaches taken as appropriate
- One-to-one interview with staff or peer mentors
- Counselling offered
- Work with the educational psychologist or other outside agency
- Anger management strategies discussed

## **9.7 Strategies to support a victim**

- Disciplinary sanctions as appropriate applied to the bully
- Counselling offered
- Mediation
- Out of lesson support passes issued
- Short term modification of academy timetable
- One-to-one parental interview, parental support and involvement
- Private diaries given
- Self-assertive strategies discussed

## **10. DRUGS AND DRUG-RELATED INCIDENTS**

### **10.1 General**

A drug is a substance which, when taken into the body, changes the way we feel, the way we see things and the way the body works. This section covers a range of drugs including medicines, tobacco, alcohol, solvents, new psychoactive substances (so called 'legal highs'), volatile substances and illegal drugs and describes the school's approach to dealing with incidents of drug misuse. Apart from medicines prescribed to an individual, all other items listed above are classed as 'prohibited items' with respect to screening, searching and confiscation – Section 3.2 refers.

Drugs Education forms part of the PSHE programme delivered in discrete sessions for all pupils.

- Current research indicates that drug use, both legal and illegal, is rising amongst young people.
- We do not support the misuse of tobacco, alcohol, solvents, illegal drugs and medicines by members of the school.
- Under no circumstances will the supply or sale of illegal drugs on the academy site will be tolerated.
- The academy believes it has a duty to inform and educate young people on the consequences of drug use and misuse.
- Fundamental to our school's values and practice is the principle of sharing the responsibility for education of young people with parents and carers by keeping them informed and involved at all times.
- Whilst we acknowledge that some young people will use and misuse substances, it is important to recognise that the remainder of young people are choosing not to use or misuse substances. We will help individual learners according to their differing needs.

### **10.2 Responsibilities**

The Principal has responsibility for supporting other members of staff in the implementation of these procedures. Melissa Relph is named as the designated senior member of staff with responsibility for the drug related procedures in this academy and for disseminating any information on drug-related education.

Drug prevention is a whole academy issue. All staff, both teaching and support staff, will be made aware of these procedures and how they relate to them should they be called upon to deal with a drug-related incident.

The site-manager regularly checks the academy premises – any substances or drug paraphernalia found will be reported to the Principal and Senior Leadership Team and dealt with in accordance with these procedures.

### **10.3 Dealing with drug-related incidents**

The following provides our framework for dealing with incidents surrounding the use, suspicion of use and finding of drugs and substances. We recognise that drug use can be a symptom of other problems and, where appropriate, we will involve or refer pupils to other services. Within our academy the following guidelines apply to the possession or use of drugs, alcohol and tobacco on academy premises:

#### **Medicines**

Where pupils are prescribed medicines, cases will be dealt with on an individual basis and appropriate procedures will be followed (e.g. safe storage and administration of medicines in line with national guidance). Information for parents on this issue is available on request from the school.

#### **Tobacco**

In line with legislation, the academy operates a 'No Smoking' policy in the building and on the academy site. This also applies to the use of e-cigarettes.

#### **Alcohol**

No alcohol is consumed during the normal academy day. Those hiring the academy premises are not allowed to consume alcohol on site unless it has been authorised by the Governing Body and forms part of the Lettings Contract.

#### **Solvents**

The academy will ensure that potentially harmful substances are stored safely, and pupils will be supervised carefully where such substances are used during their work. The use of aerosol deodorants will be discouraged because of the potential risks to people with asthma or other bronchial problems.

#### **Illegal substances**

Illegal or illicit substances must not be brought to academy or used on academy premises.

