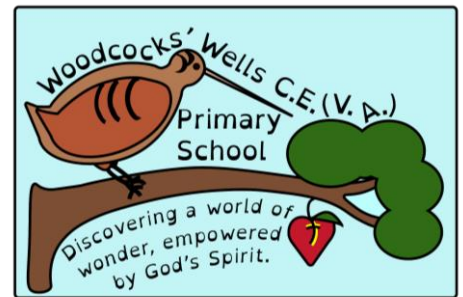


Behaviour Policy

- Amendments to policy: September 2025
- Policy effective from: September 2023
- Review date: July 2026
- Full Governing Body



Aims and expectations

It is a primary aim of our church school that every member of the school community feels valued and respected, and that each person is treated fairly and well. In the book of 1 Corinthians 13:13 in the Bible we learn that So now faith, hope, and love abide, these three; but the greatest of these is love. It is this love of God that empowers us through the actions of the Holy Spirit in our lives (Galatians 5:22-23, School Vision Statement) to be the caring community we are, whose values are built the Fruit of the Spirit and as such showing mutual trust and respect for all. The school behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The school has a number of school rules, but the primary aim of the behaviour policy is not a system to enforce rules. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn and flourish as a whole person. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

The school expects every member of the school community to behave in a considerate way towards others, using the school's vision and character traits of the Fruit of the Spirit as guidance.

We treat all children fairly and apply this behaviour policy in a consistent way with patience and kindness.

This policy aims to help children to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community and to effectively communicate the character of the fruit of the spirit not only in their own lives but to encourage the same in those around them. The policy is reflected upon by staff through continuous professional development opportunities so that they know how best to support children to flourish. New members of staff, and volunteers, complete an induction process so that they are fully aware of our policy.

Key Staff

Mrs S. Beckett - Headteacher/SENCO/Designated Safeguarding Lead
Mrs J. McKie - Wellbeing Lead/Deputy Designated Safeguarding Lead
Miss I. Harley - Class Teacher/Behaviour and Culture Lead

Key Governors

Mrs M. Lawless - Chair of Governors and Safeguarding Governor

Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Use of reasonable force in schools](#)

Woodcocks' Well CE (VA) behaviour policy has evolved following the research led by the DfE (Behaviour in Schools September 2022) and a member of staff partaking in leading behaviour and culture training course. This enabled us as a school to adapt the behaviour management accordingly to make it suitable for our school and our children.

Positive Recognition and Rewards

- A quiet word or encouraging smile.
- Team Points in classes, the winning team will be shared in collective worship.
- Sticker book for positive behaviour or work, once all slots are filled children get a piece of personalised stationary.
- 'Golden Book' to be shared in collective worship for special behaviour at school or at home throughout the week.
- A tick, smile, 'well done' on the pupil's work.
- A badge or sticker for the child to wear in school.
- A visit to another member of staff for praise.
- A visit to the headteacher for praise or a sticker.
- A public word of praise in front of a group, class or whole school collective worship.
- A sticker from a lunch-time assistant for kind, courteous, well-mannered behaviour or any behaviour that exemplifies the fruit of the Spirit such as gentleness, self-control, kindness.
- A verbal comment to the child's parents or a message home.
- Particular mention of achievement or good behaviour on the school report.
- Pupil nominated for 'star of the week' receives a certificate in the school celebratory worship for learning
- 'Afternoon tea with Mrs B' one child from each class nominated for always showing the school rules and values to spend time with Mrs Beckett enjoying hot chocolate and a cake.
- Golden star chart tick for children who do not get a 'card' throughout the school day. Once the chart has filled for the term children receive a golden star prize.

The school acknowledges all the efforts and achievements of children, both in and out of school as a flourishing character is demonstrated throughout all the child's life, not just at school.

School Rules

The School Rules are decided upon as a result of consultation between children and staff. Following on from our research, we have decided to have 3 school rules which reflect our vision and values. They are a focal point of our Behaviour Policy and the basis for personal, social, and moral education throughout the school and community.

Our rules are:

1. Be Safe
2. Be our best self
3. Be kind

Class Rules

Each class teacher can discuss how to make the classroom a fair and safe place for all linking to our expectations. Each class follows the 'School Rules' ensuring continuity throughout the whole school. The rules will be displayed prominently in the classroom. Specific rules, for a particular area, may be developed - e.g. role-play area, art and craft, computers etc.

