



TRUST BEHAVIOUR POLICY LOCALISED FOR GRAHAM SCHOOL

THIS OVERARCHING TRUST-WIDE POLICY APPLIES TO ALL TRUST SCHOOLS/ACADEMIES WITHIN THE HOPE SENTAMU LEARNING TRUST. ALL SCHOOLS/ACADEMIES WILL MAINTAIN A LOCAL BEHAVIOUR PROCEDURE RELEVANT TO THE SETTING

Hope SENTAMU
LEARNING TRUST

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Contents

	Policy update	3
	Statement of Intent	4
1.	Legal framework	5
2.	Definitions	5
3.	Roles and responsibilities	7
4.	Behaviour management	9
5.	Classroom management	11
6.	Pupil support	11
7.	Safeguarding	11
8.	Sexual abuse and discrimination	12
9.	Smoking and controlled substances	12
10.	Prohibited items, searching pupils and confiscation	13
11.	Behaviour off school premises	13
12.	Power to use reasonable force	14
13.	Malicious Allegations	14
14.	Monitoring and review	14

Policy updates

Date	Page	Policy updates
03.12.2021	p5, Item 1.1	Added to the list of legislation and statutory guidance: HM Government (2019) 'Reducing the Need for Restraint and Restrictive Intervention'
03.12.2021	Added to various points of the policy	Added: 'Include any additional school procedures here'.
03.12.2021	p14, Item 11	Added: Include sanctions/rewards/procedures local to the school.
03.12.2021	p14, Item 12	NEW SECTION ADDED: Power to use reasonable force.

Signed by:

Chief Executive Officer

Date: _____

Chair of Distinctiveness and
Personal Development
Committee

Date: _____

Statement of Intent

The Hope Sentamu Learning Trust believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life. The Trust is committed to:

- Promoting positive and acceptable behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all.
- Promote early intervention.
- Praising and rewarding positive and acceptable behaviour.
- Challenging unacceptable behaviours.
- Providing a safe environment free from disruption, violence, discrimination, bullying and any form of harassment.
- Developing positive relationships with parents/carers.
- Developing positive relationships with pupils.
- Promoting a culture of praise and encouragement in which all pupils can thrive.

The Trust acknowledges that behaviour can sometimes be a result of educational needs, mental health concerns, or other needs and vulnerabilities and will address these needs via an individualised graduated response.

To help reduce the likelihood of behavioural issues related to social, emotional or mental health (SEMH), the Trust aims to create a safe and calm environment in which positive mental health and wellbeing are promoted and pupils are taught to be resilient. The Trust aims to promote resilience as part of a whole-school approach using the following methods:

- **Culture, ethos and environment** - the health and wellbeing of pupils and staff is promoted through the informal curriculum, including leadership practice, policies, values and attitudes, alongside the social and physical environment
- **Teaching** - the curriculum is used to develop pupils' knowledge about health and wellbeing
- **Community engagement** - the schools/academies in the Trust proactively engage with parents/carers, outside agencies and the wider community to promote consistent support for pupils' health and wellbeing.

Where vulnerable pupils or groups are identified, provision will be made to support and promote their positive mental health. The Trust's Student Mental Health and Wellbeing Policy and Special Educational Needs and Disability (SEND) Policy outline the specific procedures that will be used to assess these pupils for any SEMH-related difficulties that could affect their behaviour.

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Education Act 2002
- Equality Act 2010
- Education and Inspections Act 2006
- Health Act 2006
- Voyeurism (Offences) Act 2019
- The School Information (England) Regulations 2008
- Education (Independent School Standards) Regulations 2014
- DfE (2016) 'Behaviour and Discipline in School'
- DfE (2021) 'Keeping Children Safe in Education'
- DfE (2021) 'Sexual violence and sexual harassment between children in schools and colleges'
- DfE (2018) 'Mental health and behaviour in schools'
- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2013) 'Use of reasonable force'
- DfE (2018) 'Searching, screening and confiscation'
- HM Government (2019) 'Reducing the Need for Restraint and Restrictive Intervention'

