

Behaviour policy (Including bullying and racial incidents.)

Margaretting C of E Primary School

Ratified by governors: Nov 2022

Review due: Nov 2023



Policy statement.

Our main aim will always be to provide the best education we can, in the most effective way possible, ensuring the Christian ethos and the values that we stand for are incorporated into all we do. By doing this we will enable children to become enthusiastic, confident, happy individuals who aim to and achieve their potential and take with them, into the wider community, a positive attitude and a desire to become lifelong learners.

Margaretting Primary School is committed to creating opportunities to enable all children to succeed by generating feelings of self-worth and mutual respect, also ensuring that there are equal opportunities for all children. The prime objective of the school is learning and teaching. For this to take place effectively there must be a calm and purposeful atmosphere where children and adults can listen to each other without undue distraction. We believe in promoting good behaviour and having positive expectations for each child's learning potential. We endeavour to create a positive atmosphere based on a sense of community and shared ideas.

Our aims are:

To provide a safe environment in which our children can thrive and learn.

To support parents in helping their children to become sensible, polite, well behaved children in school, at home and in the wider world.

To work with parents in helping to develop their children's understanding of acceptable attitudes and values with relation to behaviour, bullying, work ethics and respecting diversity.

Code of conduct.

- Take responsibility for your actions
- Always try your best
- Be tolerant and show respect for everyone
- Be kind to others and include them whenever you can
- Be honest, polite and considerate to everyone thinking about what you say and how you say it
- Follow agreed lunchtime and playground rules before, during and after school
- Move around school considerately and safely

- Respect property belonging to others, the school and the wider community.

Our expectations are that the children at Margaretting C of E school will follow the code of conduct in the following:

- Before and after school
- In and around the school
- In lessons and clubs
- At lunchtime and play times
- On school visits and when meeting visitors

Staff and other adults as role models

Our handling of any situation will emphasise the points listed in the code of conduct.

- We aim to positively encourage co-operation with the code of conduct by modelling, praising and rewarding positive behaviour in and around the school, as well as hard work in a variety of ways.
- Through effective class organisation and management, children will be encouraged to maintain positive patterns as laid down in our code of conduct.
- Specific class rules will be agreed in collaboration with children, teachers and teaching assistants at the start of each academic year and revised / reminded frequently.
- Similarly, playground rules will be decided collaboratively with children, teachers, teaching assistants and midday assistants through a PSHE lesson. These will be revisited at the beginning of each academic year.
- We ensure a good rapport with parents, enabling action should any issues arise. Please phone or contact the office if you need to see a member of staff.

Parents as role models

Parents should work with the school to promote the ethos of the school by:

- Being aware of and contributing to the Behaviour policy and code of conduct, in order to reinforce principles at home, in school and in the wider community.
- Signing the Home School agreement
- Reinforcing the school rules before and after school.
- Respecting each other and set a good example.
- Supporting any sanctions the school deems necessary.
- Ensuring that their children arrive to school on time and wearing the correct uniform and having the right kit for P.E. and clubs
- Keeping school informed about any situations at home that could affect their child's wellbeing
- Being involved with the school's activities including meetings and realising that by helping the school they are helping their own children.
- Parents should understand and support their own children whilst being aware of the views of other children.

Governors are responsible for setting the school policy in collaboration with staff and have a duty to ensure policies are implemented. Governors preside on a disciplinary and appeals committee should the need arise for further action.

Strategies for dealing with misbehaviour.

Negative behaviour impacts and diminishes learning and the learning environment. Such behaviour traits include interrupting, shouting out, wandering about the classroom, running in the building, constant chatter and whispering and a failure to attend to teaching and instructions, harming / hurting others both physically and verbally. We are very fortunate in that acts of misbehaviour at the school are generally of a minor nature. These can normally be dealt with by the supervising adult or teacher in the classroom environment. More serious incidents may require the intervention of a Time Out System, where a child will be sent to another class to complete their work, if they are constantly disturbing the learning in their own classroom, after reminders from their class teacher. Year 1 and 2 will complete their work in Y5 and 6. Year 3 and 4 will complete their work in YR. The child will then be spoken to about their behaviour afterwards and the Time Out Sheet will be filled in and signed by the class teacher and senior staff.

