



# **Arbour Vale School**

## **Specialist Sports College**

### **Behaviour Policy**

**October 2017**

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### 1. Introduction

Arbour Vale School staff promote a culture of positive behaviour. We are committed to enable all pupils to feel safe and to achieve their best in a positive environment. Pupils are corrected when they make a mistake, in a supportive and positive way which encourages pupils to make more appropriate choices.

### 2. Aims

- To manage pupils behaviour in a positive and effective manner
- For all pupils to learn in a positive, safe environment
- For all pupils to learn appropriate and acceptable behaviours
- To support staff in managing behaviours through effective support and training
- For all pupils to respect peers and adults
- For all pupils to respect the property of others
- For pupils to express emotions and opinions in an appropriate and respectful way

### 3. Principles of Managing Behaviour

- Pupils are treated in a consistent manner

- A positive ethos is created and upheld in the class and throughout the school to foster a sense of mutual respect
- Pupils feel they are treated in a respectful manner and are taught to express their emotions in a positive way
- De-escalation is the preferred response when dealing with a behaviour
- Pupils are given the opportunity to reflect on their behaviour with a member of staff after an incident
- Understanding the communication needs behind a behaviour and promoting effective communication
- Staff will consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff should follow the schools' safeguarding policy.

#### **4. Staff Support**

Staff are trained in Team Teach, with a refresher course every two years. This covers de-escalation techniques, appropriate Team Teach physical interventions and positive behaviour management.

The Behaviour Support Team will provide immediate assistance and support with individual behaviour incidents where individuals feel additional support is necessary (this is done using the \*9 on call behaviour support system).

Staff can make a behaviour referral to the Behaviour Support Team regarding an individual pupil who is causing concern. The following will then occur

- Observations of the individual pupil concerned
- Meeting with the class team to discuss possible interventions to support the pupil
- Creation of a Positive Behaviour Action Plan (and relevant resources)

Advice and support can be requested by staff when writing or updating a pupil's Positive Handling Plan (see section 5).

A debrief should take place with a member of the Behaviour Support Team following a difficult or challenging incident.

The Behaviour Support Team will provide advice, support and interventions to any staff on behaviour related issues.

#### **5. Positive Handling Plans**

Each pupil in the school has a Positive Handling Plan (PHP).

The PHP shows the like/dislikes, possible triggers, strategies for dealing with inappropriate behaviour, Team Teach techniques which can be used, and individual behaviour risk assessment.

The class teacher will update and amend the PHP at the start of the academic year and post incident as appropriate.

The PHP is followed by all staff to ensure a consistent approach, using the most appropriate strategies.

## **6. Physical Intervention**

The nature of the physical intervention should be proportional to the behaviour, the individual, and the level of harm which the individual could cause.

The use of physical intervention is a last resort to manage challenging behaviour. The types of physical interventions (specified Team Teach techniques) which can be used for a particular pupil should be stated on the pupil's Positive Handling Plan. If a technique has to be used which is not stated on the PHP, this should be added post incident by a member of the Behaviour Support Team.

Physical intervention will only be used when it is required:

- To prevent a pupil from hurting themselves or others
- To prevent a pupil from causing serious damage to property
- To prevent a pupil from causing serious disorder
- To transition a pupil to a safer environment

Staff at Arbour Vale School are Team Teach trained and follow the Team Teach approach to behaviour management (prevention, de-escalation, physical intervention as last resort). Only staff who hold a Team Teach certificate should take part in physical intervention.

## **See Appendix 1 'Team Teach Techniques'**

## **7. Use of a Safe Space/Time Out Room**

This involves removing the pupil from a situation, which causes anxiety or distress, to a location where they can be continually observed and supported until they are ready to resume their usual activities. The paramount consideration is that the action is taken in the best interest of the pupil and that it reduces, rather than increases, risk to themselves or others. The welfare and safeguarding of the pupil is the primary concern. Time out should be used as part of an agreed positive handling plan. Use of the time out room should be added as a strategy to the Positive Handling Plan post incident if it does not already exist in the PHP.

- The use of time out should be recorded in the appropriate section in the Behaviour Watch report.
- The pupil should be continuously observed while in the time out room
- If a pupil is taken to a time out room, this must be logged by the Behaviour Team in a separate time out log book.

