

ARCHBISHOP BLANCH CE HIGH SCHOOL



Archbishop Blanch
— SCHOOL —

BEHAVIOUR POLICY (Incorporating Rewards Policy)

MEMBER OF STAFF RESPONSIBLE:	Headteacher
DATE POLICY PREPARED:	June 2022
DATE FIRST RATIFIED BY GOVERNING BODY:	July 2022
DATE POLICY REVIEWED:	May 2023
DATE FOR NEXT REVIEW:	July 2024

**Community, Compassion, Forgiveness,
Friendship, Thanksgiving, Trust**

Archbishop Blanch CE High School

BEHAVIOUR POLICY

As a Christian school, we strive for all to reach their full potential both academically and spiritually, making for a compassionate, forgiving, hardworking and trusting community. We aim to 'not love in word or talk, but in deed and in truth' (1 John 3:18), as we serve not only each other but the wider community through our service to charitable causes.

INTRODUCTION

The purpose of this policy is to create a respectful environment for all members of the community. A safe school allows all students to flourish and achieve personal and academic success. A behaviour policy requires all members of staff to be consistent in their practice, ensuring all learners know the standards expected of them.

As not all behaviours, rules and eventualities can be identified in a policy, ultimately the expectations of and support for behaviour is at the discretion of the Headteacher.

1 Aims

This policy aims to:

- Provide a consistent approach to behaviour management
- Define what we consider to be unacceptable behaviour, including bullying and discrimination
- Outline how pupils are expected to behave
- Summarise the roles and responsibilities of different people in the school community with regards to behaviour management
- Outline our system of rewards and sanctions

Our policy will:

- Encourage, recognise and reward
- Create a safe and secure learning environment
- Give clarity of expectation to staff and students

2 Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on:

- Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils.
- Sections 88-94 of the [Education and Inspections Act 2006](#), which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property.
- [DfE guidance](#) explaining that maintained schools must publish their behaviour policy online.

3 Responsibilities

The Governing Board

The Governing Board is responsible for reviewing and approving the written statement of behaviour principles (Appendix 1).

The Governing Board will also review this behaviour policy in conjunction with the headteacher and monitor the policy's effectiveness, holding the headteacher to account for its implementation.

The Headteacher

The headteacher is responsible for reviewing this behaviour policy in conjunction with the Governing Board giving due consideration to the school's statement of behaviour principles (Appendix 1). The headteacher will also approve this policy.

The headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

Parent / Carer:

- Sign and support the home / school agreement
- Support the school rules, code of conduct and the appropriate rewards and sanctions
- Respond promptly and appropriately to communication
- Attend meetings relevant to your child
- Develop positive relationships with all members of the school community
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the Progress Leader promptly
- Monitor their child's use of social media.

Students:

- Treat all members of the school community with respect
- Follow all instructions in school
- Be aware of and follow all school rules, both in and out of school
- Understand that unacceptable behaviour sanctions are a result of not following school rules and policies.

Staff:

- Set high standards of appropriate work and expectations according to the teacher standards
- Fair and consistent implementation of the Behaviour Policy
- Treat all members of the school community with respect
- Form positive home / school relationships with appropriate communication
- Respond to communication from parents, according to the Communications Policy, seeking advice where necessary.
- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents

The senior leadership team will support staff in responding to behaviour incidents.

4 Definitions

Misbehaviour is defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform
- Lack of equipment

Serious misbehaviour is defined as:

- Repeated breaches of the school rules
- Abusive language towards staff and students
- Any form of bullying
- Sexual violence, such as rape, assault by penetration, or sexual assault (intentional sexual touching without consent)
- Sexual harassment, meaning unwanted conduct of a sexual nature, such as:
 - Sexual comments
 - Sexual jokes or taunting
 - Physical behaviour like interfering with clothes
 - Online sexual harassment such as unwanted sexual comments and messages (including on social media), sharing of nude or semi-nude images and/or videos, or sharing of unwanted explicit content
 - Upskirting
- Vandalism
- Theft
- Fighting
- Smoking/Vaping
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Tobacco and cigarette papers/E-cigarettes
 - Fireworks
 - Pornographic images
 - Any article a staff member 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)