### **10.4 Discovering a drug or suspected illegal substance**

- (1) Take possession of the drug/substance and inform the Principal/Senior Leadership Team member who will inform the Principal at the first available opportunity.
- (2) In the presence of a witness the article should be packed securely and labelled with the date, time and place of discovery.
- (3) The package should be signed by the person who discovered it and stored in a secure place.
- (4) The Principal will always involve the school's link community liaison Police Officer in the case of suspected drugs or illegal substances in school.
- (5) In the event of discovering a hypodermic needle, the incident should be recorded and the following procedure should be observed to protect all persons:
  - Do **NOT** attempt to pick up the needle.
  - If possible, cordon off the area to make it safe.
  - Inform the Principal /Senior Leadership Team member.
  - The needle should be placed in a sharps box or other secure metal box and disposed of via a local medical surgery.

### **10.5 Discovering or suspecting a pupil is in possession of a drug/drug paraphernalia**

- (1) Request that the pupil hand over the article(s).
- (2) Having taken possession of the substance/paraphernalia, the procedure should be followed as above.
- (3) **EXTREME CARE SHOULD BE TAKEN IF HYPODERMIC NEEDLES ARE INVOLVED.**

If a pupil refuses to hand over articles a search may be required - it should be noted that in accordance with current DfE advice:

- The Principal and other authorised staff can search lockers etc. without the permission of the pupil when looking for prohibited items.
- Teachers can search a pupil's outer clothing so long as a witness is present, without the consent of the pupil. The personal search must be undertaken by a teacher of the same sex with the witness being the same sex wherever possible. Reasonable force may be used to complete the search.
- Pupils should be given the opportunity to empty their pockets, bag, etc. in the presence of a witness.

#### **10.6 Dealing with a pupil suspected to be under the influence of a drug or substance**

Stay calm, place the pupil in a quiet area, do not leave on their own and seek medical advice from the school's first aider who will assess the situation and act appropriately, the Principal /Senior Leadership Team member must also be informed.

Any suspected substances found should travel with the pupil if removed from the academy for treatment. Vomit should be safely collected where possible by the school's First Aider and taken with the pupil (for analysis).

All drug related incidents will be recorded.

#### **10.7 When to contact the Police/disciplinary action**

The Police will always be contacted in situations where controlled drugs are found. Any decisions made on the appropriate disciplinary action to be taken will take the Police advice into consideration. Further advice on this subject can be found in the NPCC guidance document 'When to call the Police – Guidance for schools and colleges'

- Where controlled drugs are found, these will be delivered to the Police as soon as possible.
- Alcohol will be disposed of. Under no circumstances will alcohol be returned to the pupil.
- Tobacco or cigarette papers will also be disposed of in the same way as alcohol.
- If other substances are found which are not believed to be controlled drugs, these will be confiscated and disposed of in accordance with the school's procedures. This would include, for example, so called 'legal highs'. Where staff suspect that a substance may be a controlled drug, they will treat them as controlled drugs and follow the procedure above.

In the event of a drug-related incident in the school, the academy would co-operate with the Police should they wish to search the premises.

As a result of a drug-related incident, the pupil(s) concerned will be subject to disciplinary action. This action may result in a fixed term exclusion and in the most serious of cases would result in permanent exclusion.

#### **10.8 Procedures for dealing with drug-related incidents involving adults**

The following examples are situations where concerns about drug misuse or related behaviour involve a parent or other adult rather than pupils:

- Adults may attend academy premises under the influence of alcohol or drugs.
- A parent or adult may attempt to remove a child from academy premises during or at the end of the academy day whilst under the influence of alcohol or drugs.
- An adult may behave aggressively, intimidate or threaten staff or assault academy staff or pupils whilst appearing to be under the influence of alcohol or drugs.

- Academy staff may be concerned that a parent or family member's drug misuse may put the child at risk.
- An adult may be involving pupils in drug misuse or the supply of drugs to pupils.

These examples are not exhaustive and in each case, the Principal will consider the safety of the whole academy community including staff when determining the appropriate course of action.

Where, in the opinion of academy staff, it is thought that an adult is unable to provide appropriate care and supervision of a child because they are under the influence of drugs or alcohol, they will first attempt to contact an alternative adult carer for the child before contacting the LA Social Care Services and, if necessary, the Police.

