



# WHISTON WORRYGOOSE JUNIOR AND INFANT SCHOOL

*Part of White Woods Academy Trust*

## SCHOOL BEHAVIOUR POLICY

Approved by Governors: September 2017  
Review Date: September 2018

**This policy has been written with due regard for the DFE document 'Behaviour and discipline in Schools, Advice for Headteachers and School Staff' January 2016**

**This policy should be read alongside the other following policies:**

- DOJO Policy
- Physical Restraint and Reasonable Force Policy
- Playtime Policy
- Screening, Searching and Confiscation Policy
- Exclusion Policy
- Allegations of Abuse Policy,

### 1.1 Overall Aims

- ✓ Encourage a whole school approach to behaviour and discipline.
- ✓ Promote good behaviour, self-discipline and respect.
- ✓ Promote firm action against all forms of bullying.
- ✓ Reduce poor behaviour early from the time the children start school.
- ✓ Encourage all pupils to help others when necessary
- ✓ Endorse clear expectations when moving around school
- ✓ Ensure pupils always complete assigned work

In order to achieve our aims and raise the quality of teaching and learning we have based our behaviour policy on **respect**.

Each child should have:

- ✓ **respect for him/herself**
- ✓ **respect for others**
- ✓ **respect for our school and community**

### 1.2 SCHOOL RULES

From the first day in school each child will be expected to follow our simple school rules. These are the basic principles in which we work from:

Always be Kind  
Always be polite  
Always tell the truth  
Always listen carefully  
Always work hard  
Always be tidy  
Always try our best

### 1.3 POSITIVE ETHOS IN SCHOOL

The 'atmosphere' in school is very positive and created by caring and sharing relationships and the way all concerned with school interact with one another. Our positive behaviour policy is very much about caring relationships and rewarding good work, manners and behaviour. We all work best in a happy atmosphere where everyone understands what they need to achieve and are able to feel positive about their role in school. We work very much as a partnership along with children, parents and the local community.

#### **1.4. HIGH STANDARDS AND EXPECTATIONS:**

This can only be achieved if we ensure rewards and sanctions are applied clearly and consistently. We want children to grow up with a clear and acceptable view of what is right and wrong. We recognise at school that we are a powerful influence on behaviour of children but we also recognise that we must work in partnership with the home. We work very hard to promote caring relationships between all individuals concerned with school.

## 2. Key roles and responsibilities

- 2.1 The governing body has overall responsibility for the implementation of this policy and the procedures of Whiston Worrygoose
- 2.2 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.
- 2.3 The governing body has responsibility for handling complaints regarding this policy, as outlined in the school's Complaints Policy.
- 2.4 The headteacher will be responsible for the day-to-day implementation and management of this policy and the procedures of the school
- 2.5 Staff, including teachers, support staff and volunteers, will be responsible for following the policy and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 2.6 Staff, including teachers, support staff and volunteers, will create a supportive and high quality learning environment, teaching positive behaviour for learning and implementing this policy.
- 2.7 Parents/carers will be expected to take responsibility for the behaviour of their child(ren) inside and outside of school.
- 2.8 Parents/carers will be expected to take responsibility for promoting positive behaviour for learning and modelling acceptable behaviour in the home.
- 2.9 Pupils are responsible for their own behaviour both inside school and out in the wider community.
- 2.10 Pupils are responsible for their social and learning environment and agree to report all undesirable behaviour to the Class Teacher

## 3. Definitions

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:

- 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 – a type of harassment which involves criticism, personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual
- 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
- Refusing to comply with disciplinary sanctions
- Theft
- Swearing, racist remarks or threatening language
- Fighting or aggression
- Spitting and biting

3.2 For the purpose of this policy, the school defines “low level unacceptable behaviour” as: behaviour which may disrupt the education of the perpetrator and/or other pupils, including, but not limited to:

- Lateness
- Shouting in class
- Talking when others are speaking
- Swinging on chairs
- Fidgeting
- Running around the classroom or school
- Inappropriate body language with others, such as not keeping hands to oneself
- Throwing items either in the classroom or on the playground
- Failure to complete classwork and not concentrating on tasks
- Rudeness and not using manners
- Telling lies
- Lack of correct equipment
- Refusing to complete homework, incomplete homework, or arriving at school without homework
- Not following classroom rules
- Disruption on public transport
- Use of mobile phones
- Graffiti

“Unacceptable behaviour” may be escalated as “serious unacceptable behaviour” depending on the behaviour breach.

