



## **BEHAVIOUR MANAGEMENT POLICY**

### **INTRODUCTION**

At Luckley House School ("the School") our community is based upon respect, good manners and fair play. The School aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We aim to develop qualities of team-work and leadership through our extensive programme of extra-curricular activities.

The School is an inclusive community built on Christian foundations. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take his or her place in the modern world.

This policy applies to all day and boarding pupils in the School.

### **CODE OF CONDUCT**

The School's community of Governors, staff, parents and pupils adheres to an established routine and code of conduct.

This can be found on the staff behaviour policy, code of conduct for trustees and governors and the parent contract.

The School sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the School, and in any written or electronic communication concerning the School. Parents are expected to support the School in managing expectations of behaviour and the provisions of this Policy, both at home and at School.

We expect pupils to treat members of staff with courtesy and cooperation so that they can learn in a relaxed but orderly atmosphere, and to respond positively to the opportunities and demands of School life. They should follow the School Rules and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect at the School, particularly the vulnerable. Harassment and bullying in any form will not be tolerated. Our Anti-Bullying Policy is on our website. The School is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, sexual orientation, special educational needs, disability or learning difficulty, or the fact that a child is adopted, looked after or is a carer.

The School takes its duties under the Equality Act 2010 seriously and makes appropriate and reasonable adjustments for pupils with special educational needs and disabilities. Details of this are located in the School SEND policy.

We expect pupils to be ready to learn and to participate in school activities. They should attend School and lessons punctually. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole School community.

The School reserves the right to take disciplinary action against pupils who are found to have made malicious accusations, whether against other pupils, staff or other individuals, which might include any of the actions listed below, examples include but are not limited to:

- Detention during the day or after school
- Withdrawal of privileges
- Confiscation of property that is being used inappropriately or without consideration
- Withdrawal from a lesson, school trip or team event
- Suspension for a specified period, removal or exclusion

## **INVOLVEMENT OF PARENTS AND GUARDIANS**

Parents and Guardians who accept a place for their child at the School undertake to uphold the school's policies and regulations, including this policy, when they sign the Parent Contract. The School values a close relationship with parents and encourages parents to work in partnership with the School to assist in maintaining high standards of behaviour both inside and outside of School. In particular, the School expects parents to support the School's values in matters such as attendance and punctuality, behaviour and conduct, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study.

In the event of any behaviour management issue the School will liaise closely with parents where practical and, if relevant, other support agencies. The School has a number of support systems in place to meet the needs of all pupils. These include Form Tutors, Lead Tutors, Senior Teachers, Pastoral Deputy Heads and Medical Centre.

The School welcomes feedback from parents on the effectiveness of our behaviour management measures and all other aspects of this policy.

### **Unexplained Absences**

We will always telephone parents on the first day of an unexplained absence to determine the pupil's whereabouts, in accordance with the School's safeguarding obligations, and the School's Missing Child Policy.

Please note that it is usually the Governors' policy not to allow holiday to be taken during term time unless in exceptional circumstances.

## **INVOLVEMENT OF PUPILS**

The School promotes an ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of School.

Our experience shows that the ethos of the School is enhanced by listening to our pupils and by encouraging constructive suggestions from them, in assemblies, and during form time, Personal, Social and Health Education (Life Skills) lessons, project work, drama activities, stories and literature and via the School Forum, which meets regularly.

The School will ensure that all new pupils (including boarders) are briefed thoroughly on the School's expected standards of behaviour, and we work closely with all pupils as they transition through the School, from the day they start at the School to the day they leave. Our transition management plan also includes working closely with the Head of Transition.

## **SCHOOL RULES**

The School Rules are designed to encourage positive behaviour and self-discipline. The School Rules are set out in Parent Handbook and Pupil Planner and may change from time to time.

Parents and Guardians agree, when signing the Parent Contract, that their child will comply with the School Rules and that they will undertake to support the authority of the Head in enforcing the School Rules in a fair manner that is designed to safeguard the welfare of the School community as a whole.

### **Lesson Behaviour**

All pupils are subject to the following with the aim to ensure that the academic progress of pupils is not affected by poor behaviour within lessons.

Please note that this is to be used alongside our 'Credits' policy. Most pupils tend to respond to positive behaviour management strategies at least as well as, and usually better than, negative reinforcement.