1.2. This policy operates in conjunction with the following policies:

- Child Protection and Safeguarding Policy (*Trust-wide policy*)
- Student Mental Health and Wellbeing Policy (*Trust-wide policy*)
- Complaints Procedure and Policy (*Trust-wide policy*)
- Special Educational Needs and Disability (SEND) Policy (*Trust-wide policy*)
- Exclusion Policy (*Trust-wide policy*)
- Positive Handling Policy (*where applicable*)
- Peer-on-Peer Abuse Policy (*Trust-wide policy*)

2. Definitions

2.1. Low level unacceptable behaviour

For the purpose of this policy, 'low level unacceptable behaviour' is any behaviour which may disrupt the education of the perpetrator and/or other pupils, including, but not limited to:

- Lateness

- Low level disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform
- Refusing to complete homework, incomplete homework or arriving at school without homework
- Disruption on public transport
- Use of mobile phones without permission
- Graffiti

‘Low level unacceptable behaviour’ may be escalated to ‘serious unacceptable behaviour’ depending on the severity of the behaviour.

2.2. Serious unacceptable behaviour

For the purposes of this policy, ‘serious unacceptable behaviour’ is defined as any behaviour which may cause harm to oneself or others, damage the reputation of the school/academy within the wider community, and/or any illegal behaviour. This includes but is not limited to:

Serious misbehaviour is defined as:

- Discrimination - not giving equal respect to an individual on the basis of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Sexual violence, such as rape, assault by penetration, or sexual assault (intentional sexual touching without consent).
- Sexual harassment, meaning unwanted conduct, offensive behaviours of a sexual nature, or which affects the dignity of the individual or group of individuals 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
- Bullying - a type of harassment which involves personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual being bullied.
- Cyber bullying - the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
- Repeated breaches of the Behaviour Policy
- Vandalism
- Theft

- Fighting and aggression
- Truancy and running away from school
- Refusing to comply with disciplinary sanctions
- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Extreme behaviour, such as violence and serious vandalism
- Any behaviour that threatens safety or presents a serious danger
- Any behaviour that seriously inhibits the learning of pupils
- Any behaviour that requires the immediate attention of a staff member
- Verbal abuse, including swearing, racist remarks and threatening language
- Possession of any prohibited or banned items. These are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Tobacco and cigarette papers
 - 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)

3. Roles and responsibilities

3.1. The Local Governing Committee (LGC) have overall responsibility for:

- Reviewing and approving the local, school/academy specific behaviour systems and procedures, in conjunction with the Headteacher/Principal.
- Monitoring the policy's effectiveness, holding the Headteacher/Principal to account for its implementation.
- Supporting the promotion of a whole-school culture where calm, dignity and structure encompass every space and activity.
- Handling complaints regarding this policy, as outlined in the Complaints Procedure and Policy.

3.2. The Headteacher/Principal is responsible for:

- Monitoring and implementation of this policy and of the behaviour procedures in the school/academy. This includes the policy's effectiveness in addressing any SEMH-related drivers of poor/unacceptable behaviour.
- Establishing the standard of behaviour expected by pupils within the school/academy.
- The day-to-day implementation of this policy.
- The Headteacher/Principal will ensure that the school/academy environment encourages positive behaviour and that staff deal effectively with poor/unacceptable behaviour, and will monitor how staff implement this policy and the local procedures to ensure rewards and sanctions are applied consistently.
- Reporting to the LGC on the implementation of this policy and the local procedures, including its effectiveness in addressing any SEMH-related issues that could be driving disruptive behaviour.

3.3. The mental health lead is responsible for:

- Overseeing the whole-school approach to mental health, including how this is reflected in this policy and the local procedures, how staff are supported with managing pupils with SEMH-related behavioural difficulties, and how the school manages pupils and parents/carers with regards to the behaviour of pupils with SEMH difficulties.
- Supporting behaviour management in line with the Student Mental Health and Wellbeing Policy.

3.4. The SENCo is responsible for:

- Collaborating with the LGC, Headteacher/Principal and the mental health lead, as part of the Senior Leadership Team (SLT), to determine the strategic development of behavioural and SEMH policies and provisions in the school.
- Undertaking day to day responsibilities for the successful operation of the behavioural and SEMH policies to support pupils with SEND, in line with the Trust's Special Educational Needs and Disability (SEND) Policy.
- Supporting teachers in the further assessment of the pupil's strengths and areas for development and advising on effective implementation of support.

