

<b>Category</b>	Behaviour Management		
<b>Document Name</b>	Behaviour Management Policy		
<b>Accountable Body</b>	RADIUS Trust		
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### Related Documents

Document	Reference
Behaviour Management Protocol	BM.P1.T1
Behaviour Management Procedures	BM.P1.01

### Reference Material

Guidance
Children's Act 2014
Education Act 2011
DfE Behaviour and Discipline in Schools (Advice for Teachers & School Staff) January 2016
DfE NMS RSS April 2015 Standard 12
DfE Keeping Children Safe in Education September 2016

### Policy Statement

RADIUS Trust complies with the guidance provided by the Department for Education with respect to Behaviour and Discipline in Schools through this policy statement. This policy aims to:

- promote good behaviour, self-discipline and respect;
- prevent bullying;
- ensure that pupils complete assigned work, engage constructively in school and residential activities;
- regulate the conduct of pupils (and boarders).

The Headteacher/Principal in each school is required to have regard to the guidance provided in this policy which includes the following:

- measures to combat bullying and to promote positive behaviour;
- disciplinary sanctions;
- when positive handling (physical contact) is to be used;
- arrangements for searching children and their possessions.

The Headteacher/Principal in each school is required to:

- decide the standard of behaviour expected of pupils at the school.
- determine the school rules and any disciplinary penalties for breaking the rules.

The Headteacher/Principal is required to publicise this Behaviour Management Policy and its related procedures, in writing, to staff, parents and pupils at least once a year. Each school is required to publish this policy and procedures on the school's website.

The standard of behaviour expected of all pupils is to be included in each school's home-school agreement which parents are asked to sign following their child's admission to the school. Variations to the home-school agreement may be varied from time to time as requirements emerge relating to particular pupils.



## Staff Powers

- Staff have statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006). The power also applies to all employed staff (unless stated otherwise by the Headteacher/Principal) with responsibility for pupils, such as residential care staff, teaching support assistants and other named appropriately trained employees.
- Staff can discipline pupils at any time the pupil is in school, within boarding provision or elsewhere under the charge of a designated member of staff, including on school visits, residential boarding related activities and education excursions.
- Staff may also discipline pupils in certain circumstances when a pupil's misbehaviour occurs outside of school premises especially if nuisance or difficulties are caused to school neighbours and the local community.
- Staff have the power to impose detention outside school hours and related detention activity for pupils resident in boarding provision.
- Staff may confiscate pupils' property and record items held.

## Punishment, Detention & Isolation

This policy particular endorse and adopts Government (DfE) guidance with particular regard to the following:

*Teachers can discipline pupils whose conduct falls below the standard which could reasonably be expected of them. This means that if a pupil misbehaves, breaks a school rule or fails to follow a reasonable instruction the teacher can impose a punishment on that pupil.*

The Headteacher/Principal is required to comply with the following laws:

1. The decision to punish (including giving detention) a pupil must be made by a paid member of school the establishment or a member of staff/agent authorised by the Headteacher/Principal;
2. The decision to punish the pupil and the punishment itself must be made on the school premises or while the pupil is under the charge of the member of staff/agent; and
3. It must not breach any other legislation (for example in respect of disability, special educational needs, race and other equalities and human rights) and it must be reasonable in all the circumstances.
4. Teachers and approved staff have a power to issue detention to pupils (aged under 18).
5. It must be clear to pupils and parents if a Trust school uses detention and/or isolation rooms (including outside of school hours) as a sanction.
6. The times outside normal school hours when detention can be given (the 'permitted day of detention') include:
  - any school day where the pupil does not have permission to be absent;
  - weekends: except the weekend preceding or following the half term break;
  - non-teaching days: usually referred to as 'training days', 'INSET days' or 'non-contact days'.
7. Any use of isolation that prevents a child from leaving a room of their own free will should only be considered in exceptional circumstances and if it reduces the risk presented by the child to themselves and others.
8. Corporal punishment is prohibited in all circumstances.

Parental consent is not required for detentions or isolations. With detentions or isolations, staff should allow reasonable time for the pupil to eat, drink and use the toilet.

Clear procedures are required by each school to ensure punishment (including detentions & isolations) is proportionate and reasonable based on pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them.

The Headteacher/Principal may limit the power to apply particular punishments (including detentions/isolations) to certain staff and/or extend the power to discipline to adult volunteers, for example to parents who have an approved volunteer role in support of activities associated with curriculum and extra curriculum activities.

All RADIUS Trust Schools are required to consider whether:

- the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff should follow the Safeguarding & Child Protection Policy and Procedures.
- continuing disruptive behaviour might be the result of unmet educational or other needs.
- there is any concern regarding the safety and welfare of pupils for detentions outside of school hours.

### **Behaviour & Sanctions**

Trust schools are required to have in place a range of options and rewards to reinforce and praise good behaviour, and clear sanctions for those who do not comply with the school's behaviour procedures. These will be proportionate and fair responses that may vary according to the assessed needs of individual pupils and their individual provision plan.