Staff are invited to apply a system whereby any pupil who is persistently guilty of misbehaviour is removed from the class.

As a rule, pupils are to be given:

- a) a verbal warning (This does not have to be recorded)
- b) a written warning (This will be recorded in the warnings file)

and then on the third instance of misbehaviour they will be sent from the room.

(The threshold for awarding the warnings has to be at the discretion of the teacher. The teacher also must know that they are able to omit the two warnings for serious offences)

When a student is sent from the room they must be sent to Oak Lounge with work to complete.

At the end of the lesson the pupil is sent to a senior member of staff who will:

- a) Ensure that the parents are informed, and for a first offence the pupil is put into isolation for the next available lunch hour. This means that they collect their lunch and eat it in Oak Lounge or the Houghton Room where they will be supervised by a member of SLT. While in isolation they are provided with a reading book (box positioned in Oak Lounge).
- b) Ensure that the parents are informed, and for a second offence the pupil is given an after school detention and placed on a behaviour report for a minimum of one week. While in detention they are not allowed to complete homework, rather they are required to complete one of the past Year 7 current affairs projects.

For a third offence, the pupil will be internally excluded for one day. Parents will be required to come in to School for a meeting and the pupil will remain on a behaviour report.

For a fourth offence, a pupil will be externally excluded for a fixed period.

## **FREE TIME BEHAVIOUR**

All pupils are subject to the following to ensure that they use their free time in an acceptable manner. Pupils should be arriving at school no earlier than 8.00am. If they do arrive before this time then they should wait in the dining room. After 8.00am pupils are then free to go to their Form room and locker to pack for the day ahead.

Activities which are suitable to take place in the Form room and other classrooms include

- Completing homework
- Reading a book
- Chatting
- Working on the surface
- Playing cards or other board games

Activities which are not suitable to take place in the Form room and other classrooms include

- Playing music (either through a phone, speaker or surface)
- Sitting on tables
- Playing raucous games such as tag
- Jumping on or off the classroom furniture
- Screaming and/or shouting

Pupils are not permitted to sit in corridors at any time.

During break time and lunch time pupils are encouraged to go outside and play. There is the zip wire which is free to everyone as well as a bag of footballs which can be played with on the main field by the tennis/netball courts. If the weather is too poor to go outside then pupils will be expected to abide by the rules for acceptable use of a classroom and other indoor spaces. Failure to comply with this will result in sanctions being applied.

If a class are locked out from their Form room due to poor behaviour then they will have to go outside until the privilege is reinstated. This will be decided by the Form Tutor and Head of Year.

Depending on the severity of the misbehaviour, the following sanctions are available to a teacher who witnesses an incident of poor behaviour which goes beyond the bounds of a warning:

- Isolation at break or lunch.
- After school detention (once a pupil has reached this stage we have to assume that they are incapable of conducting their free time without supervision and will therefore have their free time supervised for a period of one week; before school the pupil should come to Oak Lounge until 8.45am, at which point they should go to their form room. At break time pupils should go to the dining room and remain there with the teacher on duty. At lunchtime (12.40pm), pupils will report to the teacher on duty in the dining room, who will ensure that they have their lunch at one of the tables near the door. Once they have eaten their lunch the teacher on duty will escort them to Oak Lounge where reading books will be available.
- Internal exclusion.
- Fixed term exclusion.

In order to ensure the incident is properly recorded, the following information needs to be given to SLT (name, date, description of incident).

## **MOBILE DEVICES, IPODS AND OTHER INTERNET-ENABLED DEVICES**

Mobile devices may be brought to and from school under the following conditions:

## **Years 7 - 9**

- Mobile devices must be switched off and put away into lockers by 8:45 – where they must remain until 4.00 pm. They must not be kept in blazer pockets or school bags.
- Devices are not permitted to be used in extended day activities.
- At any other time, if it is necessary to contact parents, pupils should report to the school office or ask a teacher who will supervise the call.
- Devices may not be used in lessons.

