

# Behaviour Policy

## Mount Charles School



**Approved by:** Local Governing Body

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## 1. Aims

This policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline **how pupils are expected to behave**
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management
- Outline our system of **rewards and sanctions**

## 2. Legislation and statutory requirements

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

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on:

- Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils
- Sections 88-94 of the [Education and Inspections Act 2006](#), which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property
- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- [DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy online

### 3. Definitions

**Misbehaviour** is defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform

**Serious misbehaviour** is defined as:

- Repeated breaches of the school rules
- Any form of bullying
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Violent behaviour risking own safety and/or the safety of other children and/or adults
- Vandalism
- Theft
- Fighting
- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
  - Knives or weapons
  - Alcohol
  - Illegal drugs
  - Stolen items
  - Tobacco and cigarette papers
  - Fireworks
  - Pornographic images
  - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

## **Definitions of specific SEMH approaches adopted by Mount Charles School**

**Trauma and Mental Health Informed School (TIS)** is defined as:

one that is able to support children and teenagers who suffer with trauma or mental health problems and whose troubled behaviour acts as a barrier to learning.

**Protecting Rights In a Caring Environment (PRICE)** is defined as:

professional development for all staff, empowering them to work within the frame of this policy, whilst embedding the 5 core principles:

1. Always practice within a human rights and person-centred framework
2. Have an understanding and awareness of the needs of those being supported
3. Plan and prioritise for the use of primary, secondary and non-restrictive tertiary strategies
4. As a last resort, only use PRICE approved restrictive and non-restrictive techniques
5. Use reflective practice to change culture and reduce the use of restraint

**Emotion Coaching** is defined as:

a way of supporting yourself, young people and adults who are struggling to regulate their behaviour. It enables us to potentially diffuse and de-escalate situations where people become upset, angry or aggressive. When we emotion coach we consider what the feelings, needs and emotions are behind the behaviour. Whilst the research is grounded in parenting, the principle holds true more broadly for any interaction, including in the classroom.

**Conflict Resolution** is defined as:

an attempt to instil problem-solving skills among the children in dispute. It involves allowing both parties to express their points of view, interests, and provide ways to find acceptable solutions.

**A Graduated Response** is adopted:

when a child is identified as having Special Educational Needs, educational establishments should take action to remove barriers to learning and put effective special educational provision in place. This is called SEN support and should take the form of a four-part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the child's needs and of what support the child needs to secure good progress and good outcomes. This is known as the Graduated Response. It draws on more detailed approaches, more frequent reviews and increasingly specialist expertise in successive cycles in order to match interventions to the SEN of children and young people.

The graduated approach can encompass an array of strategies which are underpinned by a number of central principles:

- All pupils are entitled to high-quality everyday personalised teaching;
- All pupils can learn and make progress;
- All teachers are teachers of SEND;
- A differentiated curriculum is not SEND provision - differentiated learning opportunities should be given to all learners;
- Provision for a pupil with SEND should match the nature of their needs;
- There should be regular recording of a pupil's SEND, of the planned outcomes, of the action that the setting is taking, and of impact of those actions and the outcomes achieved.

Please see the Mount Charles School SEND offer for further information.

## 4. Bullying

**Bullying** is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See Anti bullying policy for more detail).

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, biting, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Homophobic	Because of, or focussing on the issue of sexuality.
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	All areas of the internet, including but not limited to; email, social media, text messaging and phone calls.

Details of our school's approach to preventing and addressing bullying are set out in our anti-bullying policy.  
<https://www.mount-charlessch.org/web/policies/242920>

## 5. Roles and responsibilities

### **5.1 The governing board**

The governing board is responsible for monitoring this behaviour policy's effectiveness and holding the headteacher to account for its implementation.

### **5.2 The headteacher**

The headteacher is responsible for reviewing and approving this behaviour policy.

The headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

### **5.3 Staff**

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents

The senior leadership team will support staff in responding to behaviour incidents.

