



Saint George's Church of England School

Behaviour and Inclusion Policy

All Different, All Equal, All Flourishing

At the heart of our vision is the belief in inclusive, educational excellence; the belief that we are called to serve all pupils, staff, parents and the local community by providing places where all develop and thrive intellectually, socially, culturally and spiritually in order to live life in all its fullness

Approved by: Local Governing Body

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Next review due by: February 2023

This policy is guided by our vision; ‘At the heart of our vision is the belief in inclusive, educational excellence; the belief that we are called to serve all pupils, staff, parents and the local community by providing places where all develop and thrive intellectually, socially, culturally, and spiritually in order to live life in all its fullness’.

Saint George’s Church of England School is dedicated to ensuring that our school environment supports learning and the wellbeing of pupils and staff through a strong sense of community cohesion where we value all God’s children, regardless of need, ability, race, gender or wealth. Cooperation, support, and respect are the foundations of our community, and we work hard to provide a safe school where pupils feel included in every aspect of school life and comfortable to voice their opinions. We provide a place where all members of our community develop and thrive not just intellectually, but socially, culturally, and morally so as to live life in all its fullness.

This policy outlines what we expect from all our pupils in terms of their behaviour, and the sanctions that will be consistently enforced if this policy is not adhered to. The policy applies in and out of school time and premises. It extends to all members of our school community. Good behaviour and self-discipline have strong links to effective learning and are vital for pupils to carry with them both during and after their school years.

The policy is based on the good practice outlined in DfE guidance on behaviour and discipline and is in line with the duties set out in [sections 88-94 Education & Inspections Act 2006 (maintained schools)] [Schedule 1 to the Independent School Standards Regulations 2014 (academies)].

1. Aims

Saint George’s Church of England School believes that all pupils should be aware of the standards of behaviour that are expected of them and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school built on trust and understanding, and that through the use of this policy we can support all of our pupils in developing a high level of social and cultural awareness. Our aim is to ensure that all our pupils leave the school with the key skills they need to continue to progress to the best of their ability and live life in all its fullness. We aim to be fully inclusive, regardless of need, for all members of our community.

2. Standards of behaviour

2.1 School

The school understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally and will never denigrate pupils or colleagues. We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEN needs and disabilities as well as the additional challenges that some vulnerable pupils may face. Staff are trained in behavioural strategies as part of their continual professional development and are well informed of the extent of their disciplinary authority.

We work with parents and carers to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community where we value all God’s children. The school will report behaviour, good or bad, to parents and carers regularly through Insight as well as by other means. We encourage parents and carers to communicate with the school if they have a concern about their child’s behaviour, and we will do as much as is possible to support parents and carers as and when they need it. We promote good behaviour within the school curriculum and reminders of our expectations and Christian values are displayed throughout the school.

Staff are a constant presence around the school, in-between classes and during social times to check that pupils are using the school grounds respectfully and behaving appropriately.

We recognise that where individual pupils are engaging in continuing disruptive behaviour this can be as a result of unmet needs. If such needs are identified, we will do all we can to ensure that the pupil receives appropriate support. We recognise our legal duties under the Equality Act 2010 in respect of pupils with SEN and/or disabilities. Whilst all pupils identified with SEN and/or disabilities are covered under this behaviour policy, we recognise that these pupils often require support, which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available to all pupils. A support plan may be used for pupils whose SEN and/or disabilities cause them to display challenging behaviour. Advice will be sought from external agencies, where necessary, to assist with putting in place appropriate support strategies, which will be monitored and reviewed. Please read the school's special educational needs policy for more information.

Within lessons, we use a consistent approach to minimise the amount of low-level disruption. Systems are well embedded which ensures that all pupils have the opportunity to readdress their behaviours. Failure to do so will result in an exit from the lesson and an appropriate sanction.

The school will take all reasonable measures to ensure the safety and wellbeing of all pupils and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of pupils' social, emotional and behavioural skills. We do not tolerate any member of our community hindering another from flourishing.