## **Years 10 & 11**

- Upon starting in Year 10, all pupils will follow the Year 7 – 9 rules until they are informed by a Senior Teacher that they are allowed to adhere to the Year 10/11 rules.
- Mobile devices may be brought into school and kept out of sight in either blazer pockets or school bags.
- They may be used in the Year 11 Common Room and in the Year 10 & Year 11 form rooms.
- They must never be used between lessons i.e. walking across to PE or in a corridor, for example.
- No photographs may be taken unless under direct supervision of a member of staff. Photos taken during the school day must not be posted on the Internet.
- In lessons, the devices should be switched off. However, they may be used at the discretion of the teacher, as an aid to learning.

## **Sixth Form**

- Mobile devices may be brought into school and kept out of sight in either pockets or school bags.
- They may be used in the Sixth Form Centre and its surrounding gardens.

## **PROMOTING GOOD BEHAVIOUR**

At the School we reward and encourage good behaviour and celebrate curricular and extra-curricular achievements from our pupils, as in line with the Rewards and Sanctions Policy.

## **SANCTIONS**

It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the School Rules. However, the School acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the School. Sanctions assist the School in enforcing the School Rules, and help the School to set boundaries and to manage unacceptable or challenging behaviour from pupils.

The Head undertakes to apply any sanctions fairly, reasonably and proportionately and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity. Corporal punishment is illegal and is never used or threatened at our School. Examples of sanctions include:

- Verbal reprimand from a member of staff;
- Letter to parents to advise of the misbehaviour;
- Additional school work or repeating unsatisfactory work until it meets the required standard;
- The setting of written tasks as punishments, such as writing lines or essays;
- Detention at lunchtime/before or after school;
- Withdrawal of privileges;

- Confiscation of property that is being used inappropriately or without consideration;
- School-based service or imposition of a task, under the supervision of a member of staff;
- Assistance with domestic tasks, such as collecting litter;
- Regular reporting, including academic performance reporting, early morning reporting, scheduled uniform and other behaviour checks, or being identified for behaviour monitoring;
- Withdrawal from a lesson, school trip or team event;
- Suspension for a specified period, removal or exclusion.

All misbehaviour or disciplinary incidents will be dealt with as soon as practicable.

Teachers are responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class, and late or poorly completed work. He/she may impose any of the sanctions above, such as the setting of additional work, or setting a written task. Repetition of misbehaviour will be reported to the Head of Department and to the pupil's Tutor/Lead Tutor and may lead to further sanctions.

Minor indiscipline in class or other minor misdemeanours are reported to the pupil's Tutor/Lead Tutor and may lead to a pupil being issued a warning.

More serious misdemeanours are reported to the pupil's Tutor/Lead Tutor and may lead to the withdrawal of privileges for a designated period.

Persistent lateness to lessons will be reported to the pupil's Tutor. Repeated lateness (following warning and/ or punishment), or repeated indiscipline in class will be reported to the pupil's Tutor/Lead Tutor, and may lead to a supervised detention after school on Friday.

For boarding pupils, persistent lateness to bed, disrupting other members of the boarding house, etc. may result in the House Master/Mistress sanctioning the pupil using sanctions listed above.

Persistently poor academic performance may result in the Tutor requiring a pupil to be placed on academic performance report, where the pupil's teachers will make written comments on the pupil's performance at the end of every lesson for an agreed period of time.

Deliberately missing a lesson or becoming seriously behind in work may result in the Tutor requiring a pupil to attend a detention on Friday evening.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with SEND, or a particular vulnerability, at a particular disadvantage compared to other children, in accordance with the School's obligations under the Equality Act 2010.

The School has a confidential central register of all sanctions imposed for serious misbehaviour. The entries on this register include the pupil's name and year group, the nature and date of the offence and the sanction imposed.

## **Sanctions for misuse of a mobile device**

### **Years 7-9**

1. On the first occasion of misuse, the mobile device will be confiscated immediately and handed to the School Office where it can be collected at the end of the day. Parents or guardians will be contacted and the pupil will serve a Friday night detention until 6.00pm.

2. On the second occasion, the mobile device will be confiscated immediately and handed to the school office where it can be collected by either the parents or guardian.

Parents/guardians will be contacted and the pupil will serve a Friday night detention.

The pupil will no longer be allowed to bring a mobile device to school.

## **Years 10 & 11**

1. On the first occasion of misuse, the pupil will be allocated a warning using the warnings system.
2. On the next and subsequent occasions, the sanctions for Years 7 – 9 will apply.