### **5.4 Parents**

Parents are expected to:

- Support their child in adhering to the pupil code of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly

## **6. Pupil code of conduct**

Pupils are expected to:

- Behave in an orderly and self-controlled way
- Show respect to members of staff and each other
- In class, make it possible for all pupils to learn
- Move quietly around the school
- Treat the school buildings and school property with respect
- Wear the correct uniform at all times
- Accept sanctions when given
- Refrain from behaving in a way that brings the school into disrepute, including when outside school

Examples of these expectations can be noted through the school values (appendix B). The school values and their success criteria form the school's pupil code of conduct should be shared with the statement of behaviour principles (appendix A) in mind.

## 7. Rewards, celebration and sanctions

### **REWARDS AND CELEBRATION** – universal

Positive reinforcement is at the heart of this behaviour policy. Building positive relationships both at school and at home is what we know leads to happy children who come to school to learn, make progress and thrive. With this in mind, our school 'reward, celebration and sanction' approach is balanced in favour of reward and celebration so that pupil self-worth, confidence and well-being is prioritised. Rewards used at Mount Charles are:

- Read, Write, Inc. **praise phrases**;
- **Dojo points** – related directly to the school 'LEARN' values;
- Move up the **learning ladder** (appendix C)
- **Messages home** - Via class dojo, at the school gate, via telephone, on a postcard, newsletter feature, celebration certificates.

### **REWARDS and CELEBRATION** – targeted

Additional rewards and celebrations may be necessary in relation to pupils receiving targeted behaviour support, for example, pupils working towards a sticker chart (appendix E) target and/or pupils who may benefit from smaller, more frequent rewards and praises as part of a 'catch me' chart (appendix E). These may include daily messages home for actions, work or behaviour that would be deemed 'expected' as part of the universal offer. Staff should be wary of making sure targeted rewards and celebration are clearly in relation to a sticker chart and avoid these seeming unfair to other children.

### **REWARDS AND SANCTIONS** – specialist

Rewards relating to communication and support plans are written and agreed at the time of the plan being actioned. These should be kept to consistently and fairly. **SANCTIONS** - universal

On occasion, a pupil may forget or choose not to follow our school 'LEARN' values. When this happens, a simple step-by-step approach using the 'LEARN' ladder is used. (appendix C).

1. Peg name moved down one ladder rung - first warning.
2. Peg name moved down to next ladder rung - miss 5 minutes of play.
3. Peg name moved down to last rung of ladder - dojo message home at end of day.

When a child has reached a sanction that requires them to miss 5 minutes play time, this should be actioned at the next play opportunity. After lunchtime, all pegs on a sanction rung should be kept at the same level and put to one side to indicate that the sanction has been served. When a sanction is given in the afternoon, therefore no further playtime that day, any child with outstanding sanctions by home time will join the year group partner class to complete the rest of their work silently at the back of the class.

It is important to note that we recognise the importance of pupils being able to 'make good' and have a 'way back in' from disappointing behaviour choices and/or learning attitudes therefore, it is possible for a pupil to be moved back up the 'LEARN' ladder if this is reflected in their behaviour and choices. All pupils should be actively encouraged to make better choices and move up from whatever rung on the ladder they may be. All pegs should start from the starting rung at the beginning of the school day. It is important that pegs are put back to this starting position as children leave for home time so that they leave safe in the knowledge that 'tomorrow is a new day and a fresh start'. **SANCTIONS** - targeted

If a pupil has reached the bottom of the 'LEARN' ladder three or more times in a week, the class teacher will call home to speak with a parent. If a phone call home on a Friday is needed for two consecutive weeks, a sticker chart (appendix E) will be agreed with parents and put in place immediately. Sticker charts must have no more than two clear targets that are manageable for the pupil to achieve. Considerations to help support the pupil in achieving their sticker chart target, such as change of seat in the classroom, may also be considered and discussed with the pupil and parent/s. Sticker charts are intended to be a short-term solution and should last no longer than six weeks. If a sticker chart is not leading to an improvement each week, this should be discussed with the phase leader in the first instance and reviews made to the support in place as necessary. If at the end of a six-week period, the pupil is not ready to revert back to the 'LEARN' ladder alone, a more specialist intervention in the form of an individual co regulation plan will be written and agreed with parents and staff.

