

# Spaxton CofE Primary School

*'Together we flourish and achieve'*



## Behaviour Policy

DATE: March 2023

POSTHOLDER RESPONSIBLE: Gary Tucker

MONITORED BY: Local Governance Committee

DATE RATIFIED BY GOVERNORS: 6<sup>th</sup> March 2023

AUDIENCE: Staff, parents, pupils

REVIEW DATE: 6<sup>th</sup> March 2024

Approved on behalf of School:

A handwritten signature in black ink that reads 'G Tucker'.

(Headteacher)

Approved on behalf of LGC:

A handwritten signature in black ink that reads 'A. Watson'.

(Co-chair of Governors)

## Promoting Positive Behaviour

- We recognise that our children's successful learning and personal development are dependent on how they feel about themselves and how they are responded to within their school community.
- We recognise that learning about behaviour enables children to develop character by learning more about themselves, others and the world and gaining a sense of respect. Also, this enables children to make better outcomes in terms of their learning.
- To learn effectively children's personal, social and emotional needs should be understood, supported and met as far as possible, alongside clear, fair and developmentally appropriate behavioural expectations.
- Having a culture of self-discipline, high expectations and a consistent system in place to support children to achieve makes the school a safe place so that high quality learning may take place unimpeded.
- We understand that all behaviour is a form of communication and we endeavour to understand what is being communicated so that we can respond effectively and helpfully. (This may imply specific forms of communicating and getting specialist support.)
- We recognise that although a consistent approach is required all across the school when it comes to behaviour, it does need to be age and stage appropriate. There are Early-Years Specific approaches at various parts of this policy. They may also be suitable for children still at that stage of development. How we manage behaviour with older children is in Appendix 3 'At a Glance'. This has the same aims and staged approach as the rest of the school but how this looks is different with older pupils.

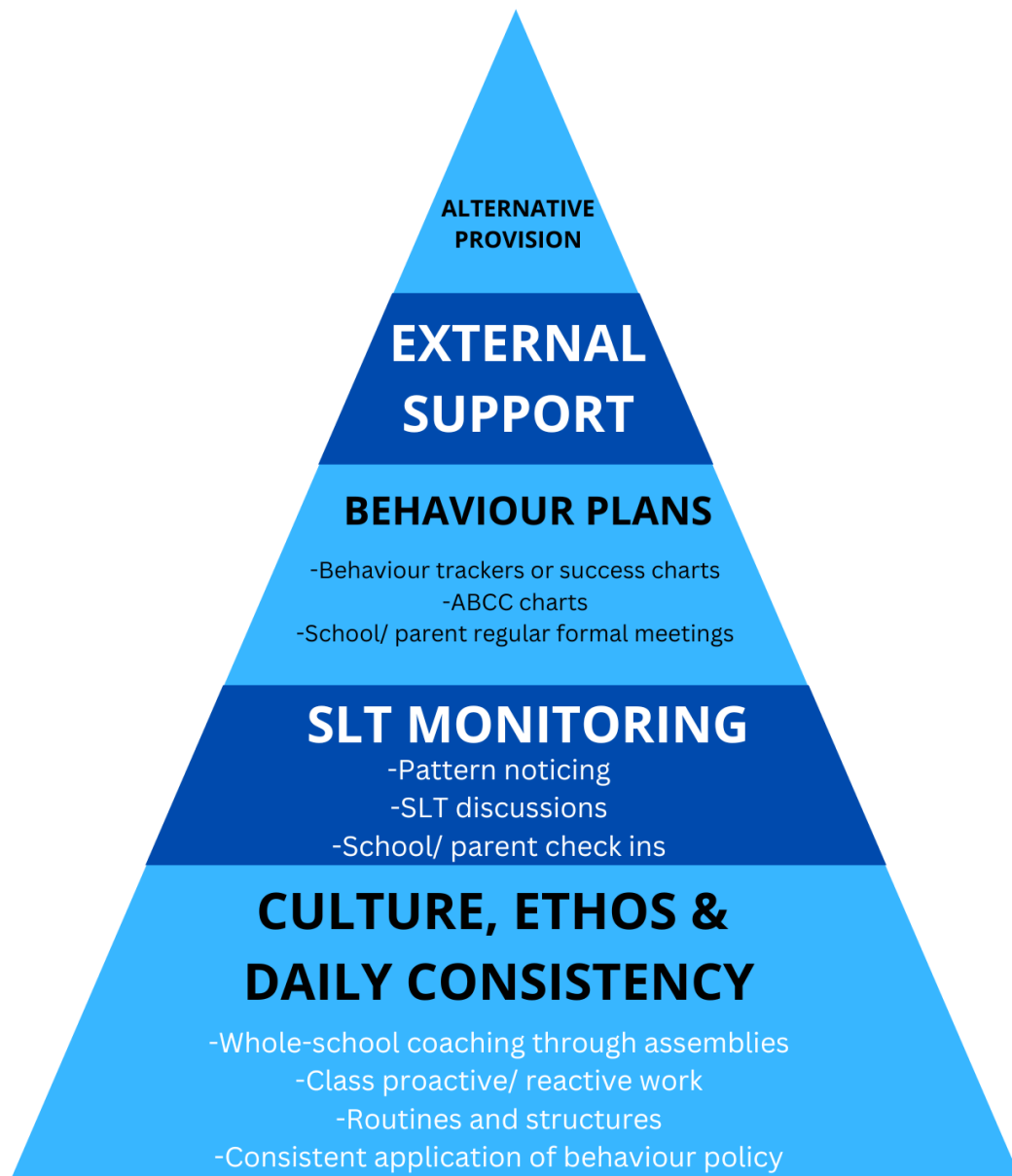
KEY IDEA OF OUR POLICY: How adults interact with children and carry out this policy is the key to success with behaviour in school.