We have very high expectations for behaviour and expect our School Rules to be followed by all children.

Expectations in school

1. Everyone will act with courtesy and consideration to others at all times.
2. Always try to understand other people's points of view employing self-control and patience with gentleness.
3. Move carefully and quietly about school. Do not run.
4. Always speak patiently, politely to everyone without interrupting extending faithfulness in a commitment to show Godly love (remembering love covers a multitude of sins -1Peter 4:8). There is no excuse for rudeness or disrespect. We strongly disapprove when children are disrespectful towards their teachers and Lunch-Time supervisors.
5. Help to keep the school clean and tidy.
6. No pupil is allowed to leave the school premises during school hours unless accompanied by an adult - children need to be signed in or out via the reception desk
7. Chewing gum must not be brought to school.
8. Pupils must not play in the corridor, the cloakrooms, nor in or around the toilets.
9. No pupil is allowed to bring a mobile phone to school without prior permission from the Headteacher.

Expectations in the classroom

1. Enter the room sensibly and sit down at your place.
2. Listen to the teacher patiently and concentrate.
3. In class, employing self-control, make it as easy as possible for everyone to learn and for the teacher to teach.
4. When the class is asked a question, do not shout out.
5. Work sensibly; do not distract or annoy others.
6. Eating and chewing are not allowed.
7. Pupils may drink still water from a bottle brought in from home.

School rules are explored and agreed through Collective Worship. If a child is disruptive in class, the teacher draws the child's attention to the class rules and follows our 'responding to misbehaviour'.

Strategies used by all school staff:

Visible consistency

Remaining calm and giving an emotionless response

Having a private word with children

Using team points

Golden stickers for exceptional behaviour or work, smaller stickers to be used more frequently for other praises

Positive recognition to ensure children feel appreciated/important

Focus on effort

Verbal cues

Positive reflections at the end of the day or a lesson

Restorative practice

Card system to allow children to reflect on behaviour

Responding to misbehaviour:

All pupils and staff are expected to behave in a responsible manner both to themselves and others, showing courtesy and a loving respect and self-control for other people at all times. Pupils should also move around school and behave in a calm, joyous yet gentle manner. This way we hope to support our children in becoming confident young learners.

An intention to behave better in the future should be recognised trusting in the patience of God with us, so we too are patient with others and this is why private discussions are held with children to explain what rule they are breaking and refocus on the positive. This is an incentive for the pupil.

Humour can also play a vital role in defusing a situation by allowing the teacher to (using gentleness and joy) get the message across while also allowing the pupil to 'take it in' without losing self-esteem.

Sarcasm is damaging and should be avoided.

The scale of the sanction imposed should reflect the level of misbehaviour and the display of all that is opposite to the fruit of the Spirit but the following should be taken in consideration:

- Improved behaviour and the innate flourishing of the individual is the object of the sanction
- In all disciplinary actions we feel it is essential that the pupil understands fully that it is the behaviour which is not acceptable and not the pupil as a person who is loved by God and ourselves.
- Always separate the problem from the person

Staff at Woodcocks' Well CE (VA) are implementing strategies that encourage children to reflect upon misbehaviour by following the steps below.

1. A verbal warning.
2. 'Stop and Think' about the behaviour and how it needs to change to be in line with the school rules.
3. 'Warning Card' if behaviour continues after the first two warnings resulting in a 5-minute loss of playtime.
4. 'Consequence Card' if behaviour has progressed resulting in a 10-minute loss of playtime and a phone call home/sent to the head teacher.

These are to be displayed in the classroom so it is clear to children and staff. They will also be 'refreshed' after break, dinner and the end of the day to ensure the children have the chance to reflect on their behaviour so it is in line with our school rules.

Work will be sent home if not completed in school.

Additional sanctions to sustain improved behaviour may include:

- Loss of privileges for a stated period of time, such as membership of a club.
- Loss of status for a specified period of time, such as team leader or being a monitor.
- A requirement to work at a separate desk within the classroom.

