

## Behaviour Management Policy

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## **1. Policy Statement**

At Luckley House School we encourage pupils to behave well, aspire to high moral standards and respect the Christian ethos of the School.

We teach trust and respect for everyone and believe that good relationships and manners help create the positive learning environment that is crucial to both pupils' general well-being and their intellectual development.

We endeavour to treat pupils as individuals and aim to develop the whole person so that they are equipped intellectually, morally and socially to take their places in the modern world and influence it for good.

This policy applies to all pupils in the School.

## **2. Code of Conduct**

The School sees education as a partnership. Staff are committed to excellence in every respect. They set a good example and expect pupils to behave accordingly whether in the classroom, on the sports pitch or within the extra-curricular programme and both on and off the School premises. Parents are expected to support the School in managing expectations of behaviour both at home and at School.

We expect pupils to treat members of staff with courtesy and in a spirit of 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 at all times, embrace what is expected of them and accept why sanctions may be imposed for inconsiderate behaviour.

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

We believe everyone has a right to feel secure and are committed to promoting equal opportunities regardless of pupils' race, religion, culture, sex, gender, sexual orientation, special educational need, disability or learning difficulty, or any other personal characteristic. We take our duties under the Equality Act 2010 seriously and make appropriate and reasonable adjustments for pupils with special educational needs and disabilities, details of which can be found in the SEND policy. Harassment and bullying in any form will not be tolerated.

The School reserves the right to take disciplinary action against pupils who fall below the expected standards of behaviour, including:

- 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.

## **3. Involvement of Parents/Guardians**

Parents undertake to support the School in respect of its policies and procedures when they sign the Parent Contract.

We value a close relationship with parents not least in maintaining high standards of behaviour both inside and outside of School, and online. In particular, we expect parents to support the School 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 misbehaviour the School will liaise closely with parents where practical and, where relevant, with other support agencies. Form Tutors, Heads of Section, Pastoral Deputy Head and the Health Centre will be involved as appropriate.

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 a pupil's whereabouts in accordance with our safeguarding obligations and the Missing Child policy.

It is School policy not to allow holiday to be taken during term time unless in exceptional circumstances and with the prior agreement of the Head.

### **4. Involvement of Pupils**

The School will ensure that all new pupils are briefed thoroughly on the School's expected standards of behaviour and work closely with them as they move through the School.

In addition, we welcome constructive suggestions from pupils, which may be sought on all manner of occasions and, in particular, *via* the School Forum.

### **School Rules**

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

Again, parents agree, when signing the Parent Contract, that their children will comply with the School Rules and that they will undertake to support the authority of the Head in enforcing them.

### **Lesson behaviour**

The School takes steps to ensure that the academic progress of pupils is not affected by poor behaviour within lessons. We believe that encouragement is preferable to discipline, but where necessary pupils may be given a verbal warning or a behaviour point, which is recorded. In the event of repeated or serious misbehaviour, they can be asked to leave the room.

When a pupil is sent from the room, they must go to Oak Lounge with work to complete. At the end of the lesson the pupil should move on to their next lesson, but the Head of Section or Deputy Head Pastoral will:

- for a first offence, put the pupil in isolation for the lunch hour (they collect their lunch and eat it in Oak Lounge or the Houghton Room where they will be supervised by a member of SLT).
- for a second offence, give the pupil an after-school detention (they may also be placed on a behaviour report for a minimum of one week).

Parents will be informed if an after-school detention is given.

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 with the Head of Section and Pastoral Deputy Head.

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

### **5. Free Time Behaviour**

Pupils are expected to behave sensibly at all times.

The School days starts at 8.45am. Pupils should make sure they arrive in school in plenty of time. Pupils who arrive very early are expected to go straight to their form room and behave sensibly. .

During break time and lunch time pupils are encouraged to go outside. If the weather is poor, pupils may remain in classrooms.

For particularly poor behaviour the following sanctions may be invoked:

- isolation at break
- isolation at lunch
- after School detention
- internal exclusion
- external exclusion.

Pupils given a detention may have their free time supervised for a period specified by the Head of Section and/or Deputy Head Pastoral.

### **Mobile phones and other Internet enabled devices**

These devices may be brought to and from School under the following conditions:

#### **Years 7 - 9**

- mobile devices must be switched off and put away in lockers by 8:45 am where they must remain until 4.00 pm (they must not be kept in blazer pockets or School bags). This includes apple watches and similar devices
- devices are not permitted to be used in extended day activities unless specified by the teacher in charge
- 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 the Head of Section 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 10 & Year 11 form rooms
- they must never be used between lessons (e.g. walking across to PE or in a corridor)
- 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/silent/aeroplane mode. 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 bags
- they may be used in the Sixth Form Centre and its surrounding gardens.

### **6. Promoting Good Behaviour**

The School rewards and encourages good behaviour and achievement in line with the Rewards and Sanctions Policy.

#### **Sanctions**

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 School.

Examples of sanctions that are used in the School include:

- a verbal reprimand from a member of staff
- a 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 such as writing 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, rudeness or disruption in class, and late or poorly completed work. They may impose suitable sanctions from those listed above. Repetition of misbehaviour will be reported to the Head of Department and to the pupil's Tutor/Head of Section and may lead to further sanctions.

Minor indiscipline in class or other minor misdemeanours are reported to the pupil's Tutor/Head of Section and may lead to a pupil being issued a behaviour point.