## **Sixth Form**

1. On the first occasion of misuse, a 'Cause for Concern' will be sent to the Academic Tutor.
2. On the second occasion, parents or guardians will be contacted and the device will be confiscated immediately and handed to the School Office. Further incident will result in an after-school detention.

## **Serious misbehaviour**

The School's policy on Discipline and Exclusion is available on the School's website, and all parents and pupils should be aware of the more serious sanctions, including suspension and exclusion, that the Head can impose for serious breaches of the School Rules. These include, but not limited to, criminal behaviour. Examples of serious breaches of the School Rules which may result in serious sanctions include:

- drug abuse
- alcohol and tobacco abuse
- theft
- bullying
- physical assault/ threatening behaviour
- fighting
- sexual harassment
- racist or sexist abuse
- sexual misconduct including sexting
- damage to property
- persistent disruptive behaviour
- parental behaviour.

Serious sanctions in accordance with the School's policy on Discipline and Exclusion may also be imposed where unsatisfactory behaviour has continued despite previous disciplinary sanctions and/ or warnings.

The School may be forced to exclude a pupil, or to require him/her to be withdrawn in the event that other disciplinary measures, including suspension, prove to be ineffective.

## **Allegations against staff**

The School takes its responsibilities for safeguarding extremely seriously. All members of the School community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of staff will be treated with the utmost seriousness and will always be managed in accordance with the procedures set out in the appropriate School policies and procedures, in particular the Child Protection Policy.

Should an allegation made by a pupil against a member of staff be found to be malicious, the School reserves the right to treat this action as serious misbehaviour by the pupil, and to manage that misbehaviour in accordance with this policy, and the School's policy on Discipline and Exclusion, as appropriate. Pupils should be aware that malicious allegations of abuse against staff (or indeed other pupils) may result in the suspension or permanent exclusion of the accuser, from the School, and that incidents may also be referred to the Police, where appropriate to do so.

## **Contextual safeguarding**

Staff will always consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the School's Child Protection Policy and discuss their concerns with the School's Designated Safeguarding Lead (DSL), without delay.

The School will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the pupil's parents accordingly.

## **MISBEHAVIOUR OUTSIDE OF SCHOOL**

On occasion the School may apply the provisions of this policy to misbehaviour that occurs whilst pupils are outside the School and:

- taking part in any activity organised by the School, or related to the School
- travelling to and from school
- wearing school uniform
- in some other way identifiable as a pupil of the School.

This is especially the case for incidents which could have repercussions for the orderly running of the School, or which may pose a threat to another pupil or member of the public, or where the reputation of the School may be negatively impacted as a result of the misbehaviour.

Serious misbehaviour outside of school will be dealt with in accordance with the School's policy of Discipline and Exclusion.

## **USE OF REASONABLE FORCE**

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. Teachers and any other member of staff authorised by the Head have a statutory power 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
- causing personal injury to any person (including the pupil themselves)
- causing damage to the property of any person (including the pupil themselves)
- prejudicing the maintenance of good order and discipline at the school.

The use of reasonable force means using no more force than needed, and will always depend on the circumstances of the case.

The decision on whether or not to intervene will be a professional judgement of the member of staff concerned, and any force used must always be reasonable and proportionate to the circumstances and seriousness of the behaviour, and must take into account any disability or SEN that the pupil may have.

All of our staff are trained in the circumstances in which reasonable minimum force may be used, both as part of their induction and regular refresher training on managing pupil behaviour, and all staff are aware that corporal punishment of pupils is strictly prohibited. In particular, they are advised always to use their voices first and to use the minimum force necessary to restrain a child for the shortest possible period of time. The use of force can include either passive contact (such as standing between

pupils, or blocking a path) or active contact (such as leading a pupil by the arm away from a situation). Members of staff (including non-teaching staff) may use reasonable force at any time away from the School premises when they have lawful charge of the pupil elsewhere (e.g. on a school trip or other authorised out of school activity).

Staff training deals with the factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate. These are set out in the ATL's Guidance "Restraint," and include:

- the seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used
- the chances of achieving the desired result by other means
- the relative risks associated with physical intervention compared with using other strategies.

Every member of staff will inform the Head immediately after s/he has needed to restrain a pupil physically.