- Withdrawal from the class activity and temporary placement in another class or with the Headteacher. Ideally if a pupil is sent to another class, appropriate work should be sent with them.
- A verbal or written apology to the person concerned.
- Referral to a member of the senior leadership team or Headteacher.
- A phone call to the parents from the class teacher aiding the opportunity for the child and parent to flourish through the situation, using the same as a point of growth, not regression.
- A meeting with the parents. This also has the advantage of throwing more light on the problems behind the misbehaviour and of providing joint/consistent action between school and home; seeing the child as part of the whole family unit that may also benefit from the boundaries and consistencies of faithful loving care.
- Temporary exclusion such as during the midday break.
- Fixed Term or Permanent Exclusion.

Children who are repeatedly disruptive will be isolated from the rest of the class until s/he calms down, and is in a position to work sensibly again with others. The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for the rest of that session. If a child threatens, hurts or bullies another pupil, the class teacher records the incident and involves another member of staff i.e. from the school leadership team. If a child repeatedly acts in a way that disrupts or upsets others, the school in their commitment to aid the development of child and the whole family employing the Fruit of the Spirit, contacts the child's parents and seeks a meeting in order to discuss the situation, with a view to improving the behaviour of the child.

Consistency and Flexibility

While a consistent 'whole school' approach to managing behaviour is paramount there will be a need for a degree of flexibility in the application of rewards and sanctions. Hence some of the rewards and sanctions practised at Woodcocks' Well Primary School are unique to the age of the child e.g. rewards and consequences may be slightly different for children in EYFS or with SEND but all equally within the loving framework of our school vision.

Fixed Term and Permanent Exclusions

A variety of methods are tried to prevent exclusion. These are as follows:

- The use of an adult to diffuse the situation and to show patience to 'calm' the child.
- Use of 'Time-out' either as a break from the situation or with another teacher in another class aiding reflection and peace yet faithfully ensuring their education receives minimal disruption.
- Placement with the Headteacher.
- Discussion and counselling with the child and other parties involved.
- Meetings and/or conversations with parents at early stage to encourage as much potential for the child to flourish through the situation as early as possible.
- Use of external agencies such as play therapy, counselling.

Only the Headteacher or an Acting Headteacher has the power to exclude a pupil from school. The Headteacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. We aim to keep exclusions to a minimum. We will aim to keep exclusions to half days (either side of lunchtime) or 1 to 2 days. The Headteacher may also exclude a pupil permanently. It is also possible for the Headteacher to convert a fixed term exclusion into a

permanent exclusion, if the circumstances warrant this. Please see the school exclusion policy for further details.

Fixed Term Exclusions:

Should incidents occur to warrant fixed term exclusion the Headteacher must inform the parents in writing of the length and type of exclusion and of their right to make representation to the governors Pupil Discipline committee. A fixed term exclusion is a serious issue and will be made if a child is repeatedly defiant, verbally abusive and involved in activities that can be identified as bullying. Under no circumstances will the school tolerate any form of racism. Incidents of racism will be dealt with severely and, through employing loving boundaries for all, may result in a fixed term exclusion.

Permanent Exclusions:

A child will only be excluded from school as a last resort but, exceptionally, severe offences can result in an automatic exclusion. A pupil may be permanently excluded if:

- They have been seriously or persistently badly behaved.
- They would seriously harm the education and welfare of themselves or other pupils if they stayed in school.

A pupil may be automatically excluded after incidents such as serious actual or threatened violence, sexual abuse or assault, carrying an offensive weapon or supplying an illegal drug. Offences like these will usually require police involvement.

An exclusion will only be applied in serious cases of misconduct or for persistent disruptive behaviour and then, only after careful, loving consideration and proper application of the appropriate regulations. This decision can only be made by the Headteacher. Exclusion is seen as an opportunity to reflect, employ the characteristics of the school vision statement and to move forwards, we will not necessarily make exclusion longer for repeat incidents.

Any exclusion will involve work being sent home to complete, as part of the school's commitment to loving faithfulness towards the child. For any exclusion of more than 5 days the school will provide full time education off the school site.

Governors will review exclusion data termly and will review any pupil exclusion amounting to more than 15 days.

Referral to external agencies with a view to additional support for the pupil in school, will be considered if appropriate.

A reintegration meeting will be offered to ensure a smooth transition, for the pupil, back in to school.

Inappropriate Sanctions

Corporal Punishment is forbidden.

