



BEHAVIOUR MANAGEMENT POLICY

September 2023

The Downs Primary School and Nursery
Part of the Passmores Co-operative Learning Community

Behaviour Management Policy

1 Introduction

At The Downs Primary School and Nursery we strongly believe that every child and adult has a right to feel safe, a right to feel happy and a right to learn. Positive attitudes to learning and a conducive environment are essential for children to make maximum progress. The relationship between home and school is a strong factor in promoting and maintaining high expectations and positive behaviour. At The Downs Primary School and Nursery we expect the highest standards of all our children. We encourage positive behaviour through high expectations and mutual respect between pupils and between staff and pupils. We feel that the best way to encourage appropriate behaviour is through teaching children how to follow core values that develop each individual child. Our approach has an emphasis on understanding the whole child, on consistency, on the teaching of internal discipline and on care and control. It uses techniques to de-escalate a situation and it adopts techniques to reduce the risk of harm.

We believe in nurturing and understanding the whole child. Staff create a positive, happy and safe environment in all areas of the school through positive relationships, positive reinforcement and celebrations of children's successes and appropriate responses to inappropriate/antisocial behaviour.

2 Aims

In order to enable effective teaching and learning to take place, we seek to create a caring, safe and secure learning environment in the school by:

- Demonstrating our Growth Mindset Characters of Perseverance (Perseverance Polar Bear); Challenge (Challenge Chimpanzee); Effort (Effort Ant) and knowing we learning from our mistakes (Mistake Moggy)
- Promoting self-esteem, self-discipline, empathy and positive relationships based on mutual respect
- Promoting children's ability to regulate themselves so they learn to control their emotions and behaviour
- Promoting a sense of pride in school
- Ensuring fair treatment for all
- Encouraging consistency of response to both positive and negative behaviour
- Promoting early intervention
- Encouraging a positive relationship with parents and carers to develop a shared approach that involves them in the implementation of the school's policy and shared procedures

3 School organisation

Our school ethos/philosophy is central to establishing and maintaining high standards of behaviour.

In order to promote positive behaviour we will:

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- Create positive relationships between adults and children in school
- Have a displayed behaviour chart in the classroom where positive behaviour is recognised and where consequences are displayed

- Communicate clear, consistent expectations throughout the school
- Recognise and reward positive behaviour
- Create a caring, calm environment
- Provide a stimulating and differentiated curriculum
- Promote the children's involvement and commitment to all aspects of school life
- Involve the Pupil Leadership Team (PLT) in policy development

4 The Curriculum and Learning

We teach behaviour as we teach other areas of the curriculum through modelling of and praise for good practice. Pupils are taught about their feelings and emotions during everyday teaching opportunities and PSHE lessons. A calm, engaging, well ordered learning environment with opportunity to grow within a positive structure is as conducive to good behaviour as it is to good learning. All children should be treated sensitively; criticism should never damage self-esteem - focussing on the behaviour rather than the individual child.

A distinction has to be made between developmental behaviour and persistently unacceptable, challenging and inappropriate behaviour. Some children, including those with SEND who have specific needs that impact on their behaviour, may find it continually difficult to follow the school and class expectations. Individual strategies will therefore need to be implemented to support them. This may include the use of health and well-being services and/or clear targets (Individual Targets- see SEND policy) with specific rewards, alternative rewards or consequences and the use of outside agencies.

5 Encouraging Appropriate Behaviour

At The Downs Primary School and Nursery we believe in positive reinforcement of children's successes. Praise, celebration and rewards are important in encouraging and reinforcing positive behaviour. They

- Contribute to an ethos of friendly acceptance
- Reinforce right choices
- Promote intrinsic motivation
- Promote a positive self- image and raise self esteem
- Increase the children's confidence
- Nurture empathy

5.1 At The Downs Primary School and Nursery we use a range of positive reinforcements. These include:

Praise

- Verbal praise and positive feedback, including the importance of explaining the impact of the positive behaviour

- Written comments in books
- Sharing work with the class or other classes
- Direct praise and positive feedback to parents at the end of the day or through Class Dojo
- Sharing work with the Headteacher/Deputy Headteacher/Assistant Headteachers or other teachers

Celebration

- Displays of work around the school
- Showing work in sharing and class assemblies
- Sharing names of pupil's receiving 'Star of the Week' and 'Team Spirit' awards on the newsletter and on the school website

