



Behaviour Policy

Review Date September 2024

Every Child, Every Chance, Every Day; Working Together



BEHAVIOUR POLICY

Review Date – September 2024

1. **INTRODUCTION**

At Crabtree Farm Primary School we believe that a whole school behaviour policy can only be effective if there is a partnership between all the various groups associated with the day-to-day running of a school. This involves teachers, teaching assistants, mid-day supervisors, office staff, students, parents/carers, governors and children all working towards the same objective – a safe, calm school.

2. **AIMS**

At Crabtree Farm Primary School we aim to provide an environment in which:

- 2.1 Children feel safe, secure, valued and educated.
- 2.2 Teachers and teaching assistants have the right to teach and children have the right to learn.
- 2.3 Children have access to a broad and balanced curriculum.
- 2.4 Children are encouraged to respect the rights and beliefs of others.
- 2.5 A sense of citizenship is instilled.
- 2.6 Children learn to recognise and understand the part they will play in the world as adults.
- 2.7 Children and adults alike have a firm understanding of the school behaviour policy that is consistent in its approach, with clear expectations for all.

3. **SCHOOL RULES**

- 3.1 A set of school rules are clearly displayed in all rooms and teaching areas.
- 3.2 The rules are as follows:
 1. We will always try our best even if we encounter difficulties.
 2. We do as we are asked the first time.
 3. We look at and listen to who is speaking.
 4. We put our hands up for attention and do not call out.
 5. We keep hands, feet and objects to ourselves.
 6. We use quiet voices and friendly words.
 7. We complete our work in the time given.
- 3.3 The class teachers will discuss the class rules at the start of a school year, clarifying their expectations of each rule.
- 3.3 If a child breaks a rule or rules, staff will use the sanctions identified in section 7.
- 3.4 As the children move within school they are expected to follow the school rules at all times.
- 3.5 During break-times and lunchtimes the children have access to the school playground.
- 3.6 The school playground is split into zones to ensure that different types of play can take place without impinging on others.

- 3.7 At the end of break-times and lunch times a whistle is blown twice and the children are expected to stand still on the first whistle and then, after the second whistle, stand in class lines before they enter the school with their class teacher. This ensures a calm start to each session.

4. BEHAVIOUR AT LUNCH TIME

- 4.1 There is a set of rules on display in the school dining hall, classrooms and teaching areas.
- 4.2 These rules are as follows:
1. We eat our dinner sensibly in a reasonable amount of time.
 2. We do as we are asked the first time.
 3. We look at and listen to who is speaking.
 4. We put our hands up for attention and do not call out.
 5. We keep hands, feet and objects to ourselves.
 6. We use quiet voices and friendly words.
- 4.3 If children do not follow the lunchtime rules the lunch time staff will use a range of sanctions, including keeping children inside.

5. REWARDS

- 5.1 The House Point system rewards children on a whole school basis.
- 5.2 All children will be designated to a house from year 1.
- 5.3 All Staff can award, a 'House Point' at any time to reward children throughout the school e.g. for following school rules, completing a good piece of work, helping others, contributing towards the school.
- 5.4 Staff record the 'House Point', onto their class chart. Children earn awards at incremental House Point totals:
- 25 points = certificate
 - 50 points = certificate
 - 75 points = certificate and bronze star badge
 - 100 points = certificate and silver star badge
 - 125 points = certificate and gold star badge
 - 150 points = certificate and platinum award
- 5.5 The house captains will be chosen at the beginning of the year from year 6, through a voting system.
- 5.6 During an assembly the house captains will announce the progress of the houses and individual certificate awards.
- 5.7 Class reward systems may be used. These could include marbles in a jar, collecting pieces of a jigsaw, class points, etc.
- 5.8 Class teachers should decide reasons for gaining class points. These may include tidying up, lining up sensibly, co-operating with one another, reading regularly, etc.
- 5.9 The class teacher and children can collaborate in order to decide upon an appropriate class treat. These might be extra break, free time, extra PE, extra art, etc. depending on the interests of the children.
- 5.10 Stickers may also be used as an instant reward for children.
- 5.11 A weekly celebration across the whole school is called 'Crabtree Stars'.