3.5. Teaching staff are responsible for:

- Implementing the Behaviour Policy and the local procedures consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents
- Aiming to teach all pupils the full curriculum, whatever their prior attainment

- Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every pupil achieving their potential, and that every pupil with behavioural difficulties will be able to study the full national curriculum.

3.6. All staff are responsible for:

- Implementing the Behaviour Policy and the local procedures consistently
- promoting a supportive and high-quality learning environment
- modelling high levels of behaviour
- being aware of the signs of behavioural difficulties
- setting high expectations for every pupil
- Being aware of the needs, outcomes sought and support provided to any pupils with specific behavioural needs.

3.7. Parents/carers are responsible for:

- Supporting their child to adhere to the behaviour policy and procedures set out in the school/academy.
- Informing the school/academy of any changes in circumstances that may affect their child's behaviour.
- Discussing any behavioural concerns with a member of staff.

3.8. Students are responsible for:

- Their own behaviour both inside and outside the school/academy.
- Reporting any unacceptable behaviour to a member of staff.
- Behaving in an orderly and self-controlled way.
- Showing respect to all members of staff and each other.
- Treat the school/academy buildings and school property with respect.
- Wearing the correct uniform.
- Accepting sanctions when given.
- Refraining from behaving in a way that brings the school/academy into disrepute, including when outside school.

4. Behaviour management

All staff have the authority and responsibility to consistently apply the Trust's Behaviour Policy and the local procedures. This includes rewarding pupils, or where necessary putting sanctions in place for those who fail to adhere to the school/academy rules, this can be both inside and outside of the school.

4.1. Promoting good behaviour

The Trust promotes positive behaviours through recognising, praising and rewarding positive behaviours. Each school/academy should ensure that:

- They build and maintain positive relationships with pupils, built on respect.
- Pupils' achievements are recognised within, but also beyond the classroom environment.
- Positive learning environments are provided, where children feel safe and confident and are able to flourish.

4.2. Rewards

As a Trust we promote positive behaviour by recognising and promoting good behaviours, attitudes and achievements that meet our values and expectations.

The Headteacher/Principal at each school/academy is responsible for setting the arrangements for recognising positive behaviours, attitudes and achievements, based on the principles outlined in this policy. This is done through considering the age, maturity and understanding of the pupils at the school/academy. These systems are shared with pupils, staff and parents/carers to ensure a consistent and collaborative approach.

Graham School rewards pupils for trying hard and doing their best. Teachers and support staff give students stamps when they feel that they are warranted. These stamps are put into a student's planner and the stamps are then collated on a regular basis to give an overall total. This total then goes on for recognition at the school's celebration assemblies where students are able to win prizes dependent on their performance during each term.

Please see Appendix A, item 4.2 for localised school base rewards system.

4.3. Sanctions

Staff can apply and impose reasonable disciplinary sanctions in response to inappropriate behaviours, in line with the local school/academy Behaviour Procedures. Reasonable penalties may include: confiscation, retention or disposal of a pupil's property, in agreement with parents/carers (where appropriate), and/or detentions, during break, lunch or after school.

Sanctions will be proportionate to the behaviours displayed, in accordance with the school/academy systems and procedures, and taking into account the pupil's age, SEND needs or any religious requirements.

Detentions

- Teachers have a legal power to put pupils (under the age of 18) in detention, but will act reasonably and ensure the pupils' safety is not compromised.
- If a lunchtime detention is used, staff will allow reasonable time for the pupil to eat, drink and use the toilet.
- Consent from parents/carers is not required for detentions, but the school/academy will endeavour to inform parents/carers of the detention.

- There is no requirement for notice to be given to parents/carers.

Please see Appendix A, item 4.3 for localised school procedures.

5. Classroom Management

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom. Well-managed classrooms are paramount to preventing disruptive and unacceptable behaviour.

5.1. Staff will:

- Create and maintain a stimulating environment that encourages pupils to be engaged.
- Display the pupil code of conduct within the classroom.
- Develop a positive relationship with pupils, which may include:
 - Greeting pupils in the morning/at the start of lessons
 - Establishing clear routines
 - Communicating expectations of behaviour in ways other than verbally
 - Highlighting and promoting positive behaviour
 - Concluding the day positively and starting the next day afresh
 - Each lesson is a fresh start
 - Having a plan for dealing with low-level disruption
 - Using positive reinforcement.