#### **4. Training of staff**

- 4.1 At Whiston Worrygoose we recognise 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 playtime/lunchtime.
- 4.2 Teachers and support staff will receive training on this policy as part of their new starter induction.
- 4.3 Teachers and support staff will receive regular and ongoing training as part of their development.

#### **5. Pupil expectations**

- 5.1 Pupils will be expected to follow our school rules
- 5.2 The school will ensure that pupils follow our rules by teaching them how to behave sensibly, such as how to:

- ✓ Line up in groups when entering or leaving the classroom or school premises.
- ✓ Sit appropriately on school chairs, carpets, hall floors, etc.
- ✓ Use appropriate voice levels and language, including manners.
- ✓ Raise their hands when they wish to speak in class or assemblies.
- ✓ Model good behaviour to other pupils.
- ✓ Work as a team and respect others’ views, beliefs and faiths when engaging in tasks.

## 6. Smoking and drug policy

- 6.1 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.
- 6.2 Parents/carers, visitors and staff must not smoke on school grounds and should avoid smoking in front of pupils and/or encouraging pupils to smoke.
- 6.3 Pupils 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.
- 6.4 In the interest of health and hygiene, we request that people refrain from smoking outside the school gates.
- 6.5 Pupils and staff are required to follow the school's drug and alcohol policy

## 7. Rewarding good behaviour

- 7.1 The school recognises that pupils should be rewarded for their display of good behaviour.
- 7.2 The school will use the following rewards for displaying good behaviour:
  - ✓ Certificates
  - ✓ Postcards home
  - ✓ Headteacher awards
  - ✓ Verbal praise
  - ✓ DOJOs
  - ✓ Attendance Incentives
  - ✓ Prizes
  - ✓ Stickers
  - ✓ End of term whole-class rewards
  - ✓ Two children from each class, each week, receive a celebration certificate for good work during our Friday Special Mentions assembly.
  - ✓ Prominent displays of pupils work.
  - ✓ Good work sent with child for the Head Teacher to see.

## 8. Unacceptable behaviour

Unacceptable behaviour will not be tolerated at the school  
Breaking any of the school rules will lead to sanctions and disciplinary action.

### 8.1 Sanctions

- ✓ There is no corporal punishment at the school
- ✓ Where pupils display serious aggressive and/or threatening behaviour, or illegal activity is discovered, the school will not hesitate to take appropriate action.
- ✓ At Whiston Worrygoose teachers have the freedom to impose sanctions as they see fit depending on the behaviour, and age, of the pupil:
- ✓ In the first instance, the teacher will tell the pupil to stop the behaviour, explaining to the pupil why their behaviour is unacceptable.
- ✓ If the pupil does not stop immediately, the teacher will give a second warning and will ask the pupil to move their name on the Class Traffic Light System
- ✓ If the pupil continues to behave badly, the teacher will ask the pupil to move their name to red on the traffic light. The teacher will give a final warning, advising that if they continue, they will remove the pupil from the classroom.

- ✓ If the pupil continues the behaviour following the final warning, the teacher may opt to send the pupil for a short period of time to another classroom (this should not exceed 15 minutes and the pupil must be escorted to the classroom with suitable work to complete)
- ✓ Further sanctions will be dependent on the seriousness of the misdemeanour.
- ✓ If a pupil is sent to another classroom, misses playtime or receives another sanction, the Class Teacher will contact the pupil's parent/carer to advise them of this, and may invite them to discuss their child's behaviour.
- ✓ If a pupil misbehaves on the playground, the same process will be followed and the pupil will be sent inside to spend the rest of their playtime/lunchtime indoors, after receiving a final warning.
- ✓ Any pupils that are sent indoors will be supervised by an adult at all times.

8.2 At Whiston Worrygoose we recognise that at primary level, pupils may not understand why their behaviour is inappropriate, and therefore, it may be unintentional.

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

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

8.5 The school will use a number of different sanctions, which will be used depending on the behaviour displayed by the pupil, including the following:

Providing a verbal warning

Missing minutes from golden time

Losing playtime/lunchtime (in the first instance this will be morning playtime, if this continues this will be lunchtimes)

Using time-outs

Repeating unsatisfactory work

School based community service (such as picking up litter)

Regular reporting (such as scheduled uniform and other behaviour checks)

Removing the pupil to another classroom

Loss of privileges including parties, performances and external visitors into school providing services/events

Miss out on reward incentives

Reporting the behaviour to the headteacher

Phoning or sending a letter home to parents/carers

Speaking to parents/carers at the end of the school day

Contacting external agencies such as social services

Excluding the pupil (in the most extreme cases)

8.5 Any member of staff who witnesses a display of unacceptable behaviour, or who issues any sanction to a pupil, must report this to the headteacher using an [incident reporting form](#).

