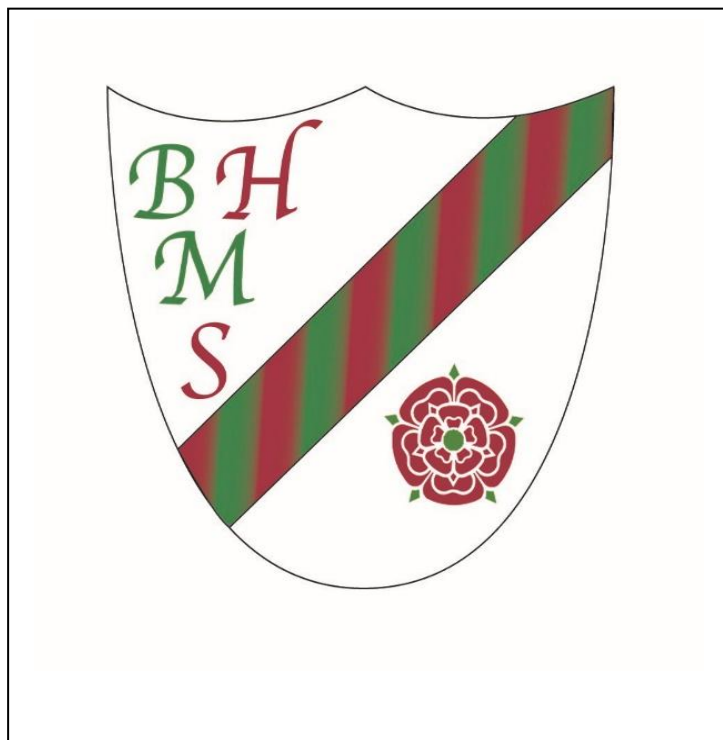


Bedford Hall Methodist Primary School

Positive Behaviour Policy



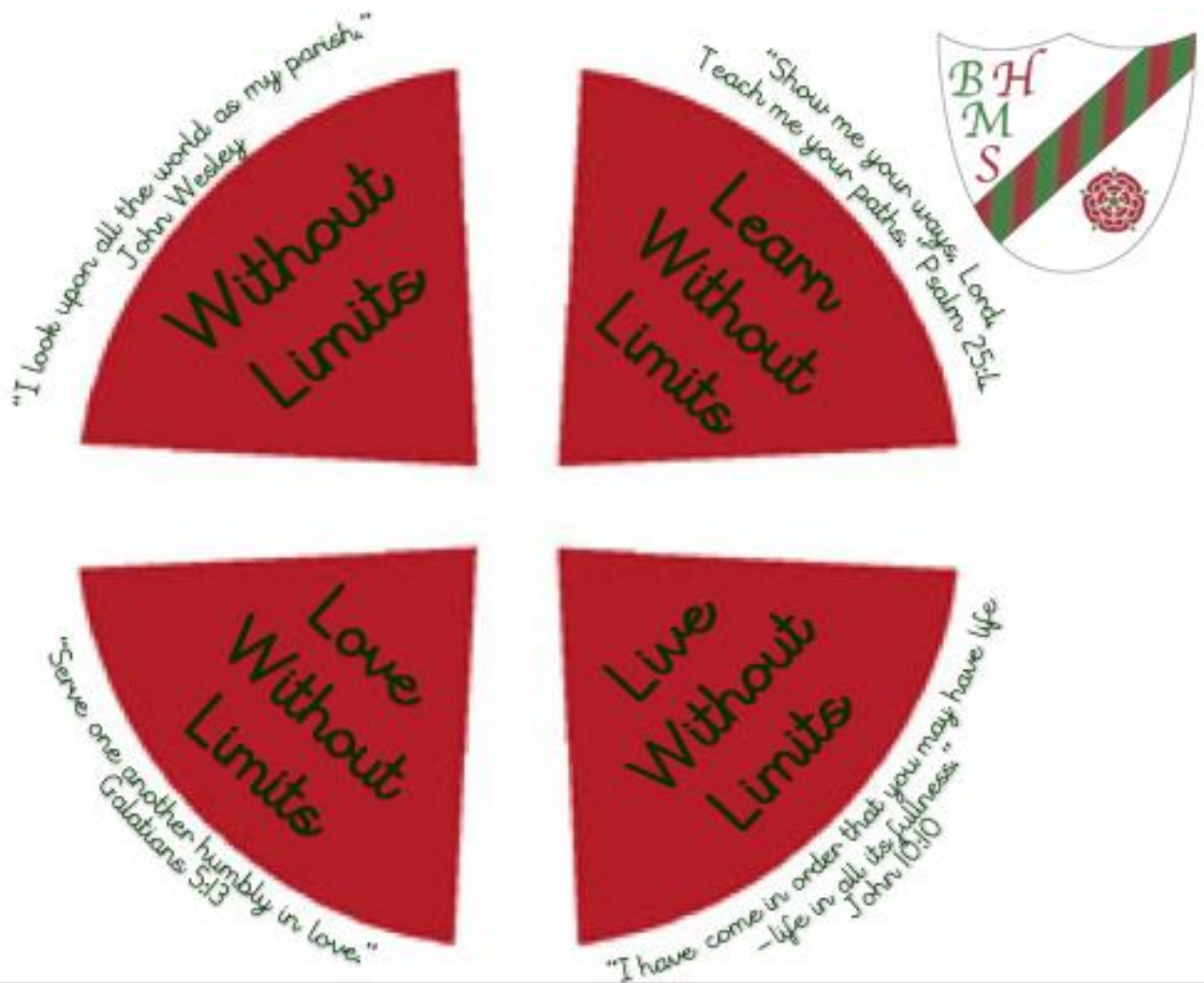
Written by:	Mrs L Draper/Miss L Russell
Date agreed:	March 2025
Next Review Date:	Autumn 26
Chairs Signature	

Mission Statement

Bedford Hall Methodist Primary School strives to provide a caring environment in which every individual can achieve his or her full potential.