## All adults interacting with children at Spaxton School aim to:

- help children to learn about boundaries, (what is OK and what is not), learning the impact of their behaviour on others and on their environment;
- model and teach children clear ways of communicating their needs and opinions, with regard to the needs and rights of others (adults and children), thus helping children to develop a sense of social responsibility, the wider community and towards the environment;
- model and teach ways to safely self-regulate, including regular class-based stilling, relaxation and calming, as well as safe opportunities to vent (let off steam) to deal with agitation, anxiety and distress.
- provide mediation, modelling and containing responses when children struggle with conflict and emotional dysregulation, leading to safer self-expression and improved self-regulation;
- act upon a Behaviour policy that is evidence-based, created and owned by all in the school and is in line with our school values, particularly **Trust, Respect, Protect**

### This will entail:

- attendance and engagement with relevant and at least annually updated training opportunities to develop the self-awareness of both adults and children;
- building trusting, warm and respectful relationships within the whole community (staff, children and their families/carers, governors, visitors etc) based on mutual respect, care and kindness and listening to each other;
- using the wide range of approaches adopted within the school of acknowledging and celebrating positive behaviour and attitudes
- implementing the Spaxton School whole school community approach to promote the well-being of all and to practice agreed procedures including a staged approach.



### **Three School Rules: Be safe Be ready Be respectful**

These rules have been simplified and agreed by the children and staff at Spaxton Primary School. Our rules encourage positive behaviour and are simple to remember to help children to take responsibility for their own actions. We have all agreed to try to keep them.

We all give recognition when a child is seen to be behaving well or displaying a learning behaviour or attitude being focused on in the class or school at the time.

In Early Years, we focus initially on keeping ourselves and others safe in all that we do indoors and outside. We want children to feel safe and to trust adults to support them when they start pre-school.

Throughout the year and especially at the beginning, staff 'unpick' these rules further.

### **Rewards for good behaviour**

Care must be given to not turn rewards into 'bribes'. We expect children to carry out what is expected. However, when children go above and beyond in their work or behaviour, this is recognised. Our recognition board system in each classroom focuses on an aspect of learning or behaviour that the class are currently working on and children are recognised for their efforts. This culminates in certificates, stickers or in some cases end of half term treats with the Headteacher. Dojo points are given for good examples of learning or behaviour as well for individual efforts. Visits to the Headteacher are encouraged to share good efforts. The house cup and Year 6 Leavers' awards are awarded at the end of the school year.

### **Staged approach to sanctions when dealing with poor behaviour**

#### **Step 1**

**Reminder-** if making poor choices or struggling to self-regulate a child will be either supported to practise the relevant school rule or through a scripted approach by an adult to calm or express needs and feelings in a safer way.

**Younger or less mature children** will need an adult to co-regulate alongside, to model acceptable behaviour, to offer an appropriate alternative and to talk through the consequences of their actions, endorsed by High Scope's Conflict Resolution process and the thrive approach.