Sanctions for poor attendance

Persistent poor attendance (under 90%) will result in a letter home. If the absence continues it may result in a meeting with the Headteacher. Parents may be asked to produce evidence to support medical appointments.

Sanctions for serious incidents may include:

- Being taken to the Head Teacher for sanctions to be given, with achievable work to complete to gain some measure of success.
- Letters to, or meeting with parents to agree sanctions both at home and at school.
- Being put on report (reporting after each session to the appropriate member of staff.)

Bullying.

Margaretting C of E School takes bullying seriously and it will not be tolerated.

Bullying is the persistent, wilful, conscious desire to hurt, threaten or frighten someone else. It is expressed by name calling, verbal aggression, physical abuse, racial abuse, singling out, silent intimidation, threats, taking possessions, spoiling work, belittling or cyber bullying. **Incidents will be followed up and sanctions will be implemented.**

All children are encouraged to tell an adult about any incident in which they believe they are a victim of, or that they have been witness to, or have reason to suspect a bullying issue. Children should not be encouraged to retaliate in any way.

It is important that any sort of bullying should be dealt with immediately. Time will be given to both the victim and the perpetrator. Adults must be seen, as listeners for the victim and the bully. Both parties must acknowledge that what has happened is wrong. Children will be given opportunities to discuss issues in class during discussion, question times, R.E., PHSE or talk to the class teacher. There is also a worry box that children can use to express their fears.

All incidents on the playground must be reported to the Head Teacher and logged. Bullying is best tackled by staff acting as a team eliciting the active co-operation of the parents. All bullying must be reported to both sets of parents.

Searches and confiscation

The school recognises that we have a duty of care to all of our pupils; in all cases, the need to safeguard all pupils attending Margaretting C of E Primary School by confiscating harmful, illegal or disruptive items is vital. There is also a requirement to safeguard the needs and wellbeing of pupils suspected of possessing these items. We will confiscate any item that is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with Margaretting C of E Primary School and parents, if appropriate.

Searching a pupil

A search can be considered if the member of staff has reasonable grounds for suspecting that the pupil is in possession of a prohibited item or any item identified in the school rules for which a search can be made, or if the pupil has agreed. The member of staff will contact a designated team member who has authorisation to conduct the search.

Melissa Taylor (the Headteacher) and authorised staff members, such as teachers, will carry out the search of a pupil. The search should be conducted by the same gender as the pupil and with another adult present; before any search is undertaken consent will be sought from the pupil.

If the authorised member of staff considers a search to be necessary, but is not required urgently, they will seek the advice of the Headteacher or a Designated Safeguarding Lead who may have more information about the pupil. During this time the pupil will be supervised and kept away from other pupils

An authorised member of staff of a different sex to the pupil can carry out a search without another member of staff as a witness if:

The authorised member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; **and**

In the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is the same sex as the pupil; **or**

It is not reasonably practicable for the search to be carried out in the presence of another member of staff

When an authorised member of staff conducts a search without a witness they should immediately report this to another member of staff, and ensure details are reported on the school's Safeguarding Tool to ensure the DSL is immediately notified.

The school will only search a pupil if the school has good reason to and all searches will be conducted in such a manner as to minimise embarrassment or distress to the pupil. The school recognises that the action of the school in such cases could infringe on the pupil's wellbeing and rights. The school will consider that all pupils have the right to expect a reasonable level of personal privacy, under Article 8 of the European Convention of Human Rights.

In all cases the school will

- Seek consent from the pupil
- Conduct the search in a calm and respectful manner
- Explain to the pupil why the search is happening
- Explain how the search will be conducted and by whom
- Inform the pupil where this will take place
- Ask the pupil if they have any questions

If the pupil refuses to agree to a search, the member of staff can give an appropriate behaviour sanction.

If they still refuse to co-operate, the member of staff will contact the Headteacher / Designated Safeguarding Lead (or deputy) to try and determine why the pupil is refusing to comply.