To achieve this we wish to create a happy secure and purposeful atmosphere throughout the school, which is conducive to learning and high standards, and is based on Christian values.

Bedford Hall Methodist Vision



Version Control

Date	Author	Version	Reason for Change
September 2019	A Burkes L Whittaker	New	Policy completely rewritten
Sept 2020	L Whittaker	2	Choices Script adapted Changes to reward system
Feb 2022	L Whittaker	3	Appendix 3 – Step System for Lunchtime Supervisors added
Nov 2023	L Russell	4	Replaced Golden Rules with one rule Changes to key roles and responsibilities Addition of Appendices 5-7
March 2025	L Russell L Draper	5	Removed Kindness Award Additional information regarding awards

Safeguarding Statement

At Bedford Hall Methodist Primary School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors.

Positive Behaviour Policy

Contents:

Statement of intent

1. Key roles and responsibilities
2. Training of staff
3. Pupil expectations
4. Definitions
5. Rewarding good behaviour
6. Unacceptable behaviour
7. Consequences
8. Outside of school and the wider community
9. Monitoring and review
10. Appendices
 1. Appendix 1 – Restorative Practice Questions
 2. Appendix 2 – Step System
 3. Appendix 3 – Step System for Lunchtime Supervisors
 4. Appendix 4 – Choice Script
 5. Appendix 5 – Behaviour on a Page
 6. Appendix 6 – Playground Duty Expectations
 7. Appendix 7 – Positive Handling Form

Links

DFE Exclusion Guidance (September 2023)

<https://www.gov.uk/government/publications/school-exclusion>

Behaviour in Schools Advice for headteachers and school staff (February 2024)

<https://www.gov.uk/government/publications/behaviour-in-schools--2>

Statement of intent

Bedford Hall Methodist Primary School believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life. We base our approaches on our vision, Christian values and nurturing ethos.

We are committed to:

- Promoting the intrinsic desire to display positive attitudes and behaviours both in and outside of school, including online.
- Promoting self-esteem, self-discipline, proper regard for others, and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all.
- Praising and rewarding good behaviour.
- Empowering children to develop resilience through developing a growth mindset.
- Empowering children to know that attitude and behaviour are a choice.
- Challenging behaviour that is not in line with our policy and applying a restorative approach.
- Providing an environment for all children to feel safe and cared for.
- Encouraging positive relationships with parents/carers.
- Demonstrating strong morals, self-regulation, and uphold each schools' values and a shared approach which involves pupils in the implementation of the Acorn Trust's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all pupils can achieve based on our vision to 'Learn, Love, Live: Without Limits.'

This policy should be read in conjunction with:

- Inclusion /SEND Policy
- Early Years Policy
- Anti-bullying Policy
- Attendance Policy
- Educational Visits Policy
- Equality Policy
- Online Safety Policy
- Safeguarding Policy
- Complaints Policy
- Whistleblowing Policy

1. Key roles and responsibilities

- 1.1. The Local Advisory Board (LAB) has overall responsibility for ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2. The Local Advisory Board (LAB) has responsibility for handling complaints regarding this policy, as outlined in the school's Complaints Policy.
- 1.3. The Headteacher is responsible for the day-to-day implementation and management of this policy.
- 1.4. The Behaviour lead and Pastoral lead are responsible for providing guidance and support to staff with the delivery of the Positive Behaviour Policy.
- 1.5. The Pastoral lead will co-ordinate with the Inclusion Manager and mental health support teams to provide a high standard of care to pupils who have SEMH-related difficulties that affect their behaviour and refer pupils with SEMH related behaviour difficulties to external services, e.g. specialist children and young people's mental health services (CYPMHS), to receive additional support where required.
- 1.6. The Pastoral lead will co-ordinate with the Inclusion Manager in overseeing the outcomes of interventions on pupils' behaviour, education and overall wellbeing.
- 1.7. The class teacher and Pastoral lead will engage with parents where children's SEMH difficulties impact on their behaviour or where behaviour choices create significant barriers to learning.
- 1.8. The Pastoral lead and Inclusion Manager will liaise with other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
- 1.9. The class teacher and Pastoral lead will liaise with potential future providers of education, such as secondary school teachers, to ensure that pupils and their parents are informed about options and smooth transition is planned.
- 1.10. The Inclusion Manager is responsible for undertaking day-to-day responsibilities for the successful operation of the behavioural and SEMH policies to support pupils with SEND.
- 1.11. All members of staff will work collaboratively in the review and development of the Positive Behaviour Policy.
- 1.12. All members of staff, including volunteers, will be responsible for following the policy and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.13. All members of staff are responsible for being aware of the signs of SEMH related behavioural difficulties;
- 1.14. Teaching staff are responsible for planning and reviewing support for their pupils with SEMH-related behavioural difficulties in collaboration with parents, the Inclusion Manager and Pastoral, and where appropriate, the pupils themselves.
- 1.15. All members of staff are responsible for setting high expectations for every pupil.
- 1.16. All members of staff are responsible for keeping the relevant figures of authority up-to-date with any changes in behaviour. The relevant figures of authority include: SENCO/headteacher/SLT.

- 1.17. All members of staff and volunteers will create a supportive and high quality learning environment, teaching and modelling positive behaviour for learning and implementing this policy.
- 1.18. Pupils are responsible for controlling/managing their behaviour both inside school and out in the wider community
- 1.19. Pupils are responsible for their social and learning environment and agree to report any behaviour which is not in line with the school's positive behaviour policy, vision and values.
- 1.20. Parents/carers will be expected to take responsibility for the behaviour of their child(ren) inside and outside of school.
- 1.1. Parents/carers will be expected to take responsibility for promoting positive behaviour for learning and modelling acceptable behaviour in the home and in the school playground.