Rewards

- Stickers and stamps
- Children are moved up on the behaviour chart in class – receive exceptional attitude/learning in class cards
- Certificates for academic achievement (Star of the Week)
- Certificate for exemplary behaviour (Behaviour Card)
- Badge for teamwork (Team Spirit)
- Roles of responsibility (House Captains, Health and Wellbeing Champions, Pupil Leadership Team Representative; Subject Representatives)
- House points
- Termly reward activities and trips (for children who gain the most exceptional attitude/learning cards in class)

5.2 School House Point System

At The Downs Primary School and Nursery all children belong to one of four houses and house points form our whole-school reward system promoting the school values between our children.

Children can be given house points for consistently showing Respect, Responsibility, Resilience and positive Relationships; homework; showing a Growth Mindset; having a 'Good to be Green Card' visible at the end of the morning/afternoon session and also for achievements in their academic work.

House points are awarded to children in class and recorded on a house point chart displayed so children can see how many house points have been collected that week within their class. All members of staff in school can award children a house point. At the end of each term the house with the most points will receive an additional reward.

6 Responding to Inappropriate behaviour

Although we wish to promote positive behaviour through the use of positive strategies, consequences are sometimes needed when there is a need to respond to inappropriate behaviour.

6.1 Initial Responses to Inappropriate Behaviour

When dealing with children all adults must act as positive role models for the children, always displaying the school values. We recognise that negative experiences create negative feelings and that negative feelings create negative behaviour, whilst positive experiences create positive feelings and positive feelings create positive behaviour. It is the responsibility of every adult at our school to seek to understand the reason why a young person is presenting problem behaviour and change the circumstances in which the behaviour occurs. We need to:

- Separate the child from the behaviour - be disapproving of the behaviour not the child
- Reflect on the reasons for a child's inappropriate behaviour
- Treat children as we would want teachers/adults to treat our own children
- Think about the language we use, e.g. discuss how their choices do not reflect specific values
- Respond to problems in a calm and controlled manner

6.2 Consequences

Adults have the responsibility to use consequences which have a relation to the behaviour and, as a result, help the young person to learn and develop positive coping strategies. Consequences act on internal discipline by creating a learning opportunity directly relating to the inappropriate behaviour. Children may be given formal reminders and an escalating series of consequences if their behaviour does not improve.

6.2.1 Initial Strategies

Teachers are encouraged to use as many strategies as possible in helping children avoid being given reminders. These may include:

- Planned ignoring
- Light verbal disapproval referring to the school values
- Non-verbal disapproval
- Focussing on another child's correct choices – proximity praise
- Quietly speaking to the child giving them the chance to move to support them in making the right choice
- Using humour to defuse a situation (if appropriate)
- Reminding a child that continuing with that behaviour, not showing the school values, will result in a using the 'Good to be Green' sanction cards and/or lunch time or break time reflection for not completing appropriate levels of work in class

6.2.2 If a child does not respond to these initial strategies, the following steps will be applied. (Reset each day for the morning and afternoon sessions.)

In class:

Step 1 An adult verbally articulates “This is a reminder (stating the behaviour that is not acceptable)” and places a ‘**Stop and Think Card**’ in the child’s pocket on the Good to Be Green Chart.

Step 2 If this is not sufficient for the child to focus on their learning they will be given a ‘**Warning Card**’ and strategies such as moving to another area of the class for thinking time to reflect on their actions may be used.

Step 3 When this is still not enough to help the child make appropriate choices, a **Consequence Card** will be given. The child will be sent with their work, to another class where they remain for 5-10 minutes. They must ask to return to the classroom, with support where needed, and apologise appropriately to the adult and talk through better behaviour choices.

Step 4 If the child returns to class and continues to disrupt classroom learning or show inappropriate behaviour, they are sent, with work, to the Key Stage Leader for the rest of the morning or afternoon. The child will also miss lunchtime – either the same day or the following day. The class teacher will meet with the parents after school or contact the parent via telephone to discuss concerns in behaviour. (Phase leads to support with this if needed.)

A ‘**Sent to Phase Leader Card**’ (to include Phase Leads name) is given to the child. All incidents at this stage will be recorded on the SLT behaviour log document by the adult who sent the child; the Phase Lead will update the log with the outcome and the incident will be recorded onto SIMs.