## **SANCTIONS** - specialist

There are occasions when pupils need further support in making the right choices in their learning, play and general behaviour at school which is additional to or different from the universal offer of behaviour support for all pupils. The SENDco has strategic involvement in all co regulation plans but these may be written by the class teacher in conjunction with any member of the senior leadership team before sharing and agreeing with parents. In these cases, individual communication support plans are agreed with parents and input from home is included in the detail of how all stakeholders can best work together to support the pupil. These plans are followed by all those working with the pupil and parents.

An online sharepoint record of all sticker charts and co regulation plans is kept by the school. This is updated weekly by class teachers and reviewed regularly by the SENDCo.

In the event of a pupil behaving in a way that stops themselves or others from being able to learn, where appropriate, the pupil may be asked to work in the year partner class or the phase leader's classroom in response to serious or persistent breaches of this policy. Pupils may be sent to another room during lessons if they are repeatedly disruptive, and they will be expected to complete the same work as they would in class.

If a pupil's choices have led to them being asked to move to another room, this must be recorded on CPOMS as a 'behaviour incident'.

Every time a pupil receives a consequence, the restorative questions for reflection (appendix D) must be used to scaffold a purposeful reflection with the intention of helping the pupil avoid making the same undesirable choice in future. Furthermore, if the approaches outlined in this policy fail to support the child in improving their behaviour choices, steps outlined in the exclusion policy should be followed.

## **7.2 Off-site behaviour**

Sanctions may be applied where a pupil has misbehaved off-site when representing the school, such as on a school trip or when travelling to or from school. Parents/carers must be informed of any misbehaviour off site.

## **7.3 Malicious allegations**

Where a pupil makes an accusation against a member of staff and that accusation is shown to have been malicious, the headteacher will discipline the pupil in accordance with this policy.

Please refer to our safeguarding policy for dealing with allegations of abuse against staff for more information on responding to allegations of abuse.

The headteacher will also consider the pastoral needs of staff accused of misconduct.

## **8. Behaviour management**

### **8.1 Classroom management**

Classroom management in relation to rewards, celebration and sanctions must follow the approach outlined in section 7. In addition to this, teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

- create and maintain a stimulating environment that encourages pupils to be engaged;
- ensure that the learning environment reflects the school learning environment policy;
- ensure they have an understanding and awareness of the needs of the learners in their care;
- ensure they plan to mitigate and reduce triggers for the learners in their care;
- display the pupil code of conduct, known by staff and pupils as the school's 'LEARN' values and their own classroom rules;
- Develop a positive relationship with pupils, which may include:
  - o Greeting pupils in the morning/at the start of lessons
  - o Establishing clear routines
  - o Communicating expectations of behaviour consistently
  - o Highlighting and promoting good behaviour
  - o Concluding the day positively and starting the next day afresh
  - o Having a plan for dealing with low-level disruption
  - o Using positive reinforcement



o Adopting the SEMH approaches detailed in section 3 including the PRICE and TIS approach, emotion coaching, conflict resolution and the SEND graduated response.

## 8.2 Physical restraint

### Restrictive Physical Intervention (RPI)

The school views physical intervention or restraint of pupils as a last resort to maintaining a safe environment. If pupils are dysregulated, behaving disruptively or anti-socially, every effort will be made to manage behaviour positively to prevent a deterioration of the situation. Where pupils are dysregulated frequently a co-regulation plan will be written up. If their behaviour responses continue to escalate, an RPI plan will be added by a PRICE trainer in consultation with the staff working with the pupil.