Teachers will also ensure that they follow the Positive Discipline Behaviour Policy that has been made clear to all staff and students and is outlined in Appendix A, item 4.3.

6. Pupil support

- 6.1. The Trust 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.
- 6.2. The school's/academy'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/carers to create the plan and review it on a regular basis.

Please see Appendix A, item 6.2 for additional school based support for pupils.

7. Safeguarding

- 7.1. The Trust 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, schools/academies will follow their Child Protection and Safeguarding policies and procedures.

8. Sexual abuse and discrimination

- 8.1. The Trust prohibits all forms of sexual abuse and discrimination, including sexual harassment, gender-based bullying and sexual violence. The Trust's procedures for handling peer-on-peer sexual abuse and discrimination are detailed in the Peer-on-Peer Abuse Policy.
- 8.2. The Trust will work with all schools/academies to 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.
- 8.3. The response to any incidents of sexual abuse and/or discrimination will be:
- Proportionate
 - Considered
 - Supportive
 - Decided on a case-by-case basis
- 8.4. The schools within the Trust have 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 see Appendix A, item 8.4 for details on additional school procedures

9. Smoking and controlled substances

- 9.1. In accordance with part 1 of the Health Act 2006, all schools/academies in the Trust are smoke-free environments. Parents/carers, visitors, staff and pupils are instructed not to smoke on school/academy grounds. Pupils are not permitted to bring smoking materials or nicotine products into the school/academy.
- 9.2. The Trust has a zero-tolerance policy on illegal drugs, legal highs and other controlled substances. Where incidents with pupils related to controlled substances occur, the school/academy will follow the

procedures outlined in the local Behaviour Policy/Procedures and Child Protection and Safeguarding Policy.

10. Prohibited items, searching pupils and confiscation

10.1. Headteachers/Principals and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. The prohibited items are:

- Knives or weapons.
- Alcohol.
- Illegal drugs.
- Stolen items.
- Tobacco and cigarette papers.
- Fireworks.
- Pornographic images.
- Any article that the member of staff reasonably suspects has been, or is likely to be, used:
 - To commit an offence; or
 - To cause personal injury to any person, including the pupil themselves; or
 - To damage the property of any person, including the pupil themselves.

10.2. All members of staff can use their power to search without consent for any of the items listed above. Staff will follow the provisions outlined in this policy and the local procedures when conducting searches and confiscating items.

10.3. The Headteacher/Principal and other authorised members of staff are permitted to use reasonable force when conducting a search without consent for certain prohibited items, in line with the school's/academy's Positive Handling Policy (where applicable) and/or the local Behaviour Policy/Procedures.

11. Behaviour off school premises

11.1. Sanctions may be applied where a pupil has misbehaved off-site when representing the school/academy. 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/academy
- Sanctions may also be applied where a pupil has misbehaved off-site at any time, whether or not the conditions above apply, if the misbehaviour:

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

Please see Appendix A for localised information.

12. Power to use reasonable force

- 12.1 Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.
- 12.2 Headteachers/Principals and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.
- 12.3 For further information regarding the use of reasonable force, please see the Care and Control Policy.

13. Malicious Allegations

- 13.1. 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/academy will discipline the pupil in accordance with this policy.
- 13.2. 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/academy will discipline the pupil in accordance with this policy.
- 13.3. In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school/academy (in collaboration with the Local Authority Designated Officer (LADO), 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.
- 13.4. The school/academy will also consider the pastoral needs of staff and pupils accused of misconduct. Please refer to our Child Protection and Safeguarding Policy, the Peer-on-Peer Abuse Policy and the Managing Allegations Against Staff Policy or more information on responding to allegations of abuse against staff or other pupils.

14. Monitoring and review

This policy is reviewed annually by the Distinctiveness and Personal Development Committee. Any changes made to this policy by the Trust will be communicated to all members of staff. All members of staff are

required to familiarise themselves with all processes and procedures outlined in this policy and the local procedures. The next scheduled review date for this policy is listed on the cover page of the policy.

Localised Behaviour Procedures for Graham School



Item 4.2 Rewards - localised school based rewards system

Graham school recognises that students should be rewarded for good behaviour.

The School rewards pupils for trying hard and doing their best. Teachers and support staff give students stamps when they feel that they are warranted. These stamps are put into a student's planner and the stamps are then collated on a regular basis to give an overall total. This total then goes on for recognition at the school's celebration assemblies where students are able to win prizes dependent on their performance during each term.