5 School Rules

1. 100% attendance is expected of every pupil. Good punctuality is essential, both in arriving in school before 8.30 am and for lessons. School must be notified of any absence by telephone before 8.30 am and subsequently with a note from parents/carers. Unexplained absences will be recorded as truancy. Medical evidence will be requested for absences exceeding 3 days or if there have been a number of prior absences.
2. School uniform must be strictly adhered to and worn at all times to and from school, as well as in school. Protective clothing for Food Technology, Design Technology and some Art and Science lessons is compulsory. PE kit is essential for practical lessons. False tan, eyelash extensions or false eyelashes, false nails or acrylics are **NOT** acceptable for school. Students in Year 7 must use only the school bag; this is optional for other students. Make up is not allowed and hair longer than shoulder length, including when in braids, must be tied back with a black or navy bobble. Beads and adornments are not acceptable. All hair must be of a natural, single colour. We welcome Afro-textured hair worn in various styles while adhering to the wider school health and safety and dress code policies. Likewise, students who wear a hijab must ensure it is pinned neatly at all times. Students are not permitted to wear any kind of jewellery (other than a watch) for school. All body piercings are banned on grounds of safety, including clear piercing retainers.
3. Courtesy and good manners to all members of the school community is expected at all times. This includes behaviour in public places and online. The uniform represents the school, which will be judged by pupil conduct.
4. Respect for the building and property is expected at all times. Anyone damaging the building or school property will incur sanctions.
5. Students must not leave the premises or a classroom without permission. An appointment letter should be brought to school if students need to sign out during the day. They must be collected by a designated responsible adult. Students should not be out of lessons. Students are not permitted to go the toilet during lessons (except in the case of emergencies) unless

they have a pass provided on medical grounds. Toilets and lockers are only to be used before form, at break and lunch and after school, unless in an emergency.

6. Each student must have the required basic equipment for school every day, including their student planner in KS3, which should be up-to-date and signed. This includes homework. Any equipment borrowed from school, including books, that are lost or damaged will need to be paid for.
7. All students are issued with a locker in school to store bags, coats and mobile phones. Replacement keys cost £5 and, as they are ordered individually, they are not immediately available.
8. Collective Worship takes place every day. Students should behave respectfully throughout, prepare in an appropriate manner and arrive with their Form Tutor.
9. All students stay in school for lunch. Food should only be consumed in the appropriate location. No eating or drinking is allowed on the corridor or in classrooms. Students are only allowed to have water in school.
10. Mobile phones and smart watches are only allowed into school on the following conditions:
 - They remain switched off and in lockers throughout the day.
 - We accept no responsibility should the phone be damaged or stolen.
 - If seen, phones will be confiscated until a parent/carer can collect them at the end of the day. A detention will be issued. If a parent/carer is unable to collect at the end of the day, it will be returned to the pupil at the end of the following day.

The following items SHOULD NOT be brought into school:

- Electronic devices, valuable articles.
- Aerosol sprays/correcting fluid.
- Chewing gum.
- Cigarettes/E-Cigarettes.
- Illegal substances/alcohol.
- Large sums of money
- Weapons of any kind