Detention outside normal school hours is not used.

General or arbitrary use of the curriculum as a punishment, for example extra mathematics, is not appropriate.

Exclusion from a curriculum activity including P.E., swimming and educational visits is not appropriate unless on the grounds of safety or potential disruption to the good order of the group.

It is not appropriate to stand a child out where they are not near to, and under the supervision of, a member of staff.

It is not appropriate to punish the whole group because of inappropriate behaviour by a few individuals. Such action is likely to create resentment and may invoke an inappropriate group response and cause the vision of the school to come into disrepute. Sanctions against the whole group or class should only be imposed when the inappropriate behaviour relates to the whole class.

Physical Control and Restraint

Staff will only restrain children to prevent injury to a child, or if a child is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children. Training is provided for staff where the potential need for physical restraint has been identified. All positive physical interventions are in accordance with 'Guidance on the use of Reasonable Force in School' (DFES 1998 and updated in 2012), and the guidance set out in Section 93 of the Education and inspections Act 2006. Positive handling techniques are adopted in response to NFPS training.

It should never be used as a sanction, or to humiliate the child in front of other children or adults. All sanctions should be used within the framework of the school vision statement which demonstrates faithfulness towards the staff and child alongside loving boundaries encouraging flourishing for all concerned.

All staff should strive to avoid the need for physical control by patient foresight and diversion. If it should be necessary to employ physical restraint, then only the minimum force required to ensure control should be used, seeking to maintain as much gentleness as is possible in the situation. Care should be taken to preserve as much of the child's self-respect as possible and to encourage the child to regain self-control and gain empowerment in their life situations through seeking the outcome of the whole vision statement of the school in their lives.

If a child is exhibiting violence and/or acute levels of distress it may be appropriate and in the best interests of the individual and their peers to remove the 'audience' and take the peer group somewhere safe and quiet till the crisis is over. The wellbeing of all our pupils is paramount.

We acknowledge that during positive physical interventions a pupil may be hurt. Minor bruising or marks may occur during the process of positive physical intervention. Whilst this is always avoided wherever possible, this outcome is preferable to more severe physical harm to the child in crisis resulting from their behaviour, or serious harm occurring to another individual as a result of the incident.

Our commitment to safe, positive handling includes:

- Monitoring and evaluating our responses to challenging behaviour, with particular regard to monitoring the use and effectiveness of any positive physical interventions.
- Reviewing any positive handling plans that may be in place for individual pupils at agreed intervals that allow for swift adaptations to be made to meet the child's needs

- An acknowledgement of our duty of care to all pupils and that sometimes it may be necessary to use a positive handling technique to safeguard a student or students in crisis; or the pupils, adults or property at risk from a student in crisis.
- All positive physical interventions are for the minimum amount of time, using the lightest possible hold and are reasonable, proportionate and necessary.
- All positive physical interventions are recorded and stored in line with the data protection act, and parents/carers are made aware of the use of such interventions if/when they occur. It is the responsibility of the staff member to report incidents directly to the Headteacher or, in their absence, the next senior teacher.

Staff have completed positive handling training September 2021 and received an annual refresher November 2022 the latest training completed in November 2023.

At Woodcocks' Well CE (VA) Primary School we have adopted the following DFE 2012 guidance to heads and governors. This guidance advises that:

"School staff can search pupils with their consent for any item. Head teachers and staff authorised by the head teacher have the power to search pupils or their possessions, without consent, where they suspect the pupil has a "prohibited item". Prohibited items are: knives and weapons; alcohol; illegal drugs; stolen items; tobacco and cigarette papers; fireworks; pornographic images; any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Use of reasonable force: All school 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. Head teachers and staff authorised by the head teacher can use such force as is reasonable when searching a pupil without consent for prohibited items except where the search is for an item banned by the school rules.

Allegations of abuse against staff: Allegations of abuse must be taken seriously, but schools should ensure they deal with allegations quickly in a fair and consistent way that provides effective protection for the child and supports the person who is the subject of the allegation. Every effort must be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated. Suspension must not be used as an automatic response when an allegation has been reported." (*Ensuring good behaviour in schools 2012*)

At Woodcocks Wells' appropriate disciplinary action will be taken against pupils who are found to have made malicious accusations against school staff to ensure the loving safety and display consistent faithfulness to all in the school community.