The School has a confidential register which includes the pupil's name and year group, the nature and date of the misbehaviour and the sanction imposed. The School will keep this register on a central file so that any patterns may be identified by the School.

We will always inform a parent when it has been necessary to use physical restraint on their child, and invite them to the School, so that we can, if necessary, agree a plan for managing their child's behaviour.

## **SEARCHING**

The School reserves the right to search pupils and their possessions.

The Head, or a member of staff authorised by the Head, may search a pupil provided there is another staff member present as a witness. The School does not conduct intimate searches and only a pupil's outer clothing (for example coats, hats, shoes, gloves and scarves) will be removed to facilitate a search, but a pupil will first be given the opportunity to 'empty their pockets' and to disclose anything that they should not have in school.

The School will always consider the age of the child to be searched and any SEND or vulnerabilities the child may have before conducting the search to decide whether any additional precautions or adjustments are needed, in accordance with the School's Child Protection Policy.

The consent of a pupil will usually be obtained before conducting a search unless the Head (or authorised member of staff) reasonably suspects that the pupil has in his/her possession an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, or the pupil has, or is reasonably suspected to have in his/her possession any of the following items:

- knives
- weapons
- alcohol
- illegal drugs
- stolen items
- all smoking paraphernalia
- fireworks
- pornographic or offensive images
- any item banned by the School Rules (including electronic devices).

Where a member of staff reasonably believes that there is a risk of serious harm to any person (including to the pupil being searched) if the search is not carried out immediately, the Head (or authorised member of staff) is permitted to carry out a search of a pupil of the opposite sex. The Head (or authorised member of staff) is also permitted to undertake a search in this circumstance without a witness present only where it is not practical to summon another member of staff.

The School will inform the pupil's parents of any search conducted after the event, particularly where alcohol, illegal drugs or potentially harmful substances have been found as a result of the search. The parent's prior consent to undertake a search is not required.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

## **CONFISCATION**

A member of staff carrying out a search may seize any item that they have reasonable grounds to suspect is a prohibited item, or may be evidence in relation to an offence.

Where a search identifies alcohol, tobacco or cigarettes, or fireworks they may be retained or disposed of by the member of staff, but will not be returned to the pupil.

Controlled drugs will be delivered to the Police as soon as reasonably practicable, but may be disposed of if the member of staff considers there is good reason to do so. Substances that are not believed to be controlled drugs however, but that are believed to be harmful or detrimental to good order or discipline, may be confiscated by a member of staff. If the School is uncertain as to the legal status of a substance it will be treated as if it is controlled.

In respect of weapons, or items that are believed to be evidence of an offence, these will be passed to the Police as soon as possible. Stolen items will also be delivered to the Police, but may instead be returned to the rightful owner, if there is good reason to do so.

Where a search identifies an item banned under the School Rules, the member of staff conducting the search should take into account all relevant circumstances and use their professional judgement to determine whether the item should be returned to its owner, retained by the School or disposed of.

## **Electronic devices**

Where an electronic device is found during a search and that device is prohibited by the School Rules, or where the member of staff undertaking the search reasonably suspects that the device has been, or is likely to be used to commit an offence or cause personal injury or damage to property, the School may examine relevant data or files on the device, where there is good reason to do so. Parental consent to search through the electronic devices is not required.

The School may also erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device may contain evidence in relation to a criminal offence (for example, certain pornographic material), where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to an offence, the School can decide whether it is appropriate to delete any files or data from the device, and may confiscate the device as evidence of a breach of this policy and may then punish the student in accordance with this policy and the Discipline and Exclusion Policy, where appropriate.

In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Child Protection Policy.

## **TEACHING AND LEARNING**

The School aims to raise the aspirations of all of its pupils and to help them to appreciate their potential for achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way within the School. Our teaching staff offer every child a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

## **COMPLAINTS**

We hope that parents will not feel the need to complain about the operation of our Behaviour Management Policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's Complaints Policy is on our website. We will send you copies on request.

## **MONITORING AND REVIEW**

The School will record all behavioural incidents and sanctions in accordance with this policy which will be used to monitor behavioural issues within the School and to evaluate the effectiveness of this policy.

This policy is reviewed and updated at least annually by the Senior Leadership Team.