- 5.12 This allows class teachers to publicly praise identified children for an identified focus on work or behaviour during the preceding week.
- 5.13 Each half-term there is a special Crabtree Stars assembly called 'Crabtree Superstars'. This will reward children who have worked exceptionally hard throughout the half term.
- 5.14 Some children may also require more specific individual reward systems in order to modify their existing behaviour.

6. SANCTIONS

- 6.1 The school has a devised set of steps to be followed should a child misbehave in the classroom.

For EYFS, these are as follows:

1. Verbal warning.
2. Thinking chair one minute
3. Thinking chair three minutes
4. Thinking chair five minutes
5. Time out with the phase leader
6. Time out with the Deputy Head Teacher
7. Time out with the Head Teacher

For KS1 and KS2, these are as follows:

1. Verbal warning
2. Name on the board
3. First tick next to name
4. Second tick next to name
5. Time out in the classroom (Third tick next to name)
6. Time out in the 'paired' classroom with in the year group (Fourth tick next to name), this is to be recorded on Arbor
7. Time out with the phase leader
8. Time out with Deputy Head Teacher
9. Time out with the Head Teacher

- 6.2 All children are different, and a certain flexibility in the steps should be adhered to in order to match the individual child's needs. Therefore, staff should use their professional judgement as to which of the above steps should be used.

- 6.3 Classes will be 'paired' with the following:

- Wollaton Deer - Clough
- Lions - Magpies
- Adlington – Froch
- Maid Marion – Little John
- Trent - Loxley
- Panthers – Raleigh

A sand timer is available in each classroom. This timer will not be given until the child is calm.

- 6.4 If a child is repeatedly sent out of class (3 occurrences in a short time frame), it is the teacher's responsibility to discuss this with the team leader and make appropriate contact with the parents/carers.
- 6.5 Children who reach the last step of the classroom sanctions will be sent to the

- Head Teacher or be collected by the Head Teacher or Deputy Head Teacher, this behaviour will be recorded on Arbor.
- 6.6 More serious behaviour will result in immediate removal from the classroom by the Head Teacher. Any child sent to the Head Teacher will be logged on Arbor. A behaviour report will be pulled off Arbor for review periodically.
- 6.7 If Physical Intervention (PI) is required it should only be carried out by trained staff. It is only deemed appropriate if a child is hurting themselves, others or school property (or refusing to comply with an instruction relating to the safety of themselves or others). Where appropriate, PPE to be worn to protect staff (see Handling Policy for more details). A PI report form should be completed after the incident and logged with the Head Teacher/SLT.
- 6.8 If deemed necessary, children may be put onto 'report', where they will have to get their reports signed by staff throughout the day, commenting on their attitude and behaviour in the lessons and at break times, this would be discussed with the child's parent/carer prior to the report being put in place.
- 6.9 Children may be kept inside during break-time, 'Thinking Time', based on staff assessments. Examples of reasons why may include:
- inappropriate behaviour on the playground (e.g. fighting, verbal abuse, inappropriate physical contact)
 - inappropriate behaviour in the classroom
 - continued failure to complete work/homework

