



COLMERS SCHOOL
& SIXTH FORM COLLEGE

SCHOOL POLICIES

Whole School Policy: Behaviour for Learning

Review Frequency	Annually
Relevant Legislation	This policy has due regard to statutory legislation, including, but not limited to, the following: The Education Act 1996 The Education Act 2002 The Equality Act 2010 The Education and Inspections Act 2006 The Health Act 2006 The School Information (England) Regulations 2008
Linked Policies	Complaints Policy Special Education Needs Policy Home-School Agreement Child Protection Policy and Procedures Uniform and Equipment Guidance
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** The appendices are not contained within this document but are available on request.*

1. Statement of intent

At Colmers School & Sixth Form College, we are committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to take responsibility for their behaviour and to encourage others to do the same. Our behaviour policy guides staff to teach self-discipline, not blind compliance. It echoes our core values with a heavy emphasis on respectful behaviour, a partnership approach to managing poor conduct and dynamic interventions that support staff and learners. This policy has been updated to consider specific guidance and requirements during the COVID-19 Pandemic.

Our approach to positive behaviour for learning is built on the following foundations:

- Good **relationships and communication** between all members of our school community
- Positive **recognition** of positive behaviour and achievements
- Consistent **routines** in and beyond the classroom, rigorously implemented by all staff and respected by all students
- Clear **sanctions** that are understood and implemented with the support of parents and carers
- Effective **interventions** for students who are struggling, supporting them to learn from mistakes

The key principles of our whole school approach to positive behaviour for learning are:

- We are **one team**
- We all have **high expectations** so that our students achieve excellence through belonging together and challenging mindsets
- We strive for **consistency** across adults in our community to support high standards among our students
- We work in **partnership** with parents and carers, recognising the support that children and families may need when facing significant challenges
- Our approach is **inclusive** and **trauma informed**: we are committed to finding effective forms of intervention to support our most vulnerable

This is achieved through five strands within our Behaviour for Learning Framework:

1. Good relationships & communication
2. Positive Recognition
3. Consistent Routines
4. Clear Sanctions
5. Effective Intervention

2. Legal framework

2.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Education Act 1996
- The Education Act 2002
- The Equality Act 2010
- The Education and Inspections Act 2006
- The Health Act 2006
- The School Information (England) Regulations 2008

2.2. This policy also has regard to DfE guidance, including, but not limited to, the following:

- DfE 'Screening, searching and confiscation', 2013
- DfE 'Use of reasonable force', 2013
- DfE 'Behaviour and discipline in schools', 2016

3. Roles and responsibilities

- 3.1. The governing body has overall responsibility for the implementation of this Behaviour For Learning Policy and of the behaviour procedures at the school.
- 3.2. The governing body has overall responsibility for ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 3.3. The governing body is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.
- 3.4. The headteacher is responsible for establishing the standard of behaviour expected by students at the school.
- 3.5. The headteacher is responsible for determining the school rules and any disciplinary sanctions for breaking the rules.
- 3.6. The headteacher is responsible for the day-to-day implementation of this policy.
- 3.7. The headteacher is responsible for publishing this policy and making it available to staff, parents/carers and students at least once a year.
- 3.8. All members of staff, volunteers and support staff are responsible for adhering to this policy and ensuring that all students do too.
- 3.9. All members of staff, volunteers and support staff are responsible for promoting a supportive and high quality learning environment, and for modelling high levels of behaviour.
- 3.10. Members of staff, as authorised by the headteacher, are responsible for sanctioning students who display poor levels of behaviour. This responsibility includes the power to discipline students even when they are not in school or in the charge of a member of staff.
- 3.11. Students are responsible for their own behaviour both inside school and out in the wider community.
- 3.12. Students are responsible for reporting any unacceptable behaviour to a member of staff.
- 3.13. Parents/carers are responsible for the behaviour of their child(ren) inside and outside of school.