2. Training of staff

- 2.1. At Bedford Hall Methodist Primary School, we recognise that early intervention can prevent inappropriate behaviour. As such, staff will receive training in de-escalation techniques and restorative practice.
- 2.2. Teachers and support staff will receive training on this policy as part of their new starter induction.
- 2.3. Teachers and support staff will receive regular and ongoing training as part of their development.
- 2.4. Part of the process of annually reviewing this policy involves all staff being reminded about practice and principles of promoting good behaviour whilst being able to contribute ideas to improving practice.
- 2.5. The school will provide training for staff around the specific needs of pupils with continual behaviour problems.
- 2.6. Staff have been provided with the document, behaviour on a page and playground duty expectations, in order to support them with the implementation of this policy (see appendix 5 and 6).
- 2.7. Lunchtime staff have been provided with a document setting out playground duty expectations and meet on a regular basis to discuss any issues and ideas that can support with the implementation of this policy (see appendix 6).

3. Pupil expectations

- 3.1. Pupils and parent/carers will be expected to follow the school's Code of Conduct including:
 - Follow the school's rule: Do All You Can.
 - Conduct themselves around the premises in a safe, sensible and respectful manner.
 - Arrive at school on time.
 - Follow instructions given by all staff both in the classroom and on the playground.
 - Behave in a respectful and polite manner towards all staff, pupils and visitors.
 - Follow and respect the school rule and classroom procedures.
 - Show respect for the opinions and beliefs of others.
 - Show a positive attitude to learning – developing resilience through a growth mindset.
 - Demonstrate self-regulation both within and outside the school environment (i.e. residential and school trips, sporting events).

- Show respect for the school environment.

Pupils will follow the rule 'Do All You Can' as set out in Appendix 7.

Classroom Management

Classroom management, positive interactions and teaching methods influence children's behaviour. The classroom environment gives clear messages to the children about the extent to which they and their efforts are valued. Relationships between teacher and children, strategies for encouraging good behaviour, arrangement of furniture, access to resources and classroom displays all have a bearing on the way children behave.

Classrooms should be organised to develop independence and personal initiative. Furniture should be arranged to provide an environment conducive to on task behaviour. Materials and resources should be arranged to aid accessibility and reduce uncertainty and disruption and be well labelled to promote independence. Displays should help develop self-esteem through demonstrating the value of every individual's contribution, and overall the classroom should provide a welcoming environment.

Teaching methods should encourage enthusiasm and active participation for all. Lessons should aim to develop the skills, knowledge and understanding which will enable the children to work and play in co-operation with others. Praise should be used to encourage good behaviour as well as good work and the completion of assigned work.

Positive praise

Positive behaviour is consistently reinforced within school. This is also taught through the PSHE curriculum, where pupils learn the skills of self-awareness, self-regulation, motivation and empathy as well as social skills. Through the PSHE curriculum, restorative practice, circle time, nurture and Worship children have the opportunity to discuss issues and voice concerns. All staff should provide children with consistent positive encouragement and recognition when they demonstrate positive behaviour.

4. Definitions

For the purpose of this policy, Bedford Hall Methodist Primary School defines “serious unacceptable behaviour” as: any behaviour which may cause harm to oneself or others, damage the reputation of the school within the wider community, and/or any illegal behaviour, including, but not limited to:

- Discrimination – not giving equal respect to an individual on the basis of disability, gender, race, religion, age, sexuality and/or marital status
- Harassment – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals
- Vexatious behaviour – deliberately acting in a manner so as to cause annoyance or irritation
- Bullying – a type of harassment which involves criticism, personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual
- Cyberbullying – the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature
- Possession of legal or illegal drugs, alcohol or tobacco
- Possession of banned items
- Truancy
- Refusing to comply with disciplinary sanctions
- Theft
- Swearing, racist remarks or threatening language
- Fighting or aggression
- Spitting and biting

For the purpose of this policy, Bedford Hall Methodist Primary School defines “low level unacceptable behaviour” as: behaviour which may disrupt the education of the perpetrator and/or other pupils, including, but not limited to:

- Shouting in class
- Talking when others are speaking
- Swinging on chairs
- Running around the classroom or school
- Inappropriate body language with others and not keeping hands to oneself
- Failure to complete classwork and not concentrating on tasks
- Rudeness and not using manners
- Being dishonest
- Not following classroom rules
- Graffiti / defacing books

“Unacceptable behaviour” may be escalated as “serious unacceptable behaviour” depending on the behaviour breach or frequency.

5. Rewarding good behaviour

Bedford Hall Methodist Primary School recognise that pupils should be praised and rewarded for; good behaviour; good work, helpfulness and kindness towards peers and adults.

We will use the following rewards in recognition of good behaviour:

Ongoing awards throughout the year :

- Class Dojo which is the main classroom reward system. For every 50 dojos achieved, the children are allowed to attend school wearing non-uniform for a day.
- Shining Star award from the Headteacher or Deputy Headteacher (10 dojo points). This is awarded for consistency in effort, attitude, behaviour or achievements over a period of time. Any child in any year group can be nominated at any time. This is recorded on the school newsletter and the child is recognised in whole school awards assembly.
- Courageous Lion Award. This is awarded to children who make a positive difference to the community or beyond. It must be a self-led act of service and not through an organised group. Examples include: litter picking in the park, donating hair to a charity, toy or bake sales. Any child in any year group can be nominated at any time. This is recorded on the school newsletter and the child is recognised in whole school awards assembly.
- Recognition centred around our rule '*Do All You Can*', and our school vision '*Learn, Love, Live: Without Limits*'
- Verbal praise
- Stickers
- Resilience Award. This is awarded to children who have shown great resilience and have had a breakthrough due to their ongoing perseverance and commitment. This can be based on behaviour, attitudes and/or learning. The child is recognised in whole school awards assembly.

Weekly Awards:

There are three awards given to a child in every class, each week. Children who win these awards are recognised in whole school awards assembly. A photo is taken and their photo is presented on the 'Wall of Fame' at the front of the hall for the following week. These children are given 'the best seats in the house' during daily worship that week by having the privilege to sit on benches. Names are recorded in the school newsletter.

