



# Behaviour Policy

## September 2017

**Created: September 2017**

**Review Date: September 2018**



## **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 on the website. It is also on the N drive for staff. This policy will be reviewed every year.

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

## **2 Ethos and policy statement**

- 2.1 As an Academy we believe that;

2.1.1 West Coventry Academy promotes high standards of behaviour by encouraging a positive atmosphere underpinned by mutual respect and courtesy.

2.1.2 Behaviour management is not the responsibility of one person. Every person within the school community has a role to play within promoting good behaviour. Students should follow the agreed code of conduct and all staff have a responsibility of promoting good behaviour and challenging behaviour that is unacceptable.

2.2.3 The use of praise, encouragement and rewards are a vital means of positively recognising effort and achievement in both behaviour and work. They are key features in pointing out expected behaviours.

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

## **3 Application**

- 3.1 The Governors and the Headteacher 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.

## **4 Parents and carers**

- 4.1 Parents and carers must agree to accept responsibility that their child responds positively towards the behaviour policy guidelines by following the code of conduct.

## **5 Conduct**

- 5.1 The Academy expects that all students follow the code of conduct both in classrooms and around the school site: See Appendix 1

## **6**



## **7 Rewarding good behaviour**

7.1 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:

The school reward system is a “points” based system which aims to reward students in many areas, not just good behaviour and academic achievement.

For example and not exhaustive;

- Work/Contribution to lessons
- 100% attendance
- Successful Progress Reviews:
- Attending an extra-curricular club eg. Science, Sports
- Representing the school in an extra-curricular event. eg. Public speaking, sports events, helping on open evenings etc
- Year and end of term awards

## **8 Poor behaviour: use of disciplinary sanctions**

8.1 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:

- Warnings
- Detention
- Phone call home
- Various Report Cards
- Referral
- Internal Isolation
- Exclusion (administered by LG only)

8.2 Parents will be given 24 hours notice of detentions outside of school hours.



8.3 In all cases of misconduct, including those outside of the Academy, the Head 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.

8.4 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.

8.5 All incidents are logged on the students' intervention file by the teacher, tutor or Pastoral Manager

## **9 Exclusions (See Government Policy)**

9.1 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.

9.2 Exclusions can take the form of:

- Internal Isolation;
- Fixed term exclusions;
- Six week preventative placements at another school
- Permanent exclusions;

9.3 The Academy's policy on exclusions applies to serious breaches of Academy discipline occurring outside of the Academy as set out in clause 3.1 above. Please see the Academy's separate exclusions policy.

9.4 The following exclusions will be reviewed by the governing body:

- All permanent exclusions;
- Fixed term exclusions that would result in a pupil being excluded for more than fifteen school days in any one term;
- Fixed term exclusions that would result in a pupil missing a public examination.

## **10 Malicious allegations against staff**

10.1 Where a pupil makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy.

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



## 11 Use of reasonable force

11.1 Any use of force by staff will be reasonable, proportionate and absolutely necessary. Reasonable force will be used in accordance with the DfE guidance *Use of reasonable force: advice for head teachers, staff and governing bodies* (DfE-00060-2011) 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.

11.2 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.

## 12 Searching pupils

12.1 **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 (see 10.2):

- 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).

12.2 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.

12.3 Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil.

12.4 **Informed consent:** The Academy staff may search a pupil with their consent for any item which is prohibited or banned by the Academy rules. If a member of staff suspects that a pupil has a prohibited or banned item in his / her possession, they can instruct the pupil to turn out his or her pockets or bag.

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

12.6 **Searches without consent:** In relation to prohibited items, as defined below, the Head, and staff authorised by the Head, 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.



12.7 **Prohibited items:** Means knives or weapons, alcohol, illegal drugs and stolen items and any other items as defined as such from time to time.

12.8 Where the Head, or staff authorised by the Head, 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* (DfE-00056-2011).

### 13 **Evaluation / monitoring / performance of the School**

13.1 The Academy will evaluate and monitor performance by monitoring exclusion and referrals

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

- Behaviour & reward points are accumulated
- Referrals are reduced
- Exclusion are reduced

**Authorised by: Chair of Quality & Standards Committee**

**Date: September 2017**