When poor behaviour is identified, sanctions should be implemented consistently and fairly in line with this policy and the schools Behaviour Management Procedure. A range of disciplinary measures is expected to be clearly communicated to school staff, pupils and parents. These can include:

- a verbal reprimand.
- extra work or repeating unsatisfactory work until it meets the required standard.
- the setting of written tasks as punishments, such as catch up work or customised individual tasks.
- loss of privileges – for instance the loss of a club activity, extra curriculum participation or for boarders residential activities and allowances.
- missing break time or similar detention or isolation sanction.
- detention including during lunchtime, after formal school lessons and activities.
- school based community service or imposition of a task – such as picking up litter or weeding school grounds; tidying a classroom; helping clear up the dining hall after meal times; or removing graffiti.
- regular reporting including early morning reporting; scheduled uniform and other behaviour checks; or being placed “on report” for behaviour monitoring.

In exceptional circumstances a Trust school may consider Fixed Term Exclusions as a modifying behaviour sanction. Separate Trust policy will regulate requirements relating exclusion.

### **Pupil's conduct off-site**

School staff have a statutory power to discipline pupils for misbehaving outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives Headteachers/Principals a specific statutory power to regulate pupils' behaviour in these circumstances “to such extent as is reasonable.”

Staff may discipline a pupil for any misbehaviour when the pupil is:

- taking part in any school-organised or school-related activity.
- travelling to or from school or wearing the school uniform.
- 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 with the public, neighbours of the school and local communities.

Furthermore, member of staff *in loco parentis* responsibility for the welfare and safeguarding of pupils off school site is the same as if they were on site, and includes the use of positive handling.

### **Confiscating Items**

The Trust recognises two main legal contexts which enable school staff to confiscate items from pupils:

1. The general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully. The legislation does not describe what must be done with the confiscated item and each school is required to make arrangements for this in its Behaviour Management Procedure; and
2. Power to search without consent for "prohibited items" including:
  - knives and weapons;
  - alcohol;
  - illegal drugs;
  - stolen items;
  - tobacco and cigarette papers;
  - fireworks;
  - pornographic images;
  - any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property;
  - any item banned by the school rules which has been identified in the rules as an item which may be searched for.

The legislation sets out what must be done with prohibited items found as a result of a search as follows:

Weapons and knives and extreme or child pornography must always be handed over to the police, otherwise it is for the staff member to decide if and when to return a confiscated item.

### **Positive Handling**

Each school is required to implement methods to de-escalate confrontations or potentially challenging behaviour to be used wherever appropriate to avoid use of physical restraint. In support of this each school will have appropriate training for staff in place to support the schools measures to support "positive handling of pupils". Restraint is expected to be only used in exceptional circumstances, to prevent injury to any person (including the child who is being restrained) or to prevent serious damage to the property of any person (including the child who is being restrained).

Headteachers/Principals and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search *without consent* for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Force *cannot* be used to search for items banned under the school rules.

## **Countering Bullying**

The Trust schools are expected to produce and maintain procedures to deal with bullying and poor behaviour and make them clear to parents, pupils and staff so that, when incidents do occur, they are dealt with quickly.

The Headteacher/Principal is required to:

- define bullying and cyber-bullying for the purposes of the school's behaviour guidelines.
- ensure definitions are clearly communicated and understood by pupils, parents, and staff.
- ensure procedures are published on how to respond to the particular issues.
- create an ethos of good behaviour where pupils treat one another and the school staff with respect.
- share values of respect for staff and other pupils, an understanding of the value of education, and a clear understanding of how an individual's actions affect others.

It is expected that each school's procedures include guidelines with respect to how school staff proactively gather intelligence about issues between pupils which might provoke conflict and develop strategies to prevent bullying occurring.

Disciplinary measures are required to be applied fairly, consistently, and reasonably taking account of any special educational needs or disabilities that the pupils may have and taking into account the needs of vulnerable pupils. This policy also requires that active consideration is given to the motivations behind bullying behaviour and whether it reveals any concerns for the safety of the perpetrator. Where staff and managers judge this to be the case the pupil engaging in bullying will be expected to have an assessment of their needs made and appropriate interventions designed and implemented.

## **Training & Support**

Trust schools are to provide regularly refreshed training and support to recognise and deal with incidences of challenging behaviour or bullying. This training is required to include assistance in managing employees (and any approved volunteers) responses and feelings arising from working with children who have emotional difficulties which result in challenging behaviour.

All pupils and staff are to be given an opportunity to discuss with a relevant adult incidents of restraint they have been involved in, witnessed or been affected by.

## **Recording & Monitoring**

Each school is required to comply with the statutory requirement to maintain a clear written or secure electronic record of major sanctions and the use of any physical intervention within 24 hours of the sanction being applied. This requirement will be expected to meet general standards of record keeping but also those set in quality standards for residential special schools.

Records of physical intervention or major sanctions are required to include at a minimum:

- name of the child.
- date and location of the incident which led to the sanction being applied.
- details of relevant behaviour.
- the nature of the sanction.
- the name of the staff member giving the sanction.
- the name(s) of any other staff present.
- the effectiveness and any consequences of the sanction.
- the signature of the staff member concerned.

Given the nature of our intensive provision schools pupils should also be encouraged to have their views recorded in the records.

The Trust requires the senior management in each school, with reports and analysis to the Governing Body, to regularly review any instances of the use of physical intervention restraint and examine trends or issues to enable staff to reflect and learn in a way that will inform future practice.