In some circumstances, staff may use reasonable RPI with a pupil to prevent them:

- Causing disorder - a guide may be used to move a child away from a situation.
- Hurting themselves or others - a restraint technique may be employed to avoid harm to self or others.
- Damaging property - a guide may be used to move a child away from a situation.

Incidents of physical restraint must:

- Always be used as a last resort
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Must be reasonable, proportionate, and necessary in the situation.
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be followed by Restrictive Physical Intervention needs being recorded within 24 hours and parents being informed of the incident.

## 8.3 Confiscation

**Any prohibited items (listed in section 3) found in pupils' possession will be confiscated.** These items will not be returned to pupils.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with senior leaders and parents, if appropriate.

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

## 8.4 Pupil support

The school recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's special educational needs co-ordinator will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

## 9. Pupil transition

To ensure a smooth transition to the next year, pupils have transition sessions with their new teacher(s). In addition, staff members hold transition meetings.

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year. Information on behaviour issues may also be shared with new settings for those pupils transferring to other schools.

## **10. Training**

Our staff are provided with training on understanding and supporting challenging behaviour, under the PRICE principles. In addition, a core team of staff are fully trained in proper use of restraint and the associate techniques.

Management of challenging behaviour also forms part of the continuing professional development received by all teachers and support staff. A staff training log is kept by the SENDCo.

## **11. Monitoring arrangements**

This behaviour policy will be reviewed by the headteacher and Local Governing Body every academic year. At each review, the policy will be approved by the headteacher.

## **12. Links with other policies**

This behaviour policy is linked to the following policies:

- Exclusions policy
- Safeguarding policy
- Anti-Bullying Policy

## **Appendix A: Statement of behaviour principles**

Every pupil understands they have the right to feel safe, valued and respected, and learn free from the disruption of others.

All pupils, staff and visitors are free from any form of discrimination.

Staff and volunteers set an excellent example to pupils at all times.

Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy.



The behaviour policy is understood by pupils and staff.

The exclusions policy explains that exclusions will only be used as a last resort, and outlines the processes involved in permanent and fixed-term exclusions. Pupils are helped to take responsibility for their actions.

Families are involved in behaviour incidents to foster good relationships between the school and pupils' home life.

The governing board also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.

## Appendix B: School Values

<div>  <div>MOUNT CHARLES SCHOOL VALUES</div>  </div>				
LEARN	ENGAGE	ASPIRE	RESPECT	NURTURE
<p><i>In order to demonstrate this school value, I will:</i></p> <p>make sure my attitude and choices allow me to be the best learner I can be.</p> <p>make sure my attitude and choices allow others to be the best learners they can be.</p>	<p><i>In order to demonstrate this school value, I will:</i></p> <p>show 100% participation in learning.</p> <p>give each task my very best effort.</p>	<p><i>In order to demonstrate this school value, I will:</i></p> <p>have high expectations of myself as a learner.</p> <p>have high expectations of what I can achieve.</p> <p>have high expectations of myself as a classmate.</p> <p>have high expectations of myself as a friend.</p>	<p><i>In order to demonstrate this school value, I will:</i></p> <p>show respect to others through my words and my actions.</p> <p>am respectful in my words and actions including towards those who are not my friend.</p> <p>follow instructions respectfully.</p> <p>move around the school calmly and quietly.</p> <p>treat school property with respect.</p> <p>respect and follow the pupil code of conduct.</p>	<p><i>In order to demonstrate this school value, I will:</i></p> <p>am kind to others with my words.</p> <p>am kind to others with my actions.</p> <p>am helpful towards others.</p> <p>can listen to the advice of an adult when I have made a inappropriate choice and accept the consequences of my actions.</p>

## Appendix C

### 'LEARN'ing ladder

Behaviour Policy

#### Mount Charles School LEARNing Ladder



LEARN

ENGAGE

ASPIRE

RESPECT

NURTURE



**First warning given** – verbal warning (linked to LEARN values)

#### **Consequence**

Morning – miss 5 minutes of playtime/lunch

Afternoon – sent to year group class or phase leader

**Dojo message** – sent at the end of the day. 3 messages sent over the week = phone call home on Friday.

Repeat of last rung behaviour (2 weeks), class teacher and phase leader meet with parents, sticker chart with clear objective/time period (up to 6 weeks).