2.2 Pupils

The school expects all of its pupils to show respect to one another, to school staff, and anyone else that they may meet. Incidents of bullying, belittling, or bringing intentional harm to other pupils or staff will not be tolerated. Pupils are ambassadors to our school even when off school premises, and we expect them to act accordingly. They are expected to obey school rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour, such as behaviour reports (secondary), interventions and working with parents to support the needs of the pupils. School work and homework should be well presented, completed to a high standard, and handed in on time. In the secondary phase pupil's failure to hand in work on time will lead to sanctions and if pupils are struggling to meet the requirements of their workload for any reason, they should discuss this with their Form Tutor or Raising Standards Leader who will support them.

Under no circumstances will illegal or inappropriate items be tolerated in school, and all pupils will respect and look after the school premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary actions (which may include a managed move to another school or an exclusion) depending on the circumstances:

- Verbal or physical abuse to staff and others
- verbal or physical abuse to pupils
- any form of bullying
- indecent behaviour
- damage to property
- misuse or carrying of illegal drugs, 'legal highs' or alcohol
- theft
- serious actual or threatened violence against another pupil or a member of staff
- sexual abuse or assault
- carrying an offensive weapon
- arson

- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour
- malicious allegations against staff
- racist, sexist, homophobic or other forms of discriminatory behaviour
- persistent truancy/lateness
- possession of items prohibited under the school rules
- persistent disruption to learning

2.3 Parents and carers

Parents and carers play a big part in ensuring that their children are responsible for their own behaviour in school. We ask that parents and carers sign the **home-school agreement** to indicate that they will respect and support the school's behaviour policy and the authority of the school staff. Building school life into a natural routine – ensuring that your child is at school on time, appropriately dressed, rested, and equipped – will encourage your child to adhere to school rules and procedures.

We ask parents and carers to work with the school in support of their child's learning, which includes informing the school of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents and carers be prepared to attend meetings at the school with staff or members of the senior leadership team to discuss their child's behaviour and to adhere to any parenting contracts put in place.

In the case of fixed term exclusions, parents and carers are expected to provide appropriate supervision for their child during the first 5 days of exclusion, ensure that their child is not present in a public place during school hours without reasonable justification and, if invited, to attend a reintegration interview at the school with their child.

3. School rules that apply at all times to all members of the school community

- Always be on time.
- Keep your appearance smart and tidy and wear specified school uniform to and from school.
- Rude, derogatory, racist or defamatory language will not be tolerated.
- Be considerate of your peers and the extended community.
- Be polite and respectful at all times. This applies to staff, other pupils, any visitors to the school, and to members of the public.
- Take care of your environment, both on the school site and outside, and keep it tidy. Do not litter and do not vandalise property in any way. Act as a steward to your community.
- Unauthorised absence from school will not be tolerated.
- Health and safety equipment is only for use in emergency situations and should not be tampered with under any circumstances.
- Disobeying staff is not tolerated.
- Gambling is not allowed on school property.
- Mobile phones are allowed to be used at social times, outside of the school building
- Abide by our expectations and respect our Christian values

The following items are not allowed in school under any circumstances:

- Alcohol and drugs including "legal highs"
- E-Cigarettes, Cigarettes, matches, lighters and any other smoking paraphernalia
- Chewing gum
- Weapons of any kind or instruments/substances intended to be used as weapons. This includes items that may be considered a weapon.
- Material that is inappropriate or illegal for children to have, such as racist or pornographic material
- Earphones or the like

- Any article which 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)

3.1 Drugs

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school takes drugs seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Pupils may be permanently excluded or transferred to another if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs. The police will be informed.

Prescription drugs

Carrying, supplying, or taking prescription drugs without lawful reason could result in disciplinary sanctions. Prescription drugs are to be stored by the pastoral team (secondary phase) or in the school office (primary phase) after a consultation with the parent or carer.

Non-prescription drugs

Some over-the-counter drugs can be harmful if misused. We advise that pupils should not carry these in school. Any such substance should be stored by the pastoral team after a consultation with the parent or carer.

Medication

We are aware that it may be necessary for some pupils to take medication during the school day. Parents and carers should make the school aware of this in writing as soon as their child starts taking the medication. Medication is to be stored by the pastoral team (secondary phase) or in the school office (primary phase) after a consultation with the parent or carer.

3.2 Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any pupil involved in any alcohol-related activity may be permanently excluded or transferred to.

All of these rules also apply when travelling to and from school.