- Values Award - for someone who demonstrates one of our Christian values: love, teamwork, thankfulness, generosity, peace, forgiveness, equality and justice.
- Star of the week – for children who have done 'all they can' that week.
- PESSPA Award – for someone who demonstrates the Spirit of the Games values during their daily or weekly PESSPA lessons: determination, passion, respect, teamwork, self-belief, honesty.

End of Year Awards:

- Child's Child – this award is nominated by the child's peers and is awarded to children who have been a good role model throughout the year (one child from every class).
- Higginbotham Award – this is awarded for being dedicated to their role within student leadership (one child from any year group).
- Hewitt Cup – this is awarded for consistently showing a positive attitude in all areas of school life (one child at the end of KS1 and one child at the end of KS2).
- Susannah Greensmith Award – this is awarded for demonstrating resilient behaviours and always facing the day with a smile (one child from any year group).

6. Unacceptable behaviour

Although rewards are central to the encouragement of good behaviour, realistically there is a need for sanctions to register the disapproval of unacceptable behaviour and to protect the security and stability of the school community.

The use of sanctions should be characterised by certain features:-

- It must be clear why the sanction is being applied.
- It must be made clear what changes in behaviour are required to avoid future sanctions.
- Staff use the language of choice to encourage children to make the right choice.
- It should be the behaviour rather than the person that is reprimanded.

If children make the wrong choice they are given the opportunity to turn it around by using the Choices Script (see Appendix 3) and restorative approaches (See Appendix 1) Appropriate sanctions will be given proportionate to the behaviour displayed. (see Appendix 2)

Step System

The Step System is explained to all children. Recognition is given publicly and children who have made wrong choices are spoken to privately ('praise in public; reprimand in private' or PIP/RIP).

At the start of each session (e.g. after break and after lunch) all children are removed off the step system and given a fresh start.

All members of staff will record on CPOMs all incidents that have reached step 4 or above.

When to implement the steps system – (see appendix 2).

We are proactive in providing a range of additional support to children with wider behavioural needs and this may run alongside or be an adaption of the step system. This support may include: Personalised rewards charts, home/school diaries, Individual Behaviour Plans, Personalised Support Plans, Positive Handling Plans, Pastoral support, access to Nurture and Early Helps. This list is not exhaustive. Teachers will liaise with the Inclusion Manager and Pastoral Lead in the design of this.

We will work alongside parents/carers and other relevant external agencies to ensure the needs of the child are met.

However, some behaviours will not be tolerated at Bedford Hall Methodist Primary School and this will be deemed as highly unacceptable behaviour.

Depending on the nature and severity of the undesired behaviour, this may include an immediate suspension or a permanent exclusion. The school may introduce, where agreed with outside agencies, a reduced timetable.

Positive Handling

A number of staff are trained in Team Teach and will use this training as a very last resort. This is after all non-restrictive alternatives to de-escalate behaviour have been explored. Physical intervention will only be used when there is an immediate risk to the pupils' own safety, the safety of other pupils and staff, or property is not seriously damaged and is in the best interest of the child. We will be guided by the following principles in these circumstances:

- The emphasis is on de-escalation, reducing triggers, and early interventions to manage risk.
- When deciding to use restrictive interventions, any such restriction must be a reasonable and proportionate.
- Staff need to ensure their decisions consider the risks of doing something contrasted with the risks of doing nothing.

Staff need to complete a Positive Handling Form (see Appendix 7).

See Positive Handling Policy for more detail.

Suspension (Fixed-Term Exclusion)

A decision to suspend a pupil will be taken only:

- a) In response to a serious breach or persistent breaches of the school's behaviour policy; and
- b) If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

The school complies with current DFE Exclusion Guidance (September 2023)

- If an incident is deemed serious enough to involve a suspension, the Headteacher will endeavour to contact the parent /carer on the day of the incident.
- A letter will be sent home outlining the reasons for the suspension and the measures parent/carers can take in relation to them.
- Work will always be provided for the length of the suspension. It is expected that this is returned to be marked.
- Parents should meet with a member of SLT on the day that the child returns to school to ensure such events do not reoccur.
- We ensure a restorative conversation regarding the suspension is had with the child on their return to school with either a member of the SLT or Pastoral Team.

The Chair of the Local Advisory Board and a representative of Epworth Education Trust are notified when a suspension has been made. Suspension information is included in Headteacher's termly report to the Local Advisory Board.

Permanent Exclusion

The decision to exclude a child permanently is a serious one and can only be made by the Epworth Education Trust's CEO. The Local Advisory Board should be kept fully informed as the process goes on. Permanent exclusion is not normally considered unless there have been a number of fixed term exclusions first but, in extreme cases a permanent exclusion may be appropriate. However,

permanent exclusion would only be used as a very last resort, in response to a serious breach, or persistent breaches, of the school's Behaviour policy where allowing the pupil to remain in school would seriously harm the education or welfare of the pupils or others in the school. The CEO informs the Trust Board and Local Advisory Board about any permanent exclusions. The Local Advisory Board has a duty to consider parents' representations about an exclusion. The requirements of the Local Advisory Board to consider an exclusion depends upon a number of factors – see DFE Exclusion Guidance, September 2023.

7. Safeguarding

A risk assessment will be carried out prior to any school trips or extended school activities that will include looking at every child's behaviour in school. On rare occasions, it may be necessary for the School to decide that a child is not able to attend the visit due to their behaviour which could lead to health and safety issues. In the event of this happening and as part of the risk assessment the teacher, SLT, Pastoral Staff, Headteacher will discuss in detail the potential risks and speak directly with parents/carers of their decision.