Acknowledged by AHT/HT  
Surprise **postcard home** through the post

Phase Leader/Year Group partner **celebration** (certificate)

**Class based reward**  
to be agreed with phase leader

**All children start here every day.**  
Children's names go back to the 'start' at the end of each day.

**An ongoing 'sprinkling' of rewards must be prioritised by all adults** – RWI praise praises and Class Dojo points linked to LEARN values should be given frequently throughout the day. These will be celebrated each week in Class/Year Group assemblies.

**Children can move up and down the ladder during the day.** We must always give children a 'way back' and may need to consider slight variations in what constitutes a warning being given for some children. Fairness in relation to everyone's personal strengths and difficulties should be explained to the class during PSHE lessons and when re-visiting/reminding the class of our school values and the LEARNing ladder.

## Appendix D

### Restorative questions for reflection

#### Reflection

Below are the **restorative questions** to be used in the reflection time following a consequence.

#### KS1

1. What happened?
2. How did that make you feel?
3. How do you think that made other people feel?
4. What will you do differently next time?

#### KS2

1. What happened?
2. What were you thinking at the time?
3. What have you thought since?
4. Who has been affected?
5. How will you do things differently in the future?

# Appendix E

## : Sticker chart examples EYFS Example

KS1 Example KS2 Example













### Positive Behaviour Chart

This chart belongs to \_\_\_\_\_

Day of the Week \_\_\_\_\_

I will follow an adult's instructions.














































 Welcome Time	 Phonics	 Playful Learning	 Super Sentences	 Lunch
				
 Busy Job	 Maths	 Playful Learning	 Outdoor Activities	Yippee! 
				


 Morning Activities		
abc Phonics		
 Break		
 Maths		
Abc English		
 Lunch		
 Afternoon Activities		


Positive Behaviour plan for: KS2

Week start:


To get a green sticker I must follow instructions.

	8:40-8:50	8:50-9:50	9:50-10:10am	Break 10:10-10:20am	10:20-11am	11-12pm	12-1pm	1-2pm	2-2:55pm	Comment
Monday										Two blues - great!
Tuesday										Well done
Wednesday										Time out as didn't want to go into chair - turned it around.
Thursday										
Friday										A great day!

 WOW - AMAZING

 ✓ doing as asked

 mostly doing as asked/some persuasion needed

 not following instructions/refusal.

### 'Catch Me' reward

																																																																																																																																																																																																																																																																																										
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## Appendix F: Incident Reflection



### Incident reflection

This form is design to support teachers and support staff in their reflections following an incident that has led to a call for support from the senior leadership and/or pastoral team. **This is not a reporting system and DOES NOT replace CPOMS.**

Following these incidents, it is important to unpick what has happened and what could be done differently next time. With this in mind, please consider:

Name of child concerned:	Class:
Considerations to be taken in to account in relation to this child and their needs.	
What happened in the time that led to the incident?	
Please detail the incident as succinctly and factually as possible.	
What was the differentiated learning/provision planned for this child in this lesson/break?	
Does the child concerned have an individual plan eg. behaviour plan? YES/NO	
If no, does a plan need to be considered for this child to help avoid a similar occurrence happening more frequently?	

If yes, which aspects of the plan were followed effectively?

15

Which aspects were not followed as effectively as they could have been?

Why was this?

Is a phone call to the child's parent needed?

YES/NO

Is a phone call required to the parents of any other child/ren affected? YES/NO

What have been the key lessons learnt?

What are the key actions required? Please specify a date by which these will be actioned and remember to include communication with colleagues eg. changes to behaviour plan, reminders about policy/procedures/process etc.

Reflection completed by:

Date: