

**Belbroughton CE Primary**

**School**

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**Behaviour & Anti-Bullying Policy**

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Policy Co-ordinator: Clare Bishop

Governor Responsible: Safeguarding Governor

Date of Document: September 2017

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**Behaviour**

Aims

* To achieve and maintain polite, safe and considerate standards of behaviour, throughout the school.
* To bring the children to an appreciation of the need for self-discipline at all times, but especially within a community such as school.
* To develop a caring consideration for others within the school community and outside it.

Code of Conduct

* Walk in the school building.
* Work and move around the school without undue noise.
* Keep the school tidy, especially cloaks and classrooms.
* Follow class rules.
* Show respect for each other (children and adults).
* Show respect for school resources, property and the environment

**Safeguarding** (see also: Safeguarding and Care and Control policies)

* No physical sanctions should be used by staff - subject to Care & Control Policy
* Restraint should only be used as a last resort, in order to prevent children from hurting either themselves or someone else. It should never be used as a punishment - subject to Care & Control Policy
* If children displaying unwanted behaviour are temporarily removed from the situation, (time out) they should not be left on their own, and periods of time should not exceed a few minutes.

To show respect the children will need to:

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|  | Do | Don’t |
| EssentialEverybody must follow these. | Listen to people when they talk to you. | Use bad language. |
| Do what you are asked to do by staff. | Hurt other people. |
| Speak politely and appropriately to all adults and children (including using please and thank you). | Answer back. |
| Use inappropriate body language. |
| DesirableWe will be really pleased if you manage to do these. | Hold doors open for children and staff. |  |
| Say good morning and good afternoon to children and staff. |  |
| Offer help to staff and children. |  |

‘Staff’ means before and after school leaders, lunchtime supervisors, teaching assistants, teachers and administrative staff. All visitors should also be treated politely.

# Rewards & Incentives

Class rules are discussed, agreed and displayed by the Teacher and Class at the beginning of each year.

Pupil’s good behaviour is re-enforced through praise and reward. Children are rewarded for academic and non-academic achievements, for effort, for being caring and for all aspects of good behaviour, together with sporting achievements. Rewards include praise, team points, stickers and written praise and certificates.

Children will also be rewarded with “smileys.” All adults in school may distribute smileys and children will be responsible for keeping their own totals in the classrooms.

Rewards will be given for 100 smileys – a letter home and a sticker

 200 smileys – a certificate in a celebration assembly

 300 smileys – a “headteacher’s” award badge

* A weekly Achievement Assembly is held to celebrate and praise good work as well as caring and thoughtful behaviour. Sporting achievements in and out of school are also rewarded in these assemblies.
* Zone boards are used in all classes. The Zone boards are personalised to each class e.g. based on a traffic light system (Green, Orange and Red) with children aiming to stay in green.
* Each child will belong to a “House/Team” (Earth, Mars, Neptune or Jupiter) and can be awarded House/Team Points for positive behaviours e.g. social skills, relationships with others, respect for others. The house/team points are totalled weekly by the members of the School Council with a running total for the whole school year which is displayed on the “Team Point” display board in the school hall.

# Sanctions

* All staff are responsible for addressing minor incidents as they arise.
* Sanctions may include (depending on the age of the child) moving down the zone board, a verbal warning, reminder of expected behaviour, loss of free time, i.e. 2 minutes time-out, moving position in the classroom to sit alone, loss of a responsibility. These must be supervised by the Class Teacher.
* Any child who has to move to “red” on the zone board will bring a letter home to inform their parents and these incidents will be logged in the “behaviour log” which is kept in the Headteacher’s office. This log will be checked for patterns of behaviour on a termly basis by a member of the Senior Leadership team.
* For children who persistently exhibit inappropriate behaviour, the teacher will share their concerns with the child’s parents and make arrangements for the implementation of a “Reward Chart”. This involves setting achievable behavioural targets and monitoring these over an agreed period of time e.g. daily, weekly. An appropriate “family” reward for successfully achieving the target will be agreed between the school, the child and their parents. The Headteacher MUST be informed if a “Star Chart” (or equivalent) is being implemented.
* If unacceptable behaviour persists, parents will be contacted by a senior member of staff and informed and the Headteacher will be involved. A Behaviour Log will then be completed outlining the incident and the follow up process, by the Headteacher/Deputy Headteacher. The Behaviour Logs are kept in the Headteacher’s Office.
* Incidents may be monitored within the classrooms/playground by the relevant members of staff appropriate to the child. There may be, after staff/Headteacher *(or Deputy Headteacher in the Headteacher’s absence)* consultation with the child’s parents, a behaviour monitoring book which is organised through the child’s class teacher.
* Sanctions will be decided based on the behaviours and the severity of the action:
* If there is need for sanctions, within the classroom, the following procedures may be used:
	+ talk to the child, discuss what has happened
	+ re-direct the child to another activity
	+ discuss with the whole class or with groups e.g. Circle time; Circle of friends group
	+ move the child to work on his/her own
	+ Move to work in a another classroom
	+ miss part of break time
	+ offer pastoral support
	+ contact, inform and liaise with parents
	+ daily/weekly (as appropriate) written behaviour target book in collaboration and agreement with the child’s parents and the child (a small exercise book containing the school agreed format for recording the incident).
* Examples of major breaches of discipline are physical assault, racism, damage to property, stealing, verbal abuse, refusal to work and disruptive behaviour in class (move straight into red on Zone Board). Each incident should be recorded (date, time, place) and dated by the Class teacher (or this may be delegated to a Teaching Assistant). On the rare occasion of this behaviour happening, the Headteacher will become involved, and will notify the parents immediately. Each incident will be reviewed on an individual basis at the discretion of the Headteacher or Deputy Headteacher.