**We recognize that consistency in our approaches is critical and we promote positive behaviour and attitudes throughout each day, leading by example as well as using specific praise and recognition (private or public) for examples of positive behaviour or attitude.**

#### **Step 2**

**Warning:** If behaviour that is interfering with other's learning persists, a trusted adult will talk with the child or children concerned in private, repeating reminders, acknowledging their current difficulty and making sure that the child is (or children are) clear and in a position to follow behavioural expectations.

## Early Years intervention

We use an initial problem-solving intervention for all situations in which a child or children are distressed or in conflict. Adults will approach each situation calmly, stopping any hurtful actions, acknowledging the feelings of those involved, gathering information, restating the issue to help children reflect, regain control of the situation and resolve the situation themselves. Natural consequences may be implemented such as helping someone to feel better, tidying or mending an item or space, practicing a skill that is proving difficult such as waiting quietly (eg with a timer) and so on.

### Step 3

#### Time out/ Time in

Time out will be the method to minimise lesson disruption and for serious incidents. It is down to the discretion of the staff member to interpret which behaviours are 'serious' and a child doesn't require a reminder or a warning to get this. Usually, a time out is given if misbehaviour has persisted and a child has chosen to go through the three-stage process of consequences. Depending on the interpretation of the teacher, usually, the child's parent is contacted following a time out. They certainly **must be contacted if a child** gets more than one time out in a day.

## Appendix 1 BEHAVIOUR SUPPORTS FOR STAFF

### ABCC chart

Date/ time/ context	ANTECEDENTS TO BEHAVIOUR  (what was happening before)	BEHAVIOUR OCCURRED  Observed behaviour	CONSEQUENCES (what happened as a result of the behaviour?)	WHAT WAS THE BEHAVIOUR  COMMUNICATING?

### SHORT-FORM BEHAVIOUR TRACKER FOR REPEAT BEHAVIOURS & MONITORING

Date/ time/ context	Behaviour (can be adapted to the individual)	Consequence
Break/ lunchtime (in)/ lunchtime (out)/ lesson	Back-chatting/ intimidating other pupils/ physical violence to other children/ not telling the truth/ starting fights/ name calling/ swearing/ disruptive in lessons/ not ready to learn	Reminder/ warning/ final warning/ time in and call to parents + restorative conversation/ SLT called
Break/ lunchtime (in)/ lunchtime (out)/ lesson	Back-chatting/ intimidating other pupils/ physical violence to other children/ not telling the truth/ starting fights/ name calling/ swearing/ disruptive in lessons/ not ready to learn	Reminder/ warning/ final warning/ time in and call to parents + restorative conversation/ SLT called

## BEHAVIOUR PLAN FOR FORMAL MEETINGS

Behaviour Plan for \_\_\_\_\_ Class/ Year \_\_\_\_\_ Date \_\_\_\_\_

<b>Concerns</b>	
<b>Target</b>	
<b>How</b>	<b>Evaluation</b>
<b>Adult Response</b> <i>(in the event that unwanted behaviour is not prevented)</i>	<b>Review Date:</b>
<b>Signed:</b> <ul style="list-style-type: none"><li>• ..... (Parent/Carer)</li><li>• ..... (Setting 1)</li><li>• ..... (Setting 2)</li></ul>	<b>Next Step:</b>



## Weekly Report

### Behaviour Report

Name..... Year/ class ..... Wb:.....

To adult on duty. Please sign and assess whether my behaviour has met Spaxton's High Standards using a smiley face, straight face or unhappy face.

Target this week-

	Lesson 1	Break	Lesson 2	Lunch inside	Lunch Out	Lesson 3	Lesson 4
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

Result- \_\_\_\_/ 35

Target next week: \_\_\_\_\_

**\*\*Can be adapted for same day reward or for half-day reward depending on how frequently it is needed\*\***

### SCRIPTED APPROACH FOR CONSISTENCY AND RESOTRATIVE CONVERSATIONS

Behaviour Scripts	Behaviour Scripts
<p><b>Stage 1- Reminder</b></p> <p>"I've noticed you have been _____. You know our rule about being ready to learn/ being safe/ being respectful. You are a member of our community and I need you involved. That means following the rules we set. Thank you for listening."</p> <p><b>Stage 2- Warning</b></p> <p>"I've noticed that despite our earlier talk, you have chosen to _____. You know our rule about being ready to learn/ being safe/ being respectful. This is your last chance to change what you are doing before this could lead to a time out. Thank you for listening."</p>	<p><b>Stage 3- Time out</b></p> <p><b>JUMP straight to this for serious misbehaviours.</b></p> <p>"I've noticed you have chosen to _____ many times today/ serious behaviour. You have chosen not to follow the rules we set. You will now need to go inside/ stay in/ leave class. Later on today, we will chat more in-depth about this when you are ready."</p> <p>Have a restorative conversation as follow-up or ask SLT to do this if applicable.</p> <p><b>Time in questions-</b></p> <ol style="list-style-type: none"><li>1. What happened?</li><li>2. What have you been thinking about since?</li><li>3. Who has been affected?</li><li>4. What has been challenging for you?</li><li>5. What can make things right?</li></ol>

## Monitoring tracker for cover staff

Date \_\_\_\_\_

Draw a highlighted line across the sheet each time it resets at the start of a session.

Name	Consequence
	R      W      T/ O      SLT called
	R      W      T/ O      SLT called
	R      W      T/ O      SLT called
	R      W      T/ O      SLT called
	R      W      T/ O      SLT called
	R      W      T/ O      SLT called
	R      W      T/ O      SLT called
	R      W      T/ O      SLT called
	R      W      T/ O      SLT called
	R      W      T/ O      SLT called
	R      W      T/ O      SLT called
	R      W      T/ O      SLT called
	R      W      T/ O      SLT called
	R      W      T/ O      SLT called

## Appendix 2

### 1. Use of physical intervention:

- The term physical intervention is used to describe any forceful physical contact by an adult to a child such as grabbing, pulling, dragging, or any form of restraint of a child such as holding arms to side or sitting a young child next to you. Where a child is upset or angry, staff will speak to them calmly, encouraging them to vent their frustration in other ways by diverting the child's attention.
- Staff should only use physical intervention to prevent a child from injuring themselves or others or damage property.
- If 'reasonable force' has been used for any of the reasons shown above, parents are to be informed on the same day that it occurs. The intervention will be recorded as soon as possible within the child's file, which states clearly when and how parents were informed.
- Corporal (physical) punishment of any kind will never be used or threatened.

### 2. Bullying:

is a deliberate, aggressive and repeated action, which is carried out with intent to cause harm or distress to others. It requires a child to have developed reasoning and thinking skills, usually developed after the age of four along with empathy. Therefore, the term is not used in Pre-School and only cautiously within Key Stage One.

Young children are keen observers and more likely to copy behaviours which mimic the actions of others, especially the actions of people they have established a relationship with. These are learnt behaviours rather than premeditated behaviours and unless addressed early, pre-bullying behaviour in young children can lead on to bullying behaviour later in childhood. Thus we avoid labels that can stick with the child for the rest of their life. For more information, please read our Anti-Bullying Policy.

### 3. Challenging unwanted behaviour from adults:

- We will not tolerate behaviour from an adult which demonstrates a dislike, prejudice and/or discriminatory attitude or action towards any individual or group (adults or children).
- Initially, the perpetrator will be asked to stop the behaviour and failure to do so may result in the adult being asked to leave the premises and in the case of a staff member, disciplinary measures being taken.
- A second occurrence will require the adult concerned to sign a written agreement not to make discriminatory remarks or behave in a discriminatory or prejudiced manner anywhere on the school site.
- A third occurrence may result in the perpetrator being banned from the premises which may mean making alternative arrangements for another named adult to bring/collect the child to school.

## Appendix 3

### 'Behaviour with Older Children At a Glance'

This behaviour policy sets out the expectation that all adults take responsibility for behaviour in the school.

#### Adult Behaviour in our school:

Adults are expected to:

- Show a positive approach to behaviour management
- Show a consistent approach to behaviour management
- Communicate necessary information within our community.

#### Consequences:

1. Reminder- if making poor choices, a child will be reminded which of the 3 school rules they are contravening through a scripted approach by an adult
2. Warning- if this behaviour persists, child will be expected to chat with adult about this and consequences of persisting are outlined.
3. Time out/ time in (Restorative Conversation)- child sits outside the staffroom working on something set by the teacher or reflecting if out of lesson time. They will be expected to attend a longer restorative conversation with the adult who gave the time out or if applicable a member of SLT. The child is expected to make amends.

