

SAVIO SALESIAN COLLEGE



“Educating in Friendship and Peace”

BEHAVIOUR POLICY

January 2019

Reviewed by the Governing Body

Behaviour Management

Why do we have this policy?

As a Salesian School, Savio Salesian College is part of a community of 3200 Salesian schools operating in 130 countries. We strive to keep alive the charism of St John Bosco, and his belief in the goodness of God. We endeavour to give our students what they need for life. We actively work to ensure that our students understand the goodness and love of God. Savio Salesian College is a fully inclusive school which aims to give every student the opportunity to access a full and broad curriculum and feel valued and included within the school community. We are committed to actively promoting equal opportunities with all staff and students. Good discipline and behaviour in the school community depends on relationships based on mutual trust and respect. We recognise that positive responses and affirmation are the means by which we can elicit acceptable behaviour.

This policy is designed to:

- ❖ assist pupils to express themselves correctly and appropriately and to promote self-discipline and self-esteem;
- ❖ encourage good behaviour and respect for others and to prevent bullying of any kind;
- ❖ provide opportunities for pupils to take responsibility for their own behaviour and learning;
- ❖ ensure that pupils' behaviour is acceptable to the community at large;
- ❖ create an environment in which pupils feel safe
- ❖ encourage pupils to have respect for their learning environment, facilities and equipment;
- ❖ encourage pupils to be equipped for learning with the appropriate equipment.

How does the school respond?

- ❖ Every teacher has the responsibility to establish orderly conduct in lessons so that all pupils are able to learn;
- ❖ all staff have a responsibility to address incidents of poor behaviour if they encounter them as they move about the school. In serious cases of unacceptable behaviour, or if a serious incident has taken place, staff should seek the assistance of a senior member of staff. The member of staff who witnesses the incident should then record this on SIMS.
- ❖ The school uses SIMS to record incidents of positive and negative behaviour.
- ❖ Heads of departments and heads of year should check SIMS daily
- ❖ pupils are to wait quietly outside the classroom until invited to enter by the teacher;
- ❖ pupils should sit as directed by the teacher and normally in alphabetical order;

- ❖ behaviour deemed to be acceptable should be encouraged, affirmed and rewarded in line with the Colleges' merit and reward systems
- ❖ when poor behaviour is identified sanctions will be implemented consistently and fairly in line with this policy;
- ❖ behaviour which prevents others from learning and/or which is lacking in respect should be dealt with immediately and appropriately according to the current disciplinary procedures (see attached flowchart)
- ❖ disruptive pupils may be placed in the Referral Room away from other pupils for a limited period (see attached Path to Referral) Staff will ensure the health and safety of the pupils and any requirements in relation to safeguarding and pupil welfare;
- ❖ The Headteacher and staff authorised by the Headteacher, in consultation with parent/carers, have the authority to work with other local agencies to assess the needs of pupils who display disruptive behaviour;
- ❖ where necessary, teachers will undertake INSET in order to be best placed to implement a variety of behaviour management strategies;
- ❖ staff may give a detention to a pupil without parental consent, but the member of staff must act reasonably when imposing a detention;
- ❖ staff may search a pupil and their possessions, with their consent, for any item. If a personal search is considered necessary it is to be carried out by a person who is the same sex as the pupil involved and is to be witnessed by a person of the same sex;
- ❖ The Headteacher and staff authorised by the Headteacher have the power to search pupils or their possessions without consent where they suspect the pupil has a prohibited item (knives and weapons, alcohol, illegal drugs, stolen items, tobacco or cigarette papers, fireworks, pornographic images, inflammatory materials of a religious, political, racist, homophobic or sexist nature, or any item that could be used to commit an offence, injury or damage to property). These items will be disposed of as seen fit by the school but never given back to the pupil. Knives, weapons, pornographic and/or any other illegal material will be handed to the police;
- ❖ staff are allowed to confiscate mobile phones or electronic devices without consent, and data or files can be examined if there is a good reason to do so, which may result in the need to erase files or data before returning the device, if it is felt they could cause harm, disrupt teaching or break the school rules. The Headteacher or staff authorised by the Headteacher will decide if this course of action is suitable. Staff must ensure, where possible, that another member of staff is present when an item is confiscated. The device should be placed in a sealed envelope which is clearly labelled with the name of the pupil, the member of staff involved, the name of the witness, the date and the time of confiscation. Devices may be collected at the end of day by the pupil or a parent/carer if required. Staff are protected from liability for damage to or loss of any confiscated items. The use of mobiles is restricted to recreational periods unless authorised by the Headteacher;

- ❖ the standard of behaviour expected will be included in the home-school agreement which parents will be asked to sign on their child's admission to the school;
- ❖ staff have the authority to discipline pupils for misbehaving (non-criminal bad behaviour and bullying) outside of the school premises that has been witnessed by a member of staff or reported to the school. This includes: school-organised or school related activity; travelling to and from school; while the pupil is wearing the school uniform, or in some other way, identifiable as a pupil of the school.