Banned Items

The prohibited items listed in the DFE's Searching, Screening and Confiscation document are:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;

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, or damage to property of; any person (including the pupil).

an article specified in regulations:

- tobacco and cigarette papers;
- fireworks; and
- pornographic images

Restriction of liberty

The physical restriction of a pupil's liberty is a serious step, and must not form part of the sanctions policy of any educational establishment. This includes locking a pupil in any room or part of the school premises with the intention of preventing the pupil leaving, whether or not there are responsible adults present.

Child-on-Child abuse

Children can abuse other children (often referred to as child-on-child abuse) This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- abuse in intimate personal relationships between children (sometimes known as ‘teenage relationship abuse’)
- sexual violence, such as rape, assault by penetration and sexual assault
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery)
- ‘Upskirting’ is where someone takes a picture under a person’s clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim.
- initiation/hazing type violence and rituals

Staff are clear on our procedures with regards to child-on-child abuse and do not take it any less serious than adult to child abuse; they are aware that it should never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”. We ensure that we apply the same thresholds.

In our school we have referred to the Respectful School Communities toolkit for advice on creating a culture in which sexual harassment of all kinds is treated as unacceptable. In our school we have an anti-bullying policy that recognises this. We are able to use service such as the emotionally healthy team and counselling services to support children - both “perpetrator” and “victim”.

Where sexual violence or sexual harassment between children is alleged then the school follows the guidance issued by the DfE in Part 5 of Keeping Children Safe in Education 2022.

[Where sharing nudes or semi nudes \(youth produced sexual images\) are part of the abuse then the school follows the UK Council for Child Internet Safety \(UKCCIS\) Sharing nudes and semi-nudes: advice for education settings](#)

Bullying

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear and in an atmosphere of peace and love. Children are taught that they have a right to be safe.

Bullying is not always easy to recognise but an open, agreed definition of bullying is crucial.

Definition:

Bullying is the wilful, conscious desire to hurt, threaten, frighten or intimidate, someone else.

To do this, the bully must exert some sort of power over the victim, a power not always recognisable to adults. If parents teach their children to stand up for themselves, they may also be teaching them to get their retaliation in first. This immediately brings the values of school with its vision statement and home into conflict.

Bullying takes many forms and can include:

Type of bullying	Definiton
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Prejudice-based and discriminatory, including: Racial Faith-based Gendered (sexist) Homophobic/biphobic Transphobic Disability-based	Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or behaviour, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Violent and aggressive behaviour

Any incident which involves violence or where a serious threat of violence is perceived should be recorded and subsequently discussed in order that appropriate conclusions may be drawn. Consideration should be given to alternative strategies that could have been employed to peaceably avert the situation. Parents should immediately be informed if any violent or aggressive behaviour has been exhibited by any pupil.

Staff should be aware of the influence of their own body language and the interpretation of other people's body language in the process of violent incidents. This will involve an appreciation of the pupil's cultural background as well as techniques for reducing aggression. Face to face confrontation and physically cornering a pupil are often unhelpful and actually increase the potential for violence. It is at this point where the fruit of gentleness, love and peace may be concentrated on to produce within the staff and, lead by example, onto those concerned in the incidence.

Closed door

Where a pupil is removed to another room as a control measure, staff should be aware of the risks inherent in closing the door, even when there is more than one adult present. While recognising that there may be occasions when it is necessary to ensure the pupil's privacy, staff should always take into account the fact that closing a door may be misconstrued or misrepresented and in all faithfulness to the child and staff concerned, should be avoided if at all possible - this is keep both you and the child safe.

Reflection

After any serious incident the pupil should be offered an opportunity to think through and discuss how it arose. If the pupil wishes to discuss the issue with a member of staff, expressions of disapproval and sanctions should be deferred until this has taken place, as in the framework of the vision statement that encourages reflection, forgiveness and restitution a positive outcome may render them redundant.

The pupil who has been bullied/hurt should be offered an opportunity to tell the person responsible how they feel, in the presence of a teacher or peer support, and employing the vision statement framework, to discuss how the incident arose.

Reporting procedures

A written record is kept of persistent misbehaviour and serious incidents of misconduct and is kept on the child's records. Information recorded includes the date, names of people involved, an account of the incident and details of any advice given or sanctions imposed. This record provides factual, objective and accurate information which may be needed for referral at a later date. We record information as soon as possible while it is still fresh in our mind as relying on memory alone when describing a pupil's pattern of behaviour is open to question.

These records are **confidential** and this must be respected. This is for internal use and recorded information is **not** intended for transfer to the pupil's record card, it is nevertheless an important document and the following points should be borne in mind:-

- - Relevant information relating to a particular pupil may be referred to and read by those entitled to do so, i.e. the pupil's parents, the Educational Psychologist etc.
 - Information relating to other pupils should be excluded and the relevant extracts photocopied for **entitled readers only**.
 - Beware of applied psychology and interpretation. Be factual and use plain English. Be positive, honest and unbiased.
 - Distinguish clearly between;
 - i) personal observations and experience
 - ii) information repeated to you
 - iii) information overheard or acquired generally
 - Quote actual words used if necessary.

- Keep relevant evidence.
- Photograph serious damage to a space only.

All serious incidents of misconduct should be reported to the Headteacher or a senior member of staff as soon as possible and be recorded. If a pupil should become repeatedly involved in serious incidents of misconduct then (to restore and aide the pupil's personal ability to flourish in a positive manner) involvement of external support agencies will be sought.

The following action may be taken when dealing with pupils whose behaviour is considered to be particularly disruptive or unacceptable. **These procedures will only be initiated after normal sanctions have failed to improve the situation, and after parents have already been fully involved and informed about their child's behaviour. They are taken to seek the very best outcome for the pupil as well as the rest of the school community.**

Behaviour at lunchtime

Incidents which are a cause for concern should be reported to a teacher, a senior teacher or Headteacher immediately.

This applies particularly to aggressive or bullying behaviour to other pupils; persistent name calling or racist remarks; rude and uncooperative behaviour to the dinner supervisors.

REPORTING PROCEDURE*

It is **very rare** for this procedure to be completed but, in serious cases, this will happen and may reach the final stage of a pupil's permanent exclusion from Woodcocks' Well CE (VA) Primary School all within the framework of the school's vision statement.

- 1) Behaviour system of discussions followed.
- 2) If step one is repeated more than once, within a week, or a serious incident, the Headteacher will be informed and parents will be asked to take measures to support the school and bring about an improvement in the pupil's behaviour.
- 3) Class Teacher to monitor behaviour and record on an individual log
- 4) If there is further repetition of steps one and two, the SENCO will be contacted to support the class teacher in writing an initial Individual Behaviour Plan which will identify strategies to support the child.
- 4) If there is further repetition of steps one and two, the SENCO will be contacted to arrange possible support from outside agencies.
- 5) From this point, if the situation does not improve, the pupil may be excluded from school by the Headteacher for a fixed period of between 1 and 45 days. The Chair of the Governing Body and the LA will be notified.
- 6) If the unacceptable behaviour persists after this, the pupil may be excluded from school permanently pending an investigation by the Governing Body. The Chair of the Governing Body and the LA will be informed immediately.

* In the event of serious/extreme behaviour then the graduated card response may be bypassed and parents contacted on the day.

Pupils leaving school without permission

Staff should take all necessary and reasonable steps to ensure the safety of pupils in their care. However, if a pupil is determined to leave the premises, the powers and duties of staff are limited to persuasion and a reminder of any sanctions that might be incurred.

It is not permitted to physically prevent a pupil from leaving. However, if it is felt that the pupil is acutely distressed or emotionally disturbed to the extent that they may be at **risk of significant harm**, (i.e. you feel that they might run out into the road without taking due care) then it **shall** be appropriate for a member of staff to use a level and method of restraint compatible with that of a caring parent.

Staff will not be held responsible for pupils who leave the premises without permission. In the event of a pupil leaving school without permission, the parents or emergency contact person will be informed as soon as possible. If the whereabouts of the pupil cannot be determined within a reasonable length of time then local police will be informed.

Behaviour when not on school premises:

The Governors and the Headteacher reserve the right to sanction any pupil whose behaviour may adversely affect other individuals, or affects the reputation of the school, even whilst the pupil may not be on the school premises.

Review

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.