More serious misdemeanours are reported to the pupil's Tutor/Head of Section 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 a behaviour point and/ or punishment), or repeated indiscipline in class will be reported to the pupil's Tutor/ Head of Section and may lead to a supervised detention after School on Friday.

For boarding pupils, persistent lateness to bed, or disrupting other members of the boarding house may result in to House staff 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 after School on a Friday evening.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing pupils with SEND, or a particular vulnerability, at a disadvantage compared to other pupils.

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**

On the first occasion of misuse the mobile device will be confiscated and handed to the School Office where it can be collected at the end of the day. Parents will be contacted and the pupil will serve a Head of Section detention.

On the second occasion the mobile device will be confiscated and handed to the School Office where it can be collected by the parents. Parents 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**

On the first occasion of misuse the pupil will be allocated a behaviour point on SIMS.

On the next and subsequent occasions the sanctions for Years 7 – 9 will apply.

### **Sixth Form**

On the first occasion of misuse a Cause for Concern will be sent to the Academic Tutor.

On the second occasion parents or guardians will be contacted and the device will be confiscated and handed to the School Office.

Further incidents may 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. Examples of serious breaches of the School Rules which may result in suspension or exclusion, include:

- drug abuse
- alcohol and tobacco abuse – including vaping materials
- theft
- bullying (including cyber bullying, prejudice-based and discriminatory bullying)
- physical assault/ threatening behaviour
- fighting
- sexual harassment
- any abuse relating to a protected characteristic
- sexual misconduct including sexting and/or the consensual or non-consensual sharing of nudes/semi-nudes
- poor online behaviour including social media platforms
- damage to property
- persistent disruptive behaviour.

Serious sanctions in accordance with the Discipline and Exclusion policy may also be imposed where unsatisfactory behaviour continues despite previous disciplinary sanctions and/or warnings.

The School may 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**

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 Child Protection and Safeguarding Policy.

Should an allegation made by a pupil against a member of staff be found to be deliberately invented or 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, the Child Protection and Safeguarding Policy, and the policy on Discipline and Exclusion, as appropriate. Pupils should be aware that malicious allegations of abuse against staff (or other pupils) may result in the suspension or permanent exclusion of the accuser, and that incidents will also be referred to the Police where it is 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 whether inside or outside of School, they should follow the procedures set out in the Safeguarding policy and discuss their concerns with the DSL without delay.

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

### **7. Misbehaviour Outside of School or Online**

On occasion the School may apply the provisions of this policy to misbehaviour that occurs whilst pupils are outside the School or online, including misbehaviour while:

- taking part in any activity organised by the School, or related to the School
- travelling to and from School
- wearing School uniform
- representing the School and, therefore, bringing it into disrepute.

This is especially the case for incidents that could have repercussions for the orderly running of the School, or which may pose a threat to another pupil or member of the public.

Serious misbehaviour outside of School (including online) will be dealt with in accordance with the Discipline and Exclusion policy.

### **8. Use of Reasonable Force**

We reserve the right for 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.

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. It must also take into account any disability, certain health conditions or SEND that the pupil may have.

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). Staff (including non-teaching staff) may use reasonable force at any time away from the School premises when they have lawful charge of a pupil (e.g. on a School trip or other authorised out-of-School activity).

The factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate 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.

Staff will inform the Head immediately after they have needed to restrain a pupil physically.

The School has a confidential register that 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 in a central file (SIMS) so that any patterns may be identified.

We will always inform parents 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 the pupil's behaviour.

## **9. 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 (e.g. 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.

The School will always consider the ages of pupils to be searched and any SEND or vulnerabilities (including health conditions) they may have before conducting the search to decide whether any additional precautions or adjustments are needed.

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 including vaping
- 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 permitted to undertake a search 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 parents' 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.

### **10. Confiscation**

A member of staff carrying out a search may seize any item that they have reasonable grounds to suspect is prohibited 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; they 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, 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 usually 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.

Parental consent to search through electronic devices is not required but they may be informed after the event unless doing so presents a further risk to any child.

Any decision to search a pupil's device should be based on the professional judgement of the DSL and should always comply with the Child Protection / Safeguarding Policy. The School will document the decision, including times, dates and reasons for decisions made in its safeguarding records.

### **Parents and carers.**

If during a search the School finds material which concerns them and they reasonably suspect the material has been or could be used to cause harm or commit an offence, they can decide whether they should delete the material or retain it as evidence of a criminal offence or a breach of school discipline. They can also decide whether the material is of such seriousness that the Police need to be involved.

The School may 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 contains material that has been or could be used to cause harm or may contain evidence in relation to a breach of the School rules (where a decision may be made whether to delete or retain the material) or of a criminal offence (e.g. illegal pornographic material including nudes or semi-nudes of a pupil or another child), 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 a criminal 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 the School rules, and may then punish the pupil.

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 Child Protection and Safeguarding Policy.

### **11. Teaching and Learning**

The School aims to raise the aspirations of all pupils and to help them achieve their potential. 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. 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.

### **12. 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, complaints may be made using the Complaints Policy if parents so choose.

### **13. Monitoring and Review**

The School will record all behavioural incidents and sanctions and use the record to monitor behavioural issues within the School and to evaluate the effectiveness of this policy.

The School will consider whether there are patterns of concerning, problematic or inappropriate behaviour among pupils which may indicate that there are possible cultural issues within the School which may be enabling inappropriate behaviour to occur. When patterns are identified, the School will decide an appropriate course of action, which may include more staff training, incorporating learning points into pupil's Life Skills lessons, or amending this policy.

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