The school will use the following rewards for displaying good behaviour:

- Certificates
- Postcards home
- Principal awards
- Verbal praise
- Prizes
- Reward points
- End of term whole-class rewards
- Celebration assemblies

Item 4.3. Sanctions - localised school based procedures and positive discipline

Graham School follows a positive discipline policy.

Teachers have the freedom to impose sanctions as they see fit depending on the behaviour, and age, of the student. This sanction process is outlined below:

The school has a range of disciplinary measures which can be used, including, but not limited to, the following:

- Giving a verbal warning
- Providing extra work or repeating unsatisfactory work until it meets the required standard
- Setting additional work as a consequence, e.g. writing tasks

- Taking away privileges, e.g. not being able to participate in non-uniform days, losing social time or losing extra, prized responsibility.
- Missing break/lunchtime, or detentions during lunchtime, after school and at weekends
- Engaging in school-based community service, e.g. picking up litter
- Placing the student on report for constant monitoring or other consistent behaviour checks
- Placing the student in seclusion
- Excluding the student either temporarily or permanently, in extreme cases.

Teachers will use their judgement when issuing sanctions, taking into account whether they believe the student's behaviour was intentional, especially if it is the first time the student has displayed this behaviour. Teachers are expected to act reasonably and fairly. Senior leaders will make the final decision as to the sanction required where it is appropriate to do so.

At all times, teachers will discuss the behaviour with the student to ensure the student understands why it is inappropriate and to prevent any reoccurring behaviour.

Any member of staff who witnesses a display of unacceptable behaviour, or who issues any sanction to a student, must report this to the Head of Year and/or Assistant/Vice Principal: Behaviour and Attitudes.

The Assistant/Vice Principal will keep a record of all reported incidents.

The school does not take serious unacceptable behaviour lightly, and will not hesitate to act in the best interest of the students within the school.

All bullying incidents will be dealt with in accordance with the procedures outlined in the school's Anti-bullying policy.

Where students display aggressive and/or threatening behaviour, or illegal activity discovered, the school will not hesitate to contact the police.

Any allegations made against a member of staff's behaviour and misconduct will be dealt with in accordance with the school's Allegations Against Staff Policy which can be found within the school's safeguarding policy.

The school will consider whether the behaviour displayed by the student gives reason to suspect that the student is suffering, or is likely to suffer, significant harm. In these instances, the procedures outlined in the school's Child Protection and Safeguarding Policy will be followed.

The school will also consider whether the displayed behaviour is an indicator that the student's educational, or other, needs are not being met. In this instance, the school will consider whether a multi-agency assessment of the student's behaviour would be beneficial.

The Positive Discipline Process within the classroom

PHASE 1: VERBAL WARNING

It is anticipated that many students will receive the occasional verbal warning in their time with us. Hopefully, as students mature and become more self-disciplined the great majority of student/teacher contact will be positive and enthusiastic. Students should become accustomed to operating within the

confines of our learning framework. This will include settling to work quickly, listening properly to the ideas of others and participating constructively in discussion.

The verbal warning, although not recorded, has two clear purposes:

- a) To indicate to students that they have done or are doing something which is unacceptable;
- b) To form a link to the more serious **PHASE TWO** sanction if it is required.

The words 'VERBAL WARNING' will be used by the member of staff, at which point the member of staff will take the student's planner and place it on the teacher's desk.

PHASE 2: FIRST WRITTEN COMMENT

A student who continues to behave unacceptably despite being given a verbal warning will move into phase two and receive their first written comment which is verbally reinforced by the member of staff.

This is then recorded in the appropriate page of the Student Planner with a code and a brief comment followed by staff initials. Students will move straight into phase two for lateness, homework, coursework and equipment misdemeanours.

Students could move into phase two as a result of continuing the behaviour which led to the initial verbal warning or for behaving in a way which is considered too serious to receive only a verbal warning. If a student reaches the maximum number of written comments allowed each week they will move into phase 5 - seclusion. If they complete phase 5 and return to their mainstream education in the same week, but then reach half the maximum written comments in the remainder of that week they will return to seclusion.