The pupil should be observed at all times and assistance should be available if needed.

## **8. Recording Incidents**

Behaviour incidents are recorded on the Behaviour Watch system. Staff are required to record the incident as soon as possible following the event and on the same day. Recording of incidents is used for the following purposes:

- To inform relevant staff
- The monitoring of behaviour incidents within the school
- Compliance with statutory requirements
- Monitoring success of an individual's Positive Handling Plan
- To inform the updating of an individual's Positive Handling Plan and Risk Assessment
- The planning of an individual pupil's placement or class organisation

Positive behaviours are recorded on Behaviour Watch for individual pupils.

## **9. Rewards**

Positive behaviour is rewarded to reinforce the positive expectations we have of pupil's behaviour, achievements and conduct.

- A pupil can be given a reward which is recorded on the Behaviour Watch System.
- Other rewards can be
- 'Star of the Term' certificate
- Verbal praise
- Visual praise
- Praise in assembly
- Awarding of merits
- Individual class reward system
- Privileges, such as helping out with a particular task
- Class reward trip

## **10. Sanctions**

Where appropriate, sanctions can be used as a consequence of certain behaviours. Sanctions will be proportionate and fair. Factors which should take into account are the pupil's age, level of understanding, emotional state, communication needs, plus any other additional factors.

Sanctions may include, but are not limited to:

- A verbal reprimand
- Extra work, or repetition of unsatisfactory work
- Loss of privileges
- Missing break time
- Detention
- School-based community service (for example, litter picking or removing graffiti)
- Written tasks, such as an apology letter

Short term, fixed or permanent exclusion can be used in more extreme cases

**See Appendix 2 'Situations when a sanction may be applied'**

## **11. Searches and Confiscation of Items**

A member of staff can search a pupil if it is suspected the pupil is in possession of a prohibited item.

The Headteacher or a member of staff authorised by the headteacher can carry out the search for prohibited items where there are reasonable grounds for suspecting that a pupil is in possession of such an item. The pupil should be informed what is happening and the reason for the search.

The member of staff must be the same sex as the pupil and another member of staff should act as a witness. If a pupil's bag is being searched, any staff member can search with a second staff member as a witness.

- **See appendix 3 'Prohibited Items'**
- **See appendix 4 'Confiscated Items'**
- **See appendix 5 'Informing Parents about a Search'**

## **12. Examining Electronic Devices**

If an electronic device is found, the member of staff may examine any data or files on the device if they think there is good reason to do so.

When determining a 'good reason' to examine the data or files, staff must reasonably suspect that the data or file has been, or could be, used to cause harm, to disrupt teaching or break school rules. Following any action, the device should be returned to the pupil or to the pupil's parents.

Whenever inappropriate material is found it is for the member of staff to decide if the material should be kept as evidence of an offence/ breach of school rules or passed to the police.

A senior member of staff should be informed in all cases of an electronic device being examined.

## **13. Interventions**

A pupil can be referred to Nurture, Social Thinking or Mindfulness in order to support their behaviour.

A referral can also be made to the school's Educational Psychologist. Informal advice can also be requested.

## **14. Liaison with Parents**

- Parents are requested to sign a Home/School Agreement at the start of the academic year
- The Positive Handling Plan is shared with parents in order for parents to sign the document
- Parents are informed of incidents (depending on severity of incident or prior agreement regarding the updating of behaviour issues) if appropriate by the class teacher, or other relevant member of staff.

Sharing of information with parents will support the delivery of a consistent approach.

## **15. Accusations Against School Staff**

In the event of a complaint being received by Arbour Vale School against a member of staff regarding a behaviour incident, the matter will be dealt with by the school's agreed procedures for handling allegations against a member of staff.

### 16. Monitoring and Evaluation

All behaviour incidents are recorded on 'Behaviour Watch' usually by the staff involved in the incident.

Behaviour incidents are monitored by the Positive Behaviour Mentor.

This process is overseen by the Deputy Head responsible for behaviour. A weekly behaviour report is produced for the wider leadership group within the school. A yearly behaviour summary and analysis is produced by the Deputy Head and presented to the Headteacher.

### 17. Communication of Behaviour Policy

The school behaviour policy must be publicised in writing and made available to staff, parents and pupils at least once a year. Furthermore, the policy must be published on the school website in accordance with the **School Information (England) Regulations 2008**.

### 18. Other Relevant Policies

- Anti-Bullying Policy
- Drugs Policy
- Safeguarding Policy
- Complaints Policy

### 19. Related Documents

- Behaviour and Discipline in Schools – Guidance for Headteachers and School Staff (Department for Education, January 2016)
- Child Law Advice– Discipline Within School

## Appendix

### 20. Appendix 1 'Team Teach Techniques'

As appears on PHP Form:

#### Personal Safety & Releases

Snake <input type="checkbox"/>	Change of face <input type="checkbox"/>	Bite Release <input type="checkbox"/>
Hair Release <input type="checkbox"/>	Two arm grab (Conductor) <input type="checkbox"/>	Windmill <input type="checkbox"/>
Clothing Grab <input type="checkbox"/>	Drop Elbow <input type="checkbox"/>	Cross arm grab (Clock) <input type="checkbox"/>
Deflection of hits and kicks <input type="checkbox"/>	Gather Elbow <input type="checkbox"/>	

#### Holds & Hugs (Low level responses)

Friendly Hold <input type="checkbox"/>	Cradle Hug <input type="checkbox"/>
Help Hug <input type="checkbox"/>	Small Child Escort <input type="checkbox"/>

#### Physical Intervention (High level responses)

Double Elbow <input type="checkbox"/>	Two person Single Elbow to chairs <input type="checkbox"/>
Figure of Four <input type="checkbox"/>	Half Shield <input type="checkbox"/>

The above named techniques are taught to staff during their training and refresher course. In exceptional circumstances, the use of the T-wrap may be required to support an individual pupil. This will be agreed by the Headteacher. This will be added to the pupil's PHP. The technique will only be used by members of the Behaviour Support Team or by named staff. The staff will receive training in the correct use of the T-wrap.

## **21. Appendix 2 'Situations when a Sanction may be Applied'**

The school may apply a sanction or disciplinary procedure for any misbehaviour when the pupil is:

- taking part in any school-organised or school-related activity or travelling to or from school or in some other way identifiable as a pupil at the school

or when the pupil's behaviour:

- could have repercussions for the orderly running of the school or poses a threat to another pupil or member of the public or could adversely affect the reputation of the school.

## **22. Appendix 3 'Prohibited items'**

- knives or weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco and cigarette papers;
- fireworks;
- pornographic images;
- any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or injure a person or damage property

## **23. Appendix 4 'Confiscated Items'**

**Alcohol:** Any alcohol that is found may be kept or disposed of as the school considers appropriate but must not be returned to the pupil. Any controlled drugs found should be given to the police as soon as possible but can be disposed of if there is good reason to do so. Any other substances which, whilst not controlled drugs, are believed to be harmful or detrimental to good order or discipline, can be confiscated.

**Stolen goods:** Stolen items must be given to the police as soon as reasonably practicable although they can be returned to the owner (or kept or disposed of if returning them to the owner is not practicable) if there is a good reason to do so.

*Tobacco, cigarette papers or fireworks:* Tobacco, cigarette papers or fireworks may be kept or disposed of but should not be returned to the pupil.

*Pornographic material:* Any pornographic image may be destroyed unless its possession constitutes a specific offence in which case it must be given to the police as soon as reasonably practicable (images found on a mobile phone/tablet can be deleted unless it is necessary to pass them to the police).

**Weapons:** Weapons and knives must be hand over to the police. Any weapons or items which are evidence of an offence must be passed to the police as soon as possible.

**Other items:** Any item that has been or could be used to commit an offence, harm someone or damage property may be given to the police.

Any item which is banned under school rules can be dealt with as the member of staff in their professional judgment thinks fit.

#### **24. Appendix 5 'Informing Parents about a Search'**

Legally, there is no obligation on schools to inform or seek the consent of parents before a search. It is good practice for schools to inform a pupil's parents/guardians where alcohol, illegal or harmful substances are found although there is no legal requirement to do so.

A record should be made of the search (although there is no requirement of schools to make or keep a record of a search).

Any complaints about searching should be dealt with through the normal school complaints procedure.

**Policy updated: October 2017**

**To be reviewed annually or as required**