Step 5 After this, children who have reached this stage will be sent to the Deputy Headteacher/Headteacher if there is no improvement. At all times, a record is kept of the incidents using the SLT behaviour log document. The Deputy Headteacher, with the Headteacher, will decide if a longer internal suspension of a day out of class or longer is needed, whether to contact parents or, if more serious, refer to Step 6.

Step 6 The Headteacher will meet with parents of children who continue to struggle with school rules and discuss:

- Need for a **Report Card**
- Need for a **Behaviour Agreement**
- Need for a formal, **Consistent Behaviour Management Support Plan** to be put into place for the child with regular reviews
- Need for a higher level of support from an **outside agency**
- **Internal suspension** - These vary in length and are usually in place until a change in attitude is seen. It is for those children who find trouble being in class without repeatedly disrupting the learning of others. During internal suspensions the child is taught in a different class to their peers or spends time with a member of the Senior Leadership Team and they are not allowed on the playground during play and lunch times. In some cases, a child may be internally excluded in the partner schools, Purford Green, Potter Street or Passmores.

- **Suspension** - These vary from lunch time suspension for children with poor social skills who persistently get into trouble at unstructured times, such as playtimes, to half days, one day or several days. Multiple day suspensions may take place at Passmores Academy, Purford Green or Potter Street.
- **Permanent exclusion/Alternative provision** - This is rare but is a potential consequence for children who have had several suspensions and/or the relationship between home and school has broken down and the school can no longer meet the needs of the child.

In all cases, staff will be mindful of the developmental level of the child and give opportunities to cool down, reflect on ways in which they can repair and resolve any harm or negative impact they may have had towards others. Children will be expected to work with the adult to consider ways in which they can be in control of themselves and exhibit more appropriate behaviours in future situations.

Some high level behaviours will require immediate action. If a child physically hurts an adult or child in class on purpose or swears at an adult they will automatically be sent to the most Senior Member of staff in school (Headteacher/Deputy Headteacher/Assistant Headteacher) for the session and, in discussion with the Headteacher, a consequence of a longer period out of class may be decided.

6.2.3 Challenging Behaviour

Staff have training in conflict resolution and de-escalation strategies.

Adults' responses to challenging behaviours will aim to de-escalate the behaviour through one of or a combination of the following as appropriate:

- **Positive phrasing** e.g.
 - "Stand next to me"
 - "Put the toy on the table"
 - "Walk beside me"
- **Limited choice** e.g.
 - "Put the pen on the table or in the box"
 - "When we are inside - Lego or drawing"
 - Talk to me here or outside the classroom"
- **Disempowering the behaviour** e.g.
 - "That's fine. You can listen from there"
 - "Come and speak to me when you are ready"
- **Use of a De-Escalation Script** e.g.

- Use the person's name - "David"
- Acknowledge their right to their feelings - "I can see something is wrong"
- Tell them why you are there - "I am here to help"
- Offer help - "Talk to me and I will listen"
- Offer a "get-out" (positive phrasing) - "Come with me and....."

Some children have a Consistent Management Behaviour Support Plan with specific scripts; strategies and consequences listed. Staff are made aware of these children as necessary.

6.2.4 Playtimes and other Non-Structured Times

Playtimes and other non-structured times are important in giving the children an opportunity to develop social skills and peer relationships. They also serve to give the children a time to relax and have safe fun. Although the children are supervised, some children find these times difficult especially during the longer lunch times. However, for all children to enjoy this time and feel safe, we still have high expectations of behaviour underpinned by the school values.

At play and lunch times, in addition to the use of de-escalation strategies, three simple steps are followed:

Step 1 Given a reminder referring to the school values not being shown

Step 2 Being asked to sit out of play for 5/10 minutes or to remain next to the school adult on duty to discuss and talk through inappropriate behaviour

Step 3 Being sent to the most senior member of staff on duty for the rest play/lunchtime

Children who deliberately physically hurt another child either as an instigator or in retaliation will be sent straight to a senior member of staff and they will be kept in instead of being allowed on the playground and will have reflection time.

At lunchtime, midday staff will feedback any behaviour issues to teachers and the consequence given to the child could involve missing part of the next lunchtime if deemed serious enough. The SLT behaviour log will need to be completed either by the member of SLT on duty (if child has been sent to the reflection room during lunchtime; if the incident occurs at the end of lunchtime and the child needs to miss time the following day in the reflection room the SLT behaviour log will need to be completed (TAs can complete this themselves; MDAs will need to inform the Deputy Headteacher so this can be recorded on the log).