7. SUSPENSIONS AND PERMANENT EXCLUSIONS

- 7.1 Suspensions and permanent exclusions are used in school as a last resort and we recognise the importance of maintaining a continuous education for all our children.
- 7.2 However, there are circumstances where suspensions and permanent exclusions are necessary. The school will follow guidance from the DfE on suspensions and permanent exclusions.
- 7.3 Suspensions (fixed term exclusions) are used for continued non-compliance, or where the health and safety of the child, staff and other children are compromised.
- 7.4 Personal Support Plans (PSPs) are put into place for any child at risk from permanent exclusion. These are written by the class teacher in collaboration with the school SENCO.
- 7.5 Work will be provided for any child who is not in school, due to a suspension.
- 7.6 A reintegration meeting will be held following a suspension, with the child and their parents/carers upon their return to school. At this meeting the reasons for suspension will be discussed, along with an agreed plan to reintegrate the child back into school with any support required in order to reduce the risk of further exclusions.
- 7.7 Permanent exclusions are avoided by the intervention of other agencies and support for the child. There are two situations where permanent exclusions may occur:
- As a culmination of previous fixed term exclusions - the current fixed term exclusion taking the child to a maximum of 45 days in an academic year.
 - As a very serious one-off incident, such as:

- (a) extreme violence
 - (b) sexual assault
 - (c) bringing weapons into school (e.g. knives)
- 7.8 The headteacher will notify the governing body, the LA and the parents/carers of the child involved of any suspensions or permanent exclusions. If the child has a social worker, they will also be informed.
- 7.9 The governing body has a responsibility in considering whether excluded pupils should be reinstated. Meetings may be held virtually or face to face.
- 7.10 The headteacher has the ability to cancel an exclusion before the governing body has met to consider whether a pupil should be reinstated. If this occurs the parents/carers, governing body, LA and social worker must be notified.

8. HEALTH AND SAFETY STATEMENT

- 8.1 Violence in any form is not tolerated, neither physical nor verbal.
- 8.2 Where there is a danger to staff or pupils, the school's Handling Policy must be followed.
- 8.3 In specific cases, children may have their own handling plan.
- 8.4 All staff must be aware of any child in school with an individual handling plan.
- 8.5 Designated members of staff are trained in positive handling and de-escalation techniques.
- 8.6 If a child refuses to enter a classroom, or is wandering around the school, staff should contain the incident in as small a place as possible.
- 8.7 If a child leaves the school grounds during the school day without permission, the parents/carers and police must be informed.
- 8.8 Staff must not chase pupils as this could lead to greater danger.
- 8.9 If a member of staff is injured or struck by a pupil, they must complete a 'Violence to Staff' form and report it to the Head Teacher.
- 8.10 Photos should be taken of any injuries (on staff only, with their permission) and statements taken as soon as possible.

9. SAFEGUARDING

- 9.1 Any safeguarding concern raised through behaviour, including child on child abuse, will be reported immediately to a DSL team member. The Safeguarding Policy will be adhered to at all times. (See Safeguarding Policy for further guidance).

10. SEARCHING, SCREENING AND CONFISCATION

- 10.1 Searching can play a critical role in ensuring that schools are safe environments for all pupils and staff. At Crabtree Farm this will only be used as a last resort in order to ensure the school community is kept safe. The school has used the DfE guidance (Searching, screening and confiscation: advice for schools 2022), to inform this section of the behaviour policy.
- 10.2 Headteachers and staff they authorise have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect

that the pupil may have a prohibited item listed below:

- knives and weapons;
 - alcohol;
 - illegal drugs;
 - stolen items;
 - any article that the member of staff reasonably suspects has been, or is likely to be used: to commit an offence, or to cause personal injury to, or damage to property of; any person (including the pupil).
 - tobacco and cigarette papers;
 - fireworks; and
 - pornographic images.
- 10.3 Under common law, school staff have the power to search a pupil for any item if the pupil agrees. The member of staff should ensure the pupil understands the reason for the search, how it will be conducted, by whom and any witnesses - giving the pupil opportunity to ask any questions. The authorised member of staff should always seek the co-operation of the pupil before conducting a search.
- 10.4 School will consider the age and needs of pupils being searched or screened. This includes the individual needs or learning difficulties of pupils with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a pupil has a disability.
- 10.5 If a pupil refuses to co-operate, the member of staff may sanction the pupil in line with the school's behaviour policy.
- 10.6 A member of staff may search a pupil's outer clothing, pockets, possessions, desks or lockers. The person conducting the search must not require the pupil to remove any clothing other than outer clothing.
- 10.7 A strip search involves the removal of more than outer clothing. Strip searches on school premises can only be carried out by police officers and will only take place if deemed absolutely necessary and less invasive approaches have been exhausted.
- 10.8 School will ensure that parents/carers are informed of any searches, unless there is a safeguarding risk to the child.
- 10.9 Any search by a member of staff for a prohibited item listed above and all searches conducted by police officers should be recorded in the school's safeguarding reporting system (MyConcern), including whether or not an item is found. The safeguarding policy will be followed.
- 10.10 An authorised staff member carrying out a search can confiscate any item that they have reasonable grounds for suspecting poses a risk to staff or pupils, is prohibited or is evidence in relation to an offence.
- 10.11 If a member staff suspects a confiscated item has been used to commit an offence or is evidence in relation to an offence, the item should be delivered to the police. Members of staff should use their judgement to decide to return, retain or dispose of any other items banned under the school rules.
- 10.12 Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour. As with all prohibited items, staff should first consider the appropriate safeguarding response if they find images, data or files on an electronic device that they reasonably suspect are likely to put a person at

risk. Staff may examine any data or files on an electronic device they have confiscated as a result of a search, if there is good reason to do so.

- 10.13 If a member of staff finds any image, data or file that they suspect might constitute a specified offence, then they must be delivered to the police as soon as is reasonably practicable.
- 10.14 The school has no screening (e.g. metal detectors) systems in place.
- 10.15 Any complaints about searching, screening or confiscation should be dealt with through the normal school complaints procedure.

11. REVIEW

- 11.1 Acceptance of the Behaviour Policy implies a commitment to it.
- 11.2 Written in October 2023, a review of the policy will be undertaken in September 2024.

We have in place a group of policies that complement each other to safeguard, protect and promote the welfare of our children. These policies are:

- Attendance and Punctuality Policy
- Handling Policy
- SEND Policy
- Safeguarding Policy
- Visitor and Volunteer Policy
- Whistle Blowing Procedure
- Whole School Code of Conduct
- Procedure for handling concerns and complaints



Child Friendly - Behaviour Expectations

- ✓ I will follow the school rules:
 1. We will always try our best even if we encounter difficulties.
 2. We do as we are asked the first time.
 3. We look at and listen to who is speaking.
 4. We put our hands up for attention and do not call out.
 5. We keep hands, feet and objects to ourselves.
 6. We use quiet voices and friendly words.
 7. We complete our work in the time given.

- ✓ I will follow the lunch time rules:
 1. We eat our dinner sensibly in a reasonable amount of time.
 2. We do as we are asked the first time.
 3. We look at and listen to who is speaking.
 4. We put our hands up for attention and do not call out.
 5. We keep hands, feet and objects to ourselves.
 6. We use quiet voices and friendly words.

- ✓ I will follow the E-safety rules:
 1. I will only use the internet with an adult's permission and I will only use it in the way I have been instructed to.
 2. I will keep my login and password information private and will not share it with anyone.
 3. I will not take or send photographs of children or staff while on school premises.
 4. I will not send my personal information to anyone I do not know.
 5. If I see something online that makes me feel unhappy, I will tell an adult at home or at school.

- ✓ I will not bring in any items from home, other than my book bag, a named lunch box and water bottle.

- ✓ I will stay in my classroom at all times. I will:
 - only leave if I have asked to use the toilet.
 - not enter the hall, office area, ICT suite, playground or any other classroom in the school unless accompanied by an adult or with adult permission.

- ✓ I will follow the hygiene rules to help keep school clean and safe:
 1. Wash my hands regularly.
 2. If I sneeze I will 'catch it, bin it, kill it'.
 3. Not cough, sneeze or spit in the direction of any other person.
 4. Tell my teacher if I feel unwell.

- ✓ I will follow our school rules and behaviour expectations at all time. If I cannot, then I understand that there will be consequences.

Signed (name):

Date:

