

Parkwood E-ACT Academy Behaviour Policy

Department Owner	Operations (National)
Section Owner	Education (National Behaviour Lead)
Approver	Education & Personnel
Date Approved	July 2016
Review Date	July 2018
Status	This is a template policy and will require significant amendment and input for each individual E-ACT academy. The Headteacher is responsible for ensuring that the academy's behaviour policy includes all the relevant sub-sections set out within this policy, and all associated specific academy information.

1 Circulation

- 1.1 This policy is addressed to all staff, all pupils and parents. It also applies to the wider Academy community. A copy of this policy can be found in Staff Handbook, home school agreement, website, information for prospective pupils and staff, and parents will be reminded of this on an annual basis. This policy will be reviewed every 2 years or sooner if required.

This policy can be made available in large print or other accessible format if required.

1. Ethos and policy statement

1.1 As an Academy we believe that all members of the Academy should be able to learn in a calm, safe and purposeful environment. The behaviour policy is the foundation for a clear, shared understanding between pupils, teaching staff, support staff, parents/carers and governors. It is essential that pupils understand that unacceptable behaviour results in sanctions being imposed, that high expectations are clear and explicit, and that good behaviour will be rewarded.

1.2 This policy takes account of the Academy's public sector equality duty set out in section 149 of the Equality Act 2010.

2. Application

2.1 The Governance and the Principal intend that the Academy rules and the sanctions provided in this policy shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from Academy premises and outside of the jurisdiction of the Academy, for example during half term and the holidays. This will normally be where the conduct in question could have repercussions for the orderly running of the Academy, affects the welfare of a member or members of the Academy community or a member of the public, or which brings the Academy into disrepute.

3. Academy rules

The Academy expects that Positive attitudes to learning and appropriate behaviour will ensure that we create a safe, secure and stimulating environment where young people are challenged and supported to be the best that they can be. The Climate for Learning within the Academy will be driven by the idea of Positive Learning and Behaviour; students will be expected to display a positive and determined attitude to their learning, and make behaviour choices which allow teachers to teach and all students to learn effectively and raise standards of achievement across the Academy.

Poor behaviour and low level disruption threaten the rights of young people to an effective education and can lead to people feeling unsafe, bullied, intimidated or threatened. This policy sets out the expectations within the Academy, along with how we acknowledge those students who meet them and the sanctions in place for those who do not. It encourages young people to make the right choices and reinforces those choices through use of praise.

4. Conduct

4.1 The Academy expects that:

In order to be successful learners of Parkwood Academy, Students will:

- Be focused on their learning, and help themselves and others to learn
- Take responsibility for their learning, and take opportunities to learn independently
- Display 'on task' behaviour in all lessons
- Take advantage of extracurricular learning opportunities
- Be prepared to try, even if they fail occasionally
- Be open minded and receptive to the views of others
- Recognise that everyone has the right to learn and succeed
- Take care of their own behaviour to ensure the safety of others at all times

More specifically, students will follow the Basic 8 expectations of the Academy:

1. Arrive on time to the Academy and for all lessons
2. Wear the Academy uniform and be well presented at all times
3. Be equipped with at least a black or blue pen, a red pen, pencil, ruler, Academy notebook and timetable and reading book, plus other items that may be required; e.g. PE kit or calculator
4. Ensure all mobile phones and music devices are switched off during the Academy day and put securely away
5. Be polite and treat others as you would like to be treated including using appropriate language. Swearing will result in a consequence.
6. Be prepared to stay in lessons. Break and lunch are time for toilet breaks and to re-fill water
7. No eating or drinking in lessons or on corridors except in designated areas (chewing gum, fizzy drinks and energy drinks are banned throughout the academy)
8. Display good behaviours on the corridors and the outside spaces

4.2 The Academy will not accept the following behaviour:

- Physical assaults on staff or other pupils
- Verbal assaults on staff or other pupils
- Damage to academy property including the building
- Substance abuse or Possession of drugs and/or alcohol related offences.
- Racially or homophobic motivated incidents
- Behaviour which is against the criminal law
- Failure to comply with a reasonable request from a senior member of staff.
- Failure to wear Academy uniform which has been provided (where possible) for a student who is in incorrect uniform is regarded as failure to comply with a reasonable request.
- Breaches of health and safety rules.

- Failure to comply with the requirements of the 'Consequence System'
- Wilful damage to property.
- Bullying
- Sexual misconduct
- Theft
- Making a false allegation against a member of staff
- Behaviour which calls into question the good name of the Academy
- Persistent defiance or disruption
- Minor assaults or fighting that is not premeditated or planned
- Other serious breaches of Academy rules.

5. Rewarding good behaviour

5.1 The Academy understands that rewards can be more effective than punishment in motivating pupils. The Academy is committed to promoting and rewarding good behaviour and may do so in some of the following ways:

- Vivo Rewards -- Rewards will be given to students by tutors and teaching staff for a range of reasons including; punctuality, attendance, positive behaviour for learning and good progress. The rewards will be given as Vivo rewards which can then be used to purchase a variety of products online like vouchers for popular shops, cinema tickets etc.
- Reward Activities
- Postcards
- Positive phone calls home

6. Poor behaviour: use of disciplinary sanctions

6.1 The Academy understands that the use of sanctions must be reasonable and proportionate to the circumstances of the case and that account must be taken of a range of individual pupil needs in determining the appropriate use of such sanctions, including the pupil's age, any special educational needs or disability and any religious requirements affecting the pupil. The Academy has the following range of disciplinary sanctions that may be implemented as appropriate:

- Removal from activities
- Detentions during the school day or after school

- Time spent internally within the Parkwood Inclusion Centre (PIC)
- Time spent internally within our Short Term Exclusion Centre (STEC)
- Fixed Term Exclusion

6.2 In all cases of misconduct, including those outside of the Academy, the Principal will consider whether the police or the local authority's anti-social behaviour co-ordinator should be notified of the disciplinary action taken. The police will always be informed where the pupil's behaviour is criminal or poses a serious threat to a member of the public.

6.3 Where behavioural issues give cause to suggest that a child is suffering or is likely to suffer significant harm, the Academy's child protection procedures will be followed.

7. Exclusions

7.1 The Academy will follow government guidance on exclusions, unless there is a good reason to depart from it. The Academy aims to operate within the principles of fairness and natural justice.

7.2 Exclusions can take the form of:

- Fixed term exclusions;
- Permanent exclusions;

7.3 The Academy's policy on exclusions applies to serious breaches of Academy discipline occurring on Academy premises and also outside of the Academy. Please see the Academy's separate exclusions policy.

8. Malicious allegations against staff

8.1 Where a pupil makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Principal will consider whether to take disciplinary action in accordance with this policy. This may include a referral to the police to consider if action might be appropriate against the accused.

8.2 Where such an allegation is made, appropriate support will be provided to the member(s) of staff affected.

9. Use of reasonable force

9.1 Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance *Use of reasonable force: advice for head teachers, staff and governing bodies* and only when immediately necessary and for the minimum time necessary to prevent a pupil from doing or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline at the Academy or among any of its pupils, whether that behaviour occurs in a

classroom or elsewhere.

9.2 Where restraint is used by staff, this is recorded in writing and the pupil's parents will be informed about serious incidents involving the use of force. Force is never used as a form of punishment. [• See also the Academy's separate policy on the use of physical restraint.]

10. Searching pupils

10.1 **Informed consent:** The Academy staff may search a pupil with their consent for any item. Appropriate consideration will be given to factors that may influence the pupil's ability to give consent.

10.2 If the pupil refuses, sanctions will be applied in accordance with this policy.

10.3 **Searches without consent:** In relation to prohibited items, as defined below, the Principal, and staff authorised by the Principal, may search a pupil or a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Searches without consent will only be carried out on the academy premises or where the member of staff has lawful control or charge over the pupil, for example, on academy trips.

10.4 **Prohibited items:** Means knives or weapons, alcohol, illegal drugs and stolen items, tobacco and cigarette papers, fireworks, pornographic images and any other items as defined as such from time to time. It shall also include any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or to cause personal injury to, or damage to the property of, any person including the pupil; any item banned by the Academy rules identified as being an item which may be searched for; and any other items as defined in law as such from time to time.

10.5 **Searches generally:** If staff believe a pupil is in possession of a prohibited item, it may be appropriate for a member of staff to carry out:

- a search of outer clothing; and / or
- a search of Academy property, e.g. pupils' lockers or desks; and / or
- a search of personal property (e.g. bag or pencil case within a locker).

10.6 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff.

10.7 Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil. However, where a member of staff reasonably believes that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and it is not reasonably practicable to summon another member of staff a search may be conducted by a member of the opposite sex without a witness present.

10.8 Where the Principal, or staff authorised by the Principal, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item as appropriate in accordance with the DfE guidance *Screening, searching and confiscation*.

11. Parents and carers

11.1 Parents and carers can help their child to contribute positively towards the disciplined learning environment by:

- Discussing the behaviour policy and expectations with your child
- Talking to your child's teachers at progress evening
- Attend meetings when required with members of the Academy staff body
- Speak to the Year Team with any concerns you have about your child's behaviour

12. Evaluation / monitoring / performance

12.1 The Academy will evaluate and monitor performance by tracking concerns and quality assuring the procedures followed.

12.2 By evaluating the success of the policy the Academy will consider to what extent :

- The behaviour policy is followed
- Students understand the policy and are complying with it
- The policy has been communicated to all stakeholders

References

Searching, screening and confiscation: Advice for headteachers, school staff and governing bodies (February 2014)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279245/searching_screening_confiscation_advice_feb14.pdf