Should there be a more serious level of incident on the playground then a member of SLT will be consulted and if, necessary, the incident is referred to the Headteacher. In this instance it is likely that the child will then spend a fixed amount of time inside school instead of the playground.

6.3 SEND and/or Consistent Behaviour Management Support Plans

Some children may need additional support and strategies to maintain positive behaviour in school. If, despite the consistent application of the strategies and approaches set out above, a child's behaviour does not improve, support may be needed from the school Inclusion Leader/SENCO and the Inclusion Team.

The Inclusion Team will work in partnership with staff, the child and parents to fully understand and analyse the underlying reasons for a child's behaviour. Based on this analysis, additional strategies and approaches will be agreed and a Behaviour Agreement or Consistent Management Behaviour Support Plan will be agreed. Support from outside agencies such as the school Educational Psychologist, Education Welfare Officer or Health professionals may also be sought for all children who offer consistently challenging behaviours.

6.4 Internal Exclusions

Repeated inappropriate behaviour that does not improve following support plans implemented by the class teacher, or one-off incidents, may result in an internal exclusion.

These will be administered by a member of the SLT in consultation with the class teacher. These will take place in a time out area either in another classroom, another area of the school or at one of the partner schools: Purford Green, Potter Street or Passmores.

Re-integration into the classroom may include a daily report which is taken home each day to be shared with and signed by parents or carers.

6.5 Suspensions and Permanent Exclusion

Repeated inappropriate behaviour, including bullying and racist incidents, which does not improve following support plans, parental involvement or sanctions may result in suspension or permanent exclusion of the pupil.

Incidents of a more serious nature resulting in a suspension or permanent exclusion include:

- physical assaults on another person
- damage to property
- engaging in any behaviour prejudicial to maintaining good order and discipline at the school.

The child's age and the nature of any disability will be taken into account when these decisions are made. The decision to exclude can only be taken by the Headteacher, or in her/his absence by the Deputy Headteacher. Suspensions and exclusions will follow the Essex and DFE Guidance.

7 Unacceptable behaviour

7.1 Bullying

This school recognises and affirms the right of every child to learn in a safe and secure environment.

Definition of bullying

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. name calling, racist remarks) or indirect (e.g. e-bullying, spreading rumours, excluding someone from social groups).

We take a proactive approach to bullying as well as responding when an incident occurs. (See Anti-Bullying Policy)

7.2 Harassment

Harassment including racial, sexual, and persistent teasing will not be tolerated. All incidents are considered serious and dealt with immediately according to the identified structures. (See Equality Policy and Equality Plan)

7.3 Truancy

Absences and lateness are monitored by staff and persistent lateness or poor attendance is reported to the Headteacher. The Head Teacher and Attendance Officer will monitor and liaise with parents as appropriate. If further action is necessary the Attendance Officer in conjunction with the Missing Education & Child Employment Service MECES will pursue it. The school is required to publish its numbers of authorised and unauthorised absence. (See Attendance Policy)

8 Off-site Visits

This policy also applies when children are off-site. If behaviour becomes unacceptable or is likely to bring the school into disrepute the child will be returned to school and the necessary action in accordance with this policy will be taken.

9 Off school premises

This policy applies to children when they are on school premises. However, any incidents that are brought to our attention by a member of staff or a member of public, when the children are in school uniform, travelling to and from school, identifiable as a pupil of our school and their behaviour impacts on a member of the school community, affects the running of the school or adversely affects the reputation of the school, this policy will be followed in partnership with parent/carers.

10 Reasonable Force

All staff have a duty of care and therefore can use reasonable force to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property or engaging in any behaviour prejudicial to maintaining good order and discipline at the school.

Before such action the staff will employ a wide range of strategies in order to avoid this action. This progression of actions in response to their negative behaviour should be clearly communicated to the child in an effort to distract the child.

Physical restraint is only used by members of staff trained in physical restraint using the appropriate measures outlined in the physical restraint policy.