8.6 The headteacher will keep a record of all reported incidents.

8.7 The school does not take serious unacceptable behaviour lightly. We will not hesitate to act in the best interest of the pupils within the school.

8.8 Following an allegation of serious unacceptable behaviour, the pupil will be placed in isolation in another classroom whilst an investigation by the Senior Leadership team takes place.

8.9 If, following an investigation, the allegation is found to be true, the headteacher will issue the appropriate disciplinary action.

#### **Items banned from school premises**

- ✓ Fire lighting equipment:
- ✓ Matches, lighters, etc.
- ✓ 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
- ✓ 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
- ✓ Other items:
- ✓ Liquid correction fluid
- ✓ Chewing gum
- ✓ Caffeinated energy drinks
- ✓ Offensive materials (i.e. pornographic, homophobic, racist, etc.)
- ✓ Aerosols including deodorant and hair spray
- ✓ Mobile phones
- ✓ Any other toys which are deemed hazardous.

#### **9. Searching (Please refer to the Searching and Confiscation Policy for full details)**

- 9.1 Authorised staff members may use common law to search pupils, with their consent, for any item, including their pockets, backpacks, lockers and classroom trays.
- 9.2 Under part 2, section 2 of the Education Act 2011, certain staff members are authorised by the headteacher to search for any prohibited item including, but not limited to, tobacco and cigarette papers, illegal drugs, and alcohol, without the consent of the pupil, provided that they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.
- 9.3 Staff members may instruct a pupil to remove outer clothing, including hats, scarves, boots and coats.



- 9.4 A pupil's possessions will only be searched in the presence of the pupil 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.
- 9.5 Staff members may use reasonable force, given the circumstances, when conducting a search for alcohol, illegal drugs or tobacco products.
- 9.6 Any staff member may refuse to conduct a search.
- 9.7 Following a search, the headteacher will contact the parents/carers to advise them of the procedures which were undertaken.

## 10. Confiscation

- 10.1 A staff member carrying out a search can confiscate anything they have reasonable grounds to suspect is a prohibited item.
- 10.2 If the pupil has possession of illegal items, the police will be called for the removal of the item(s).
- 10.3 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.

## 11. BULLYING (Additional Guidance can be found in our Anti Bullying Policy)

11.1 Bullying may be distinguished from other unacceptable forms of aggression in that it involves dominance of one pupil by another or a group or others, and usually forms a pattern of behaviour rather than an isolated incident. Bullying or other forms of harassment can make pupils' lives unhappy, can hinder their academic progress.

11.2 All reports and acts of bullying must be confronted.

- ✓ In the first incidence the teacher needs to talk firmly to the aggressor or aggresses.
- ✓ A repeat of the incident needs to be reported to the Head Teacher who will then see the pupils involved.
- ✓ Parents will be contacted and at times invited in for repeated bullying or an extreme incident of bullying.
- ✓ In extreme circumstances exclusion may be used.
- ✓ All staff must talk to the children about bullying and it must be constantly on the agenda during morning assemblies and PSHE lessons.

## 12. Outside school and the wider community

- 12.1 Pupils at the school must agree to represent the school in a positive manner.
- 12.2 The guidance laid out in the school rules applies both inside school and out in the wider community, particularly if the pupil is dressed in school uniform.
- 12.3 Complaints from members of the public about bad behaviour by pupils at the school, are taken very seriously and will be dealt with in accordance with the Complaints Policy.

## 13. Allegations Against Staff (This should be read in conjunction with Allegations of Abuse Against Staff Policy)

13.1 Where an allegation made against staff is found to be untrue the Headteacher may choose to impose sanctions on the pupil who made the false allegation. The type of sanction will depend upon the severity of the allegations. The Headteacher will notify the CEO and seek advice as appropriate when determining any sanction.

#### **14. Legal Duties and Equality**

14.1 The School Recognises it's legal duties under the Equality Act 2010 and in respect of safeguarding and in respect of pupils with SEND.

#### **Monitoring and review**

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.