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.

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, pushing, taking another's belongings, any use of violence
Prejudice-based and discriminatory, including: <ul style="list-style-type: none"> • Racial • Faith-based • Gendered (sexist) • Homophobic/biphobic • Transphobic • Disability-based 	Taunts, gestures, graffiti, or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)

TYPE OF BULLYING	DEFINITION
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Saint George's Church of England School wants to make sure that all pupils feel safe at school and accepted into our school community. Our ethos is one of inclusion and equality where everyone can flourish. Bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated.

Bullying can be verbal or physical, by person or by electronic, on-line, or written means and can be directed at both staff and pupils. The school practices a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the school. Our anti-bullying policy is written by our pupils. We make it very clear to pupils what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the school will:

- take it seriously
- act as quickly as possible to establish the facts
- record and report the incident; depending on how serious the case is, it may be reported to the senior leadership team
- provide support and reassurance to the victim
- make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and the school will make sure that they understand what they have done and the impact of their actions
- ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used
- consider whether a fixed term exclusion or a transfer to another school is appropriate in light of the circumstances.

5. Zero-tolerance approach to sexual harassment and sexual violence

The school will ensure that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored.

Pupils are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be.

The school's response will be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

If an allegation of sexual harassment and violence does come up, the school will:

- record and report the incident; depending on how serious the case is, it may be reported to the police, Front Door Team KCC, LG, Social Services
- provide support and reassurance to the victim
- make it clear to the 'perpetrator' that this behaviour will not be tolerated and will be dealt with severely.
- ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'perpetrator'

- will be told why it is being used
- consider whether a fixed term exclusion or a transfer to another school is appropriate in light of the circumstances and if the police are involved, seek advice on whether is appropriate for the 'perpetrator' to remain at the school

The school has procedures in place to respond to any allegations or concerns regarding a child's safety or wellbeing. These include clear processes for:

- Responding to a report
- Carrying out risk assessments, where appropriate, to help determine whether to:
 - Manage the incident internally
 - Refer to early help
 - Refer to children's social care
 - Report to the police
 - Refer to our child protection and safeguarding policy for more information.

6. Malicious allegations

Where a pupil makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school will discipline the pupil in accordance with this policy.

Where a pupil makes an allegation of sexual violence or sexual harassment against another pupil and that allegation is shown to have been deliberately invented or malicious, the school will discipline the pupil in accordance with this policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the local authority designated officer, where relevant) will consider whether the pupil who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.

The school will also consider the pastoral needs of staff and pupils accused of misconduct.

Please refer to our child protection and safeguarding policy for more information on responding to allegations of abuse against staff or other pupils.

7. Classroom management

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
- Display the pupil code of conduct
- Develop a positive relationship with pupils, which may include:
 - Greet pupils in the morning/at the start of lessons
 - Establish clear routines
 - Communicate expectations of behaviour in ways other than verbally
 - Highlight and promote good behaviour
 - Conclude the day positively and start the next day afresh
 - Have a plan for dealing with low-level disruption
 - Use positive reinforcement

8. Disciplinary sanctions

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline pupils. Saint George's Church of England School operates using the following disciplinary measures (the list is not exhaustive):

- Behaviour points/loss of Dojo points
- Loss of social times
- After school detentions (secondary)
- Restorative justice
- Community service, such as litter picking
- A fine (in the case of damage property) where parents and carers will be invoiced by the school
- Behaviour reports (secondary)
- Subject exclusion (secondary)
- Isolation (secondary)
- Isolation off site (secondary)
- Fixed term exclusion
- Managed move or monitored transfer to another school
- Permanent exclusion

Sanctions are adapted relating to the seriousness and frequency of the behaviour.

At Saint George's Church of England school, we work very closely with a number of outside agencies and will refer a student, and if necessary, their family for support as appropriate.

8.1 Searching and confiscation

The Education and Inspections Act 2006 authorises our members of staff to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize items in the possession of pupils that are illegal or banned by the school. It is our first priority to ensure that pupils are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other pupils or themselves will be taken off pupils without notice.