PHASE 3: SECOND WRITTEN COMMENT

Occasionally, students will continue to behave in an unsatisfactory manner despite receiving both a verbal warning and a first written comment. Such behaviour will result in the student moving into phase 3.

Students are given a second written comment in their planner, and will then be moved to another seat for the remainder of the lesson.

PHASE 4: THIRD WRITTEN COMMENT

At this point the classroom teacher would come to the decision that a child is persisting in undermining the work of everyone in the room. This is despite receiving a verbal warning, and two written comments at this stage.

Students are now given a third and final written comment in their planner (no more than 3 comments can be issued in any single lesson). The student will now be removed from the classroom and placed in a safety net.

Graham School has a whole school safety net timetable in place. This is comprised of a range of KS3 and KS4 teaching rooms that have been identified as being able to 'receive' students who have been removed from lessons as a result of phase 4. ON CALL will bring the phase 4 student to an appropriate safety net.

The removed student must now be submitted for a school detention. This will be at the earliest opportunity. The detention will be written into the next available day in the student's planner at this time.

When a student is given a fifth detention, parents will be informed of the seriousness of the situation and the consequence of any further school detentions being received. When a sixth school detention is given to any child, that child will automatically move into phase 5 - Seclusion.

PHASE 5: SECLUSION

Seclusion is an extremely serious sanction. The seclusion room is a functional and purposeful environment with a bank of work which covers every curriculum area. The seclusion room is staffed by our Seclusion Manager, supported by the Vice Principal for Student Welfare and others.

A video camera will be in operation at all times, supervision at lunchtime will be staffed by the duty rota.

Mobile phones will need to be handed in at the start of the seclusion day and will be returned when it is time for students to leave at 15:30.

Students will be 'secluded' in the fullest sense of the word. Lunch-break will be taken in the seclusion room and at no time will the secluded student be allowed to socialise with other students.

The duration of the day in the Seclusion Room will be from 09:10 until 15.30. All students who are placed in seclusion must bring their planner and equipment for that day. Any student who reaches phase 5 during the school day will go directly to seclusion and remain there until they have completed five full periods of good quality work and behaviour, which will be administered by the Seclusion manager. Parents will be notified of this through the planner. Students placed in seclusion arriving late without good reason will also have to complete the number of good quality, complete lessons that remain. A student who is absent during the course of a seclusion session and does not produce a formal medical note will still need to complete the required 5 good lessons of behaviour and work. The period of seclusion should begin at the earliest convenient time.

A record of the period of seclusion will be kept on file. It may also be worth noting once again that this sanction, as with any sanction can be reached through a gradual process of continued unacceptable behaviour or through the committing of a misdemeanour which is considered sufficiently serious to warrant such an immediate sanction.

A student who fails to behave appropriately in seclusion is at risk of a suspension, though work will be done to try to help that student to avoid being suspended.

Students will enter seclusion when they reach 8 comments in a single week; receive an additional 4 comments in the same week after completing seclusion; fail to attend the Principal's detention; or for behaviour incidents deemed to be of a serious nature – identified by the Vice Principal: Student Welfare.

PHASE 6 - BEHAVIOUR CONTRACT

Students may be placed on behaviour contract when it is deemed that they have a history of poor behaviour and it is thought that a behaviour contract will be of benefit to the student. Each behaviour contract will be bespoke to the child but will not be used before they have at least accrued 5 days in seclusion within a half term, or they have received 5 suspensions.

Each time the contract is broken the student will serve one day's seclusion. Further sanctions for failure to stay within the contract will be considered by the Vice Principal and the child's Director of Progress, although suspensions will be administered at the discretion of the Principal.

However, in some instances, it may be deemed that the contract is significantly negatively affecting the individual. In such instances, the Principal reserves the right to administer the behaviour contract in such ways as to avoid these unfavourable scenarios.

Students will remain on contract for a period of five weeks. Each time the contract is broken the five-week period begins again.

PHASE 7 – SUSPENSIONS AND EXPULSION

Students who persistently break the contract or who commit a particularly serious misdemeanour can expect to find themselves in phase 7. Suspensions are issued as a final resort to highlight the severity of an incident or a student's cumulative behaviour.

Suspensions are issued for a range of serious behaviour incidences including, but not being limited to, defiance, unprovoked assault, being abusive towards staff, and use of racist, homophobic or disablist language towards a student or a member of staff. If it is felt that a student's behaviour has been dangerous, threatening or persistent bullying then a suspension could be issued. A decision to exclude is made entirely by the Principal and the Governor Board.