All incidents of physical restraint will be recorded in the Bound Book for Physical Restraint. (See Physical Restraint Policy)

11 Searching and confiscation

Searching can play a critical role in ensuring that schools are safe environments for all pupils and staff. It is a vital measure to safeguard and promote staff and pupil welfare, and to maintain high standards of behaviour through which pupils can learn and thrive.

Any member of staff can search a pupil (outer clothes and pockets) and their possessions (bags, trays and desks) for minor issues such as stolen property, sweets, toys or mobile phones which are not permitted in the classroom or on the playground.

However, only the Headteacher or member of the senior leadership team have a statutory power to search a pupil or their possessions where we have reasonable grounds to suspect that the pupil may have a prohibited item, such as

- knives and weapons
- alcohol
- illegal drugs

Or any article that the member of staff reasonably suspects has been, or is likely to be used:

- to commit an offence
- to cause personal injury to, or damage to property of, any person (including the pupil)
- tobacco and cigarette papers
- fireworks
- pornographic images (members of staff should not search mobile devices for images)

Under common law, school staff have the power to search a pupil for any item if the pupil agrees. However, on the rare occasion a pupil refuses to be searched the school may choose to follow sanctions as set out in this policy. Before any search takes place, we will explain to the pupil why they are being searched, how and where the search is going to take place and give them the opportunity to ask any questions. Where possible parents will be informed prior to the search for prohibited items, however if this has not been possible we will notify them after the search. The parent will be told what, if anything, has been confiscated and the resulting action the school has taken, including any sanctions applied.

All searches will follow DFE guidance: Searching, Screen and Confiscation, A Guidance for School July 2022

Any search for a prohibited item and all searches conducted by police officers will be recorded in the school's safeguarding reporting system, including whether or not an item is found. This will allow the Designated Safeguarding Lead (or Deputy) to identify possible risks and initiate a safeguarding response if required. Records will include:

- the date, time and location of the search
- which pupil was searched
- who conducted the search and any other adults or pupils present
- what was being searched for
- the reason for searching
- what items, if any, were found
- what follow-up action was taken as a consequence of the search

11 Behaviour of Parents/Carers

Developing effective partnerships with our parents is an important part of our work at The Downs Primary School and Nursery and we welcome and encourage parents/carers to participate fully in the life of our school. So these partnerships can continue to flourish and progress, we remind parents that some behaviours are not acceptable, these include:

- Disruptive behaviour, which interferes with the running of the school in any way
- Use of loud, offensive language, swearing, cursing or displaying a temper
- Verbally or physically threatening a member of staff, Governor, visitor, fellow parent or pupil
- Damaging school property
- Abusive or threatening texts/emails/voicemails or any other form of written or verbal communication
- Offensive or derogatory comments regarding the school or any of the pupils/staff/parents at the school on any social media site
- The use of physical aggression towards another child or adult
- Approaching someone else's child without the permission of the parent
- Smoking or consuming drugs or alcohol whilst on the premises
- Bringing a dog into the school grounds

If any parent has any concerns, they are able to talk to the class teacher or a senior member of staff so they can deal with anything in a fair and calm manner.

If any of the above behaviour is reported to the school, a senior member of staff will meet with the parent to discuss their behaviour and send a letter discussing the outcomes of the meeting. As it is an offence to cause a disturbance or nuisance on school premises, the school reserves the right to take necessary action to ensure members of the community are not subject to abuse. The school may prevent parents or carers from entering the school and/or contacting staff, and, in this situation, the parent will be responsible for organising alternative arrangements for their child to be collected.

12 Conclusion

Ultimately, we want the child to learn to be in control of themselves so they can be responsible for their own actions. We work to look at the holistic needs of every individual so they can make the right choices so that an optimum environment is achieved for the benefit of all.

Review

All staff at The Downs Primary School and Nursery are responsible for the implementation of the Behaviour Management Policy.

This policy should be read in conjunction with the Behaviour Strategy and policies for: • Anti-Bullying
Equality Policy and Equality Plan

- Physical Restraint
- Child Protection
- Mental health
- SEND

Attendance

Seclusion and Exclusion

Online Safety

The policy will be reviewed annually by the Senior Leadership Team (SLT) following consultation with the staff, children, governors, parents and carers.

The SLT are also responsible for the induction of new members of staff and this is monitored through the completion of the induction pack.

Updated January 2023

Ratified by the Governing Body: February 2023

(needs to be ratified again in November meeting)

Next review September 2024