A teacher or someone who has lawful control of the child can search a pupil **with their permission** to look for any item that the school's rules say must not be brought into school. Headteachers and other members of staff authorised by them have the power to search a pupil **without the pupil's consent** if they suspect they are in possession of 'prohibited items'. Prohibited items that can be searched for without consent include:

- knives or weapons
- alcohol
- illegal drugs
- "legal highs"
- stolen items
- e-cigarettes, tobacco and cigarette papers
- fireworks
- pornographic images
- articles that have been or could be used to commit an offence or cause harm.

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this.

Any cigarettes and e-cigarettes confiscated in school will be destroyed.

If a pupil is found in possession of one of the items listed above, the police and/or appropriate agency will be informed.

8.2 Use of force

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- committing any offence (or, for a pupil under the age of criminal responsibility, what

- would be an offence for an older pupil);
- causing personal injury to, or damage to the property of, any pupil (including him or herself); or
- prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise.

Saint George's Church of England School does not encourage the use of force and it will be used very rarely, if ever, in exceptional circumstances. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

All staff at the school have the authority to use force when reasonable, and this extends to any other person whom the Headteacher has given the responsibility to be in charge or in control of the pupils. Staff can also use this power when they are lawfully in charge of pupils but off the school premises – i.e., on a school trip.

Following serious incidents involving the use of force, the school will speak to the parents and carers concerned. It is up to schools to decide whether it is an appropriate occasion to report the use of force to parents and carers.

Such serious incidents involving the use of force will also be recorded by the school.

9. 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.

9.1 Safeguarding

The school recognises that changes in behaviour may be an indicator that a pupil is in need of help or protection. We will consider whether a pupil's misbehaviour may be linked to them suffering, or being likely to suffer, significant harm. Where this may be the case, we will follow our child protection and safeguarding policy.

10. Attendance

Regular attendance at school is required by law, and Saint George's Church of England School takes attendance very seriously. There is a register taken twice daily and at the start of each lesson, and disciplinary action will be taken against any pupils who are discovered to be truanting or are repeatedly late. Parents and carers will be contacted to discuss possible reasons and school support systems that could help. More information can be found in the school's **attendance policy**.

11. Uniform and appearance

Effective teaching and learning needs proper organisation, and this starts with a smart and tidy appearance which helps to instill discipline and pride in appearance in pupils and reduces the risk of distraction in lessons.

The standard uniform can be found on the school website.

The school uniform should be worn by all pupils in reception through to year 11. There is a separate dress code for the sixth form which must be adhered to. Pupils who come in without the correct school uniform on will be asked to change in to spare uniform held by the school. Failure to follow our uniform rules will result in sanctions.

12. Regulating pupil's offsite conduct

Pupils who are caught or known to have been misbehaving on the way to or from school, near the school premises or where it would be considered reasonable to impose sanctions for behaviour outside school e.g. cyberbullying or bullying a member of our school community, will be disciplined by the school. This also applies to pupils who break school conduct during work experience, school trips, or extended school activities such as sports events, or any event where poor behaviour might jeopardise the chances of future pupils participating.

Any off-site misbehaviour could result in sanctions. The school will take into consideration:

- the severity of the misbehaviour
- the extent to which the reputation of the school has been affected
- the effect such an action may have on the other pupils' chances to flourish, enjoy and achieve
- the extent to which the behaviour has repercussions for the orderly running of the school/or might impose a threat to another pupil or member of staff
- whether the misbehaviour was on the way to or from the school or the pupil was taking part in any school-organised or school-related activity; and
- if it was at a time when the pupil is in some other way identifiable as a pupil of the school or might be expected to act as an ambassador for the school.

13. Rewards

Saint George's Church of England School believes that it is important to encourage good conduct throughout the school by celebrating and rewarding good behaviour. Pupils are rewarded through our points system. There are several reward events throughout the academic year. E.g., praise, 'catch me doing something positive point', achievement points, Dojo points, raffle tickets, star of the lesson/week, community points, postcards home, special responsibilities/privileges, rewards trips, prize draws at the end of term, and certificates, celebration worship etc.

14. Complaints

The school has a standard complaints procedure. We encourage parents and carers to take any complaints or concerns to a staff member or the headteacher, and the school will do everything in its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see our **school complaints policy**.

Review

This policy will be reviewed on a yearly basis. The next review is due February 2023.