Sixth Form

1. 100% attendance is expected of every pupil. Punctuality is essential, both in arriving in school before 8.30 am and for lessons. School must be notified of any absence by telephone before 8.30 am and subsequently with a note from the parents. Unexplained absences will be recorded as truancy. Medical evidence will be requested for absences exceeding 3 days or if there have been a number of prior absences.
2. School uniform must be strictly adhered to and worn at all times to and from school, as well as in school. Protective clothing for Design Technology and some Art and Science lessons is compulsory. PE kit is essential for practical lessons. Sixth form students are permitted to wear professional looking ear piercings and professional jewellery only, as well as minimal, professional looking makeup. All hair must be of a natural colour. We welcome afro-textured hair worn in various styles while adhering to the wider school health and safety and dress code policies.
3. Courtesy and good manners to all members of the school community is expected at all times. This includes behaviour in public places. The uniform represents the school, which will be judged by pupil conduct.
4. Respect for the building and property is expected at all times. Anyone damaging the building or school property will be severely punished.
5. Sixth form students are permitted to leave the school premises during lunch time and enrichment time with the permission of their progress leader - this privilege can however be withdrawn should the progress leader see fit.
6. Each student must have the required basic equipment for school every day. Any equipment borrowed from school, including books, that are lost or damaged will need to be paid for.
7. All students are issued with a locker in school to store bags, coats and mobile phones. Replacement keys cost £5 and as they are ordered individually, **they are not immediately available.**
8. Collective Worship takes place every day. Students should behave respectfully throughout, prepare in an appropriate manner and arrive with their Form Tutor.

9. Sixth form students are permitted to consume only water in lessons and study periods with hot drinks confined to the sixth form enrichment area. Energy drinks are not permitted in any location, within the school premises.
10. Sixth form students are permitted to use their mobile phones, smart watches as well as headphones and ear pods in both the enrichment and sixth form study areas only

The following items **SHOULD NOT** be brought into school:

- Valuable articles
- Aerosol sprays/correcting fluid
- Chewing gum
- Cigarettes/E-Cigarettes
- Illegal substances/alcohol
- Large sums of money.

6 Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

TYPE OF BULLYING	DEFINITION
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Prejudice-based and discriminatory, including: <ul style="list-style-type: none"> • Racial • Faith-based • Gendered (sexist) • Homophobic/biphobic • Transphobic • Disability-based 	Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Details of our school's approach to preventing and addressing bullying are set out in our anti-bullying strategy, which can be found at:

https://www.abblanch.com/downloads/policies/2019-20/bullying_or_peer_abuse_policy_nov_19.pdf

7 Pupil code of conduct

Pupils are expected to:

- Behave in an orderly and self-controlled way
- Show respect to members of staff and each other
- In class, make it possible for all pupils to learn
- Move quietly around the school
- Treat the school buildings and school property with respect
- Wear the correct uniform at all times
- Accept sanctions when given
- Refrain from behaving in a way that brings the school into disrepute, including when outside school and online

8 Rewards and Sanctions

8.1 List of possible rewards and sanctions

Positive behaviour will be rewarded with:

- Praise
- Letters, praise postcards or phone calls home to parents/carers
- Special responsibilities/privileges
- Celebration Assemblies
- Awards Evenings
- Prize draws
- Access to school trips and events
- Progress Leader rewards

The school may use one or more of the following sanctions in response to unacceptable behaviour:

- A verbal reprimand
- Expecting work to be completed at home, or at break or lunchtime
- Detention at break or lunchtime, or after school
- Referring the pupil to a senior member of staff
- Letters or phone calls home to parents/carers
- Agreeing a behaviour contract
- Meeting with parent or carer
- Putting a pupil 'on report'
- Referral to our School Safety Officer
- Internal isolation
- Suspension of up to five days
- Managed Move to another school
- Permanent exclusion

Students may also be supported through the Reflection process with trained Pastoral staff, to consider the consequences of actions of choices and consider alternative behaviours in future. This may also include mediation.

8.2 Zero-tolerance approach to sexual harassment and sexual violence

The school will ensure that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored.

Pupils are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be.

The school's response will be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

Sanctions for sexual harassment and violence will be at the discretion of the Headteacher.

The school has procedures in place to respond to any allegations or concerns regarding a child's safety or wellbeing. These include clear processes for:

- Responding to a report
- Carrying out risk assessments, where appropriate, to help determine whether to:
 - Manage the incident internally
 - Refer to early help
 - Refer to children's social care
 - Report to the police

Please refer to our child protection and safeguarding policy for more information using this link:

Update link to current policy

8.3 Off-site and Online behaviour

Sanctions may be applied where a pupil has misbehaved off-site when representing the school.

This means misbehaviour when the pupil is:

- Taking part in any school-organised or school-related activity (e.g. school trips)
- Travelling to or from school
- Wearing school uniform
- In any other way identifiable as a pupil of our school

Sanctions may also be applied where a pupil has misbehaved off-site or online at any time, **whether or not the conditions above apply**, if the misbehaviour:

- Could have repercussions for the orderly running of the school
- Poses a threat to another pupil or member of the public
- Could adversely affect the reputation of the school

8.4 Malicious allegations

Where a pupil makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school will discipline the pupil in accordance with this policy.

Where a pupil makes an allegation of sexual violence or sexual harassment against another pupil and that allegation is shown to have been deliberately invented or malicious, the school will discipline the pupil in accordance with this policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the local authority designated officer, where relevant) will consider whether the pupil who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.

The school will also consider the pastoral needs of staff and pupils accused of misconduct. Please refer to our child protection and safeguarding policy for more information on responding to allegations of abuse against staff or other pupils.

9 Behaviour management

9.1 Classroom management

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

- Create and maintain a stimulating environment that encourages pupils to be engaged
- Meet and greet at the start of each lesson and an orderly dismissal at the end
- Develop a positive relationship with pupils, which may include:
 - Establishing clear routines
 - Communicating expectations of behaviour in ways other than verbally

- Highlighting and promoting good behaviour
- Concluding the day positively and starting the next day afresh
- Having a plan for dealing with low-level disruption
- Using positive reinforcement

9.2 Physical restraint

In some circumstances, staff may use reasonable force to restrain a pupil to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- **Always be used as a last resort**
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents

9.3 Confiscation

Any prohibited items (listed in section 3) found in pupils' possession will be confiscated.

These items will not be returned to pupils.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with senior leaders and parents, if appropriate.

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

9.4 Pupil support

The school recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's special educational needs co-ordinator will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met. Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

9.5 Safeguarding

The school recognises that changes in behaviour may be an indicator that a pupil is in need of help or protection. We will consider whether a pupil's misbehaviour may be linked to them suffering, or being likely to suffer, significant harm. Where this may be the case, we will follow our child protection and safeguarding policy.

10 Pupil transition

To ensure a smooth transition to Years 7, 10 and 12; pupils will have the opportunity for transition sessions with their new teacher(s).

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year.

11 Training

Our staff are provided with training on managing behaviour through the school CPD programme. Behaviour management will also form part of continuing professional development.

A staff training log is kept by the appropriate member of the Leadership Team.

12 Monitoring arrangements

This behaviour policy will be reviewed by the headteacher and full Governing Board bi-annually. At each review, the policy will be approved by the Headteacher.

The written statement of behaviour principles (Appendix 1) will be reviewed and approved by the full Governing Board bi-annually.

13 Links with Other Policies

This behaviour policy is linked to the following policies:

- Exclusions policy
- Child protection and safeguarding policy
- Anti-Bullying Policy
- SEN Policy

Appendix 1: written statement of behaviour principles

- Every pupil understands they have the right to feel safe, valued and respected, and learn free from the disruption of others
- All pupils, staff and visitors are free from any form of discrimination
- Staff and volunteers set an excellent example to pupils at all times
- Rewards, sanctions and reasonable force are used consistently by staff, in line with the Behaviour Policy
- The Behaviour Policy is understood by pupils, staff, parents and carers
- The exclusions policy explains that exclusions will only be used as a last resort, and outlines the processes involved in permanent and fixed-term exclusions
- Pupils are supported to take responsibility for their actions through reflection
- Families are involved in behaviour incidents to foster good relationships between the school and pupils' home life

The Governing Board also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.

This written statement of behaviour principles is reviewed and approved by the Governing Board bi-annually.