**\*\*For serious misbehaviours, children may go straight to a time out- this is down to the interpretation of the adult attending\*\***

**\*\*\*The 3-stage process resets after each session\*\*\***

#### Parental Communication-

For those children struggling with behaviour consistently, a plan of action should be in place and regular communication between home and

school. Parents will be contacted should a child get onto a time out but this is down to the discretion of their teacher.

#### 3 School Rules:

1. Be safe
2. Be ready
3. Be respectful.

These rules are to be revisited every term in classes as well as learning behaviours to work on to ensure outstanding learning is happening.

#### How we manage behaviour:

- Being reflective, collaborative and consistent as a staff
- Building excellent relationships with everyone involved in our community
- Giving recognition to positive behaviours
- Teaching learning behaviours
- Dealing with poor behaviour privately and with a scripted approach (if needed) to ensure consistency and so that learning time is not lost.
- Ensuring children learn from their mistakes and are aware of the consequences of their actions
- Endeavouring to put extra support in place for those who struggle with behaviour (loss of play, Behaviour plan, unstructured time plan)
- Repairing broken, damaged relationships through a restorative conversation.

#### What we do to repair damaged relationships (Time in):

Restorative conversation.

With the attending adult, both will talk through the answers to these questions.

1. What happened?
2. What have you been thinking about since?
3. Who has been affected?
4. What has been challenging for you?
5. What can make things right?

Be Safe  
Be ready  
Be respectful



## BEHAVIOUR IN OUR SCHOOL

### FOLLOW THE 3 SCHOOL RULES AND YOU WILL GET:

- Smiles
- Praise
- Stickers (as appropriate for classes)
- Dojo points
- Half termly treats
- Weekly certificates
- Visits to the Headteacher/Associate Deputy Headteacher/SLT
- Messages home

### 2 CHOICES-



### NOT FOLLOW THE 3 SCHOOL RULES AND YOU WILL GET:

- Reminder of the rules
- Warning about the rule you have broken and what will follow if you keep doing this
- Time out/ Time in

THIS RESETS EVERY NEW SESSION  
SO ALL CHILDREN HAVE A FRESH START

### ALL TIME OUTS/ TIME INS lead to:

- Communication with teachers
- Phone calls to parents
- Recorded in our behaviour log online

### TIME OUT WHERE?

-In lessons, you will spend time away from the class doing something different, sitting outside the office or in the Space if appropriate with an adult.

-At playtimes and lunchtimes, you will be sent outside the office to quietly reflect on what has happened.

### TIME IN

It is the responsibility of the adult giving the time out to initiate the Time in following this so that the child has a chance to repair the damage done. A restorative conversation must happen and children need to be given a chance to make amends.

## Appendix 5- Standard Operating Procedures for dealing with challenging behaviour

Type of challenging behaviour	Immediate action	Actions when ready	Usual Follow up required
Low-level Lesson disruption	-Put through the stages of the behaviour policy	-Record on My Concern if given a time out  -Class teacher to phone parents/ carers	-Decided by SLT
Major disruption (including physical violence to staff and/or children)	-Evacuate class  -Consider use of physical restraint policy  -Call SLT  -Move or guide pupil to safe space to co-regulate  -Be present with them if dysregulated. It will take as long as it needs to.	-Carry out provisions in any behaviour or external plans  -Carry out a restorative conversation if needed  -Consider use of suspensions and exclusions policy  -Refer to external agencies if a referral has already been made.	-To be arranged by SLT depending on what the action was
Accusation of bullying	-Enact behaviour policy (if applicable)  -SLT to investigate	-Enact anti-bullying policy successfully  -Refer to external agencies if a referral has already been made.	-Ascertain whether parents of victim are happy with school's response  -If not, then give the complaints policy
'Hate incident'	-SLT to investigate	-SLT to contact parents/ carers to agree actions  -Log with Trust CEO and county online reporting tool  -Refer to external agencies if a referral has already been made.	-SLT to bring up in discussion at fortnightly meeting to check for patterns
Sexual harassment or child on child abuse	-DSL or DDSL to investigate  -Brooke Traffic Light Tool enacted	-SLT to contact parents/ carers to agree actions  -Log with Trust CEO and county online reporting tool  -Refer to external agencies	-SLT to bring up in discussion at fortnightly meeting to check for patterns

		if a referral has already been made.	
--	--	--------------------------------------	--

**\*\*Each case should be treated on an individual basis, but this guides and supports for the majority of cases\*\***