4. Definitions

- 4.1. For the purpose of this policy, the school defines “serious unacceptable behaviour” as any behaviour which may cause harm to oneself or others, damage the reputation of the school within the wider community, and/or any illegal behaviour, including, but not limited to, the following:
- Discrimination – not giving equal respect to an individual on the basis of disability, gender, race, religion, age, sexuality and/or marital status
 - Harassment – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals
 - Vexatious behaviour – deliberately acting in a manner so as to cause annoyance or irritation
 - Bullying – persistent unpleasant behaviour by an individual or group with the intention of verbally, physically, or emotionally harming another person or group.
 - Cyberbullying – the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature
 - Possession of legal or illegal drugs, alcohol or tobacco
 - Possession of banned items
 - Truancy
 - Gross defiance – repeated or prolonged refusal to co-operate and/or follow staff instruction
 - Refusing to comply with disciplinary sanctions
 - Theft
 - Swearing, racist remarks or threatening language
 - Fighting or aggression
 - Unsafe behaviour that put staff, student or our wider community at risk of COVID-19 transmission, including failure to follow school safety guidance
- 4.2. For the purpose of this policy, the school defines “low level unacceptable behaviour” as any behaviour which may disrupt the education of the perpetrator and/or other students, including, but not limited to, the following:
- Lateness
 - Low level disruption and talking in class
 - Failure to complete classwork
 - Rudeness
 - Delays or refusal to follow instruction
 - Producing insufficient or poor quality work (applies to classwork and homework)
 - Lack of correct equipment
 - Disruption on public transport
 - Use of mobile phones without permission
 - Graffiti
- 4.3. “Unacceptable behaviour” may be escalated as “serious unacceptable behaviour” depending on the behaviour breach.

5. Training of staff

- 5.1. The school recognises that early intervention can prevent bad behaviour. As such, teachers will receive training in identifying problems before they escalate; this can be behavioural problems in the classroom or during breaks/lunchtime.
- 5.2. Teachers and associate staff will receive training on this policy and the school's Behaviour for Learning framework as part of their new starter induction.
- 5.3. Teachers and associate staff will receive regular and ongoing training as part of their development.

6. Student expectations

- 6.1. Students will be expected to follow the school Code of Conduct which requires students to:
 - Conduct yourself around the school premises in a safe, sensible and respectful manner.
 - Arrive to lessons on time and fully prepared.
 - Follow reasonable instructions given by every member of staff.
 - Behave in a reasonable and polite manner towards all staff and students.
 - Show respect for the opinions and beliefs of others.
 - Complete classwork as requested to a strong standard
 - Hand in homework at the time requested to a strong standard
 - Report unacceptable behaviour.
 - Never be a bystander.
 - Show respect for the school environment.
 - Follow specific safety guidance related to the COVID-19 Pandemic

6.2 Students are expected to adhere to the school's 3 rules, first time, every time:

- Be Ready
- Be Respectful
- Be Safe

There is an additional emphasis on Being Safe during the CIVBID-19 pandemic.

7. Smoking and drug policy

- 7.1. In accordance with part 1 of the Health Act 2006, our school is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.
- 7.2. Parents/carers, visitors and staff are instructed not to smoke on school grounds and should avoid smoking in front of students and/or encouraging students to smoke.
- 7.3. Students are not permitted to bring smoking materials or nicotine products to school. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches or pipes.
- 7.4. In the interest of health and hygiene, the school requests that people refrain from smoking outside the school gates.

7.5. Students and staff are required to follow the school's Drug and Alcohol Policy.

8. Recognising and rewarding good behaviour

8.1. The school recognises that students should be rewarded for their display of good behaviour.

8.2. The school will use the following recognition and rewards for positive behaviour for learning:

- Positive feedback
- Positive referral
- Phone call home
- Merits (years 7 & 8)
- Positive Ping ABC Recognition
- Social Media promotion
- Good News cards
- Positive postcards
- Awards in Assembly including Acts of Kindness
- Nice surprises!
- Grades on your school reports

9. Sanctioning poor behaviour

9.1. Teachers are able to sanction students whose behaviour falls below the established Code of Conduct at the school.

9.2. If a student misbehaves, breaks a school rule, or fails to follow instructions issued by a member of staff, the teacher is able to sanction the student for their poor behaviour.

9.3. In order for the sanction to be lawful, the school will ensure that:

- The decision to sanction a student is made by a paid member of school staff, or a member of staff authorised to do so by the headteacher.
- The decision to sanction a student is made on the school premises or whilst the student is under the charge of a member of staff, such as during an educational trip/visit.
- The decision to sanction a student is reasonable and will not discriminate on any grounds, such as disability, race, special educational needs – as per the Equality Act 2010 in respect of safeguarding students with special educational needs, and any other equality rights.

- 9.4. The school will ensure that all sanctions are reasonable in all circumstances, and will take into account the student's age, religious requirements and any special educational needs or disabilities.
- 9.5. The headteacher may delegate the power to sanction poor behaviour to volunteers, such as parents/carers who assist during an educational visit/trip.
- 9.6. The headteacher may limit the power to sanction poor behaviour from individual members of staff.

10. Behaviour off school premises

- 10.1. Teachers are able to sanction students for misbehaviour outside of the school premises.
- 10.2. Teachers may discipline students for misbehaviour off the school premises when the student is:
 - Wearing school uniform.
 - Travelling to or from school.
 - Taking part in any school-related activity.
 - In any way identifiable as being a student at the school.
- 10.3. Teachers may also discipline students for misbehaviour off the school premises that, irrespective of the above:
 - Could negatively affect the reputation of the school.
 - Could pose a threat to another student, a member of staff at the school, or a member of the public.
 - Could disrupt the orderly running of the school.
- 10.4. Any bullying witnessed outside of the school premises and reported to a member of staff, will be dealt with in accordance with the school's Anti-bullying Policy.
- 10.5. The school will impose the same behaviour sanctions for bullying incidents and noncriminal bad behaviour which is witnessed outside of the school premises, as would be imposed for the same behaviour conducted on school premises.
- 10.6. In all cases of misbehaviour outside of the school premises, teachers will only impose any behaviour sanctions once the student has returned to the school premises or when under the supervision of a member of staff.

11. Behaviour and sanctions

- 11.1. At Colmers School & Sixth Form College there is no corporal punishment.
- 11.2. Where students display aggressive and/or threatening behaviour, or illegal activity discovered, the school will not hesitate to contact the police.

11.3. Any student, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.

11.4. Teachers must exercise their professional judgment when imposing a sanction on a student giving consideration to the behaviour, age and background information available on a student.

11.5 School Debits

- **School Debits** are issued by staff and communicated directly to parents via the Class Charts App for
 - Debit – Poor Behaviour
 - Debit – Missing Equipment
 - Debit – Inadequate Work
 - Debit – Mobile Phone Use
 - Debit – Truancy
 - Debit – Late to School
 - Debit – Late to Lesson
 - Debit – Anti-Social Behaviour
 - Debit – Uniform Breach
 - Debit – Defiance
 - Debit – Hub Withdrawal
 - Debit – Senior Response

11.6 Hub Detention

- Students who are issued with 5 or more Debits in one week will be issued with a Hub Detention. Hub Detention takes place on Wednesday after school and lasts 45 minutes, from 2.45 – 3.30p.m.

11.7 Hub withdrawal from lesson.

- Hub Withdrawal is applied for persistent poor behaviour in a lesson
- The class teacher may choose to inform parents / carers of a Hub withdrawal
- Repeat incidents of Hub Withdrawal may lead to students being placed on report and intervention needs will be considered
- If a student disrupts learning during a time they are sitting a Hub Withdrawal, they will be removed from the lesson and issued with a Fixed Term Exclusion for the remainder of the day. Parents/Carers will be required to attend an on-line meeting to discuss their behaviour.

11.8 Fixed Term Exclusion

- Fixed Term exclusion is a severe sanction for serious or persistent incidents of poor or antisocial behaviour such as:
 - Fighting
 - Bullying
 - Racist / Homophobic incidents
 - Verbal abuse to staff
 - Gross defiance
 - Persistent poor behaviour
 - Truancy

- Failure to follow school safety guidance
- The decision to issue a Fixed Term exclusion lies with the Headteacher
- The length of the Exclusion will depend on the severity of the offence and the degree to which it is persistent / repeated. The standard length of a Fixed Term Exclusion is 0.5 or 1 day, however extended Exclusions may be issued.
- A re-integration meeting with parents / carers will be held for students who have been issued with a Fixed Term Exclusion, whenever possible before return to lessons after the exclusion.
- During the COVID-19 Pandemic, the school is not able to operate Internal Exclusion and as such, Fixed Term Exclusion will be used in all instances where students are grossly defiant and/or behave in ways that are unsafe for members of our school community.

11.9 Headteacher and Governor Disciplinary Meetings

- In the event that a student's behaviour remains a significant cause for concern following intervention, the decision may be taken to hold a Headteacher's Disciplinary meeting at which the key issues will be discussed with parents/ carers and students and a plan of action implemented
- If after a period of time following a Headteacher's Disciplinary meeting there is no improvement, a Governors' Disciplinary Meeting may be convened at which the parents/carers and student have to face a panel of Governors to discuss next steps.

11.10 Permanent Exclusion

- Permanent exclusion is a measure of absolute last resort at Colmers and will only be considered when all alternatives have been completely exhausted and the risks of the student remaining a member of our school community are too great to be safely managed.

11.11 Restorative Justice

- When a student has made poor choices leading to sanctions, it is sometimes both important and helpful to ensure some form of restorative actions are undertaken to "put things right". This may simply be a restorative conversation in which the student has the opportunity to apologise and clear the air for a fresh start. For serious incidents of graffiti or vandalism, students may be required to carry out community service assisting the site team with cleaning of graffiti or other maintenance tasks. Students may also be required to pay for repairs, in partnership with parents/carers who will be asked to ensure that the funding for this is earned by the student at home. For incidents of dropping litter or being rude to staff on duty, students may be required to undertake litter duty or help with other tasks / events.

11.12. Teachers will use their judgement when issuing sanctions, taking into account whether they believe the student's behaviour was intentional, especially if it is the first time the student has displayed this behaviour.

11.13. At all times, teachers will discuss the behaviour with the student to ensure the student understands why it is inappropriate and to prevent any reoccurring behaviour.

11.14. Any member of staff who witnesses a display of serious unacceptable behaviour must report this through the Incident Recording Form.

11.15. The school will keep a record of all reported incidents.

- 11.16. The school does not take serious unacceptable behaviour lightly, and will not hesitate to act in the best interest of the students within the school.
- 11.17. Following an allegation of serious unacceptable behaviour, the student may be removed from lessons whilst an investigation by an appropriate member of staff takes place.
- 11.18. If, following an investigation, the allegation is found to be true, the headteacher or senior member of teaching staff will issue the appropriate disciplinary action (based on 11.4 above).
- 11.19. Any decision made to issue a fixed-term exclusion will only be done so by the headteacher.
- 11.20. All bullying incidents will be dealt with in accordance with the procedures outlined in the school's Anti-bullying Policy.
- 11.21. Any allegations made against a member of staff's behaviour and misconduct will be dealt with in accordance with the school's Allegations Against Staff Policy.
- 11.22. The school will consider whether the behaviour displayed by the student gives reason to suspect that the student is suffering, or is likely to suffer, significant harm. In these instances, the procedures outlined in the school's Child Protection and Safeguarding Policy will be followed.
- 11.23. The school will also consider whether the displayed behaviour is an indicator that the student's educational, or other, needs are not being met. In this instance, the school will consider interventions that may be put in place to provide support to assist the student in making the required improvements.

12. Debits and Detentions

- 12.1. The school will make it clear to parents/carers and students that they are able to use debits and detention as a sanction, both during and outside of school hours.
- 12.2. All teachers at the school are able to impose debits on a student, unless the headteacher decides to withdraw this power from any teacher.
- 12.3. The headteacher may decide to delegate the power to impose debits to volunteers, such as parents/carers who assist during educational visit/trips.
- 12.4. The following indicate the times during which debits can be issued outside of school hours:
- Any school day where the student is not authorised to be absent
 - Up to a period of 60 minutes beyond the end of the normal school day
 - Any non-teaching day, e.g. INSET days
- 12.5. Parental consent is not required for debits or detentions and therefore, the school is able to issue detention as a sanction without first notifying the parents/carers of the student.

Parents/carers will however be sent an automatic text message alerting them when their child has received a Hub Detention.

- 12.6. When issuing debits, members of staff will ensure that they do so reasonably within the given circumstances, and that they take into account any additional needs of the student.
- 12.7. When issuing detentions which are set to be outside of school hours, the member of staff doing so will consider:
- Whether the detention is likely to put the student at risk.
 - Whether the student has identified caring responsibilities which would make the detention unreasonable.
 - Whether suitable transport arrangements are in place between the parents/carers and the student.

NB. It is not relevant whether these transport arrangements are inconvenient to the parents/carers, however some compassion ought to be applied discretionally.

13. Items that students are banned from possessing on the school premises

13.1. Fire lighting equipment:

- Matches, lighters, etc.

13.2. Drugs and smoking equipment:

- Cigarettes
- Tobacco
- Cigarette papers
- Electronic cigarettes (e-cigs)
- Alcohol
- Solvents
- Any form of illegal drugs
- Any other drugs, except medicines covered by the prescribed medicines procedure

13.3. Weapons and other dangerous implements or substances:

- Knives
- Razors
- Catapults
- Guns (including replicas and BB guns)
- Laser pens
- Knuckle dusters and studded arm bands
- Whips or similar items
- Pepper sprays and gas canisters
- Fireworks
- Dangerous chemicals

13.4. Other items:

- Liquid correction fluid

- Chewing gum
- Caffeinated energy drinks
- Offensive materials (i.e. pornographic, homophobic, racist etc.)
- Aerosols including deodorant and hair spray

14. Confiscation of inappropriate items

- 14.1. All members of staff are able to use their power to search without consent for any of the items mentioned in section 14 of this policy.
- 14.2. Searches will be conducted by a same-sex member of staff, with another same-sex staff member as a witness, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.
- 14.3. Staff members may instruct a student to remove outer clothing, including hats, scarves, boots and coats.
- 14.4. A student's possessions will only be searched in the presence of the student and another member of staff, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.
- 14.5. A staff member carrying out a search can confiscate anything upon which they have reasonable grounds to suspect is a prohibited item.
- 14.6. The school is not liable for any damage to, or loss of, any confiscated item.
- 14.7. The police will be contacted if any weapons, knives, illegal substances and extreme or child pornography are discovered by a member of staff.
- 14.8. For all other items, it is at the discretion of the member of staff to decide if, and when, an item will be returned to a student.
- 14.9. Parents/carers will be informed of any confiscated item and may be required to collect the item (unless the item relates to alcohol, illegal drugs or tobacco), from the school office.
- 14.10. The headteacher will always be notified when any item is confiscated.

15. Use of reasonable force

- 15.1. Members of staff are able to use reasonable force to prevent students from committing an offence, injuring themselves or others, or damaging property.
- 15.2. Members of staff are also able to use reasonable force in order to maintain good order and discipline in the classroom.

15.3. The headteacher and other authorised members of staff are able to use reasonable force when conducting a search without consent for certain prohibited items, including the following:

- Knives
- Weapons
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any articles that have been used, or could be used, to commit an offence or harm

15.4. Though members of staff are able to search for all of the items listed in section 13 of this policy, reasonable force will only be used, if necessary, to search for the items listed above.

16. Controlled substances

16.1. Colmers School & Sixth Form College has a zero tolerance policy on illegal drugs and legal highs / lethal highs.

16.2. Following the identification and confiscation of a controlled substance, the staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and any witness/witnesses present.

16.3. The staff member will store the sample in a school safe.

16.4. The incident will be reported to the police immediately. The police will then collect the item and deal with it in line with their agreed protocols.

16.5. The school will not hesitate to name the student from whom the drugs were taken to the police, and a full incident report will be completed.

16.6. Any further measures will be undertaken in line with the school's Child Protection and Safeguarding Policy.

16.7. Where controlled substances are found on school trips away from the school premises, the parents/carers/guardians of the student, as well as local police, will be notified.

17. Outside school and the wider community

17.1. Students at the school must agree to represent the school in a positive manner.

17.2. The guidance laid out in the Code of Conduct applies both inside school and out in the wider community, particularly if the student is dressed in school uniform.

17.3. Complaints from members of the public about bad behaviour by students at the school are taken very seriously and will be dealt with in accordance with the Complaints Procedure Policy.

18. Monitoring and review

18.1. This policy will be reviewed by the headteacher and governing body on an annual basis, who will make any necessary changes and communicate this to all members of staff.

18.2. This policy will be made available for inspection and review by the chief inspector, upon request.