Fixed term exclusions operate on an increasing tariff within categories. The exclusion tariff will increase in the following manner: 1,1,1,2,2,2,3,3,3,4,4,4,5,5,5 days. Categories that fixed term exclusions operate within are:

Verbal and physical abuse towards other members of the school community

Persistent disruptive behaviour - This includes, amongst other things, refusal to follow instructions and general defiance.

Bullying

Presenting a risk to others – This includes things such as damaging other people's property, theft, sexual misconduct, the involvement of drugs and / or alcohol, etc.

Other

The Principal reserves the right to vary any exclusion tariff dependent on the severity of the offence committed.

Once a student has triggered the 10-day exclusion mark, discussions with partner schools in Scarborough may take place to discuss if a managed move may be appropriate. Alternatively consideration of whether Alternative Provision is necessary will be discussed.

A student returning to the school after being excluded for failing or refusing seclusion, will be reintegrated by a Behaviour Support Officer, Director of Progress, Senior Leader, or in some cases the Principal. The student will automatically be placed in seclusion until five hours of good behaviour and work have been completed, and until 3:30pm.

The school also reserves the right to, where it sees appropriate, vary the consequence for failure to adhere to the high standards required by the school. This may take the form of, though are not exclusive to, spending time with senior school leaders, being sent to other schools within our trust to complete the sanction or being sent to an alternative provision for a period of time. These sanctions will be administered at the discretion of the Principal

Item 6.2 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.

Where a pupil exhibits challenging behaviour a variety of approaches may be taken in order to support the child. These may be, but are not limited to:

- The school will work closely with parents and carers to ensure that the child's needs are met.
- Support will be available from the pastoral team, to ensure that concerns are dealt with and the child feels supported.
- The pupil may be evaluated by the school's Special Educational Needs Co-ordinator (SENCo) and appropriate measures put in place.
- Support and advice may be sought from specialist teachers or other person's seen to be experts in their area.
- Support from an Educational Psychiatrist or other medical practitioners may be sought, in order to identify or support specific needs.
- If it is felt that a child needs an alternative pathway, the school's alternative provision may be used. If this fails to meet the needs of the child, further support will be sought from the local authority and other external agencies.

Item 8.4 Sexual abuse and discrimination

The school prohibits all forms of sexual abuse and discrimination including sexual harassment, gender-based bullying and sexual violence. The Trust's procedures for handling peer-on-peer sexual abuse and discrimination are details in the peer-on-peer abuse policy.

The Trust will work with the academy to ensure that all incidents of sexual harassment and/or violence are met with a suitable response and are never ignored. Pupils are regularly encouraged to report anything that makes them uncomfortable, no matter how insignificant that they feel the issue is.

The response to any incidents of sexual abuse and/or discrimination will be:

- Proportionate
- Considered
- Supportive
- Dealt with on a case-by-case basis.

The academy 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 or disclosure
- Carry out risk-assessments, where appropriate, to determine whether to manage the incident internally or to refer onwards to other agencies

Item 11.1 Behaviour off school premises

Teachers are able to sanction students for misbehaviour outside of the school premises.

Teachers may discipline students for misbehaviour off the school premises when the student is, however, the final decision about the consequence given will be from a member of the senior leadership team (SLT):

- Wearing school uniform.
- Travelling to or from school.
- Taking part in any school-related activity.
- In any way identifiable as being a student at the school.

Teachers may also discipline students for misbehaviour off the school premises that, irrespective of the above:

- Could negatively affect the reputation of the school.
- Could pose a threat to another student, a member of staff at the school, or a member of the public.
- Could disrupt the orderly running of the school.

The final decision for the level of consequence will be made by a member of the SLT.

Any bullying witnessed outside of the school premises and reported to a member of staff, will be dealt with in accordance with the school's Anti-bullying policy.

The school will impose the same behaviour sanctions for bullying incidents and non-criminal bad behaviour which is witnessed outside of the school premises, as would be imposed for the same behaviour conducted on school premises.

In all cases of misbehaviour outside of the school premises, teachers will only impose any behaviour sanctions once the student has returned to the school premises or when under the supervision of a member of staff.