The authorised member of staff will then decide whether to use reasonable force to search the pupil. This decision will be made on a case-by-case basis, taking into consideration whether conducting the search will prevent the pupil harming themselves or others, damaging property or from causing disorder

Where there is suspicion of knives or weapons, alcohol, illegal drugs or stolen items (referred to in the legislation as "prohibited items"), the pupil may be searched without their consent. Where possible the school will inform the parents that a search will be carried out for a prohibited item, prior to the search being carried out.

However, in circumstances where it has not been possible to make contact the parents will be informed of the search and outcome after the event and within a timely manner. All searches will be treated as a safeguarding concern; the DSL will be informed and details will be logged on the school's safeguarding tool My Concern, recording:

- The date, time and location of the search
- Which pupil was searched
- Who conducted the search and any other adults or pupils present
- The reason for the search
- What items, if any, were found
- What follow-up action was taken as a consequence of the search

Authorised staff will search a pupil's bag, pockets and require pupils to remove outer clothing, meaning clothes that are not worn directly next to the skin or over underwear. Outer clothing also includes:

- Gloves
- Scarves
- Shoes

- **The school will search for:**
 - Any items with the pupil's informed consent
 - Prohibited or banned items, with or without the pupil's consent

Prohibited items are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco, cigarette papers & Vapes
- Fireworks
- Pornographic images
- Scissors
- Razor blades
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to:
 - Commit an offence
 - Cause personal injury (including the pupil) or damage property

Pupils who have been in the possession of drug, alcohol or weapons will be considered vulnerable and at risk of exploitation. The school will work with and endeavour to seek the appropriate help from professional services to support the young person.

When items are found they can be confiscated if it is reasonable to do so and they are not allowed under the school rules. Where any article is thought to be a weapon, it must be passed to the Police.

The staff are **not** allowed to carry out strip searches, including the Head of School and authorised staff. Only police under the Police and Criminal Act 1984 (Code A) and in accordance with the Police and Criminal Evidence Act (Code C) who have been asked to come to the school may decide whether a search is necessary and carry it out.

Before calling the Police into school, staff will assess and balance the risk of a potential strip search on the pupil's mental and physical wellbeing and the risk of not recovering the suspected item.

Once the police are on school premises, the decision on whether to conduct a strip search lies solely with them. The school will advocate for the safety and wellbeing of the pupil(s) involved. Staff retain a duty of care to the pupil involved and should advocate for pupil wellbeing at all times.

Sexualised Behaviour

Whilst it is normal for children to exhibit curiosity with regards their own bodies and physical development it is essential that clear boundaries, expectations and are clear with regard to the use of sexualised and inappropriate language and to protect all

children from abuse and to reflect cultural and societal expectations. It is appropriate to discuss incidents with the child, suggest alternative games, make a record of event and inform one of the designated safeguarding officers. If a child discloses inappropriate serious sexual behaviour involving other children or adults it is the legal duty of the adult to inform the designated child protection officer immediately. Repeated or serious sexualised behaviour will result in a referral to Children's Social Care/Police Services.

Racial, disability, cultural and minority incidents.

At this school, we will not tolerate any form of abuse to those of different races or cultures, those with disabilities of any kind, whether learning, physical or indeed any minority group. All incidents need to be reported to the Head Teacher who will follow them up immediately. We adhere strictly to County guidelines in dealing with abuse.

Exclusions.

It is extremely rare for a pupil to behave so badly that he/she has had to be excluded as a consequence of a single incident. In general, the expectation is that exclusion should be used only after a period of persistent misbehaviour where other strategies and sanctions have been ineffective. However, if a pupil's behaviour is compromising the health and safety of the school, a fixed term exclusion may be appropriate. Whilst every opportunity must be offered to persistent offenders, the welfare and health and safety of the rest of the school must be an overriding factor when considering exclusions. We follow guidelines provided by Essex County Council.

If the decision is made for a fixed term, the parents will be informed either by telephone, face to face or a letter, however a letter will be sent in all cases as soon as is physically possible after the event. Upon the child's return, a meeting will be held with the parents, teacher, Head Teacher to produce an action plan to prevent further incidents and to support the child in their transition back to school.

This policy has been discussed and produced with all staff and governors and will be revised yearly.