Child on Child Abuse

Bedford Hall Methodist Primary School recognises that children are vulnerable to and capable of abusing their peers. We take such abuse as seriously as abuse perpetrated by an adult. This includes abuse online or offline – on or off the premises. Peer on peer abuse will not be tolerated or passed off as part of "banter" or "growing up" and consequences will begin at Step 6 of the Step System. This is due to the severe impact this behaviour can have on children's academic achievement, emotional health and future wellbeing. We are committed to a whole school approach to ensure the prevention, early identification and appropriate management of peer on peer abuse within our school and beyond. In cases where peer on peer abuse is identified we will follow our child protection procedures, taking a contextual approach to support all children and young people who have been affected by the situation. We recognise that child on child abuse can manifest itself in many ways such as, but not limited to:

- Child Sexual Exploitation
- Sexting or youth produced digital imagery
- Upskirting
- Bullying
- Radicalisation
- Abuse in intimate relationships
- Children who display sexually harmful behaviours
- Gang association and serious violence (County Lines)
- Technology can be used for bullying and other abusive behaviour

8. Consequences

- Staff at Bedford Hall Methodist Primary School will follow the choices script alongside the appropriate sanction shown on 'The Step System' (see Appendix 2). Children should be familiar with this procedure. Staff will discuss this system with children and use verbal reminders when needed through the use of the choices script.
- At Bedford Hall Methodist Primary School, we recognise that pupils may not understand why their behaviour is inappropriate, and therefore, it may be unintentional. Restorative practice is integral to understanding pupils' behaviour and actions.

- At all times, staff will discuss the behaviour with the pupil to ensure the pupil understands why it is inappropriate and to prevent any reoccurring behaviour and restorative practice may be applied.
- We will use a number of different consequences, which will be used depending on the behaviour displayed by the pupil, including the following:
 - Providing a verbal warning
 - Providing a final warning
 - Use of time out chair /space
 - Using the Buddy Class strategy
 - Pastoral Intervention (including personalised provision)
 - Headteacher/SLT intervention (including personalised provision)
 - Reporting the behaviour on CPOMS
 - Phoning home to parents/carers during the school day
 - Speaking to parents/carers at the end of the school day
 - Contacting external agencies where deemed appropriate
 - Excluding the pupil
- Where pupils display serious aggressive and/or threatening behaviour, or illegal activity is discovered, the school will not hesitate to take appropriate action.

9. Outside school and the wider community

- Pupils are encouraged to represent their school in a positive manner.
- The guidance laid out in the Code of Conduct applies both inside school and out in the wider community, particularly if the pupil is dressed in school uniform.
- Complaints from members of the public about inappropriate behaviour by pupils at the school, are taken very seriously and will be dealt with in accordance with the Complaints Policy.

10. Monitoring and review

- This policy will be reviewed by the Headteacher and the Local Advisory Board on an annual basis, who will make any necessary changes and communicate this to all members of staff.

Appendix 1 Restorative Practice Questions

Restorative Practice

At Bedford Hall Methodist Primary School we adopt the principles of The Restorative Approach. Everyone involved in an incident is taken through restorative questions to support discussion through a no blame approach that places emphasis on repairing the harm done and restoring positive relationships.

Restorative questions.

1. What happened?
2. What were you thinking at the time?
3. What do you think now?
4. Who has been affected?
5. How have they been affected?
6. What needs to happen to put it right?

Note: Questions should where possible be asked to the harmer/ perpetrator first.

Appendix 2

Step System

<p>Low Level Behaviour</p> <p><i>Examples, but not limited to:</i> Talking over others, distracting others, swinging on chair, arguing over equipment, calling out etc.</p>	<p>Step 1 - Verbal Warning</p> <p>(A reminder to turn behaviour around).</p>
<p>Low Level Behaviour</p> <p>Continuation of above</p>	<p>Step 2 - Final Warning</p> <p>If the same persistent low level disruption continues within a 10 minute period.</p>
<p>Continuation of above following the choices script or refusal to follow instructions.</p>	<p>Step 3 - Time Out Chair / Space. Move place to somewhere less distracting.</p> <p>If this behaviour continues then the pupil should have time out (no longer than 5 minutes for EY/KS1 and 10 minutes for KS2). They will have the opportunity to turn their behaviour around.</p>
<p>Continuation of above following the choices script or disrupting the learning of others.</p>	<p>Step 4 - Buddy Class</p> <p>Children should be sent to their phase partner class to complete their work. An appropriate time should be agreed with both teachers. Work will be supplied by the child's own class teacher.</p>
<p>Continuation of above following the choices script or child displays high level behaviour. <i>Examples, but not limited to:</i> throwing/ damaging equipment, swearing, refusal to come in after play/ lunch, leaving the classroom without permission, threatening behaviours, standing on furniture etc.</p>	<p>Step 5 - Pastoral intervention / Phone call home.</p> <p>If the adults in the room have followed choices script, a range of approaches and the child is not responding then the Pastoral Manager will intervene. The Pastoral Manager will speak to the child (outside classroom e.g. walk around courtyard). The Pastoral Manager will remain with the child until they are calm and ready to be spoken to by the initial adult involved. They may mediate restorative practice between the adult and the child.</p> <p>It is important that the sanctions come from the adult who initially dealt with the child. The class teacher will inform parents via phonecall.</p> <p>Follow up sanctions include Miss the next playtime/ lunchtime</p>

<p>Continuation of above following the choices script or child displays significant high level of behaviour. <i>Examples, but not limited to:</i> racist or homophobic language, language or actions viewed as sexual harrassment, deliberately hurting others, throwing furniture, putting their self or others at risk e.g. climbing on fences.</p>	<p>Step 6 - Headteacher/SLT</p> <p>SLT will intervene and take the child until they are calm and ready to be spoken to by the initial adult involved.</p> <p>If a child won't leave the classroom, staff will remove the rest of the class from the space and SLT will remain in the classroom with the child and pastoral staff will be asked to support.</p> <p>SLT will support the adult and may mediate restorative practice between the adult and the child.</p> <p>It is important that the sanctions come from the adult who initially dealt with the child. The class teacher will inform parents via phonecall.</p> <p>Follow up sanctions include</p> <p>Personalised provision and a phone call home. Where pupils are placed in personalised provision they will miss their playtimes and lunchtimes that day. Fresh air breaks will be taken with an adult.</p>
<p>Continuous and persistent breaches of the school's behaviour policy</p>	<p>Step 7 – Fixed Term Exclusion/Permanent Exclusion – Headteacher</p> <p>A decision to exclude a pupil will only be taken :</p> <ol style="list-style-type: none"> 1. In response to a serious breach or persistent breaches of the school's behaviour policy; and 2. If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school. <p>The Headteacher will inform parents if there child is 'at risk' of fixed term exclusion and a meeting with the parent and child will be arranged so a positive action plan can be put in place.</p>
<p>Additional Information</p>	<p>Record keeping</p> <p>If the pupil has reached Step 4, staff to record this on C-POMs.</p>

If a child is disrupting the learning of others, or poses a risk of harm to self, others or damage to school property, positive handling may be required and will be carried out by trained members of staff only. Where this takes place, all incidents will be recorded using the positive handling records and parents will be notified in line with the positive handling policy.

Appendix 3 - Step System for Lunchtime Supervisors and Break Time Staff

<p>Low Level Behaviour <i>Examples, but not limited to:</i> Not following rules such as going on the mound, running in the football cage when not playing football, disrespecting equipment, unkind voice or actions, excluding someone from a game.</p>	<p>Step 1 - Verbal Warning (A reminder to turn behaviour around).</p>
<p>Low Level Behaviour Continuation of above</p>	<p>Step 2 - Final Warning If the same disruption continues within a 10 minute period.</p>
<p>Continuation of above without making the right choice or child displays medium level behaviour. <i>Examples, but not limited to:</i> inappropriate language, displaying aggression, unintentionally hurting someone emotionally or physically without choosing to apologise</p>	<p>Step 3 - Time Out / Space. Move to a bench or stand with adult for time out. (Time out is 5 minutes for KS1 and 10 minutes for KS2). Then you will have the opportunity to play and turn the behaviour around.</p>
<p>Continuation of above without making the right choice</p>	<p>Step 4 – Time Out/Space on the other playground. Children should be sent to other playground for time out. An appropriate time should be agreed with both adults on duty.</p>
<p>Continuation of above without making the right choice or child displays high level behaviour. <i>Examples, but not limited to:</i> throwing/ damaging equipment, swearing, refusal to come in, deliberately hurting others emotionally or physically, threatening behaviours.</p>	<p>Step 5 – Pastoral Manager and phone call home Pastoral Manager will speak to the child (in a separate space). Pastoral Manager will remain with the child until they are calm and ready to be spoken to by the initial adult involved. The sanction will come from the adult who dealt with the child’s behaviour – not the Pastoral Manager. Follow up sanctions include miss the next playtime/ lunchtime. Class teacher will phone home (Pastoral Manager if the class teacher is off site)</p>
<p>Continuation of above without making the right choice or child displays significant high level of behaviour. <i>Examples, but not limited to:</i> racist, disablist or homophobic language, derogatory language or actions, deliberately hurting others after being given choices during Step 5, putting their self or others at risk e.g. climbing on fences.</p>	<p>Step 6 –Headteacher/SLT and phone call home. Mrs Draper or Mrs Edwards will speak to the child (in a separate space). They will remain with the child until they are calm and ready to be spoken to by the initial adult involved. The sanction will come from the adult who dealt with the child’s behaviour. Follow up sanctions include Personalised provision and a phone call home. Where pupils are placed in personalised provision they will miss their playtimes and lunchtimes that day. Fresh air breaks will be taken with an adult. The class teacher will inform parents via phonecall and/or arrange a meeting with both parents.</p>

Appendix 4

Choices Script to support the step system. (This should be completed as discreetly as possible)

1. (Name) You are (insert behaviour displayed). I need you to (insert desired behaviour). Make the right choice. Thank you.
Allow thinking time.
Praise others who are making the right choices. Give verbal warning if necessary. Move child to Step 1.
2. (Name) you are continuing to (insert behaviour displayed). If you choose to continue, you are choosing a verbal warning. If you choose to (insert desired behaviour) you're choosing a final warning. Make the right choice. Thank you.
Allow thinking time.
Give final warning if necessary. Move child to Step 2. Praise others for making the right choices
3. (Name) you are continuing to (insert behaviour displayed) therefore you have chosen a final warning. If you choose to (insert **desired** behaviour) you're choosing remain where you are. If you choose to continue you are choosing to move places (time out chair/ table) Make the right choice. Thank you.
Allow thinking time.
Move child if necessary. Move child to Step 3. Praise others for making the right choices
4. (Name) you are continuing to (insert behaviour displayed). If you choose to (insert **desired** behaviour) you're choosing to remain in class. If you choose to continue you are choosing to move to a buddy class. Make the right choice. Thank you.
Allow thinking time.
Take child to buddy class if necessary. Move child to Step 4. Praise others for making the right choices.
5. (Name) you are continuing to (insert behaviour displayed). If you choose to (insert **desired** behaviour) you're choosing to complete your work in your buddy class then return to your own classroom. If you choose to continue you are choosing to go to (name of adult). Make the right choice. Thank you.
Allow thinking time.
**Take child to Pastoral Manager if necessary. Move child to Step 5.
Strategies for calming will be used followed by restorative practice and sanction of next playtime/ lunchtime.**
6. (Name) you are continuing to (insert behaviour displayed). If you choose to (insert **desired** behaviour) you're choosing to complete your work in your buddy class then return to your own classroom. If you choose to continue you are choosing to go to (name of adult). Make the right choice. Thank you.
Allow thinking time.
**Take child to SLT if necessary.
Strategies for calming will be used followed by restorative practice and sanction of personalised provision and a phone call home.**

At the start of the next session the child moves back to Step 1 to ensure a fresh start.

If a child reaches step 4 this should be recorded on CPOMs.

Rules, routines and relationships at Bedford



Visible Consistencies

Adults meet and greet all children as they enter the classroom.

Adults catching children being good: giving specific praise and rewarding behaviour that is ***OVER and above***

All adults make reference to rule **Do All You Can**

Adults following up on behaviour every time, retaining ownership.

PIP & RIP
Adults praise in public and reprimand in private.

Adults explicitly teach, model and practise the behaviours expected of the children.

Consistent Language

30 Second Script

"I noticed you are " having trouble getting started/struggling to get going/wandering around the classroom. "I need you to....."

"You are continuing to...../I need you to....." Are you doing all you can? Give choices of what you want child to do. Make the right choice, thank you. Allow thinking time.

"You are choosing to continue to....." "I have given you the choices....." "If you choose to continue, you are choosing to....." (consequence depending on step)"

Reinforce positives from the day/week. "You have had a good morning/week. I know you can make the right choices"

Give time to think at each stage, walk away to give space and time. If behaviour continues, return to give choices.

Be assertive when necessary.

Give choice; ensuring the choices are closed.

Use the assumed close: 'When you meet me at lunch time...'

Preface requests with 'Thank you' so that the listener hears acknowledgement before instruction.

Show absolute belief, even in the face of overwhelming odds!

Encourage the child's responsibility to act appropriately.

Assertive sentence stems

"I have heard what you said...Now you must..."

"I know you will...." "I expect..." "I need to see..."

When dealing with negative behaviour adults aim to:

- 1) Avoid power plays – if you are alert to the power play it is easy to divert, avoid or redirect. Remember the script!
- 2) Kill the celebrity culture – remember the 'grey' children, give them the time in the spotlight instead. Over and above, recognition.
- 3) Do what you can to stop the churn – build relationships and be consistent, some of these children have been churned around all their lives.
- 4) Be unshockable – Listen but don't react, control your face, especially your eyes. Poker face!
- 5) Hide your anxiety and understand fear – it is the art of blagging
- 6) – Understand more about the amygdala response – fight or flight. Persistence, patience and proof of their ability drip feed over 30 days. Think of your tone, body language, greetings, feedback, general interactions.

We use restorative language and questions to allow children to understand the impact of their behaviour.

Restorative Questions

1. What happened?
2. What were you thinking/feeling at the time?
3. What have you thought since?
4. How did this make other people feel?
5. Who has been affected and how?
6. What shall we do to put things right?
7. If this happens again, how could you do this differently?

Relentless Routines

Moving Around School

- Single File
- Facing Forwards
- Hands by side
- Shirts tucked in
- Calm
- Silent

Learning Time

- Sit up straight*
- Raise your hand if needed*
- Equipment ready*
- Speak in an appropriate tone and volume*

Showing Respect

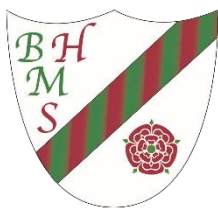
- Listen to the speaker
- Be patient with others
- Use your manners:
- Apologise when not at fault
- Please/Thank you
- Excuse me
- Allow others to pass in the corridor

Taking Pride

- Shirts tucked in and tie worn
- Keep class rooms tidy
- Be a positive role model
- Wear correct uniform.
- Be on time for the start of the day.
- Look after equipment and tidy up after yourself.
- If you have a role or responsibility, do it to the best of your ability.
- Adults to model this.

Breaktimes/Lunchtimes

- Go to the toilet and wash your hands
- Walk into hall quietly
- Single file, face forwards when collecting lunch
- Stay seated whilst eating
- Quiet conversations
- Use cutlery appropriately



Playground duty expectations

The aim of playground duty

Playground duty is a crucial **safeguarding** role. **Effective** duty prevents accidents and behaviours that could result in:

- children becoming upset
- accidents leading to First Aid
- children getting into a conflict or hurting one another
- children behaving in a way that results in them receiving a serious consequence such as a suspension

'Children' includes all of our children and some of these above examples can directly relate to children with SEND.

Additionally, Keeping Children Safe in Education informs us of the dangers of online hoaxes children are being encouraged to try. Unfortunately, some of these hoaxes, unbeknown to the children are very dangerous. Playground duty aims to prevent serious accidents or dangerous games children may try to play.

Playground duty should be seen as '**attachment time**' with our children, which to many will be immensely important and a time to create real bonds: it is a key time to use '**deliberate botheredness**'.

Duty expectations

- Be punctual
- Spread out from other people on duty
- Work within the clear focus area of the playground on KS2, on KS1 circulate the playground, talking to children, be curious about what they are playing and be involved with them
- Praise children who are playing nicely especially children with SEND who are still learning social rules
- Know key children who may need more support in following the expectations or expanding their social skills and support them in doing this
- Look out for children who are alone with no friends to play with. Check they are ok or need support to join a game/group. If you notice the same pupils being alone regularly, inform their teacher and put onto CPOMS

Note: Some children like being on their own.

- Encourage children to use the equipment provided – even offer to play with them to get them started
- On KS2 playground, there must be one person watching the cage, one person on the timber trail, one person on the pitch.
- Look out for blind spots, eg KS2 outside Year 2/3 doors or near the Year 6 classroom.
- The field is to be used at the discretion of the staff on duty and only when enough staff are available for a person to watch this.
- Use restorative practice when helping children resolve conflicts. Ensure all of these are dealt with and talk them through with the children. Use the 'behaviour on a page' document to support this.
- Know the children, without being too obvious monitor children who have additional needs. Aim to take a preventative measure rather than a suspicious approach and support them in their social interactions and games.
- Ensure children are not left alone on the playground at any point.
- Whistles only to be used at the end of a specific play duty. First whistle for children to stop using the hand in the air signal, all children on KS2 should come onto the playground out of additional areas, second whistle to indicate the children to make their way into school when prompted.



Positive Handling Report Form

Appendix 2

Note:

Positive handling force should only be used when absolutely necessary. With this in mind, this form has been created to ensure that all incidents of this type are recorded. Incidents must also be documented in the Positive Handling Log.