The following list is not exhaustive or exclusive but provides an indication of the sort of behaviour or offence that the school would consider serious enough to merit consideration of a temporary or permanent exclusion from school:

- ❖ Physical assault against pupils or adults;
- ❖ verbal abuse / threatening behaviour against pupils or adults;
- ❖ bullying;
- ❖ racism;
- ❖ sexual misconduct;
- ❖ drug and alcohol misuse;
- ❖ damage to property;
- ❖ theft;
- ❖ persistent disruptive behaviour;
- ❖ any conduct that significantly harms the reputation of the school.any conduct that facilitates, encourages or makes possible, any of the offences listed above;
- ❖ bringing in to school a prohibited item. Prohibited items are;
 - knives or weapons
 - alcohol
 - illegal drugs
 - stolen items
 - tobacco and cigarette papers
 - fireworks
 - pornographic images
 - any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

In all these circumstances the Headteacher should consider whether it is appropriate to notify the police. Should a pupil be suffering, or be likely to suffer, significant harm, staff should follow the school safeguarding policy.

RESTRAINT OF PUPILS AND THE USE OF FORCE

Savio Salesian College does not use corporal punishment. The guidance from the Department for Education, "Use of Reasonable Force" (May 2012) enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- ❖ committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil);
- ❖ causing personal injury to, or damage to the property of, any person (including the pupil themselves).

All members of the teaching and support staff have a legal right to use reasonable force for the reasons outlined above and this power may be temporarily extended to people authorised by the Headteacher to take charge of pupils, such as unpaid volunteers or parents accompanying pupils on school activities.

Reasonable force will never be used as a punishment for a pupil – this is unlawful and unacceptable. The school also acknowledges its duty to make reasonable adjustments in the potential use of reasonable force for disabled children or pupils with SEN.

Detailed written records of serious incidents, including those requiring physical intervention by staff, will be maintained by the school and reported to senior pastoral staff, including the Headteacher.

Staff at the school will liaise with parents/carers at appropriate stages in the discipline procedures and any complaints will be dealt with according to the complaints policy, including malicious accusations against school staff.

CONCLUSION

This behaviour policy acknowledges the school's legal duties under the Equality Act 2010 and the Children and Families Act 2014, in respect of safeguarding and in respect of vulnerable pupils and pupils with special educational needs (SEN).

All staff at Savio Salesian College will work together to ensure a common approach to the development of pupils' ability to manage their own behaviour. All members of the school community should be treated with respect and courtesy, and this behaviour should be extended to all those with whom we come into contact in our families and the wider community. Good behaviour and discipline should be the mark of all pupils of Savio Salesian College.

Behaviour Management – Structure of Consequences

	Behaviour	Consequences
Stage 1	Behaviour dealt with in class	<ul style="list-style-type: none"> • Subject teacher follow up • SIMS behaviour log completed
Stage 2	Student sent to Referral	<ul style="list-style-type: none"> • Subject teacher follow up – clear sanction • SIMS behaviour log completed – Form Tutor notified
Stage 3	Multiple times in referral	<ul style="list-style-type: none"> • Meeting with parent/subject teacher/HoD/HoY • Subject Teacher/Form Tutor/HoY report – depending on offences – one subject? Across curriculum?
Stage 4	Internal isolation – multiple referrals	<ul style="list-style-type: none"> • If student sent three times to referral – whole day • Parents notified • Head of Year report
Stage 5	If student continues to demonstrate negative behaviour	<ul style="list-style-type: none"> • Fixed Term Exclusion • Round Robin to staff – use of SIMS log • Meeting with parents • SLT report • LSU/Behaviour Unit involvement • Outside agencies – CAHMS/Ed Psych/Venus/Smash Team etc.
Stage 6	Fixed term exclusion	<ul style="list-style-type: none"> • Behaviour Panel to meet with parents • SLT report continues • Behaviour Improvement Plan
Stage 7	Multiple fixed term exclusions	<ul style="list-style-type: none"> • Meeting with parents – Headteacher • Pupil Referral Unit • Managed transfer
Stage 8	Continued poor behaviour in PRU/Failure of managed transfer	<ul style="list-style-type: none"> • Permanent exclusion

The Path to Referral

Response to poor behaviour/Attitude to Learning

- Warning & name on the board.
- Students name is ticked if poor behaviour continues.
- Student is sent to referral.

OR

Fast Track Response

Straight to referral for serious offences, for example:

- Racist/homophobic comment
- Swearing
- Dangerous behaviour

Savio Salesian College Code of Conduct

As a pupil of Savio Salesian College, the following code of conduct is expected:

I will arrive on time for school

I will bring a bag to school for carrying books and equipment

I will work to the best of my ability at all times

I will wear full school uniform at all times

I will not leave the school without a written request and a signed permission slip from Student Services

I will complete all homework set and hand it in on time

I will follow all health and safety instructions displayed around the school
Inside the classroom:

I will arrive on time for my lessons and enter the room quietly

I will come to lessons with all the necessary equipment

I will listen to and follow instructions the first time they are given

I will raise my hand and wait until given permission to answer or speak

I will obey safety rules

I will treat others, their work and their equipment with respect

Outside the Classroom:

I will go outside the building at break and lunch time

I will put rubbish in the bins provided

I will walk down the corridors

I will line up quietly in the corridor ready for lessons

I will treat others and their work with respect

Pupil Signature: _____

Parent / Carer Signature _____

This policy was reviewed and approved by the
Governing Body of Savio Salesian College

January 2019



This policy is due for renewal in three years