# Procedures for Dealing with Major Incident

A verbal warning by the Headteacher or Deputy Headteacher concerning future conduct.

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Withdrawal from the classroom (duration to be decided by the Headteacher).

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A discussion with parents informing them of their child’s unacceptable behaviour.

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A meeting with parents, at which a warning is given about further sanctions.

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A case conference with parents and support agencies.

Pastoral Support Plan (PSP) will be written and implemented if the child is at risk of being excluded.

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If the problem is severe or reoccurring, the Headteacher will exclude the child concerned for a fixed term period (not exceeding 3 days at any one time).

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A period of time when recommendations from the case conference are put into action.

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Failure to comply with any of the above could result in permanent exclusion to which the parents have the right to appeal to the Governing Body.

The Headteacher will make the decision to exclude only:

1. in response to serious incidence of the school’s behaviour policy and
2. if allowing the pupil to remain in school would seriously harm the education or the welfare of others in school

N.B. This is not a hierarchical process. Each incident would be dealt with on an individual basis dependent on the severity and nature of the incident and the children involved.

**Pupils found to be carrying weapons in school.**

In accordance with the LA Policy the Headteacher shall exclude a pupil for bringing an ‘offensive weapon’ into school. This could be up to a maximum of 3 days ‘fixed term’ exclusion or ‘permanently’ excluded depending on the circumstances.

Sections 139A of the Criminal Justice Act (as amended by the Offensive Weapons act 1996) makes it a criminal offence to carry an offensive weapon or knife on school premises. This includes any article made or adapted for use for causing injury, and any article which has a blade or is sharply pointed. In general, where a school suspects a weapon to be on school premises the police should be called.

(Reference: Worcester County Council ‘Improving Behaviour and Attendance’ (March 2003) - Guidance on Policy and Practice).

**Bullying**

**Definition**: *Deliberate or persistent actions or words used by individuals or groups to cause distress to others. (Several Times On Purpose-STOP)*

*It is a problem which damages both perpetrator and victim. It flourishes in secrecy, but withers when exposed.*

**Raising Awareness**

* Parents
	+ Parents should look for signs, listen to sympathetically and take seriously, children distressed by bullying. Equally, parents of children who bully should be sensitive to their child’s problems. Remember, many bullies are bullied themselves. Help should be sought from the school and anti-bullying websites give useful advice.
* Teachers and Non-Teaching Staff
	+ Like parents, staff should listen sympathetically, and take urgent action where bullying is suspected. Incidents should be reported to the Headteacher, recorded in the behaviour log and will then be discussed by the whole staff - including non-teaching staff. Parents should be informed and involved.
	+ Discussion will take place with both bully and victim and any necessary follow-up action will take place to try to prevent the problem from re-occurring.
	+ Each incident of bullying is unique. Any action required will therefore vary according to the needs of the case. However, very careful observation will always be required - by staff and parents.
* Pupils
	+ Advice will be given to both bully and victim. First and foremost, the victim or witness will be encouraged to tell a teacher or parent if the problem arises again. All children will be encouraged - through discussion, assemblies and role play, to be aware of bullying and to tell if ever it happens to themselves or others.
* School
	+ The school has, and will continue to have, a policy of developing the children’s awareness of others and creating a caring atmosphere towards people around them and throughout the world. Discussions on bullying are held in class and in assemblies, in which the children learn to see things from another’s point of view..... “How would you feel if...” “How do you think he feels when.............?” An annual Anti-Bullying week is held to raise awareness of the issues and to teach pupils how to identify bullying and what action to take.

**Monitoring**

The head will monitor behaviour and keep records of major incidents in the school’s behaviour log. The designated governor will maintain an overview of behaviour and bulling policy and practice.

This policy was formulated after consulting teaching and non-teaching staff at Belbroughton CE Primary School

Date of document: September 2017

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Adopted by Governing Body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_