Name of Staff Member reporting	
Name of Pupil	
Date	
Time	
Location	
Members of Staff who witnessed the incident	
People who need to be informed of the incident	

Circumstances prior to the incident / Possible triggers to behaviour

De-Escalation Techniques used

Outcome of De-Escalation

--

Details of Incident
(Including what lead to positive handling being used)

--

Reason for Positive Handling

Reason	Tick
Danger to self	
Danger to others	
Significant damage to property	

Details of any negative Impact on other Pupils

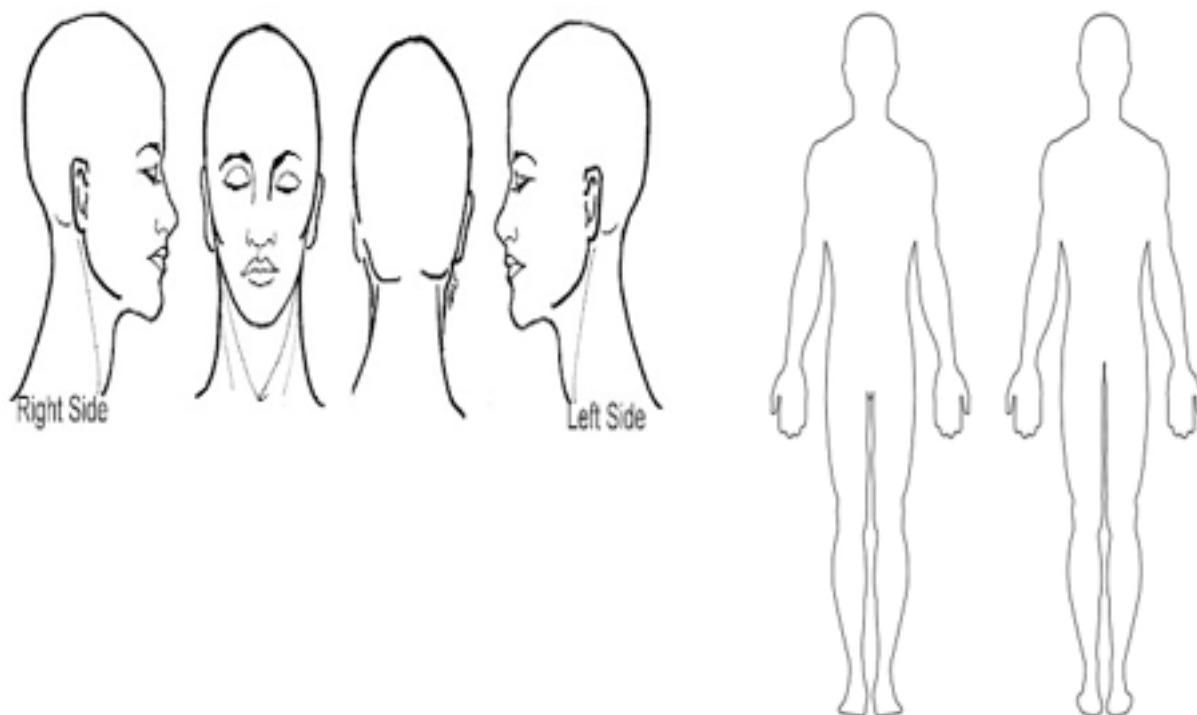
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Positive Handling Used

Method	
Friendly escort	
Single elbow	
Two person single elbow	
Single elbow seated	
Two person single elbow seated	

Injuries to Staff or Pupils

Indicate injuries sustained in more than one colour for more than one person.
Annotate diagram below.



Name of member of staff who checked child for injuries
(person not involved in the incident)

Damage to property

How has the incident been followed up with the child?

How has the incident been discussed with the child?

Has the child and the member of staff had the opportunity for restorative practice?

What measures have been put in place to prevent further incidents?

Reporting of the Incident

Name of person reporting to Parent / Carer	
When Parent / Carer was informed	Date: Time:
Signed by member of staff reporting	
Signed by Pastoral	
Signed by SLT	

Moving Around School

- Look in the direction you are travelling.
- Moving quietly at all times.
- Single file or in pairs.
- Respect personal space by keeping a sensible distance.
- Stay in your place in the line.
- Don't touch the displays/treat environment with respect
- Pupils walk when moving around.
- During assembly in the hall for worship or chapel, enter and leave in silence.
- The courtyard is part of school, walk around the outside.

Breaktimes/Lunchtimes

- Go to the toilet and wash your hands.
 - Walking quietly into the hall and onto the playground.
 - Line up in a single line facing forward when collecting lunch.
 - Have quiet conversations with people near to you on your table.
 - Stay seated whilst eating.
 - Speak respectfully to all adults.
 - Only turn with permission.
 - Use cutlery appropriately.
- EYES
- Wait to be asked to wash hands.
 - Wait for friends to finish before leaving the table.

Taking Pride

- Shirts tucked in and tie worn.
- Keep classrooms tidy, pick things up off the floor without having to be asked.
- Put your coat and bag in the right place.
- Be a positive role model for your class and around school.
- Wear the correct uniform and PE uniform.
- Be on time at the start of day ready for learning.
- If you have been given a role or responsibility in school, do this to the best of your ability.
- Look after our toys and equipment, putting them away in the right places.
- Tidy an area before you leave it ready for the next person.
- Helping each other.
- Speak respectfully and use your manners at all times.

Learning Time

- Sit up straight and correctly on chairs facing the adult/screen ready to learn.
- Speak at an appropriate volume.
- Raise your hand to show you would like to speak
- Equipment ready for the lesson but not touching it to show good listening.

Showing Respect

- Don't speak over anyone while they are talking
- Be patient with others **eg** if you want to use any equipment.
- Listen to whoever is speaking.
- Allow others to pass in the corridor.
- Speak respectfully using correct tone and volume.
- Use your manners – please/thank you, holding doors, say 'excuse me', apologise when not at fault.