Where there are concerns over the safety of the child, academy staff will attempt to persuade the adult not to leave the premises with the child until appropriate assistance arrives. If the adult insists on leaving the school, staff will immediately contact the Police. This will also be the case if an adult becomes threatening or aggressive.

If academy staff have concerns about an adult or adults supplying drugs on or near academy premises, or to any of the pupils out with academy premises, the Principal or other member of staff will consult with the Police.

## **11. BEHAVIOUR OF PARENTS AND OTHER VISITORS TO THE SCHOOL**

The Academy encourages close links with parents and the community. We believe that pupils benefit when the relationship between home and academy is a positive one. The vast majority of parents and others visiting our academy are keen to work with us and are supportive of the school. However, on the rare occasions when a negative attitude towards the academy is expressed, this can result in aggression, threatening behaviour, written, verbal and/or physical abuse towards a member of the academy community.

Violence, threatening behaviour and abuse against academy staff or other members of the academy community will not be tolerated. When formulating our procedures, reference was made to the DfES document 'A Legal toolkit for schools – Tackling abuse, threats and violence towards members of the academy community' and DfE non-statutory guidance 'Controlling access to Academy premises' (November 2018). A poster indicating that such negative behaviour is not acceptable is displayed in the academy reception area.

Our academy expects and requires staff to behave professionally in these difficult situations, and to attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all members of the academy community (including other parents and visitors) have the right to visit and work without fear of violence and abuse, and the right in an extreme case, of appropriate self-defence.

We expect parents and other visitors to behave in a reasonable way towards other members of the academy community. The following outlines the steps that will be taken where parent or visitor behaviour is unacceptable.

### **11.1 Types of behaviour that are considered serious and unacceptable**

The following list outlines the types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the academy community. This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting, either in person or over the telephone
- Speaking in an aggressive/threatening tone
- Physical intimidation e.g. standing very close to her/him
- The use of aggressive hand gestures/exaggerated movements

- Physical threats
- Shaking or holding a fist towards another person
- Swearing
- Pushing
- Hitting, e.g. slapping, punching or kicking
- Spitting
- Racist or sexist comments
- Sending inappropriate or abusive e-mails to academy staff or to the general academy e-mail address
- Publishing or posting derogatory or inappropriate comments which relate to the school, its pupils or staff/volunteers on a social networking site
- Breaking the school's security procedures

Unacceptable behaviour may result in the Police being informed of the incident.

## **11.2 Procedures for dealing with unacceptable behaviour**

When a parent or member of the public behaves in an unacceptable way during a telephone conversation, staff at the academy have the right to terminate the call. The incident will be reported by staff to the Senior Management Team. The academy reserves the right to take any necessary actions to ensure that members of the academy community are not subjected to verbal abuse. The academy may warn the aggressor, temporarily or permanently ban them from the academy site, and/or contact the Police.

When any parent or visitor behaves in an unacceptable way in person towards a member of the academy staff a member of the Senior Management Team will seek to resolve the situation through discussion and mediation. If necessary, the school's complaints procedure should be followed. Where all procedures have been exhausted, and aggression or intimidation continues, or where there is an extreme act of violence, the discussion will be terminated and the visitor will be asked to leave the academy immediately. It is also an offence under Section 547 of the *Education Act 1997* for any person (including a parent) to cause a nuisance or disturbance on academy premises. The Police will be called if necessary. The perpetrator may also be banned from the academy premises for a period, which will be determined by the school.

Prior to a ban being imposed, the following steps will be taken:

- Depending on the severity of the incident, the individual may first be issued with a written warning stating that if a similar incident occurs, the individual concerned will be banned (temporarily or permanently) from the academy premises.
- In more serious cases, the individual will be informed, in writing, that she/he is banned from the premises temporarily, subject to review, and what will happen if the ban is breached.
- Extreme incidents will result in a permanent ban being enforced immediately. The individual will be informed in writing of the permanent ban but will be given the right to appeal in writing against the decision.
- In all cases, parents will be given the opportunity to discuss any issues relating to their child with academy staff.
- Incidents of verbal or physical abuse towards staff may result in the Police being informed and may result in prosecution.

If an individual is intimidating, threatening or aggressive towards a member of the academy community any interaction will be terminated immediately and the person will be instructed to leave the premises. Further action may be taken by the school.

The Academy will take action where behaviour is unacceptable or serious and breaches this Whole Academy Behaviour Policy and procedures.

### **11.3 Unacceptable use of technology**

The Academy takes the issue of unacceptable use of technology by any member of the academy community very seriously.

We expect parents and other adults within the academy community to act responsibly when using online technologies. The expectation of parents is set out on page 4. Failure to comply with these expectations could result in parents and/or other adults being banned either temporarily or permanently from the school site, and the incident may be reported to the Police.

Acceptable Use Agreements exist for pupils, staff and governors of the School and form part of our Online Safety Policy and procedures.

**APPENDIX A – SECONDARY BEHAVIOUR SANCTIONS (Professional judgement used in implementation)**

Detention	Internal Exclusion	Fixed Term Exclusion (FTE)	Permanent Exclusion (PEX)
<ul style="list-style-type: none"> <li>• Arriving late to a lesson</li> <li>• Talking inappropriately or running in the corridor</li> <li>• Disrupting the lesson and preventing teaching (interrupting/calling out)</li> <li>• Arriving to class unprepared</li> <li>• Uniform not worn correctly</li> <li>• Inappropriate use of mobile phones in lessons or other electronic devices</li> <li>• Uniform not present (including PE uniform)</li> <li>• Eating in a lesson/chewing gum</li> <li>• Cheating or disruptive behaviour in a test/exam</li> </ul>	<ul style="list-style-type: none"> <li>• Using strongly inappropriate language (e.g. swearing)</li> <li>• Aggression</li> <li>• Dangerous behaviour</li> <li>• Damage to property</li> <li>• Shouting/rudeness/disrespect to staff</li> <li>• Failure to attend mandatory after school commitment</li> <li>• Possession of dangerous or inappropriate materials</li> <li>• Disrespecting students or staff</li> <li>• Disrespect to property</li> <li>• Graffiti</li> <li>• Walking away from staff or refusal to move</li> <li>• Using software or devices (including mobile hotspots) that circumnavigate academy managed internet safeguards</li> </ul>	<ul style="list-style-type: none"> <li>• Physical violence towards a student</li> <li>• Serious verbal abuse towards staff</li> <li>• Peer abuse including cyber abuse</li> <li>• Theft</li> <li>• Vandalism or property damage</li> <li>• Possession of dangerous objects/pornography</li> <li>• Smoking items on site, including e-cigarettes and smoking paraphernalia</li> <li>• Bringing the Academy into disrepute</li> <li>• Lying in the course of an investigation</li> <li>• Repeated defiance</li> <li>• Dropping items over the balcony</li> <li>• Possession or consumption of alcohol on site</li> <li>• Possession and distribution of obscene images or pornography</li> <li>• Using discriminatory comments – racist or homophobic language</li> <li>• Sexual harassment or inappropriate sexualised comments towards another student</li> </ul>	<ul style="list-style-type: none"> <li>• Serious actual or threatened violence against another student or a member of staff</li> <li>• Sexual abuse or assault</li> <li>• Consumption, possession or supply of an illegal drug, including new psychoactive substances (NCP) formally known as legal highs</li> <li>• Carrying a weapon</li> <li>• Arson</li> <li>• Persistent refusal to follow Academy rules – breakdown in ability to follow Academy rules</li> </ul>
<p><b><u>Extended day</u></b></p> <ul style="list-style-type: none"> <li>• Truancy</li> <li>• Persistent lateness to school</li> </ul>			